

General Ledger Account Structure: GL Accounting Key

General Ledger transactions are posted to an **Accounting Key**. This accounting key consists of the Account String and the Object Code. Each of its six segments capture a different element (who, what, where, when, and how) of the transaction.

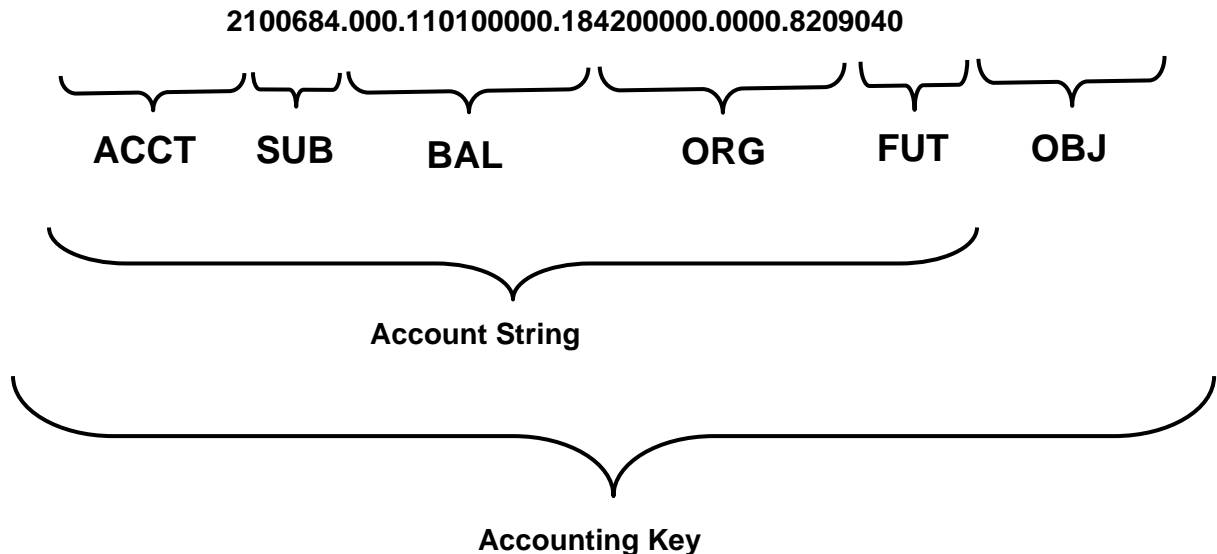
General Ledger Accounting Key

In the General Ledger, transactions are posted to an “Accounting Key”, consisting of six segments: Account (ACCT), Subaccount (SUB), Balancing (BAL), Organization (ORG), Future (FUT), and Object Code (OBJ). The first five segments are known as the “Account String”. Therefore, an Accounting Key is comprised of an Account String plus an Object Code.

The first five segments of the accounting key are also referred to as the account string or the ASBOF (Account, Subaccount, Balancing, Organization, and Future) – that is, the first five segments without the object code. The remaining segment is the Object Code.

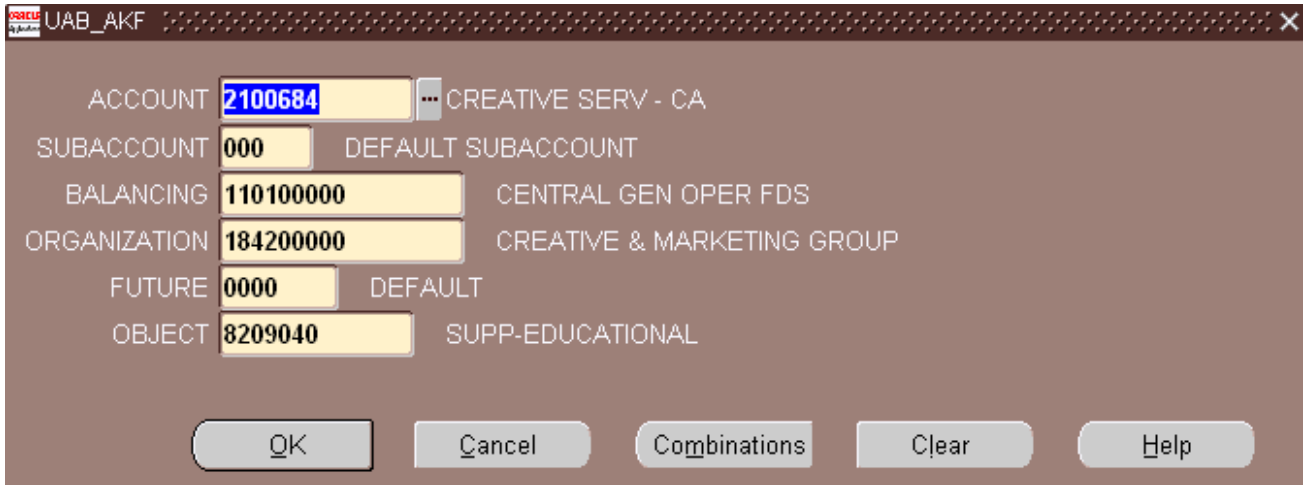
Note: When writing the accounting key, a decimal separates each segment of the accounting key.

Below is an example of the new GL Accounting Key:



General Ledger Account Structure: GL Accounting Key

To assist in entry of the accounting key in Oracle, you will frequently see a screen similar to the one below. There are lists of values (LOVs) available for each field to aid in the search process. As you select each segment from the LOV or type each segment directly into the field, a description of that segment will appear to the right of the number selected. In this format, the decimals between each segment are implied so that you do not have to type them.



The screenshot shows the Oracle UAB_AKF window with the following fields and values:

Field	Value	Description
ACCOUNT	2100684	CREATIVE SERV - CA
SUBACCOUNT	000	DEFAULT SUBACCOUNT
BALANCING	110100000	CENTRAL GEN OPER FDS
ORGANIZATION	184200000	CREATIVE & MARKETING GROUP
FUTURE	0000	DEFAULT
OBJECT	8209040	SUPP-EDUCATIONAL

Buttons at the bottom: OK, Cancel, Combinations, Clear, Help.

More specific information on the six Accounting Key segments is detailed below.

- [Account \(ACCT\) Segment](#)
- [Subaccount \(SUB\) Segment](#)
- [Balancing \(BAL\) Segment](#)
- [Organization \(ORG\) Segment](#)
- [Future \(FUT\) Segment](#)
- [Object Code \(OBJ\) Segment](#)

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General Ledger Account Structure: GL Account (ACCT) Segment

The Account (ACCT) segment is the first segment of the GL accounting key. The Account segment consists of seven numeric digits and identifies the primary activity for which money is being spent.

The first digit of this seven-digit segment is earmarked to represent specific types of account strings.

Important Note: Account segments starting with 6, 8, or 9 are **GA/GL Recap** accounts.

Account Segments Balance sheets	Identify a primary activity of...
<u>0</u> xxxxxx	Balance sheets, University and Hospital

Account Segments Income statements	Identify a primary activity of...
<u>1</u> xxxxxx	University revenue-only income statements
<u>2</u> xxxxxx	University expenses-only income statements
<u>3</u> xxxxxx	University mixed revenue/expenses income statements
<u>4</u> xxxxxx	University – reserved for future mixed revenue/expenses income statements
<u>5</u> xxxxxx	University mixed revenue/expenses income statements
<u>6</u> xxxxxx	GA Plant project GA/GL Recap income statements
<u>7</u> xxxxxx	Hospital revenue/expenses income statements
<u>8</u> xxxxxx	GA Grant-Related Income, Mandatory Cost Sharing, and Student Financial Aid GA/GL Recap income statements
<u>9</u> xxxxxx	GA sponsored grant projects GA/GL Recap income statements

There is no further blocking for University Account segment values. UAB Financial Affairs utilizes the Oracle processes to assign all University Account values in sequential order within each prefix (i.e., except for the first digit, there is no blocking for University Account values).

General Ledger Account Structure: GL Account (ACCT) Segment

Account Segment (Hospital)

In addition to the institution-wide standard one-digit prefix, the Hospital will also utilize the second and third digits of the Account segment to further define the type of accounting activity as follows:

Account Segment Prefix	Hospital Blocking Code	Hospital Activity Group
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Hospital Blocking Code:

- 1 Other Unrestricted
- 2 Unrestricted Self-Supporting
- 4 Restricted (including all Endowments)
- 5 Debt
- 6 Plant Project Funding
- 7 Assets
- 8 Capital Equipment Purchase

Hospital Activity Group:

- 1 Routine
- 2 Ancillary
- 3 Discounts/Capitation
- 4 Patient Support
- 5 Other Operating
- 6 Administrative
- 7 Financial
- 9 Nonoperating

To ensure the integrity of their internal blocking, Hospital Finance assigns all Hospital Account values. There is no range blocking in the remaining digits of the Account segment.

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General Ledger Account Structure: GL Subaccount (SUB) Segment

The second segment of the new GL accounting key is the Subaccount (SUB) segment. The Subaccount segment consists of three numeric digits and is used to further track activities, tasks or time periods within its specified account.

Subaccount reflects a breakdown of the Account activity and is, therefore, dependent on the Account segment. The Account segment of the GL accounting key, along with its dependent Subaccount segment, uniquely identifies an active GL income statement account string.

With the exception of some Subaccount segment values designated for institutional use by UAB (see below), the Subaccount segment has meaning only within the context of each Account segment. This means, for example, that a Subaccount segment value of 123 could be designated to represent the first quarter of the fiscal year in one account string and could be designated to represent a specific faculty member's discretionary funds in another account string. Initially, all Subaccount segment values will default to 000.

UAB has designated certain blocks of Subaccount segment values for institutional purposes (specific values to be determined in the future).

000	Default value for all University Subaccount segments currently and will always be the Subaccount segment value for balance sheets
001 – 099	Reserved for Hospital-wide or University-wide purposes (i.e. within the Hospital, these Subaccount segment values have a consistent meaning regardless of the Account segment value; and within the University, these Subaccount segment values have a consistent meaning regardless of the Account segment value).
100 – 899	In the future, will be for optional end user purposes within a given Account segment value.
900 – 999	Reserved for institution-wide UAB purposes (i.e. these Subaccount segment values have a consistent meaning across UAB regardless of the Account segment value).

Remember, in the Administrative Systems, all Subaccount segment values will default to 000. Subaccount segment values for balance sheets will always be 0s and how they will be used for income statements has not been fully explored.

Important Note: Balance sheets are never maintained at a level any lower than the Account segment level. That is, although revenue and expense can be tracked at the Subaccount level, balance sheets are never maintained at the Subaccount level.

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General Ledger Account Structure: GL Balancing (BAL) Segment

The third segment of the new GL accounting key is the Balancing (BAL) segment. The Balancing Segment segment consists of nine numeric digits and will track activities for which UAB may need a balance sheet, whether for internal or external purposes.

The Balancing segment is used to match revenues to expenses, track spending restrictions and designations, categorize UAB's net assets for external reporting, and to define the carry forward of year-end balances. The balance sheet represents a report grouping, with assets, liabilities, and net assets (also known as a fund balance, equity, retained earnings, etc.). Separate balance sheets are maintained to satisfy the need for adequate stewardship in accordance with the requirements of donors, trustees, granting agencies, or other internal management purposes. The balance sheets are aggregated for audited financial statement purposes. Listed below are examples of how the Balancing segment would be relevant:

- To identify Hospital's General Operating Funds vs. School of Medicine's General Operating Funds
- To separately account for a restricted gift
- To separately account for an endowment
- To separately account for the receipt and use of a grant sponsor's award

For accounting activity managed in the Oracle General Ledger, the Balancing segment of a GL income statement account string indicates the balance sheet to which that account string is related. For a GL balance sheet account string, the Balancing segment uniquely identifies the specific balance sheet. For income statements, the Balancing segment value is always identical to the Balancing segment value of the balance sheet account string to which it relates. The first two digits of the Balancing segment indicate the internal functional grouping.

BAL segment range	Name
General Operating 10000000 - 19999999	
110000000 – 119999999	Central General Operating Accounts
120000000 – 129999999	Academic General Operating Accounts
130000000 – 139999999	Hospital General Operating Accounts
140000000 – 149999999	Auxiliaries General Operating Accounts
Other Unrestricted 20000000 - 29999999	
210000000 – 219999999	Misc. Unrestricted Accounts
250000000 – 259999999	Unrestricted Endowment Earnings/Spending Accounts
290000000 – 299999999	Professional Service Funds
Student Loan 30000000 - 39999999	
310000000 – 319999999	Federal Student Loan Funds
320000000 – 329999999	Nonfederal Student Loan Funds
Other Restricted 40000000 - 49999999	
410000000 – 419999999	Restricted Gift Accounts
420000000 – 429999999	Misc. Restricted Accounts

General Ledger Account Structure: GL Balancing (BAL) Segment

450000000 – 459999999	Restricted Endowment Earnings/Spending Accounts
480000000 – 489999999	Grant-Related Income GAGL Recap Accounts
490000000 – 499999999	Grant Mandatory Cost Sharing GAGL Recap Accounts
Endowment 500000000 - 599999999	
510000000 – 519999999	Pure Endowments
520000000 – 529999999	Term Endowments
530000000 – 539999999	Independent Quasi-Endowments
540000000 – 549999999	Quasi-End Related To Pure
550000000 – 559999999	Quasi-End Related To Term
560000000 – 569999999	Quasi-End Related To Independent Quasi
Grant 600000000 - 699999999	
600000000 – 609999999	Federal Student Financial Aid Grants GAGL Recap Accounts
610000000 – 619999999	Federal Gov't Grants & Contracts GAGL Recap Accounts
620000000 – 629999999	State Gov't Grants & Contracts GAGL Recap Accounts
630000000 – 639999999	Local Gov't Grants & Contracts GAGL Recap Accounts
640000000 – 649999999	Private Grants & Contracts GAGL Recap Accounts
Annuity & Life Income 700000000 - 799999999	
710000000 – 719999999	Annuity Funds
720000000 – 729999999	Life Income Funds
Plant 800000000 - 899999999	
820000000 – 829999999	General B&E Reserves
830000000 – 839999999	Funded Depreciation Reserves
840000000 – 849999999	Trusted Construction Funds
850000000 – 859999999	University Capital Plant Projects (Hospital 837001500)
880000000 – 889999999	Plant Asset Accounts
890000000 – 899999999	Plant Debt Accounts
Agency 900000000 - 999999999	
900000000 – 909999999	Hospital Agency Funds
990000000 – 999999999	University Agency Funds

The remaining seven digits of the Balancing segment value must be the same as the Account segment if a one-to-one relationship exists between the income statement and balance sheet account strings. Also, both the Organization and Balancing segment values must match between the two account strings.

Example of a one-to-one relationship	3100022.000.213100022.446001234.0000 – Income Statement
	0000000.000.213100022.446001234.0000 – Balance Sheet

A many-to-one relationship exists when several income statements roll up to one balance sheet. If a many-to-one relationship exists between the income statements and balance sheet (such as in the case of a Dean's office balance sheet which includes several general operating funds accounts), then the remaining seven digits of the Balancing segment will not be the same as the Account segment.

General Ledger Account Structure: GL Balancing (BAL) Segment

Example of a many -to-one relationship	1012345.000.110100000.114102000.000 – Income Statement
	1987654.000.110100000.114102000.000 – Income Statement
	0000000.000.110100000.114102000.000 – Balance Sheet

In limited cases, a balance sheet account string will have no related income statement account strings at all. This relationship is known as a “stand-alone balance sheet,” and is not permitted except in the Central and Hospital general operating funds.

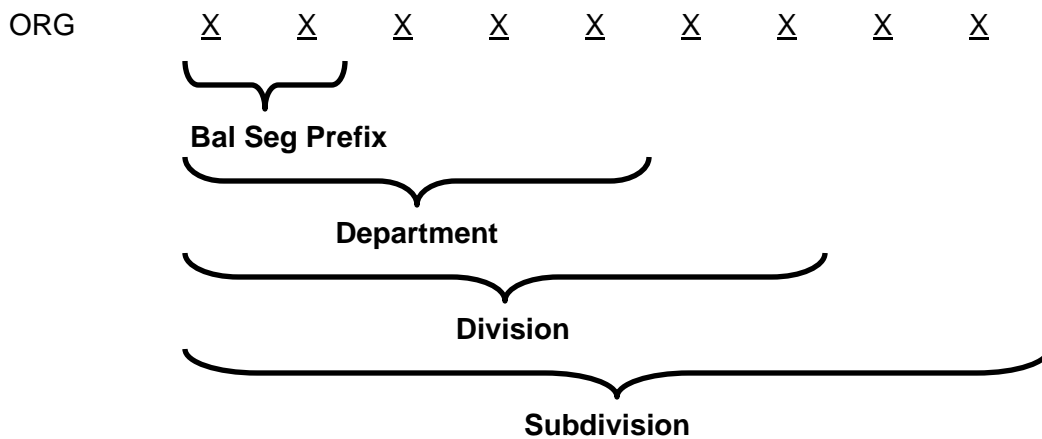
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General Ledger Account Structure: GL Organization (ORG) Segment

The fourth segment of the new GL accounting key is the Organization (ORG) segment. The Administrative Systems defines an Organization as a unit in which people operate, i.e. a department or division within the Hospital or University.

The ORG segment of the GL accounting key represents the organizational reporting structure of the University and Hospital. An Organization is further defined as a unit with a physical presence, an ongoing business objective, allocated funding, and fiscal oversight by a responsible manager.

The ORG segment consists of nine digits, structured as follows:



The two-digit prefix of the ORG segment indicates the primary unit. Below are examples of the two-digit prefixes:

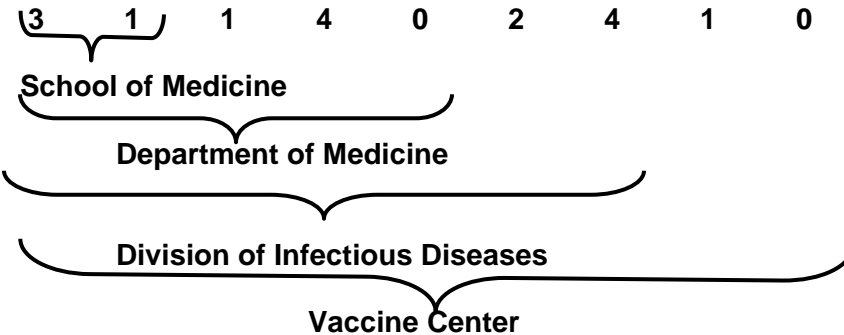
Institutional 00 – 09:	
01	General Administration
09	Athletics
Central Administration 10 – 19:	
10	President
11	VPFAA
18	VPDAER
19	VPIT
Provost 20 – 59:	
20 – 27	Provost General
28 – 29	Libraries
31	School of Medicine
32	School of Dentistry
33	School of Optometry
34	School of Nursing
35	School of Health Related Professions
37	School of Public Health

General Ledger Account Structure: GL Organization (ORG) Segment

39	Academic Joint Departments
41	School of Arts & Humanities
42	School of Business
43	School of Education
44	School of Engineering
45	School of Natural Sciences & Mathematics
46	School of Social & Behavioral Sciences
51	Graduate School
Health System Administration 60 – 69	
Hospital 70 – 79	
Agency Funds 90 – 99:	
90	Hospital Agency Funds
99	University Agency Funds

The first two digits of the ORG segment value indicate the primary unit. The first five digits indicate the Department. The first seven digits indicate the Division. All nine digits identify the new Subdivision.

GL Organization Segment Example



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General Ledger Account Structure: GL Future (FUT) Segment

The fifth segment of the new GL accounting key is the Future (FUT) segment. The FUT segment has been reserved to meet any future requirements UAB may have that necessitate the expansion of the GL accounting key.

The benefit of having a future use segment will result in minimal work to be done if a subsequent event arises causing the need for an additional accounting key segment. The Future segment consists of four numeric digits and defaults to 0000

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General Ledger Account Structure: GL Object Code (OBJ) Segment

The sixth and final segment of the GL accounting key is the Object Code segment. The OBJ segment consists of seven numeric digits representing the natural account classification.

The Object Code categorizes the nature of dollars as a specific type of revenue, expense, asset, etc. The Oracle system requires that this be a segment in the accounting key.

UAB has blocked certain ranges of Object Code segment values to represent specific account classifications. The first digit of the Object Code segment specifies the major range and identifies the major financial reporting categories (Example: assets, liabilities, revenues, expenses, etc.).

Object Code segment blocking:	
<i>Balance sheet</i>	
Assets	1000000 – 1999999
Liabilities	2000000 – 2999999
Balance	3000000 – 3999999
<i>Income statement</i>	
Transfers In & Out	4000000 – 4999999
Revenues	6000000 – 6999999
Expenses	8000000 – 8999999

The first three digits are called the minor range and identify common grouping for object code summary reporting (Example: salaries and wages would be a range within expenses).

Object Code segment minor range blocking*:	
Salaries & Wages	8100000 – 8109999
Supplies	8200000 – 8209999
Travel	8300000 – 8309999

Important Note: These are just a few examples. For the full list of official object codes, click [here](#).

General Ledger Account Structure: GL Object Code (OBJ) Segment

The first five digits of the Object Code segment are called the primary summary object code and identify the level at which you would probably most often expect to see detail object codes.

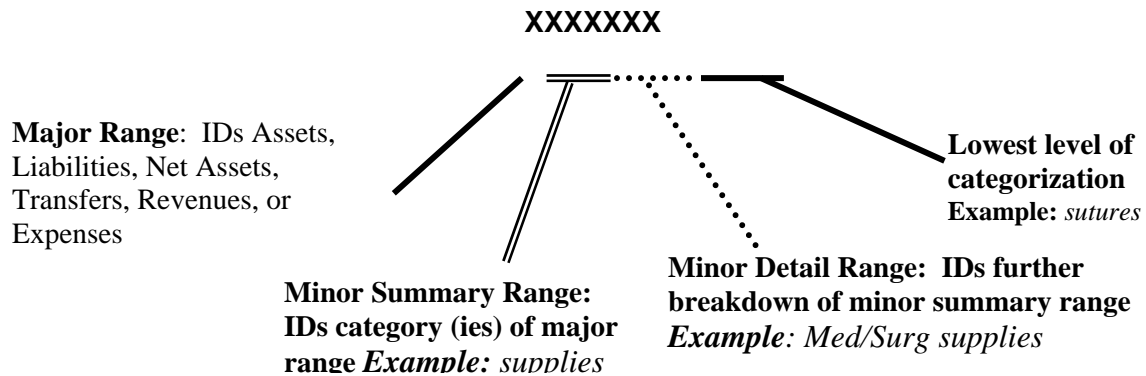
Object segment primary summary blocking:	
8104000 – 8104099	Salary – Secretarial/Clerical
8201000 – 8201099	Supplies – Office/Administrative Supplies
8301000 – 8301099	Travel – Employee Travel/Training

All seven digits of the Object Code segment are referred to as the primary detail object code and identify a breakdown of the primary summary object code.

Primary detail object code examples*:	
8104010	Salary – Secretarial/Clerical, Administrative
8104090	Salary – Secretarial/Clerical, Other
8201011	Supplies – Office/Administrative Supplies, Copier/Printer Paper
8201012	Supplies – Office/Administrative Supplies, Toner Cartridges
8301010	Travel – Employee Travel/Training, Employee Domestic Travel
8301020	Travel – Employee Travel/Training, Employee Business Mileage

Important Note: These are just a few examples. For the full list of official object codes, click here. ([link to www.uab.edu/finance](http://www.uab.edu/finance))

Oracle Structure: Object Code



General Ledger Account Structure: GL Object Code (OBJ) Segment

UAB's Official Object Code Listing (OOCL), displaying the official definition and rollup relationship of each object code, is available here (add link). The object code ranges are as follows:

<u>BALANCE SHEET</u>	<u>INCOME STATEMENT</u>		
ASSETS	1000000 - 1999999	TRANSFERS	4000000 - 4999999
Cash	1100000 - 1109999	Transfers In	4100000 - 4109999
Investments	1200000 - 1209999	Transfers Out	4200000 - 4209999
Accounts Receivable	1300000 - 1309999		
Notes Receivable	1400000 - 1409999	REVENUES	6000000 - 6999999
Misc. Receivables	1500000 - 1509999	Tuition	6100000 - 6109999
Inventories	1600000 - 1609999	External Sales/Services	6200000 - 6209999
Error Suspense	1700000 - 1709999	Internal Sales/Services	6250000 - 6259999
Net Plant Assets	1800000 - 1809999	Other Operating Revenues	6600000 - 6609999
Other Assets	1990000 - 1999999	Contra-Revenues	6700000 - 6709999
		Nonoperating Revenues	6800000 - 6809999
LIABILITIES	2000000 - 2999999	EXPENSES	8000000 - 8999999
Accounts Payable & Accrued Expenses	2100000 - 2109999	Salaries & Wages	8100000 - 8109999
Unclaimed Property	2400000 - 2409999	Employee Benefits & Taxes	8190000 - 8199999
Deferred Revenues	2500000 - 2509999	Supplies, Materials, & Noncapital Equipment	8200000 - 8209999
Deposits Held By UAB	2600000 - 2609999	Travel & Employee Training	8300000 - 8309999
Unapplied Cash	2700000 - 2709999	Entertainment	8350000 - 8359999
		Telecommunications	8400000 - 8409999
Plant Debt	2800000 - 2809999	Utilities	8500000 - 8509999
Other Liabilities	2990000 - 2999999	Repairs & Maintenance	8590000 - 8599999
		Other Services	8600000 - 8609999
BALANCE	3000000 - 3999999	Other Operating Expenses	8700000 - 8709999
Net Assets Balance	3000000 - 3999999	Nonoperating Expenses	8800000 - 8809999
		Net Investment In Plant	8900000 - 8909999
		Indirect Cost Expense	8990000 - 8999999

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