

Quick Reference Guide (Non-Instructional)

FUND 2 digits	LOCATION 2 digits	DEPARTMENT 6 digits	OBJECT 5 digits	ACTIVITY 5 digits
Where are the funds from?	What campus/location?	Who is spending or bring revenue	What expense or revenue?	Project, grant, restr'd fd, Stu Org etc
<p>Current Funds</p> <ul style="list-style-type: none"> 10 - Unrestricted 11 - (internal restricted) 20 - Restricted <p>Plant Funds</p> <ul style="list-style-type: none"> 12 - Unexpended Plant Fd 14 - Investment in Plant 24 - Donor Restr Plant Fd 	<ul style="list-style-type: none"> 10 - General University 20 - Main/Bexley 30 - Law School 40 - Trinity (Seminary) 	<ul style="list-style-type: none"> 1000xx - President 20xxxx - Provost - Administration 21xxxx - Provost - Academic 24xxxx - Experiential Learning 3000xx - VP Business & Finance 3001xx - AVP Business & Finance 3002xx - Human Resource 3003xx - Controller 3004xx - Facilities Management 3005xx - Public Safety 4000xx - Strategic Enrollment Mgt 4001xx - AVP Enrollment Services 5000xx - VP Advancemennt 5001xx - AVP-Advancement 6000xx - VP Int. Mktg & Comm 6001xx - AVP Mktg & Comm 7000xx - Univ. Counsel 8101xx - Student Services 8102xx - Student and Comm Engmt 8201xx - Athletic Administration 8202xx - Men's Sports 8203xx - Women's Sports 8301xx - Information Technology 	<p>Net Assets</p> <ul style="list-style-type: none"> 32010 - Net Assets/Fund balance <p>Revenues</p> <ul style="list-style-type: none"> 48101 - Advertising Revenue 48102 - Ticket Sales 48103 - Publication Revenue 48323 - Program Income <p>Expenses</p> <ul style="list-style-type: none"> 60xxx - Salaries 61xxx - Benefits 631xx - Contracted Services 632xx - Supplies, books, media, print 634xx - Travel & Prof. Development 636xx - Entertainment 637xx - Advertising & Marketing 638xx - Operating equipment 640xx - Software 642xx - Indirect cost expense 643xx - Other expenses 651xx - Property expenses 652xx - Utilities 653xx - Telecommunications 656xx - Occupancy Equipment 75xxx - Allocations & Chargebacks 	<p>Endowment Funds</p> <ul style="list-style-type: none"> 11xxx - EF Scholarships 12xxx - EF Scholarships 13xxx - EF Scholarships 14xxx - EF Awards 16xxx - EF other <p>Non-Endowed Restr Funds</p> <ul style="list-style-type: none"> 21xxx - Non-Endow Scholarships 24xxx - Non-End Awards 27xxx - Non-end Restricted funds 28xxx - Plant funds <p>Agency</p> <ul style="list-style-type: none"> 31xxx -Trips 32xxx - Student organization 38xxx -Non student orgs (staff for eg) <p>Optional tracking (4xxxx)</p> <p>Grant & Fellowship (F.A)</p> <ul style="list-style-type: none"> 51xxx- Federal Grants (non-Fin aid) 52xxx -State Grants (non-fin aid) 53xxx -Private Grants (non-fin aid) 54xxx - Federal financial aid 55xxx - State financial aid 56xxx - Institutional aid <p>Capital Projects</p> <ul style="list-style-type: none"> 619xx - Fiscal 2019 620xx - Fiscal 2020

Common Object Codes

Revenues

40403 CONTINUING ED PROG	48101 ADVERTISING REVENUE	48301 ADMINSTRATIVE FEES
40405 CAMP REVENUE	48102 TICKET SALES	48318 SALE OF SCRAP
44101 FEDERAL GRANT INCOME	48103 PUBLICATION REVENUE	48321 RENTAL INCOME
44201 STATE GRANT INCOME		48323 PROGRAM INCOME
44301 INDIRECT COST RECOV		

Expenses

CONTRACTED SERVICES	ENTERTAINMENT	PROPERTY EXPENSE
63101 LEGAL FEES	63601 SOCIAL/ENTERTAINMENT	65101 BUILDING RENTAL EXPENSE
63102 ACCT'G AND AUDIT FEES	63602 MEALS - NON TRAVEL	65102 EQUIPMENT RENTALS
63103 BANKING SERVICE FEES	63603 FOODSERVICE/CATERING	65103 BUILDING R&M
63104 PROF'L AND CONSULT FEES		65104 BLDG IMPRVT - NON CAP'L
63107 ACADEMIC ASSESSMENTS	ADVERTISING	65105 GROUNDS R&M
63108 COLLECTION/ACA COSTS	63704 ADVERTISING	65106 REAL ESTATE TAXES
63109 HEALTH SERVICES		65108 HOUSEKEEPING SERVICES
	EQUIPMENT - OPERATING	65109 HOUSEKEEPING SUPPLIES
SUPPLIES, BKS/MEDIA/PRIN'	63801 EQUIPT PURCH-MINOR (<\$5K)	65110 SECURITY SERVICES
63201 INSTRUCTIONAL SUPPLIES	63802 EQUIP PURCH -MAJOR (>\$5K)	65111 LAUNDRY SERVICES
63202 RECREATION SUPPLIES	63803 EQUIP PURCH - COMPUTERS	65112 LICENSES, CERT & PERMIT
63203 OFFICE SUPPLIES	63804 EQUIPMENT RENTAL	65113 INSURANCE - OCCUPANCY
63204 MEDICAL SUPPLIES	63805 EQUIPMENT R&M	65190 NON-CAP EXP
63205 BOOKS AND PROF. PUBLICATN		
63206 PERIODICALS	SOFTWARE	UTILITIES
63207 SHEET MUSIC	64001 SOFTWARE	65201 NATURAL GAS
63209 AUDIOVISUAL MEDIA	64002 SOFTWARE LICENSE	65202 ELECTRICITY
63210 PRINTING - INTERNAL	64003 CLOUD SERVICES	65203 WATER
63211 BOOK BINDING	64004 SOFTW MAINT AGREE	65204 WASTE REMOVAL
63212 FURNISHING		
63213 POSTAGE	INDIRECT COST - F&A	TELECOMMUNICATIONS
63214 FREIGHT	64201 INDIRECT COST - F&A	65301 INTERNET
63216 E-MEDIA - CU OWNED		65302 CABLE
63217 E-MEDIA - LICENSED	OTHER EXPENSES	65303 PHONE
	64501 CONVOCTN & OTHER AWARDS	
TRAVEL, CONF & REGISTR	64502 MOVING EXPENSES	
63401 TRAVEL - TRANSPORTATION	64504 HONORARM AND SPK FEE	
63403 TRAVEL - NON-EMPLOYEE	64505 DONATIONS & SPONSORSHIPS	
63404 TRAVEL - LODGING	64506 INSURANCE (NON-BUILDING)	
63405 TRAVEL - MEALS	64507 HOUSING	
63406 CONFERENCE REGISTRATION	64509 GRANT/OTHER FUNDING	
63407 MEMBERSHIPS AND DUES	64513 LAW CLINIC LITIG	
63408 PROF. DEV'T		