Program Code Guidelines

Expenses:

- Anything that goes to a 6xxxx account code that has a wrong program code, needs to go to the appropriate cost center accountant/analyst. If something is posting incorrectly then something is set up incorrectly in HR and PR, and we will need to research to find out who and then have it corrected in HR and PR. This is the only way future postings will be corrected.

- 081 and 082 should typically only be used on 519xx accounts (except in Auxiliary funds).

- Anything 76xxxx should use program code 095, and should only be used for X funds (capital project accounts).

- Auxiliary fund (Hxxxxx) expenses should use the program code 201.

- 83000 account code is an interfund transfer and should use 092 program code for ALL funds, including auxiliaries and service center funds.

- See program code sheet for additional guidance on program codes for expenses, etc.

- All expenses for the 802000 and 802001 funds should be coded to program code 062.

- For A funds, correct program code by looking at original budget; for B/F/E funds, correct program code by looking at net asset carryforward posted.

- Grant funds follow same general rules as outlined above. For specific grant related questions, please contact the grant accountants.

Revenues:

- All revenues for the 802000 and 802001 funds should be coded to program code 001.

- Revenues 5xxxx (with the exception of 519xx) in all BUT Hxxxxx (auxiliaries) and Dxxxxx (service centers) should be 001.

- Auxiliary funds (Hxxxxx) revenues should use the program code 201.

- Service Center funds (Dxxxxx) revenue should use the same program code as their expenses.

- Revenues for grant funds (I, K, M, O & G funds) 001 program codes.
Misc Information:

Petty Cash — contact Le’Teya Robinson
When Petty Cash is returned it should go back to Petty Cash account rather than an expense account code

Fund-Account combinations are appropriate in some cases. An org and program are not always required.

When multiple deposits are on one cash receipt report, be aware it can go to multiple FOAPs/M #’s, not just the first line.