ACCOUNT STRUCTURE

ACCOUNT TYPES

Financial Maintenance

Chart of Accounts

- Accounting Period
- Account Type
- AICPA Function

Using the Account type lookup in Kuali, we see the following types:

Account Type Code	Account Type Name
AS	Asset
EX	Expense
FB	Fund Balance
LI	Liability
RE	Revenue

Transactions must go into the appropriate account type and object codes are matched to the account type as well. For example, that means you would use expense object codes for expenses, and you would charge them to expense accounts.

ACCOUNT NUMBERS

Following is a chart that will help you understand the way the 10-digit account numbers are organized. You can see that the account numbers do have a meaning, especially the first two digits, which will help you quickly identify the correct account to use without having to look at the sub fund code or the account type code.

First Two numbers in the Account Number help to identify the type of account and the sub fund group.
Middle four XXXX – Usually unique to a specific school or center. It identifies a pattern of account numbering that helps in organizing account access and reporting.
Last four XXXX – Used by the school or center to organize and create their accounts in a pattern set by them.

Account starts with….	Description
10-XXXX-XXXX	Current Unrestricted - Income
11-XXXX-XXXX through 18-XXXX-XXXX	Current Unrestricted - Expense
19-XXXX-XXXX	Current Unrestricted - Balance Sheet
20-XXXX-XXXX	Current Restricted - Income Current Endowment - Income
21-XXXX-XXXX through 28-XXXX-XXXX	Current Restricted - Expenses Current Endowment - Expense
29-XXXX-XXXX	Current Restricted - Balance Sheet
31-XXXX-XXXX through 39-XXXX-XXXX	Student Loans
49-XXXX-XXXX	Endowment - Assets and Liabilities Annuity - Assets and Liabilities
50-XXXX-XXXX	Government - Income
51-XXXX-XXXX through 58-XXXX-XXXX	Government - Expense
59-XXXX-XXXX	Government - Balance Sheet
69-XXXX-XXXX	Plant
71-XXXX-XXXX through 79-XXXX-XXXX	Agency
84-XXXX-XXXX	Patient Care
88-XXXX-XXXX	Clinical practices
89-XXXX-XXXX	Annuity and Living Trust - Fund Balance
91-XXXX-XXXX through 95-XXXX-XXXX	Current Restricted - Fund Balance
96-XXXX-XXXX through 97-XXXX-XXXX	Current Endowment - Unexpended Income
98-XXXX-XXXX through 99-XXXX-XXXX	Endowment - Fund Balance

ACCOUNT LOOKUP IN KUALI

- Account Lookup does not require that you have access to the account, since it is just general information that is shown.
- You can use wild cards * in any of the fields to search for an account, but you can only view one account at a time.
- You can search by org code, by account mask, or by fiscal officer, using wild cards where needed.
- Account masks are the starting 4-6 numbers of the full ten-digit account number, and should be unique to your budget center. When using an account mask in your search, be sure to use the wild card.

Balance Inquiries

General Ledger
- 😊 Available Balances
- 😊 Available Balances By BCG
- Balances by Consolidation
- Cash Balances
- 😊 General Ledger Balance
- 😊 General Ledger Entry
- General Ledger Pending Entry
- Internal Billing Inquiry
- Open Encumbrances
- 😊 Sufficient Funds
- General Ledger Lien
- 😊 Account Lookup

Last updated: 9/29/2016