Oracle Cloud Chart of Accounts (CoA) Requirements Quick Reference

Segment	Segment Value	Definition	Examples
Account	6 digits	Records the nature of the transaction as a specific asset, liability, revenue, expense, or transfer	Tuition & Fees, Supplies, Scholarships, Housing Revenue
Fund	6 digits	Individual pools or pots of money that require separate accounting or reporting	General Fund, Housing Operating, Federal Grants, Endowed Scholarship Fund
Organization	4 digits	Operating unit with budget reponsibility & employees that occupy space	Campus Construction, Dean of Students, Electrical Shop, Men's Basketball
Program	4 digits	Record budget, revenue & expense transactions associated with formal programs	Honors Program, MUSE, Faculty-Led Study Abroad, Commencement
Activity	4 digits	Provides tracking for activities that occur within or across departments, programs & funds	Recruiting, Professional Development, Diversity Training, Events
Location	4 digits	Identifies an operational location where a transaction is occuring	Business Building, Brower Student Center, Alcala Spain, 1 Beth Ann Way

Chart of Accounts (CoA) Request Form

Requestor's Name _____

Department _____

Extension _____

Date _____

Entity (Required for Funds)

☐ TCNJ   Budgeted TCNJ

☐ Foundation

☐ TSCC

	CoA #	Check Applicable			Parent Value	Description/Name
		New/ Activate	Inactivate	Change Name		
Account						
Fund						
Organization						
Program						
Activity						
Location						

PLEASE INDICATE THE BUSINESS NEED FOR THIS CHART OF ACCOUNT REQUEST

_____   _____   _____

Authorization Chair/Director   **Associate Treasurer**   **Director of General Accounting**

Email completed form to budfin@tcnj.edu