

POLICY

EXPENDITURE ACCOUNT CODES

<i>Topic</i>	<i>Category:</i>	<i>Policy No:</i>	<i>Effective Date:</i>	<i>Page No:</i>
Sponsored Award Administration Management	Expenditures	5.100.07	12/26/2014	1 of 1

Purpose: To provide guidance for the approval of sponsored award expenditures and expenditure revisions in instances where a purchase order is not utilized.

Policy:

1. It is the policy of the Boyce Thompson Institute for Plant Research (BTI) to have a chart of accounts with an adequate explanations of account contents for administrators, principal investigators, auditors and staff.
2. The chart of accounts in Navision (NAV) has a numerical sequence by account code. This chart of accounts is structured in numerical order from 1000 to 6000. This is a typical set-up for an account structure and the main categories of accounts are as follows:
 - Assets – (1000-1999)
 - Liabilities – (2000-2099)
 - Net Assets – (3000-3099)
 - Revenue – (4000-4999)
 - Expenses – (5000-5999)
 - Net Revenue (6000)
3. The natural account number is four digits and along with the natural account are data that is compiled within the dimensional structures. These dimensional structures allow for detailed analysis reports and analysis by dimension.