Account Reference Guide

Report Description
The Account Reference Report provides a listing of all Accounts along with status, type, purpose and categories (including Concur expense type). The report indicates whether the Account is allowed on Prime Journals, purchasing transactions (including non-PO payments), and indicates if it is a potentially unallowable sponsored research expense.

Purpose
The Account Reference Report is provided as a reference tool. It can assist in determining what Account is best for your transaction and/or to get more information on the nature of transactions posted to your chartstring(s). It is a handy reference guide for sponsored research, displaying the F&A base each expense is subject to, whether an expense may be potentially unallowable, and the budget category of each expense.

Key Information
- Depending on the Account information you are searching for, there are a few ways to run the report:
  - Keep default ‘Customize Output Appearance’ prompts, and make no selection in the Account prompt to return all active Accounts.
  - Change the ‘Customize Output Appearance’ prompts to return Accounts allowable on specific transaction types (e.g. allowable on Prime Journals).
  - Use the Account tree prompt to return a specific Account type (e.g. expense) or more specific Account group (e.g. non personnel expenses).

- Account names are limited to 30 characters in Prime Financials, therefore many names are abbreviated. This guide displays the full Account name to help clarify those abbreviations.

- Some Accounts are restricted for use by specific departments (e.g. Finance and Treasury). If they are subject to restricted use, this is indicated in the ‘Full Account Name and Definition’ column.

- Multiple Concur expense types may map to one Account. If you download the report to excel the one Account will display on multiple rows, one for each Concur expense type.

- Inactive Accounts may no longer be used on any transactions, but are displayed on the report for historical reference purposes.
# Sample Report Output

## Account Reference

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Status</th>
<th>Account Type</th>
<th>Specific Purpose</th>
<th>Full Account Name and Definition</th>
<th>Allowed on Prime Journal with Type</th>
<th>Financial Report Account Group 2</th>
<th>Financial Report Account Group 4</th>
<th>Allowed on Purchasing Transactions</th>
<th>Allowed on Non-PO Transactions with Supplier Type(s)</th>
<th>Concur Expense Type(s)</th>
<th>SRA Potentially Unallowable Expense</th>
<th>SRA Included in F&amp;A Base Calculation(s)*</th>
<th>SRA Budget Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>1601 - Inventory</td>
<td>Active</td>
<td>Asset</td>
<td>Inventory</td>
<td>Inventory. Inventory held by various PU departments including science department stockrooms, OIT hardware and Facilities maintenance supplies.</td>
<td>Yes - Cost Transfer/Correction and Standard Journals</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2401 - Accrued Expenses</td>
<td>Active</td>
<td>Liability</td>
<td>Accounts payable</td>
<td>Accrued Expenses. Used at period-end (i.e. year-end) to record amount due for goods and services that have been received, where payment is made after period-end.</td>
<td>Yes - Cost Transfer/Correction and Standard Journals</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>4004 - Tuition-Undergraduate</td>
<td>Active</td>
<td>Revenue</td>
<td>Tuition-Undergraduate</td>
<td>Revenue from undergraduate tuition.</td>
<td>Yes - Cost Transfer/Correction and Standard Journals</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>4002 - Fund Assignment-In</td>
<td>Active</td>
<td>Revenue</td>
<td>Fund Assignment-In</td>
<td>Fund Assignment-In. Credits or receiving fund on an assignment journal.</td>
<td>Yes - Assignment Journals</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>5003 - Salary-Faculty</td>
<td>Active</td>
<td>Expense</td>
<td>Salary-Faculty</td>
<td>Salary-Faculty. Salary expense for faculty, academic year.</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>No</td>
<td>TDC, TRNG, MTDC, SWIB</td>
<td>Salary-Faculty</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5511 - Fellowship Tuition</td>
<td>Active</td>
<td>Expense</td>
<td>Fellowship Tuition</td>
<td>Graduate student fellowship tuition expense</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>No</td>
<td>TDC</td>
<td>Fellowship Tuition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6732 - Domestic Tri-Air Trav</td>
<td>Active</td>
<td>Expense</td>
<td>Domestic Travel</td>
<td>Domestic Travel-Air Travel. Air travel expenses incurred while traveling domestically on PU business.</td>
<td>Yes - Cost Transfer/Correction and Standard Journals</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>No</td>
<td>TDC, TRNG, MTDC</td>
<td>Domestic Travel</td>
<td></td>
</tr>
<tr>
<td>7027 - ISC-Building Services</td>
<td>Active</td>
<td>Expense</td>
<td>Maintenance Services</td>
<td>Internal Service Charge-Building Services. Event rentals and labor expenses charged by Building Services. When using ISC (PMM) Accounts in a journal entry, all amounts on the ISC Accounts must total zero (debits/credits must equal credits/income within the ISC Accounts).</td>
<td>Yes - Cost Transfer/Correction and Standard Journals</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>No</td>
<td>TDC, TRNG, MTDC</td>
<td>Maintenance Services</td>
<td></td>
</tr>
</tbody>
</table>

*F&A base abbreviations: TDC = Total Direct Costs; TRNG = Training; MTDC = Modified Total Direct Costs; SWIB = Salaries, Wages & Benefits
Column Definitions

- **Account**: Account – Account Name. When downloading to excel, this will display in two separate columns.
- **Account Status**: Indicates whether the Account is currently active or inactive.
- **Account Type**: Asset, Liability, Equity, Revenue or Expense.
- **Specific Purpose**: A higher level grouping or summary purpose for which the Account was created. For example, the specific purpose for Accounts 6732-Domestic Travel-Air Travel and 6737-Domestic Travel-Lodging is the summarized “Domestic Travel” grouping.
- **Full Account Name and Definition**: Lists the full Account name and what the Account is used for. This field will also note if it is restricted for use by a certain department, if it is a capital expense, and any other rules or key facts associated with the Account.
- **Allowed on Prime Journal with Type**: Will display “Yes” and the type(s) of Prime Journal if the Account is allowed, or “No” if it is not.
- **Financial Report Account Group 2 and Financial Report Account Group 4**: Higher level groupings under which the Account resides. Group 2 is a higher level than the more granular group 4. You’ll see these groupings on Financial Management Reports such as Revenue and Expense and Monthly Actuals.
- **Allowed on Purchasing Transactions**: Indicates whether the Account is allowed on purchasing transactions such as purchase orders and requisitions.
- **Allowed on Non-PO Transactions with Supplier Type(s)**: Will display “Yes” and the supplier type(s) if the Account is allowed, or “No” if it is not. Supplier types include employee, regular, single pay, and student.
- **Concur Expense Types**: Lists the expense types that map to the Account from Concur. One Account may have multiple expense types. Concur expense types only map to expense Accounts, other Account types will always be “N/A”.
- **SRA Potentially Unallowable Expense**: Will display “Yes” if the expense Account is potentially unallowable on sponsored research awards or “No” if it is allowable. Displayed on expense Accounts only, other Account types will always be “N/A”.
- **SRA Included in F&A Base Calculation(s)**: Displays the Facilities and Administrative (F&A) base(s) that each expense Account is subject to when used on a sponsored research award. F&A bases are TDC=Total Direct Cost, TRNG=Training, MTDC=Modified Total Direct Costs, SWB=Salaries, Wages & Benefits. Displayed on expense Accounts only, other Account types will always be “N/A”.
- **SRA Budget Category**: The budget category used when entering a sponsored research award budget. Displayed on expense Accounts only, other Account types will always be “N/A”.
