

**MODIFICATION OF CHART OF ACCOUNTS**  
**MIAMI DADE COLLEGE - Business Affairs - ODYSSEY**

Please mail completed "original" form to Business Affairs Finance Security & COA Dept, Kendall Campus, Room 1142 for processing. In an emergency forms may be faxed to 7-0957. **If this is a new account, please attach the Approval Path form, located under the BA Website.** If you have any questions, please call Business Affairs at 7-0376 or 7-0395. For help on completing this form, please see *Instructions* on pages 2 thru 3.

Contact Person	Phone	Date	Department	Dept. Head Signature	Print Name & Title	Date

  

Add/ Inactivate GL	ICS CODE	Description Include: Course Type (i.e. A&P) and Discipline	Org Unit	Qual 1	Loc	Required for new accounts. Please refer to chart below.												
						<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;">Fin. Acct.</th> <th style="width:15%;">Instr. Acct.</th> <th style="width:15%;">Non-Instr. Acct.</th> <th style="width:15%;">Campus Ind.</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Fin. Acct.	Instr. Acct.	Non-Instr. Acct.	Campus Ind.								
Fin. Acct.	Instr. Acct.	Non-Instr. Acct.	Campus Ind.															

Department Name: \_\_\_\_\_

School: \_\_\_\_\_

Replaces Qual: \_\_\_\_\_

Additional GL-Codes to be attached (See system default GL Codes on the back):

GL Codes	GL Codes	GL Codes	GL Codes	GL Codes	GL Codes

Brief Description of Intended Use:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>For Business Affairs Security use only.</b>	Updated by:	Date:
	Logged by:	Date:
	Log #:	
	BA Approved:	Date:
	Scanned by:	Date:

Select	Financial Activities	Select	Instructional Accounts	Select	Non- Instructional Accounts	Select	Campus Indicators	Location
1	Current Funds Unrestricted	1	Instructional			N	North Campus	10
2	Current Funds Restricted	2	Vocational	2	Organized Research	K	Kendall Campus	20
3	Auxiliary Funds	3	Developmental Instruction	3	Public Service	W	Wolfson Campus	30
4	Loan and Endowment Funds	4	Recreational and Leisure	4	Academic Support	X	New World School of the Arts	30
5	Scholarship Funds	5	Economic Development Training Centers	5	Student Support	M	Medical Campus	40
6	Agency Funds	9	Other Personal Objectives	6	Institutional Support	H	Homestead Campus	50
7	Unexpended Plant Funds			7	Physical Plant Operations & Maintenance	I	Inter-American Campus	60
8	Retirement of Indebtedness Funds			8	Student Financial Assistance	L	Hialeah Campus	70
9	Investment in Plant Fund			9	Contingency, Transfers, Etc.	S	West Dade Campus	80
						D	District	90

## INSTRUCTIONS

### Establishing/Modifying Accounts:

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All requests to create or modify an account in the Odyssey Finance System must be submitted on the correct form to the Business Affairs Finance Security & COA Department, Kendall Campus, Room 1142 for processing. *ALL ORIGINAL FORMS MUST BE SUBMITTED. IN CASE OF AN EMERGENCY, FORMS MAY BE FAXED TO 7-0957. ANY FORMS SUBMITTED WITHOUT AN AUTHORIZING SIGNATURE WILL NOT BE PROCESSED.*

#### 1. ADD (To establish a new account)

Complete the Contact Information on the **Modification of Chart of Accounts** Form.

- (A) Print “A” under the “Add/Inactivate GL” heading.
- (B) For instructional accounts print ICS Code number under the “ICS Code” heading.
- (C) Print suggested account title under the “Description” heading. For instructional accounts include Course Type and Discipline as part of the description.
- (D) For each account select the “Financial Activity digit”, “Instructional or Non-Instructional digit”, and the “Campus Indicator” letter as described in the chart. This is found on the lower right corner of the form.
- (E) Refer to section III of this sheet for a definition of the main Funds and for GL codes assigned to each account by Fund as the “System Default GL Codes”. If additional GL codes are required list them under “Additional GL Codes to be Attached”.
- (F) Provide additional information under the “Brief Description of Intended Use” heading.

**\*Note:** Security forms are required when requesting a new Qual 1.

#### 2. GENERAL LEDGER CODE (To add a GL-Code to an existing account)

- (A) Complete the Contact Information on the **Modification of Chart of Accounts** Form.
- (B) Print “GL” under the “Add/Inactivate GL” heading.
- (C) Print the Qual 1 characters under the “Qual 1” heading.
- (D) List the required general ledger codes under “Additional GL Codes to be Attached”. Before requesting a GL code to be added, review the back of the form for a list of “System Default GL Codes”.
- (E) Provide additional information under the “Brief Description of Intended Use” heading.

**\*Note:** Security forms are not required when requesting GL codes.

#### 3. FUND DEFINITIONS FOR COMMONLY REQUESTED ACCOUNTS.

##### Fund 1 Current Funds-Unrestricted:

This fund is used to account for those economic resources which may be used to accomplish the primary and supporting objectives of the college. The only restrictions on the resources of this fund are those imposed by law, regulation or the budget. Staff and Program Development funds shall be recorded in this fund, subject to applicable rules and regulations. Resources accounted for in this fund have no restrictions imposed by external agencies and it is anticipated that such resources will be utilized in the near term. All direct instructional activities of the college are accounted for in this fund or the Current Funds-Restricted. This fund is the only fund reported in the data elements submitted to the Financial Database. All state general revenues and lottery funds are reported in this fund.

##### Fund 2 Current Funds Restricted:

As in Fund 1, this fund is used to account for those economic resources, which may be used to accomplish the primary and supporting objectives of the college, however, such resources have been restricted by the donors or other outside agencies. Local Board of Trustees may not create restricted funds. The restrictions must be imposed by agencies or individuals outside the college. Examples of restricted current funds for constructions would be gifts of grants received which may be used only for specified purposes or programs. Restricted funds received, loans or scholarships are not credited to this fund since they are not available for current operations. Likewise, laboratory fees, financial aid fees, parking fees, etc. are not for this fund. Student activity and service fees may be recorded in fund and expenditures or transfers accounted for thereto.

##### Fund 3- Auxiliary Funds:

Auxiliary enterprises are established primarily to provide non-instructional services for sale to students, faculty and staff, and are intended to be self-supporting. The general public may be incidentally served by auxiliary enterprises although that is not their primary purpose. Fees charged by auxiliary enterprises are related to, but not necessarily equal to the cost of the goods or services provided.

Fund 6-Agency Funds:

This fund is used to account for resources held by a college as custodian or fiscal agent for others, such as funds of student or staff organizations/clubs and temporary revenue/expenditure accounts which serve as clearing accounts for the college.

Transactions of Agency Funds usually represent charges or credit to the individual asset and liability accounts. If a college wishes to, however, it may use its regular revenue and expenditure codes to record Agency Funds transactions.

It is usually desirable to class agency accounts into two groups:

- Clearing Accounts-Temporary accounts to aid the college in distributing income and expenditures between funds.
- Organizations-Activities of students, staff or faculty or other organizations indirectly related to the college.

**4. DEFAULT GL CODES BY FUND**

SYSTEM DEFAULTGL CODES (FUND 1)

50000	56500	60000	66001	70000
51100-51200	57000	60501-60503	66501-66507	70601-70602
52001	58001-58401	61001-61002	69508	70606
52100-52101	58501-58504	62001-62002		71011
52200-52300	59100-59101	62501-62506		71021-71023
53000	59110-59111	63001-63010		71031-71032
53001-53100	59203	64501-64502		72001-72002
53300	59212	64508-64510		
53500	59300-59302	64514		
54000	59500	65001		
54100	59511	65010		
54500	59701-59703	65501-65506		
56000-56001		65701-65702		

SYSTEM DEFAULT GL CODES (FUND 3)

22501
31101

SYSTEM DEFAULT GL CODES (FUND 6)

21101
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SYSTEM DEFAULT GL CODES (FUND 2)

51000	56000-56001	60501-60510	67602-67603	70601-70606
51100	56100	61001-61002	68001-68007	71000
51200	56500	61501-61505	69506-69508	71011
51500	57000	62001-62003	69601-69602	71020-71025
52000-52006	58001	62504-62506		71031-71032
52100-52105	58100	63001-63010		72001-72003
52300	59100-59102	63505-63509		
53000-53100	59110-59111	64501-64514		
53300-53301	59200-59203	65001-65010		
53500	59211-59212	65501-65506		
54000-54101	59500	65701-65703		
54500	59701-59704	66001-66002		
55000		66503-66507		