Brandeis University Chartstring

Account Code - Fund Number - Dept ID - Program Number - Project or Grant Number

The Brandeis University Chartstring tells the “Who, What, Where and How” of any transaction posting to the University General Ledger. It provides detail of any financial transaction taking place and includes the following:

**Account Code** – details the “What” – type of transaction

- 5000-5999 Income Account Codes
- 6000-6999 Salary & Fringe Benefit Expenses
- 7000-7999 Operating Expenses
- 8000-8999 Capital Expenses

Click here for a complete list of Account Codes *(LINK)*
http://www.brandeis.edu/projects/peak/financials/help/acct_info.html

**Fund Number** – details the “Where” – identifies ledger

- Fund 11 Unrestricted Operations (use for OPEX)
- Fund 12 Unrestricted Capital Projects
- Fund 13 Student Activities/Club Accounts *(used only by Students & Enrollment)*
- Fund 14 Brandeis National Committee
- Fund 15 Unrestricted Fed Sponsored (Grants)
- Fund 16 Unrestricted NonFed Spon (Grants)
- Fund 17 Sponsored Program Cost Sharing

**Department ID** – details “Who” – department identification

For a list of Department ID’s contact the Office of Budget & Planning

**Program Number** – details the “How” – funding of the transaction

- Program 11000 Unrestricted University Operating Funds
- Program 12000 Unrestricted Capital Projects Funded by University
- Program 14000 Unrestricted Brandeis National Committee
- Program 2xxxx Restricted and Unrestricted Gifts
- Program 40000 Grants
- Program 49xxx Unrestricted Discretionary Funds
- Program 6xxxx Permanently Restricted Endowment Funds
- Program 8xxxx Restricted and Unrestricted Plant Funds

**Project or Grant Number, if applicable** – details also the “What” – if it is a grant or capital project
Chartstring Notes:

- Please do not use Account Code 7180 (other) – choose an account code that most closely describes the transaction
- Some account codes are used for budgeting only. Expenses that pertain to the budget will roll-up to the appropriate budget code
- Roll-up Account Codes:
  - Budget 6107 to include 6107 salary expenses
  - Budget 6110 to include 6101, 6103, 6105, 6109 salary expenses
  - Budget 6120 to include 6121, 6127, 6131, 6132, 6151, 6161 salary expenses
  - Budget 6123 to include 6123 Post Doc salary expenses
  - Budget 6130 to include 6125, 6129, 6133, 6153 salary expenses
  - Budget 6141 to include 6141 Temp salary expenses
  - Budget 6180 to include 6183, 6184 salary expenses
  - Budget 6190 to include 6181, 6182 salary expenses
  - Budget 6600 to include 6601 - 6695 fringe expenses
  - Budget 7000 to include all non Capitalized Operating Expenses
- The Office of Financial Affairs and Treasury, ext. 64435, manages Account Codes

Department ID’s

- To request a new DeptID, fill out form at http://www.brandeis.edu/financialaffairs/forms/controller-forms.html and send to the Office of Budget & Planning

Program Numbers

- Program numbers are issued only by Development, ext. 64000, and Office of Financial Affairs and Treasury, ext. 64435

Project and Grant Numbers

- Project Numbers are issued by Office of Budget & Planning, ext. 68312 and Financial Affairs & Treasury, ext. 64435
- Grant Numbers are issued by Sponsored Program Accounting, ext. 64484