Arcadia University
Chart of Accounts Enhancements

October 6, 2021

A Few Notes

- The Chart of Accounts project supports the University's Adaptive Strategy, Level III Charter: Aligning Resources for Sustainable Growth
  - To align resources, we need to know how we are spending or investing our resources

- The Chart of Accounts project is a multi-year project beginning in FY2022
  - Ideally, new object codes are implemented at the start of a fiscal year, June 1
  - For FY2022, the implementation date is August 1, 2021

- An object code will appear on budget report if there is one or more of the following occurrences:
  - an allocated budget for the object code
  - an encumbrance (requisition or purchase order) against the object code
  - an actual expense charged to the object code

Presentation

- What's Changed
- What's New
- What's Old

What's Changed

Object Codes that have Changed

- X501 Travel: Student

Previously this object code was used for student travel only. Effective in FY2022 this object code should be used for all travel associated with Global Field Study (GFS) courses, Preview, International Peace & Conflict Resolution (IPCR) student travel, and any other travel related to student research projects.

Expenses should include faculty and staff travel when traveling for student courses or research projects.

- X605 Signs/Flags/Banners (previously Banners)

Previously this object code was used for the purchase of flags and stands across campus. Effective in FY2022 is the addition of banners and removable signage. Any signage that is affixed to campus on buildings or on roads/walkways should be charged to X950 Capital Equipment.

Object Codes that have Changed: In Name Only

- X720 Prof Svcs Other (Professional Services Other)

X720 is a new object code in the grouping referred to as "Professional Services." This new object code includes expenses for:

Independent contractors, guest lecturers, honorariums, or a 1099 vendor paid through Accounts Payable

To be consistent with the Chart of Accounts, the following Professional Services object code names are being changed:

	From	To
X706:	Legal	Prof Svcs Legal
X707:	Accounting	Prof Svcs Accounting
X715:	Consulting	Prof Svcs Consulting

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Object Codes that have Changed

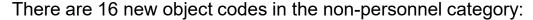- X502 Professional Development (previously Conferences)

Expenses charged to X502 should still include transportation, meals, conference fees, etc.

The name has been changed to incorporate web-based conferences and training.

What's New

What's New

There are 16 new object codes in the non-personnel category:
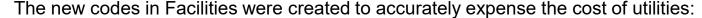
- 1 new code in the X6-- Series
- 8 new codes in the X7-- Series
- 7 new codes in the X8-- Series

8 of the 16 codes are used only by Facilities and Auxiliary Services

8 of the 16 codes have been created for general use

What's New: Facilities

The new codes in Facilities were created to accurately expense the cost of utilities:

- X860 Electricity
- X861 Natural Gas
- X862 Fuel Oil
- X863 Water
- X864 Trash
- X865 Diesel/Gas

The umbrella object code of Utilities – X850 – will be phased out as Facilities and the Budget Office migrate from a one-object-code budget to the multi-object-code budget

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What's New: Auxiliary Services

Auxiliary Services manages the payments for the University's daily cost of student meal plans. Two new object codes have been created to reconcile the cost by semester:

- X750 Meal Plans: Fall
- X751 Meal Plans: Spring

These object codes are used only by Auxiliary Services.

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- X610 Software

Programs and other operating information used by a computer. Expenses include standalone programs and excludes hardware (laptops) or peripherals (printers).

Requirements Prior to Software Purchase	Single Use / Single Department (Internal)	Multiple Users / Multiple Departments (Forward Facing)
Voluntary Product Accessibility Template (VPAT) Required	NA	Yes; this document is provided by the vendor
VPAT Reviewed by Information Technology Division	NA	Yes; prior to making purchase
Information Technology review to verify software is acceptable to put on our systems	Yes; prior to making purchase	Yes; prior to making purchase

What's New—Remaining: The X7- Series

- X716 Prof Svcs Temp Agency

Employment agencies used to temporarily backfill a vacant position or supplement existing staff on a temporary basis.

Examples: Employee on a leave of absence, additional staffing for a major project.

A purchase order must be submitted to Purchasing prior to the start of service. Employment agency expenses must be approved by the division Vice President or his/her designee.

- X720 Prof Svcs Other

Refer to Slide 6.

What's New—Remaining: The X7- Series

- X725 Contracted Services

Services outsourced for a contracted period of time.

Examples: Housekeeping, inspections, information-technology related service, service contracts.

- X730 Memberships/Associations

Fees or charges paid to an organization at regular intervals.

Examples: Middle States, National Association of College and University Business Officers (NACUBO)

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What's New—Remaining: The X7- Series

- X735 Professional Licenses

Licenses that have been approved to be paid by the University should be charged to this object code.

- X740 Repairs

The cost of repairs or maintenance not covered by a contracted service; also includes emergency repairs.

Examples: Routine maintenance covered under a service contract indicates that repairs are necessary. Also includes repairs to university-owned vehicles, academic equipment, etc.

What's New—Remaining: The X8- Series

- X866 Utilities Other

Utilities other than those used to run the University. Does not include electricity, natural gas, fuel oil, water, trash, diesel/gas.

Examples: Telephone expenses, including cell phones.

What's Old

What's Old: No Changes

Prior to the new codes being created, there was a total of 24 object codes in use across the University. Several of these codes are for specific departmental use. If a department does not use an object code, it will not appear on a budget report.

Following is a list of existing object codes and the associated department designation.

The Full List of Current Object Codes

- X500 Travel
- X501 Travel: Student
- X502 Conferences (renamed to Professional Development)
- X600 Supplies
- X601 Office Expense
- X605 Flags (renamed to Signs/Flags/Banners)
- X700 Services (will gradually be phased out as new object codes are created to more accurately reflect service expenses across the University)

The Full List of Current Object Codes

- X706 Legal (renamed to Prof Svcs Legal)
- X708 Advertising
- X709 Insurance
- X715 Consulting (renamed to Prof Svcs Consulting)
- X800 Internal Service Charges
- X900 Small Equipment under 5K
- X950 Capital Equipment

The Full List of Current Object Codes

Facilities:

- X705 Housing Damage/Keys
- X710 EPA Expenses
- X840 Taxes
- X850 Utilities

Finance, Human Resources:

- X707 Accounting (renamed Prof Svcs Acctg)
- X810 Room Fee Remission
- X851 Interest Expense
- X852 Depreciation Expense

The Full List of Current Object Codes

Information Technology (deactivated on June 1, 2021):

- X607 TechComNetwkPh
- X620 TechUserWSW

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The Chart of Accounts Project

Questions regarding the appropriate use of an object code may be directed to:

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Carol Ann Radle – Budget Office

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