

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
BUSINESS PROCEDURES MANUAL

Procedure 1.1  
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Effective Date: September 1, 2009

Supersedes: Procedure 1.1 dated April 1, 2009

Applies To: System Office and Colleges

Procedure Responsibility: System Office of Business Services and Budget Office

## **Account Number Structure**

### **Sections:**

Section 1.1.1 – General

Section 1.1.2 – Chartfields

### **Section 1.1.1 – General**

The KCTCS account number structure is called the “chartstring” and consists of the following chartfields: Business Unit, Fund, Organization, Program, Account, Project/Grant (if applicable), and class. All chartfields must be filled in when completing any transaction within the financials module.

### **Section 1.1.2 – Chartfields**

The chartfields used by KCTCS are:

- A. Business Unit – 5 digits - This field refers to the College Location or System Office function.
- B. Fund – 2 digits - This field identifies the appropriate fund group for the account.
- C. Dept ID – 6 digits - This field identifies the departments within each Business Unit. This field was previously titled “organization.”
- D. Project/Grant – 15 digits - This field is used to identify separate grants, gifts, Endowments, and capital projects.
- E. Account – 5 digits - This field is used to identify assets, liabilities, fund balance, revenues, and expenditures.
- F. Program – 5 digits - This field is used for the classification of revenue and expenses by functional category for higher education financial statements.
- G. Class – 5 digits – This field provides additional identification for Business Units and/or Department ID chartfields. If additional identification is not required, the default value of “00” is used.

**END OF PROCEDURE**