

Datatel Accounts

Consist of 15 numbers, the first 10 are the cost center, the last 5 are the type of revenue or expense

Account Number Structure

Fund	Division	Function	Unit	Object
X	XX	XX	XXXXX	XXXXX

Each component of the account number is required to report and track the university's revenue/expense/asset/liabilities in accordance with board and government requirements.

Fund

- Indicates level of restriction and whether ending year net assets roll separately to new years.
- 1 Unrestricted
- 2 Designated
- 3 Temporarily Restricted
- 4 Permanently Restricted

Division

- Indicates what division or purpose the activity pertains to
- 00 General
- 01 President's Office
- 02 Academic Affairs
- 03 Student Life
- 04 Advancement
- 05 Finance
- 06 Admissions
- 08 IT
- 09 Athletics
- 10 Facilities
- 11 Dining
- 12 Bookstore
- 14 NCPR
- 15 Community & Employee Relations

Function

- Used for expense transactions to classify the expense category for financial statement reporting purposes.
- 00 General
- 01 Instruction
- 02 Research
- 03 Public Svc
- 04 Acad Support
- 05 Student Svcs
- 06 Institutional Support
- 07 Oper & Maint of Plant
- 08 Student Financial Aid
- 09 Auxiliaries
- 91 Agency
- 99 Pre July

Unit

- Used to indicate unique department, gift, endowment, capital project, etc.
- Unit contains 5 characters, the first 3 will indicate the responsible department, i.e. all Biology Units begin 100.
- When viewing accounts on line, Datatel will display unit number and name.

Object

- Used to indicate type of revenue, expense, asset or liabilities and the codes are used consistently across all units.
- Object contains 5 numbers and the first number indicates type as follows.
- 1 asset
- 2 liability
- 3 net assets
- 4 revenue
- 5 expenses

When viewing accounts online Datatel will display object code and name. A list of object codes is available at http://www.stlawu.edu/business/colleague_object_codes.html