

Jenzabar			
Object Code	Object Code Description	Object Code Definition	Examples
Income Codes			
48030	Miscellaneous Income	Deposits	Monies collected, Course Packs, Copier / Phone sales, Class trips
Payroll Codes			
53000 Budgeting code - DO NOT CODE TO			
51004	Full-time Hourly	Full-time Hourly	Bi-weekly timesheets
51006	Part-time Hourly	Part-time Hourly	Bi-weekly timesheets
53008	Non-financial aid student employment	Student employment not associated with work-study	Non-academic term / summer employment
53009	Institutional work-study	Institutionally funded work-study	Monthly student time sheets
53010	Federal work-study	Federally funded work-study	Monthly student time sheets
Supplies and Non-Capital Equipment			
71000 Budgeting code - DO NOT CODE TO			
71001	Equipment under \$10,000	Equipment need for department under \$10,000	Fax machine, calculators, small tools, music equipment
71002	Furniture & Fixtures under \$10,000	Furniture / fixtures need for department under \$10,000	Desks, file cabinets, drapes, blinds, chairs, rugs
71003	Computer Equipment under \$10,000	Individual computer hardware, peripherals that interface with computers under \$10,000	Printers, keyboards, mouse, cables, batteries, adapters, USB / flash drive, memory cards
71004	Audio & Video Equipment under \$10,000		

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71005	Computer Software under \$10,000		
71105	Classroom & Research Supplies	Supplies used for teaching or instructional purposes with in the classroom	Art supplies, text books, small items associated with instructional use
71107	Office Supplies	Supplies for general office use	Paper, calculator tape, pens, pencils, staplers, folders, paperclips
71102	Subscriptions	Individual and department subscriptions to periodicals, magazines, newspapers, on-line databases	Wall Street Journal, Times, Academic journals
71198	General Supplies	Supplies outside of classroom or office supplies	Plaques, decorating, SWAG, reception supplies
Services Budget			
72000 Budgeting code - DO NOT CODE TO			
72102	Attorney Fees		
72103	Services -Business	Contracted services paid to outside firms for professional services	Consulting, research, testing, architectural, surveyors, landscapers, counseling
72104	Honoraria	Fees paid for speaking engagements / appearances to outside individuals or organizations	Guest speakers/ artists with non-employee status, classroom lecturers
72107	Postage & Freight	Mail Center Postage charges, Fed-ex	Fed ex, UPS, postage meter, stamps
72108	Printing - All	Printing and design / copying services	Letterhead, envelopes, business cards, brochures

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72111	Magazine Printing	Printing and design / copying services provided by an outside company	Various
72112	Magazine Postage		
72115	Dues & Memberships	Institutional membership fees and organizational dues	Departmental memberships or individual professional memberships
72116	Advertising	Advertisements placed in off campus sources	Radio ads, newspaper
72117	Equipment / Space rental	Fees for space and equipment rented from outside sources	Tents, Room rentals, equipment rental
72125	Maintenance Contracts	Contracts maintenance from outside sources to maintain equipment or office items	Agreements for piano tuning, copier maintenance, elevator maintenance, computer maintenance
72134	Candidate Expense		
72171	Catering - Bon Appetit	On-campus catering	Catering events ordered thru Bon Appetit
Travel & Meals Budget			
73000 Budgeting code - DO NOT CODE TO			
73001	Student Field Trips	Travel associated with student field trips	Airfare, hotel, car rental, gas (Not meals, use 73006)
73002	Participant Activities		
73003	Student Travel/Research	Travel associated with student research opportunities	Airfare, hotel, car rental, gas (Not meals, use 73006)

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73005	Recruiting Expense		
73006	Travel & Entertainment (non-Conference)	Travel associated with College business	Airfare, hotel, car rental, gas, meals
73007	Non-Travel Meals	Meals in and around the Beloit area associated with College business	Meals in the local area, restaurants will vary
73008	Conference Travel & Meals	Travel expense related to conference attendance	Airfare, hotel, car rental, gas, meals, conference registration
73010	Consulting Travel	Travel expense related to consulting services	Airfare, hotel, car rental, gas, meals