Finance:
Account Structure, Review Budgets

Managers and Designated Support Staff
Terminology

- **Account Structure**—the length and meaning of the account number

- **Chart of Accounts**—the detailed account structure that allows the University to accurately categorize budget and spending for accounting and management purposes

- **Account Segment**—a section of the account number that contains important information

- **Budgetary Control**—formerly Budget Review (CARS); the main screen to view budget and expense information
Key Concepts

Account structure is changing from 4 to 7 segments

**Former: CARS (Jenzabar CX)**

1. **Fund** | 10
   General Operating Fund
2. **Function** | 1010
   English & Humanities Department
3. **Object** | 6210
   Travel
4. **Project** | 1000
   Academic Affairs Division

**Example:** 10 – 1010 – 6210 – 1000

**New! BearTrax (Oracle)**

1. **Entity** | 10 SSU
2. **Fund** | 1010 General Operating Fund
3. **Function** | 10 Instruction
4. **Unit** | 10002 English & Humanities Dept
5. **Object** | 62101 Travel
6. **Project** | 10000 No Project
7. **Future** | 00000 Future

**Example:**

10 - 1010 – 10 - 10002 – 62101 – 10000 - 00000

**Note:**

- **Entity value** will always be **10** and **Future value** will always be **00000**.
- **Project value** will always be **10000** unless a specific project is being tracked.
Segment Value Descriptions

Segment Descriptions for New Chart of Account Structure

1. **Entity**: always 10 for SSU
2. **Fund**: identifies the source of funds
   - General fund, auxiliary fund, etc.
3. **Function**: identifies purpose the account serves
   - Instruction, public service, academic support, etc.
4. **Unit**: contains organizational information
   - Department, program, etc.
5. **Object**: identifies type of spending
   - Postage, supplies, travel, etc.
6. **Project**: identifies a special project associated with that account
   - Always 10000 unless a special project needs to be tracked.
   - **Important!** This segment will no longer contain information about which division the unit and project reports to.
7. **Future**: always 00000...gives us room to grow
The new screen does not calculate totals at the bottom

Users will need to go to Reporting in BearTrax for totals and organizational roll-up information—these are under construction
Fast Facts: Budget Review

- Search in BearTrax is case-sensitive

- BearTrax provides text descriptors of all segment values anywhere you are asked to select a numeric value.
  - No guessing what a Fund or Project code represents!
The End

Please contact your department BearTrax coordinator or your manager for more information.

www.shawnee.edu/beartrax