



## *Statewide Accounting Policy & Procedure*

**Accounting Manual Reference:**

Section: Chart of Accounts  
Sub-section: Structure Overview

**Effective Date:** 07/01/2009

**Revision Date:** 04/30/2010

**General**

The State Chart of Accounts (SCOA) contains identifiers necessary to maintain accounting records as required by budgetary statutes and by generally accepted accounting principles. Those required identifiers and the organization(s) responsible for assigning appropriate values are listed below:

Identifier	Required for Reporting		Responsible Organization
	BCR	CAFR	
Entity Code	yes	yes	State Accounting Office
Account	yes	yes	State Accounting Office
Fund	yes	yes	State Accounting Office
Fund Source	yes	x	State Accounting Office (first 2 digits only)
Program	yes	x	Office of Planning & Budget
Object Class	x	x	Office of Planning & Budget (with SAO)
Budget Year	yes	x	Office of Planning & Budget (with SAO)

Refer to the “Definitions” section for a description of the required identifiers.

Values for the identifiers assigned by the State Accounting Office (and for the “Class” identifier) may be found on the SAO web site: [Reporting>Reporting Structure and Chart of Accounts](#).

State organizations that do not use the prescribed SCOA values for the required identifiers must be able to provide a crosswalk for purposes of year-end statewide reporting as described in the “Year-End Reporting” section.

Identifiers in addition to those required above may be used at the discretion of management or as dictated by financial accounting system configurations.

**Governance**

State fiscal officers/CFO’s are responsible for ensuring that fiscal staff makes appropriate decisions regarding the use of accounting identifiers in order to ensure accuracy and consistency in statewide financial reporting. If additions or revisions to the “Account” identifier are needed to meet external or management reporting needs, please complete a [Chart of Accounts Maintenance Request](#) form and send it as an email attachment to the [SAO\\_Reporting@SAO.ga.gov](mailto:SAO_Reporting@SAO.ga.gov) mailbox. If approved the account will be revised or added as a chartfield value in PeopleSoft by Financial Systems. Inquiries about other accounting identifiers may also be addressed to the SAO\_Reporting mailbox. The requestor should receive an email notification on the status of all inquiries.

**Year-End Reporting**

The State Accounting Office has implemented the Financial Accounting Statements and Reporting (FASTR) system to generate the Budgetary Compliance Report and the Comprehensive Annual Financial Report. Standardization of accounting identifiers is an essential element for compilation and consolidation of financial information. As such, a Common Chart of Accounts (CCOA) has been created for use in this system.

Existing SCOA values as prescribed by SAO/OPB have been mapped to the CCOA. State organizations that do not use the prescribed SCOA values must map their accounting identifiers to the CCOA. Templates that accommodate and document this mapping process are issued to the affected organizations as part of the year-end reporting package.

Mapping documents and the CCOA listing may be found on the SAO web site: [Reporting>Reporting Structure and Chart of Accounts](#).

**Definitions**

**Entity Code** – A code used to identify the reporting organization, which is based on the assigned Uniform State Code number of the reporting organization.

**Account** – A code used to identify transactional activity in terms of assets, liabilities, fund balance or net assets, revenues or other financing sources, and expenditures/expenses or other financing uses.

**Fund**– A fiscal and accounting entity that has a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations (e.g., budget fund, general fund, capital projects fund).

**Fund Source** – Also called “funding source,” this code is used to identify revenue sources provided or obtained for the operations of an organization. Fund source identifiers provide a lower level of detail on the broader categories of state, federal and other funds, but must provide at least the level of detail required by the annual Appropriation Act, as amended (see additional requirements for use of fund source identifiers related to Federal grants in separate policy).

**Program** – A code for a discrete set of activities undertaken to carry out an organization’s core businesses [OCGA §45-12-71 ¶13] as identified in the annual Appropriation Act, as amended.

**Object Class** – A code used to group expenditures into common types to assist with budgetary control.

**Budget Year** – A code used to identify the Appropriation Act (and resulting budget) to which revenue and expenditure transactions relate.