

The University is obliged to report revenues and expenses from the various activities across campus to external entities. Carleton uses fund accounting to ensure reporting is efficient and consistent. When a financial transaction is recorded, the appropriate elements of the accounting string must be provided.

The acronym for the accounting string is FOAPAL and the elements are described below.

FUND (F)

The 'Fund' is the element of the accounting string with which most researchers will be familiar.

Individual funds are set up based on a unique legal contract, or for a specific purpose identified by the reporting entity and each fund has a self-balancing set of accounts. This means each fund has its own revenues, expenses, assets, and liabilities.

Funds are grouped into common categories. All funds have a specific 6 digit identifier:

Research Specific:

Professional Expense (180xxx) – funds awarded to faculty members to cover professional expenses per the CUASA collective agreement.

Internally Restricted Research/Enterprise (182xxx) – research related activities that are funded by the University and entrepreneurial funds not necessarily related to research.

Externally Sponsored Research (3xxxxx) – research activities that are funded by external granting agencies (e.g. NSERC, SSHRC).

Restricted Non-Research Grants & Contracts (7xxxxx) –externally sponsored non-research activities, such as professional development.

ORGANIZATION (O)

The organization (ORG) code is 3 or 4 digits in length, and represents the department or unit to which the fund belongs. In the case of research funds, the default ORG is determined by the department or Research Unit/Centre associated with the Primary Investigator.

ACCOUNT (A)

Account codes are six digits in length, and represent the nature of each transaction.

PROGRAM (P)

The program code represents the functional use of the fund. These codes are set when the fund is opened, and are determined by the Finance Office.

ACTIVITY CODE (A)

Activity (ACTV) codes are optional, and may be used by the fund owner to add further detail to each transaction. In the case of some research funds, activity codes may be required for reporting purposes.

LOCATION (L)

The location code is not currently used.

INDEX

An index is a short code for a FOAPAL combination. For research funds the Index is represented by the fund number.