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

BEAR TRAX

Budget Review Fast Facts

Former (CARS) Columns	New (Oracle) Columns
Bgt - Budget Act - Actual Spending Enc - Encumbrances Unexp - Unexpended Exp % - Expended %	Total Budget Commitments - For funds dedicated to purchase requisitions approved by budget managers Obligations - For funds dedicated to purchase orders approved by Procurement services Other Consumption - For other funds and expenses which do not fit into the other categories Expenditures - For AP payments and/or General Ledger journals Total Consumption – sum of the above 4 columns Funds Available Amount Funds Available (%)

- 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

BEAR TRAX

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!

BEAR TRAX

The End

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

www.shawnee.edu/beartrax