



Accounting Services Guide Explaining the Chart of Accounts

information/data between various stakeholders. Providing such information on the activities is an important function of the accounting and reporting system which should capture, classify, record, and communicate relevant, reliable, and comparable financial information for purposes of:

- x Budgetary accounting and reporting including reporting of actual against approved budget estimates
- x General purpose financial reporting
- x Management information
- x Statistical reporting



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Chart of Accounts Structure

In a general and restricted financial system there are 6 components available to capture and report financial information, as follows:

Required on all transactions				Optional		
Fund 3Z digits)	Account (5 digits)	Sector (3 digits)	Department (4 digits)	Sub Department (4 digits)	Award (5 Digits)	SubAward (3 digits

Account

Assets:

Start		Finish	Description
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Revenues:

61000	-	61799	Government grants
62000	-	63999	Student academic fees
64001	-	64999	Gifts, grants & bequests
65001	-	65999	Interest & investment income
66001	-	67999	Sales of services & products & other revenues
68001	-	68999	Amortization of deferred capital contributions

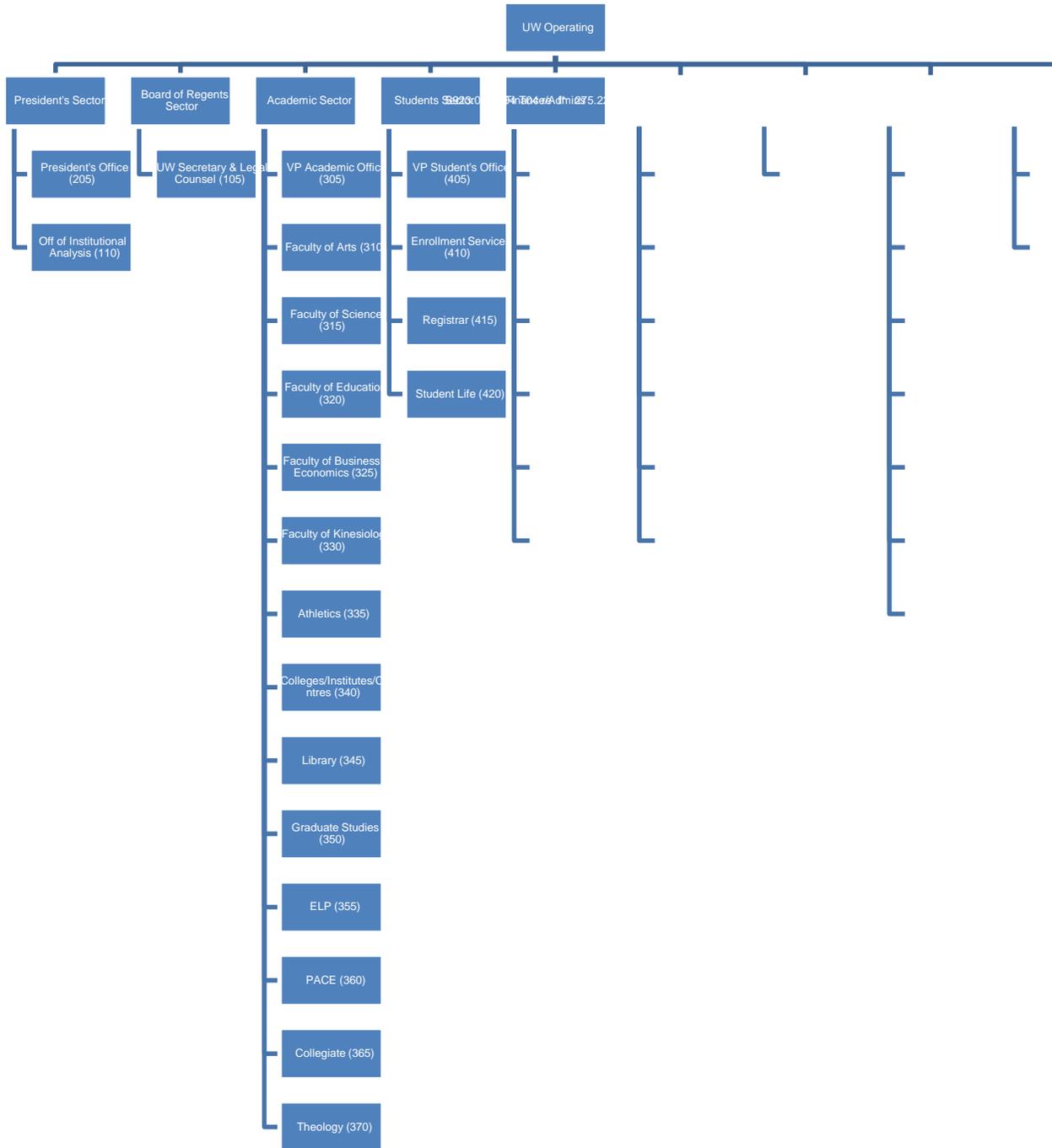
Expenses:

70001	-	71999	Salaries & benefits
72002	-	72799	Supplies
73002	-	74999	Services
75003	-	75999	Travel expenses



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Sector t UW Operations (Based on current Organizational Structure)



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Department

The Department code is a four digit number assigned by Financial Services to help units within the University track revenues and monitor expenditures for a particular group of services.

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