Section 08.03.03
ACCOUNT ATTRIBUTES

Account Attributes are descriptive data associated with a record. Each attribute screen provides basic descriptive information about an account that may include an account title, the name of the person responsible for the account, its purpose, and the department within the organization using the account. Attribute records also provide additional general information about an account. Screen 2 gives attribute information on General Ledger (GL) accounts. Screen 6 gives attribute information on Subsidiary Ledger (SL) accounts. Screen 50 gives attribute information on Support accounts (SA). You can learn more about what each of these types of accounts are in Section 02.01 of this handbook.

SCREEN 2 ATTRIBUTES

The following are attributes commonly found on GL accounts (screen 2).

Account Title:　　35 characters
Signifies the title of the account.

Resp Person:　　9 digits
The UIN of the person responsible for the account.

Year-end Process:　　1 character
Determine the processing at year end.
F = Fiscal Year
P = Project Year
E = Encumbrance Only (SL's only)
T = Transfer BBA (SL's Only)

Reclassify:　　1 character
Indicates the special action must be taken to reclassify the account for financial reporting purposes.

AFR Fund Group:　　2 digits
Identifies the AFR fund group to which the account belongs.

Fund Group:　　2 characters
Displays the fund group to which the account belongs.

Sub Fund Group:　　2 characters
Shows the sub-grouping for Fund Group codes.

Sub-Sub:　　2 characters
Shows the lower level grouping of Sub Fund Group.

Function:　　2 characters
Displays the NACUBO function that TAMUS uses.

Default Bank: 5 digits
Enter the bank number of the default bank to be used for this account.

Override: 1 character
Indicates whether or not ('Y' or 'N') the default bank may be overridden.

SL Mapped Count: 6 digits
Indicates number of subsidiary ledger accounts mapped to the GL account.

Alternate Banks: 25 digits
Identifies the bank number of the alternate bank(s) that can be used with this GL account. **Please Note:** alternate banks may be entered using wild cards (i.e. ***** or 1****).

Dept: 5 characters
Identify the department responsible for the account.

S-Dept: 2 characters
Designates a sub-grouping for departments using the account.

Exec: 2 characters
Shows the Executive level office responsible for the account.

Div: 2 characters
Designates the division using the account.

Coll: 2 characters
Identifies the school/college using account.

Mail Cd: 6 characters/digits
Shows the Mail Code where reports can be sent.

Setup Date: 8 digits (mmddyyyy)
Displays the date the account was
established.

SCREEN 6 ATTRIBUTES

The following are attributes commonly found on SL accounts (screen 6).

Account Title: 35 characters
The title of the account.

SA create enable: 1 character
N = No create of Support Accounts for this SL

Y = Allow create of SAs for SL
A = Auto create SAs for this SL

Resp. Person:

9 digits
Enter the identification number of the person responsible for the account

Old Acct:

15 digits
Provides the previous account number used in the previous system.

ABR Rule:

3 digits
Indicate the specific rule for automatic budget reallocation that the account follows.

Map Code:

5 digits
Identify the GL account ID, second to fifth digits, indirectly updated by SL transactions.

Reporting Group:

2 characters
Designates the account reports to a specified group.

Bottom Line Cntl:

1 character
Indicate whether or not ('Y' or 'N') Control used on the attribute record bottom line.

Deflt Cat Cntl:

1 character
Identifies default category control
'N' – No default category budget control.
'W' – warning if over budget.
'R' – reject if over budget.

Deflt Cat Tol Pct:

5 digits
Displays the default category total percent. If the default category total percent is filled in the percent can go over budget.

AFR Fund Group:

2 digits
Shows the Annual Financial Reporting Fund Group code appropriate for the account.

Fund Group:

2 characters
Displays the Fund Group code associated with the account.

Year-End Process:

1 character
Indicate the process to be followed at the end of the fiscal year for the SL account.

Year-End Acct:

10 digits
Indicate the Account and Object Code for receipt of balances in accounts using T in Year End Process field.

Function:

2 characters/digits
Enter the Current fund expenditures purpose. (Except ledgers 7 and 9) Holds the NACUBO function.

Valid values are:
Blank = Not Specified
10 = Instruction
15 = Research
20 = Public Service
25 = Academic Support
30 = Student Service
35 = Institutional Support
40 = Operation & Maint of Plant
50 = Major Repair &
Rehabilitation
60 = Scholarships & Fellowships
70 = Auxiliary
80 = Accrued Compensable Absences

Sub-Fun:

2 characters
Indicates the Sub-grouping for the Function code.

Default Bank:

5 digits **Entry Required**
Enter the Default Bank account for vouchers written against the Subsidiary Ledger.

Override:

1 character
Indicate whether or not ('Y' or 'N') the default bank may be overridden.

Proj FYTD End Mo:

2 digits
Indicate ending month of Project Fiscal Year To Date.

Aux Code:

3 characters
Designate the secondary or auxiliary code for reports.

Alternate Banks:

25 digits
Identify the Alternate Bank account(s) for vouchers written against the Subsidiary Ledger.

State Funds:

1 character
Indicates whether or not ('Y' or 'N') the funds are from a state account. The state limit on Screen 310 will be used for purchasing regardless of the bank.

Dept:

5 characters **Entry Required**
Designates the department responsible for the account.

S-Dept:

5 characters
Designates a sub-grouping for departments using the account.

Exec:

2 characters

Shows the Executive level office responsible for the account.

Div: 2 characters
Designates the division using the account.

SA TRANSACTIONS

Budget Expense: 1 character
Identifies the status of the expense budget.
'N' indicates expense budget may not be posted to support accounts.
'Y' indicates expense budget may be posted to the support accounts.
'B' indicates expense budget may be posted to both SA and SL accounts.

Actual Expense: 1 character
Identifies the status of the expense budget.
'N' indicates expense budget may not be posted to support accounts.
'Y' indicates expense budget may be posted to the support accounts.
'B' indicates expense budget may be posted to both SA and SL accounts.

Budget Revenue: 1 character
Identifies the status of the expense budget.
'N' indicates expense budget may not be posted to support accounts.
'Y' indicates expense budget may be posted to the support accounts.
'B' indicates expense budget may be posted to both SA and SL accounts.

Actual Revenue: 1 character
Identifies the status of the expense budget.
'N' indicates expense budget may not be posted to support accounts.
'Y' indicates expense budget may be posted to the support accounts.
'B' indicates expense budget may be posted to both SA and SL accounts.

Fund Source: 2 digits
Designates where the source of funds is coming from for the account.

Long Title: 80 characters
Identifies the Long Title of the account.

Account Letter: 1 character
Indicates whether or not ('Y' or 'N') the account letter will be printed.

Setup Date: 8 digits (mmddyyyy)
Displays the date the account was established.