ACCOUNT KEY SET UP FORM INSTRUCTIONS

I. PURPOSE

The Account Key Set up Form is the mechanism for establishing an account key in the IFAS chart of accounts system. The new account key may be added to an existing contract or may represent the addition of a new contract. To change existing information on an account key, an email should be sent to the division Project Accountant.

II. WHO SHOULD USE THE FORM

The Account Key Set up Form should be initiated by the administrator responsible for the project or contract requiring the account key and approved by appropriate Budget Office.

III. FILLING OUT THE FORM (Exhibit A)

A. General Information (items 1-5):

1. New Contract?
The fundamental concept of balancing on the IFAS system is based upon the formal organizational part called contract (item #11, below). Because the coding of this part drives a number of functions that follow the set-up of a new key, it has been placed at the beginning of the form. If the account key represents the set-up of a new contract or agreement, check 'Yes', otherwise, check 'No'.

2. Date Submitted
The date the form is completed and submitted to the appropriate Budget Office.

3. IFAS Account Key Number
The six-digit account key number is assigned by the division to track specific activities on awards. Account keys in the IFAS chart of account system cannot be reused, so be sure to verify that the account key requested is not already in the IFAS chart of account system.

4a. Program Description (Long)
The program description is used to identify the project title or define the activity of the project or award. The long description will display on most reports and is limited to thirty characters including spaces. If the specified description is too long, then the data entry person will use his/her best judgment to accommodate a reasonable fit.

4b. Program Description (Short)
The short description is often displayed in on-line inquiries and is limited to sixteen characters including spaces. If the specified description is too long, then the data entry person will use his/her best judgment to accommodate a reasonable fit.

5. Program Director
Provide last name then first initial of program director for the requested account key.
B. Formal Organizational Part Codes (items 6-13):

Each account key contains eight formal organizational parts (or attributes). A brief description of each part along with any requirements in assigning the values to each part follows. To obtain a current listing of codes for each of the eight formal parts, run the use file FORMAL at the Bi-Tech main menu.

6. Reporting Entity
Reporting Entity is determined by the Finance Office and classifies information for external financial statements. The majority of activities are considered unrestricted funds which uses the code “UNREST”. Any other options for this field will be determined by the Finance Office.

7. Entity
Entity is a subset of Reporting Entity and is used for internal reporting and analysis. It denotes the organizational structure of the corporation. The entity code is the basis for calculation of indirect costs and rate analysis. The current entity codes are UCAR, NCAR, and UOP.

8. Division
Division is a two-digit code and a subset of Entity. It represents the various divisions throughout UCAR/NCAR/UOP. The Finance Office adds new two-digit division codes as needed.

9a. Facility
Facility is a four-digit code which denotes a further breakdown of the divisional structure. This organizational part is used at each division's discretion. Requirement: First two digits of an applicable code must match the assigned two digit division or lab code (item #8). If not applicable, then '9999' is used.

9b. [Facility] Description
Provide a brief description for new facility codes.

10. Funding Source
Identify the funding source with whom the contract or agreement resides. The general guideline for a fund source is that the code may be used by similar groups of contracts or agreements. The code should not be so specific that its use is limited to only one account key or contract. Example: using UNIV (university) would be acceptable; whereas, using USC or CU would be too specific and not acceptable. The Finance Office, as needed, may add new funding source codes. When selecting a funding source, it would be helpful to have a current listing of the choices (see part B. Formal Organizational Part Codes above). *Please see last page of the guidance for additional NCAR specific criteria.

11. Contract
This is an eight-digit field that corresponds to the contract number assigned by Sponsored Agreements in the Contracts Management Module (CMM). The contract is the avenue through which programs receive funding. A new contract number should be set up in IFAS for any new funding agreement, regardless of the dollar amount, as determined previously by choosing 'Yes' on item #1. A contract may have more than
one account key associated with it.

12. Sub-Agreement
This is an eight-digit field that corresponds to the funding agency’s line of credit for invoicing purposes. Currently the Finance Office uses this field to indicate NSF and NASA centers line of credits. If not applicable, then “99999” is used.
*Please see last page of the guidance for additional NCAR specific criteria
Lab
This is an eight character field which designates the NCAR lab the account key reports under. If not applicable, then “ZZ” is used.

C. Informal Organizational Parts (items 14-20):

The informal organization parts are the second tier of attributes behind each account key. These parts are used in manners unique to certain areas or tasks and their use is not as universal to UCAR/NCAR/UOP as the formal organizational parts. To obtain a current listing of informal organizational parts, please contact your representative Project Accountant.

13. Research Type
This field is used by the Budget Office and divisions to track awards by collaboration type as identified in the original proposal. If not applicable, then ‘ZZ’ is used. Current choices and descriptions of available Research Types are as follows:

A. Codes correspond with collaboration level as indicated in Advanced Notice:

COLLJNT – (3a) Joint collaborative project with a university partner.
COLLWFD – (3b) Collaborative with funding to or from a university partner.
COLLNOFD – (3c) Collaborative with no funding to or from a university partner. NOUNIV – (3d) No university collaboration.

B. Codes for all other NSF base and NSF special projects:

NCARBASE – NSF base and NSF special projects.

C. Codes are for EOL deployment field projects funded by NSF deployment funds or NSF special funds:

NCAR – NCAR/UCAR PI.
JOINT – PI from both NCAR/UCAR and the university community.
UNIV – University community PI.
OTHER – Commercial or other PI.

15a. Proposal
This field is used to identify the specific proposal associated with a program or contract. All account keys should have a proposal number assigned in the system, except NSFRCORE funding. If not applicable, then ‘ZZ’ is used.

16a. Sub-Programmatic
This ten character field is used by Budget Office and divisions for further break out of the formal organizational part ‘programmatic’. Examples include USWRPGRT or USWRP. If not applicable, then “ZZ” is used. *Please see last page of the guidance for
additional NCAR specific criteria.

16b. Description
Provide a brief description for new Sub-programmatic codes.

17a. Sub-Facility
This ten character field is used by divisions for further breakdown of the division's facility code. Similar to the facility code, it is used at the discretion of the divisions. If not applicable, then ‘ZZ’ is used.

17b. Description
Provide a brief description for new Sub-facility codes.

18. Op's/Maint/Develop
This field is used by divisions to identify activities within facility divisions and contains such codes as: 'OPS' for operations, 'MAINT' for maintenance, 'DEVELOP' for development. If not applicable, then ‘ZZ’ is used.

19. NCAR Only – Fund Source Detail (Misc. 3)
This field is used by NCAR Budget Office to identify specific NSF fund source details to facilitate reporting. For NSF special projects that are not competed, use code “SPEC”. If not applicable, then ‘ZZ’ is used. *Please see last page of the guidance for additional NCAR specific criteria.

20. On Site or Off Site
This field is used by Lab/divisions to identify account keys where the employees are not located on UCAR property and the account key will bear the off-site rate. Currently, UCP and the NCAR CISTL Lab have an off-site rate. The default should be a check in the on-site unless the account key qualifies for the approved off-site rates.

D. Miscellaneous Information (21-24):

21. SPER Account Key
Please check if this account key is to be used to encumber funds for a SPER. See Finance Web site for more details at https://www2.fin.ucar.edu/bf/scientific-project-encumbrance-requests-spers-0

22. Exclude Long Distance Access:
Please check if long distance access is to be excluded.

23a. Construction in Progress (CIP):
Please check if this account key is to be used to track CIP costs and indicate the estimated completion date in the appropriate field. See Property Web site for more detail at https://www2.fin.ucar.edu/bf/ucar-property-manual-section-3-2-fixed-asset-definition-and-types

23b. Deliverable Asset (DEL):
Please check if this account key is to be used to track costs for a Deliverable asset. The asset will be permanently sent to the sponsor or other recipient. Please indicate the estimated delivery date in the appropriate field.
24. **Computer Service Center (CSC) Designation:**
Please check if this account key is cosponsored or excluded from CSC calculations. CSC's are currently applied to account keys within ACD, CGD, HAO, MMM and RAL.

**E. Approval Information (25-28):**

25. **Authorizing Signature**
Provide signature of the person who will have signature authority for this account key.

26. **Print Authorizing Name**
Print the authorizing person’s name from above item #25. Entity Approval
All new Account Key Set up Forms require review by the applicable Budget Office. NCAR Budget and Planning Office review requests from NCAR divisions. UOP Director’s Office reviews requests from UOP divisions. The UCAR Budget Office review requests from UCAR divisions. Once the representatives from appropriate offices has reviewed and approved the request, he/she should sign and date and forward to the appropriate Project Accountant representing the designated division.

27. **Date**
Date the Budget Office approved the request and forwarded the Account Key Set Up Form to the appropriate Project Accountant in Finance Office.

**F. For Finance Office Use Only (29-37):**

The following information is intended for use by the Project Accountants reviewing and completing the form prior to entry into IFAS. The following information is subject to change based on Finance Office needs.

28. **Federal Award**
Enter the type of funding source based upon A-133 definition as GOVT, NONGOVT, PASSTHRU or NA.

29. **Fee**
Enter the fee code based upon the fee guidelines for funding source. Refer to GLS1 in Nucleus Inquiry (NUIQ) for applicable codes. If no fee is to be associated with an account key that has a funding source normally requiring fee, ensure that an exception to fee policy or letter of fee waiver is obtained and attached to the set up form.

30. **Billable**
Enter the billing frequency of the account key based upon the contract terms and current definitions for this field as established by Finance. The appropriate codes are LOC, MONTHLY, QUARTERLY, SPER, and ZZ.

31. **Budget Information**
Enter the status of the Budget Transfer Request Form for the account key. This does not apply to account keys with pre-spend authorization or account keys which budgets are uploaded by the NCAR Budget and Planning Office.

32. **Date**
Enter the date the form is completed and submitted to the Chart of Accounts Accountant for data entry.
33. **Indirect Rate**
Enter the indirect rate based upon the entity, fiscal year and other pertinent information. Rate must be entered exactly as it should be enter in the IFAS Chart of Account System, currently with a leading zero and carrying four digits after the decimal point.

34. **Award Group (Misc. 4)**
Enter the appropriate Award Group code assigned by Sponsored Agreements in the Contract Management Module (CMM). The Award Group code identifies the grouping of cooperative agreements and their funding source and leading division.

35. **Property**
Enter the property code which signifies the ownership of any property items purchased under this account key. A current listing of valid property codes can be obtained from the Finance Property Administrator.

36. **Accountant Initial**
Project Accountant responsible for the division account key initial this field signifying that all information on the form is correct and complete.