



Clark Atlanta University
Finance and Accounting Manual
7.3.7 General Accounting– Banner Expense Codes and Descriptions

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1.0 POLICY STATEMENT

Clark Atlanta University (University) is required to separate and report on the different types of funding that it earns or receives. In order to sort and classify financial transactions, the University uses a Chart of Accounts system. In the Banner Financial System, the Chart of Accounts is manifested in the FOAPAL, which acts as a blue print or a routing number to properly sort and classify revenues and expenses in the General Ledger. FOAPAL is an acronym that describes the revenues and expenses breakdown of activities of the University by six major element codes (Fund, Organization, Account, Program, Activity, and Location).

2.0 PROCEDURE NARRATIVE

For budgetary control, revenue, and expense recording and reporting purposes, the University uses four of the six major FOAPAL codes for transactions. When strung together, the departmental budget numbers consist of a total of seventeen digits. The seventeen digits are categorized into the four (4) major code groupings: **Fund, Organization (Org or Orgn), Account (Acct), and Program (Prog) Code**. *These four (4) major code categories must be reflected on all forms/documents that are submitted for approval, review, and processing.*

2.1 The **Fund Code** consists of six digits. The Fund Code series funding source classification are as follows:

FUND CODE SERIES	
110000 – Current Unrestricted	600000 – Endowment
200000 – Restricted	700000 – Annuity & Life Income
300000 – Auxiliary	800000 – Agency
400000 – Federal Loans	900000 - Plant Fund



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2.2 The **Organizational (Org/Orgn) Code** consists of five digits. The Organization (Org/Orgn) Code details the department/area: **10100 – President’s Office, 30503 – English Department, 40501 – Office of Human Resources, and 60204 – Student Government Association, etc.** The Organizational (Org/Orgn) Code may be associated with more than one Fund Code (unrestricted, restricted, endowment, etc.) depending on the funding source.

2.3 The **Account (Acct) Code** consists of four digits. The Account (Acct) Code details the classification of revenues and expenditures: 5571 - Space Rental Revenue, 5571 – Commissions, 5581 - Special Events/Activities Revenue, **7031 – Travel, 7110 – Office Supplies, 7705 – Telephone, 7730 – Postage, etc.** *Expenditures should be coded according to the type of goods or services being received or provided and **NOT** according to where funds are available within the departmental budget.* (Expenditure Account Codes and definitions are included in this document).

2.4 The **Program (Prog) Code** consists of a two digits. The Program (Prog) Code details the functional classification of the expenditures:

PROGRAM CODES	
10 – Instruction	60 – Institutional Support
20 – Research	70 – Operation and Plant Maintenance
30 – Public Service	80 – Student Aid
40 - Academic Support	90 – Auxiliary Enterprises
50 – Student Services	

All forms/document must display these four major code groupings of numbers, (Fund, Orgn, Acct, and Prog Codes) all seventeen (17) digits, in the appropriate location, where applicable, to be considered correct and complete for processing.

Example:

<u>Fund Code</u>	<u>Orgn Code</u>	<u>Acct Code</u>	<u>Prog Code</u>
110000	10100	7110	60

The budget departmental number can be displayed in one of two ways if the form/document does not have an area designated for the codes. (The order of the Account Code and Program Code after the Fund and Organization Codes does not matter).

- 1) 110000.10100.7110.60 or 110000.10100.60.7110
- 2) 110000-10100-7110-60 or 110000-10100-60-7110

Important: If the items on a requisition affect more than one Account Code, the requestor must properly code the items according to the type of expense and total the amount to be



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charged against that particular Account Code. *Example: A requisition to Prime Office Products for furniture (7171) and office supplies (7110) should be broken down accordingly, and not all charged to one or the other Account Codes.*

A Budget Revision Form should be submitted in conjunction with the requisition if one is needed to continue/complete processing. *(A Budget Revision Form can be emailed to you upon request.*

3.0 Contact Information

If you have any questions, please call Mrs. LaTanya Hartsfield-Merritt (6355), lhartsfield@cau.edu for unrestricted or endowment budgets or Mrs. Rotesha Harris rharris@cau.edu {6389) for restricted budgets.

4.0 Overview of Banner Revenue and Expense Codes

There are separate *revenue* Account Codes (also five digits) for incoming cash, which are not listed below. Many sources of revenue have been assigned a specific code. *Revenue* Account Codes begin with a 5 and are most often used to record revenue from externally funded sponsored sources and, deposited funds at the Student Accounts cashier window.

An *expense* Account Code is a five-digit number assigned to each transaction which helps identify how your department's budget is spent throughout the year. *Expense* Account Codes begin with a 6 (salaries & benefits) or 7 (non-salary). Please direct *expense* Account Code questions to Mr. Donal Christian, Controller, at x8067.

**Schedule of Banner Expense Codes and Descriptions
(Pages 4-18)**



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Acct	Title	Description	Details and Examples
<i>Salaries and Benefits</i>			
6120	Administrative Salaries	<p>Staff hired to work for the University full-time, on a regular basis. Such employees may be exempt or non-exempt.</p> <p>When paid from funds provided by grants and contracts, such funds are “restricted” and the University and the staff must comply with terms and conditions specified by the funding source to disburse funds.</p>	Eligible for fringe benefits, tuition remission, tenure, promotion, and sabbatical leaves.
6131	Faculty Salaries Full Time	Fall and Spring semester salary expense for all full-time faculty, includes distinguished professors, professors, associate professors, and assistant professors. When paid from funds provided by grants and contracts, such funds are “restricted” and the University and the faculty must comply with terms and conditions specified by the funding source to disburse funds.	Faculty member performs instruction, research and other activities during the academic year exclusive of the summer period, as defined in the University Faculty Handbook. The employee is eligible for fringe benefits, tuition remission, tenure, promotion, and sabbatical leaves.
6132	Faculty Salaries Part-Time	Fall and Spring semester salary expense for all part-time faculty, includes distinguished professors, professors, associate professors and assistant professors.	Not considered an adjunct faculty as defined for Expense Code 6160
6133	Summer Faculty	<p>All faculty teaching, research and administration efforts occurring over the summer period.</p> <p>Unrestricted Funding - The University may compensate full-time faculty for activities performed during Summer Sessions. The Provost/Vice President for Academic Affairs will base the level of compensation on</p>	Restricted Funding: When working on restricted project (Grants and Contracts), the full-time faculty is <u>eligible</u> for a maximum of three (3) months or three-ninths (3/9’s) of the contracted salary from the previous academic year (Fall and Spring Semester). The University must comply with the <u>guidelines</u>



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Acct	Title	Description	Details and Examples
		available funding. While the minimum compensation is based upon available funding, the maximum that each faculty member may receive is two-ninths (2/9's) of their contracted salaries for the previous academic year (Fall and Spring Semester) from University funds.	specified by the funding agencies regarding summer compensation.
6134	Faculty Overload	Work in excess of normal instruction, research and service. However, the costs category is not currently used.	Release time is considered in lieu of overload. See Faculty Handbook.
6135	Faculty Supplemental Pay	Supplemental pay is additional compensation provided to employees who are assigned to special projects or other ongoing duties and responsibilities outside of the scope of their assigned job. Faculty may receive supplemental compensation for developing and teaching in the University's continuing education programs. The source of compensation for continuing education must be the related activity and not the general fund of the University.	The special project or additional duties should be significant in order to warrant supplemental pay. Note: The University will not disburse supplemental compensation to faculty from restricted funds (contracts and grants) unless explicitly authorized in writing by the funding agency.
6136	Faculty Severance Payments	Payment or future payments, in addition to wages, paid to a faculty employee in exchange for their involuntary termination of service with the institution.	John has been assigned severance payments for a period of six month due to the university's decision to discontinue his department operations.
6139	Faculty Salary Saving	Faculty salaries expenses forgone within the fiscal year due to the elimination of a position, and/or position restructuring decisions	The Student Affair Office has 3-month of salary savings for the fiscal year after a staff member resigned in March. Salary savings



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Acct	Title	Description	Details and Examples
			does not automatically carry-forward to the next fiscal year.
6141	Staff Salaries Full Time	Staff hired to work for the University full-time, on a regular basis. Such employees may be exempt or non-exempt. When paid from funds provided by grants and contracts, such funds are “restricted” and the University and the staff must comply with terms and conditions specified by the funding source to disburse funds.	Eligible for fringe benefits, tuition remission, tenure, promotion, and sabbatical leaves.
6142	Staff Salaries Part-Time	Staff hired to work fewer than twenty-five (25) hour workweek on a regular basis. Such employees may be exempt or non-exempt.	Staff Handbook covers eligibility requirements for benefits-based and non-benefits based part-time employees.
6145	Staff Supplemental Pay	Supplemental pay is additional compensation provided to employees who are assigned to special projects or other ongoing duties and responsibilities outside of the scope of their assigned job.	The special project or additional duties should be significant in order to warrant supplemental pay. Staff members may receive extra salary for teaching in Continuing Education activities upon the recommendation of the area unit head and approval of the Provost.
6146	Staff Severance Payment	Payments or future payments, in addition to wages, paid to a staff employees for severance or termination pay, in exchange for their involuntary termination of service with the institution	Mary was granted severance payments after her department was outsourced to a third-party contractor.
6149	Staff Salary Savings	Staff salaries expenses forgone within the fiscal year due to the elimination of ac position	The Athletics department has 6 months of salary savings after a



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Acct	Title	Description	Details and Examples
		resonating, and /or position restructuring decisions.	staff member resigned in December.
6150	Staff Temporary	Staff hired to work special assignments or short periods of time. Individuals are not hired through a temporary agency and are required to complete a Personnel Action Form (PAF) or Electronic PAF.	Individuals are also not eligible to University employment fringe benefits, tuition remission, promotion, and family medical eaves.
6160	Adjuncts	Part-time faculty, who is hired on a contractual basis rather than being given tenure and a permanent position. Adjunct Faculty hold term appointments with primary responsibilities for teaching.	The University may assign adjunct faculty to the academic rank of Adjunct Instructor based on his or her qualifications. Adjunct faculty will always receive term contracts and are not eligible for fringe benefits, tuition remission, tenure, promotion, and sabbatical leaves.
6170	Overtime All	Any employee who is not exempt from overtime may be compensated at the rate of one and one-half times their normal rate of pay for hours in excess of forty hours per week or eighty hours per pay period.	Although the work week hours are normally 35 hours, the earning of overtime pay for non-exempt employees occurs when weekly work hours exceed 40 hours.
6180	Post Differential	Hazardous work pay or foreign post salary differential paid to personnel. Hazard pay means additional pay for performing hazardous duty or work involving physical hardship.	Work duty that causes extreme physical discomfort and distress which is not adequately alleviated by protective devices is deemed to impose a physical hardship.
6182	Faculty-Staff Stipends/Awards	Stipend/Award paid to an employee in accordance with the terms of a contractual agreement originated within the institution or by an external grant agency.	Mr. Smith is pursuing a doctorate degree with the CAU School of Business and teaches two classes as part of his curriculum. He is paid a stipend every 2-weeks for the service provided.



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Acct	Title	Description	Details and Examples
6210	Graduate Teaching Assistant	Students employed as teaching assistants who are enrolled in graduate school.	Employees in this category are exempt from FICA taxes and receive no fringe benefits from the University.
6215	Graduate Research Assistant	Students employed as research assistants who are enrolled in graduate school.	Individuals in this category are exempt from FICA taxes and receive no fringe benefits from the University.
6216	Undergraduate Research Assistant	Students employed as research assistants who are enrolled in undergraduate school.	Individuals in this category are exempt from FICA taxes and receive no fringe benefits from the University.
6220	Federal Work Study	American Students employed under Title IV funding from the U.S. Department of Education.	Students are paid hourly, are exempt from FICA taxes and receive no fringe benefits from the University. Students must file a FASFA in order to be eligible for FWS.
6221	Federal Work Study Reimbursed	Refund of funding received from the U.S. Department of Education for American students employed under Title IV with the institution.	
6130	Institutional Work Study	If a student does not qualify for FWS and has a special skill or ability, she/he may be eligible for IWS. The IWS award will be renewed each year depending on the student's financial need and resources available.	
6240	Student Work Wages (Graduate)	Students enrolled in a degree seeking program with a minimum of six credit hours. Student in this category are paid hourly from institutional funds and are not eligible for benefits. Students	Stipends and work wages expenses are charged to the appropriate Expense Code. The student must complete the Student



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		are FICA tax exempt, as long as they are enrolled in classes.	Wage Payment forms and secure the required signatures. The form may be obtained from the Office of Human Resources and on the University's website under Human Resources Forms.
6241	Student Work Wages (Undergraduate)	Undergraduate students enrolled in a degree seeking program with a minimum of six credit hours. Student in this category are paid hourly from institutional funds and are not eligible for benefits. Students are FICA tax exempt, as long as they are enrolled in classes.	Services are required in return for the award. The student must complete the Student Wage Payment form and secure the required signature. The form may be obtained from the Office of Human Resources and on the University's website under Human Resources Forms.
6243	Stipends (Graduate)	Graduate students enrolled in a degree program with a minimum of six credit hours. Student in this category are not eligible for benefits <u>NOTE:</u> The actual expenses for all institutional financial awards, except for stipends and work wages , are charged to Account Code 7823.	Students are FICA tax exempt, as long as they are enrolled in classes. . The student must complete the Student Stipend Payment form and secure the required signature. The form may be obtained from the Office of Human Resources and on the University's website under Human Resources Forms.
6244	Stipends (Undergraduate)	Undergraduate students enrolled in a degree program a minimum of six credit hours. Student in this category are not eligible for benefits.	Students are exempt from FICA tax, as long as they are enrolled in classes.. The student must complete the Student Stipend Payment form and secure the required signature.



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Acct	Title	Description	Details and Examples
		NOTE: The actual expenses for all institutional financial awards, except for stipends and work wages , are charged to Account Code 7823.	The form may be obtained from the Office of Human Resources and on the University's website under Human Resources Forms.
6245	Stipends (Other)	Compensation paid to Non-CAU students.	(High school, other colleges, universities, etc.)
6249	Participant Costs	(Currently replaced by expense codes 7604 a through 7609)	See Expense Code 7604 through 7609
6250	Tutors	Cost of providing question/information exchange in which student peers provides the practice and drill in specific course material needed by the student, while giving the tutor valuable review opportunities and the chance to develop and sharpen educational and communication skills.	Services are required in return for these incurred expenses.
6261	Temporary Services (Agency)	Cost of temporary labor services provided by outside staffing agencies for a limited duration - ranging from a half day up to one year - and cover situations such as special projects, events, workflow peaks, unscheduled absences, scheduled leaves or vacations and pending recruitment for regular positions.	Services are required in return for these incurred expenses.
6510	Social Security Expense	Employer FICA payments on behalf of its employees as required under the Social Security Act, designed to provide retirement, disability, and health benefits.	Current FICA rate of 7.65%



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Acct	Title	Description	Details and Examples
6520	Group Insurance Expense	The employer's share of the cost of health insurance as well as employer's share of the cost of life insurance.	Example: Rate of 12.91%
6530	Retirement Expense	Previous University established retirement program to assist employees in their post-employment years.	Previous contract provision for selected individuals prior to TIAA/CREF
6540	Retirement Annuity Expense	TIAA/CREF (Teachers Insurance and Annuity Association—College Retirement Equities Fund)	Pension option of universities in the US. The University contributes 5% match of retirement costs for participating employees meeting the three years of continuous University employment or contracts of senior management
6550	State Unemployment	Covered by the Georgia State Unemployment Compensation law. This insurance program is designed to provide salary benefits and to assist eligible employees who are temporarily unemployed through no fault of their own,	The former employees are able and available for work, and are unsuccessful in finding work. Current rate is 2.44%.
6560	Faculty/Staff Tuition Waiver Expense	The portion of tuition and fees awarded to faculty and staff at no cost.	Not charge to the employee.
6565	1042-Taxes	Taxes Payable for U.S. source income paid to foreign persons.	Used to report taxes payable foreign persons (international students) who received institutional scholarships.
6570	Worker's Compensation	Insurance designed to provide for the payment of medical expenses and for partial salary continuation in the event of a work related injury or illness.	Example of current rate of 0.49%



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Acct	Title	Description	Details and Examples
6580	Accrued Annual Leave Expense	The accrued annual leave becomes a financial liability to the University at year end and therefore must be recorded to the General Ledger.	
6590	Employee Meals	Meals provided to employees by CAU that are deemed taxable income per the Internal Revenue Code.	
General and Administrative Account Codes Definitions			
Professional Services – Services rendered at the request of and for the benefit of the University, provided by a corporation, partnership, or individual that practices an independent trade, occupation, profession or business for a fee and possibly their related expense reimbursement. The service typically involves some form of study, research, consultation or lecture.			
7001	Contractual Service	Services rendered by a registered business, at the request of and for the benefit of the institution, that are governed by contractual terms that creates enforceable rights and obligations, specifies duration of service, terms of payment and services to be provided.	
7002	Temporary Service (Agency)	Cost of temporary labor services sourced by an outside staffing agencies for a limited duration - ranging from a half day up to one year - and cover situations such as special projects, events, workflow peaks, unscheduled absences, scheduled leaves or vacations and pending recruitment for regular positions.	Services are required in return for these incurred expenses.
7003	Consultants	Fees paid to individuals (specialists) hired by the University in an <u>advisory</u> capacity. Any cost related to capital projects or purchases will be added to the cost of that capital acquisition (Expense Code 7215 & 7220). The Consultant Statement of Work Form and the W-9 Tax Form must be completed.	Professionals who provides expert service in a particular area such as security, management, education, accountancy, law, human resources, marketing, finance, engineering, science or any of many other specialized fields not empowered to make definitive decisions or adjustments without approval of senior management.
7004	Contractual- Non Prof Services	Services rendered by skilled individuals, at the request of and for the benefit of the institution, that are governed by contractual terms that creates enforceable rights and obligations,	



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Acct	Title	Description	Details and Examples
		specifies duration of service, terms of payment and services to be provided.	
7005	Gifts and Prizes	One-time award for a particular accomplishment or recognition. The award is generally unrestricted in use.	As with all spending of University funds, money spent on awards, gifts or prizes must be spent ethically and in accordance with the law, delegated authority, and University policies and procedures. Certain awards, gifts and prizes must also be treated as taxable income for the recipient and processed accordingly by the University,
7011	Legal Services	Payments of Per Diem and Fees to attorneys	
7012	Food Service Contracts	Payments made under a Food Services contract	
7013	Security Service Contracts	Payments made under a Security Services contract	
7014	Maintenance Service Contracts	Payments made under a Maintenance Services contract	
7016	Lobbying Activity	Payments made under a Professional Lobby Services contract	
7017	Entertainers	Payments made for Entertainment for official CAU business	
7018	Architects & Engineers (Non-Capital)	Payments made for architectural and engineering services which are less than \$5,000 and not related to any construction projects	
7020	Custodial Service Contracts	Payments made under a Custodial Services contract	
7021	Building & Grounds Service Contracts	Payments made under a B&G Services contracts	



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Acct	Title	Description	Details and Examples
7029	Other Professional Services	For companies providing services that are operating in a <u>non-advisory</u> capacity, any cost related to capital projects or purchases will be added to the cost of that capital acquisition. The Consultant Statement of Work Form and the W-9 Tax Form must be completed.	Professionals who provides expert service in a particular area such as Information Technology, architectural/engineering (not associated with a construction/renovation project), Repair and Maintenance, food service management, financial audit services, legal representation, marketing, investment management, or any of the many other specialized areas
Travel			
7031	Travel	Reimbursement for expenses incurred by University employees traveling outside of State of Georgia or incurring overnight costs for per diem, transportation, and lodging for in-state travel.	A travel requisition/authorization form is required before actual travel occurs. where airfare, ground transportation per diem, and or lodging
7032	Local Travel	Reimbursement for expenses incurred by University employees traveling in-state where no overnight lodging is incurred or required.	Vicinity travel to attend meetings, mileage costs for commute to and from LaGrange Georgia for TRIO Program
7033	Employee Relocation	At the discretion of the Board of Trustees, President, Chief Financial Officer, and/or Provost, reimbursement for expenses incurred to relocate new employees as stipulated in an employment written agreement. (Note: such costs could be classified as compensation for IRS W-2 reporting purposes. The employee must check with the Chief Financial Officer for proper classification and specific costs approval.	Shipping of household items by self (U-Haul) or through a moving company (Allied, American Van Lines, Mayflower, etc.), house hunting, (must be pre-approved).



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Acct	Title	Description	Details and Examples
7034	Foreign/International Travel	Reimbursement for expenses incurred by University employees traveling outside the 50 United States and its territories and possessions, incurring overnight costs for per diem, transportation, and lodging for in-state travel.	Includes lodging, airfare, mileage, tolls, meals, visa costs etc.
7035	Recruitment	Expenses for an activity or event conducted within the United States and its territories and possessions, with the objective of recruiting students.	
7041	Workshops/Training/Registration/Meetings	Registration fees for attending conferences, workshops, training, courses, and seminars that are not considered faculty development.	Staff development cost, which includes continuing professional education, is captured under this expense code.
7042	Faculty Development	Registration fees for training that does teach a specific skill and/or earn continuing education credits.	The expense code is used for faculty development and continuing education.
<i>Supplies and Materials</i>			
7110	Office Supplies	All materials and supplies required for normal department operations, such as pencils, notepads, paper, etc.	Paper, toner, pens, pencils, staplers, calendar, forms, blank CDs, thumb drives, CDs, etc.
7115	Computer Supplies	All computer materials and supplies	Example includes computer disks, cables, printer ribbons, mouse, laser toner cartridges, software, etc.
7116	Uniforms	Cost of uniforms required for certain departments.	Campus public safety department, athletics team sports, band members
7121	Maintenance Supplies	Supplies and materials used for routine maintenance of building and grounds.	Hardware, parts, nuts, bolts, keys and locks, etc.



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Acct	Title	Description	Details and Examples
7122	Janitorial Supplies	Supplies and materials used for routine cleaning of buildings and grounds.	Cleaning chemicals, mops, buckets, brooms, light bulbs, gloves, etc.
7123	Instructional Supplies	All materials and supplies purchased with the primary intent being for educational use, excluding computer materials and office supplies. Examples include gases, beakers, petri dishes and any other consumable materials or supplies that could be used in a laboratory at McPheeters-Dennis.	Other examples of instructional supplies include books purchased, art supplies, music supplies by an academic department for use in academic instruction, pamphlets purchased for students to be used in classes, or other educational-related supplies.
7124	Scientific or Research Supplies	All materials and supplies purchased where the primary intent is for scientific research related use.	Examples include cylinder gases, chemicals, and other supplies used in the research laboratories of the Cole Research Center for Science and Technology.
7125	Gasoline and Motor Oil	Gasoline and motor oil used for motor vehicles.	Used in automobiles, trucks, carts, lawn mowers, generators, etc.
7129	Other Miscellaneous Supplies /Materials–	Payments for supplies and materials not identified above. Art and collectibles items such as paintings, wall hangings, posters, displays and museum articles, and other objects which are purchased or with a donated value <u>less than</u> \$5,000	Not covered in Expense Code 7110. Paintings, sculptures, statues May include the costs of supplies and materials purchased for athletics, films and tapes not used for educational purposes and tools.
7130	Catering/Food Purchases	Catering or food for special occasions.	Activities held on campus.
7140	Advertising	Media cost including newspaper, other periodicals, radio, television, electronic applications, and internet.	For Federally Funded Projects, expense is allowable solely for: (a) the recruitment of personnel required for the performance by the recipient of obligation arising



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			under a federal award; (b) the procurement of goods and services for the performance of a federal award; (c) the disposal of scrap or surplus materials acquired in the performance of a federal award except when recipients are reimbursed for disposal costs at a predetermined amount; or (d) other specific purposes necessary to meet the requirements of the federal award.
7150	Books and Periodicals	Books and periodicals purchased for use by departments, not permanently added to official University, Schools or Department libraries.	Not associated with the AUC Robert W. Woodruff Library.
7161	Subscriptions	Expenses for subscriptions to professional publications or journals	Example the Journal of Social work, American Journal of Science, Journal of Business, Economics, and Finance, etc.
7162	Membership Dues	Costs of individuals and/or organization participation in civic, business, professional or technical organizations.	Representing the University, schools, department, organization, or unit for the benefit of the University.
Equipment (7171-7184) Moveable Equipment—Moveable furniture, machines, commissioned artwork (see Art below), etc. that are: (1) not affixed to any part of a building or room, (2) has estimated useful life over one year and (3) was not purchased for resale.			
7171	Expensed Furniture & Equipment –	Furniture and equipment including computers with unit costs of less than \$5,000. The expense includes the installation costs of the equipment.	Lab/classroom, research equipment, small office equipment, tools, musical instruments, desks, chairs, tables, lamps, computers and peripherals that cost less than \$5,000.



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7179	Equip Prchsd. For Outside Prgm.	Expendable equipment purchased using restricted (external) funds for a program that is not housed on CAU campus. Reserved for used by the Office of Grants and Contracts accounting.	
<i>Capital Assets</i>			
7181	Computers-Capital	Computer equipment (including cost of Installation) and peripherals with unit costs of \$5,000 or more; or multi-unit acquisition cost of \$50,000 or more.	<p>Peripherals may include, desktop printers, scanners, external hard drives, monitors, keyboard, mouse, speakers, digital cameras, webcams, etc.</p> <p>For example, the purchase of 20 replacement laptop computers for a department that cost \$2,600 per unit would not be capitalized on an individual basis. However, because the computers are a uniformed product and are purchased on the same order, it may be capitalized as a multi-unit.</p>
7182	Copiers-Capital	Copiers and peripherals with unit costs of \$5,000 or more and a useful life of more than one year; or multi-unit cost of \$50,000 are capitalized.	Peripherals may include collator, sorter, or feeder attachments. Stapler, etc. Multi-units are of the same or similar product for a specific department or school with a total value equal to or greater than \$50,000.
7183	Furniture and Fixtures-Capital	<p>Furniture and Fixtures with per unit costs of \$5,000 or more and a useful life of more than one year; or multi-unit cost of \$50,000 or more.</p> <p>Fixtures or furniture that consist of multiple units of the same or similar product for a</p>	An example would be the purchase of desks, conference table and chairs. Individually, these items may not exceed the threshold of \$5,000 but taken as a lot, those



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		specific department or school with a total value equal to or greater than \$50,000 and a useful life of more than one year may be capitalized.	items, if \$50,000 or more, may be capitalized as a multi-unit cost.
7184	Other - Capital Equipment	Other equipment not classifiable as computer, copier, furniture or fixtures, with per unit costs of \$5,000 or more and a useful life of more than one year; or for multi-unit costs equal to or greater than \$50,000 are capitalized. The expense includes the all costs necessary to prepare the equipment for its intended use	
7185	Capital Leases	A lease that transfers substantially all of the benefits and risks inherent in ownership of the asset/property, from one party to another, through an installment purchase.	
7190	Vehicles - Capital	The purchase of motor vehicles and other self-propelled, motorized equipment suitable for general use by the University.	Including the costs of automobiles, trucks, motor boats, motorized campers, motorcycles, motor scooters, airplanes, and other motor vehicles.
7191	Art & Collectibles	Art and collectibles items such as paintings, wall hangings, displays museum pieces, and other objects, which are purchased for \$5,000 or more or donated art with a fair market or appraised value of \$5,000 or greater.	Usually purchased by or donated to University's Art Gallery. Rare Book and Art collections: Special collections are a subset of capital assets. The university records its collections as long-lived assets. These items are recorded as capital assets regardless of cost.
7195	Software-Capital	Software, including licenses, acquired, internally developed, or modified solely to meet the institution's internal needs, with unit costs of \$5,000 or more; multi-unit cost of	Packaged software, download software, software for labs/classroom use, ERP packages, etc. <i>See NACUBO</i>



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		\$50,000 or more. There must be no substantive plans in existence, or being developed, to market the software externally.	<i>FARM §409.43-Internal-use Software.</i>
7199	Capital Transfer- Investment in Plant	Transfer of capital expenditures from one cost-center/unit to the other within the institution.	
7200	Building Renovation	Costs incurred for replacements or improvements to an existing building that extends its useful life, increases its efficiency and/or increases its value to the University. Renovation includes supplies, materials, labor or other related items. Only project costs of \$5,000 or more per unit, of multi-unit costs \$50,000 or more, are considered for capitalization.	University Board consented to the improvement of the structure of Harkness Hall.
7210	Construction Expenses	Costs incurred for erecting a new building or structure that has a useful life greater than one year. Includes supplies, materials, labor or other related items. Only project costs of \$5,000 or more per unit, of multi-unit costs \$50,000 or more, are considered for capitalization.	New athletic facility construction.
7211	Architectural & Engineering	Costs incurred for architectural and engineering services incurred in conjunction with a construction project (see Acct 7215-Building Renovation)	Architectural services needed during the planning phase before construction can began on a building renovation.
7212	Demolition	Costs incurred to dismantle or remove an existing structure in order for a new structure to be erected in its place and/or for a renovation or construction project to be completed.	Removing the wall structure of an existing building to be expanded to add additional space and/or rooms.
7213	Administrative Expenses	Costs incurred to file legal, inspection documents or permits as part of a renovation or construction project that are not directly identifiable as architectural & engineering,	Permit filing fees, inspection service fees, fees paid to state or county for a renovation or



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Acct	Title	Description	Details and Examples
		professional fees, building renovation, or construction costs.	construction project, financing fees, etc.
7214	Professional Fees	Professional services costs incurred as part of a renovation or construction project that are not identifiable as architectural & engineering, or demolition expenses.	Garbage removal costs, including bin rental, etc.
7215	Building Renovation	Cost incurred for replacements or improvements to an existing building that extends the useful life, increases its efficiency and/or increases its value to the University. Renovation includes supplies, materials, labor or other related items. Only project costs of \$5,000 or more per unit, of multi-unit costs \$50,000 or more, are considered for capitalization.	Capital project related service costs are capitalized as construction costs when not readily identifiable as architectural & engineering, professional fee, demolition costs, or administrative fees (See acct 7211-7214)
7220	Construction in Progress	Expenses for new construction or major renovation project that is not in service or completed to date. These costs are considered as "Construction in Progress" and usual span more than one fiscal year time period. Construction cost includes material, supplies, labor or other related items.	Construction cost includes demolition, professional fees, material, supplies, labor or other related items.
7229	Capital Trfr.-Unexp. (CIP) Plant Fd.	Transfer construction in progress costs from one cost-center to another.	
7230	Real Property Acquisitions	Costs incurred to acquire ownership of real property, including costs related to finalizing the purchase (closing costs).	Land and building purchases, related legal or brokerage fees, etc.
7231	Land Improvement	Cost outside of the building costs which are required to make land ready for its intended use.	Includes walkways, major landscaping, parking lots, tennis courts, athletic fields, fences, curbs, streetlights, and emergency lights, and similar items. Only costs totaling \$5,000 or more are considered for capitalization.



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Acct	Title	Description	Details and Examples
Repairs and Maintenance			
7241	Equipment Repair and Maintenance	Cost of equipment upkeep, repair, maintenance, inspection contracts, labor, parts or other related items.	
7242	Vehicle Repairs and Maintenance	Costs of vehicle upkeep, repair and maintenance.	
7243	Building Repair and Maintenance	Costs of building maintenance or repairs, inspections, labor, parts or other related items.	
7244	Facilities Services (Internal)	Cost incurred by the Facilities and Maintenance Department for building and repairs, maintenance or renovations that are charged out to other Departments.	
7245	Residence Hall Repair & Maintenance		
7250	Maintenance Agreements	Annual maintenance or service agreement costs.	Outside company hired to perform maintenance and repair, (e.g. elevators)
7260	Loss On Disposals	Costs related to the sale/retirement of an asset for a price less than the asset's net book value at the time of the sale or disposal.	
7270	Bank Charges	This is an administrative expense which reports the fees incurred by a company for the expenses associated with its banking and merchant transactions.	Bank fees, credit card processing fees, wire transfer fees.
7271	Bank Service Charges	This is an administrative expense which reports the fees incurred by a company for the expenses associated with its banking and merchant transactions.	Bank fees, credit card processing fees, wire transfer fees.
7272	Investment Fees	Transaction fees and charges related to investments owned by the institution.	Management fees,
7280	Billings and Collections	The billing and collection costs associated with the use of using outside collection agencies.	For example: Collection of student loans (Perkins) or institutional loans to students.
7290	Interest Expense	Costs recognized on obligations/payables based on explicit interest rates over a specified period of time.	



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Acct	Title	Description	Details and Examples
7291	Principal Debt Payment	Debt principal payments in excess of debt principal liability.	
7300	Penalties & Assessment	To be used for all penalty and assessed fees, due to failure to perform and/or satisfy externally mandated terms/requirements.	
7405	General Insurance	Costs to secure a contract with an insurance entity to significantly transfer risk of ownership of an asset or, hosting an event/activity, from the institution to the entity for an agreed upon price.	Property insurance
7410	Vehicle Liability Insurance	Costs to secure a contract with an insurance entity to significantly transfer risk of ownership of the institution's fleet of vehicles, from the institution to the entity, for an agreed upon price.	Vehicle collision insurance
7415	Student Liability Insurance	Costs to secure a contract with an insurance entity to significantly transfer risk of any liability that may arise related to students, from the institution to the entity, for an agreed upon price	
Other General & Administrative Costs			
<p>Participant Costs - are separately accounted for and expended to achieve appropriate program objectives (outreach programs), as required by externally funded sponsors. The National Science Foundation (NSF) has the most restrictive policies governing participant support expenses and reporting of these funds. Therefore, the University accounts for participant support costs separately. Normally payment is to cover out of pocket transportation expenses and does not require a Form 1099.</p>			
7604	Participant Costs – Stipends	Direct costs items such as stipends or subsistence allowances, travel allowances and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia or training projects associated with a federal award. Funds provided for participant support may not be used by the University for categories of budgeted expense (other than Participant Support category) without the specific prior written approval of the cognizant Federal Agency Program Officer. Reserved for use only by transactions managed by the Office of Grants and Contracts accounting.	
7605	Participant Costs – Other		
7606	Participant Costs – Travel		
7607	Participant Costs – Meetings		
7608	Participant Costs – Supplies		
7609	Participant Costs – Tuition		



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Acct	Title	Description	Details and Examples
7610	Other Costs	Expenses not addressed in other sections of the Banner Finance Expense Codes and Description schedule	Example: Drinking water cooler and water bottles
7615	Bad Debt Allowance	Expense related to an estimate of accounts receivable considered uncollectible within a given fiscal year. Bad debts expense is also referred to as uncollectible accounts expense or doubtful accounts expense.	Institution assesses the collectability of its outstanding receivables and estimates that the remaining balances in the student accounts receivable that may be uncollectible.
7620	Equipment Rental & Lease Expense	Monthly, annual or other periodic fees paid for renting or leasing equipment. Does not include "Lease/ Purchase" method of buying equipment.	Includes copiers, tools, etc.
7625	Other Rentals	Any rentals other than equipment.	Golf carts, audio rental, tents, table
7630	Freight Charges	Payments for services to transport, move or deliver objects, materials or resources owned or used by the University. The objects are moved from within the University. This excludes the costs incurred when objects, materials and resources are originally acquired; these costs are added to the cost of the objects.	
7635	License and Transfer Fees	Fees paid to acquire official or legal permission to own or use an item or service.	
7640	Orientation	Costs associated with freshman orientation	
7641	Student Off-Campus Housing	Costs related to securing housing for students off-campus in excess of the housing fees assessed to student.	
7645	Commencement	Costs associated with University commencement exercises.	Stage setup. Toilets, emergency medical units, sound system, lighting, video recording of the event, etc.
7650	Entertainment	Costs of meals, special functions, social activities, etc. (whether occurring on or off-campus) incurred by employees to host <u>non</u> -employees for purposes including program and research development and University relations	Included such expenses incurred while on travel status for official CAU business



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Acct	Title	Description	Details and Examples
7655	Awards and Honors	Financial awards and honors for students, other than stipends or student work wages.	Used exclusively by grants and contracts
7660	Animals and Animal Care	Animals and any supplies or materials associated with their care for instruction and research purposes.	Sponsored research activity
7665	Special Activities	All costs associated with a special event.	Live Concerts, fairs, festivals, fund raising , special guest speakers, dignitary visits, etc.
7670	Deposit Short & Long	Record reconciliation adjustments for cashier feeds posted short or over by 5 cents maximum.	
7675	Contingencies	An existing condition or set of circumstances involving uncertainty that will ultimately be resolved when one or more future events occur or fail to occur.	
7680	Property Tax	Tax levied by the local government, based on the value of a property owned by the institution.	
7681	Other Taxes	Taxes levied by the local government that cannot be classified as property tax.	
7690	Bond Issue Cost & Discount	Amortization of transaction costs incurred during bond issuance that were deferred on the balance sheet.	Includes legal fees, accounting fees, underwriting commissions and printing costs.
7705	Telephone	Costs associated with telephone usage and other communication related costs.	Not related to purchase of telephone equipment.
7710	Cable	Comcast cable services used only for educational or program purposes.	Faculty should be aware when you may legally tape educational TV programs and use them in the classroom to be in compliance with applicable copyright laws.
7715	Other Communication Costs	Internet Services, mobile communication services, etc.	Example: Cell phone service.
7720	Printing, Copying, and Duplication Costs	Costs of acquiring and producing printed and graphic materials and services.	Example: signs, posters, laminations, binding, etc.



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Acct	Title	Description	Details and Examples
7730	Postage	Cost associated with postage stamps, postage meter charges and all other mailing expenses such as Federal Express, UPS, etc.	Not includes freight expense.
7790	Utilities	Costs incurred for utility services, exclusive of telephone and cable services.	Includes the cost of electricity, water, natural gas, diesel fuel, fuel, oil, coal, fire wood, heat, light power and other fuels. Excludes costs of fuel used in the operation of motor vehicles.
7795	Interschool Allocations	Transaction or other activity costs shared, or allocated, between Clark Atlanta University schools or departments.	The CCRTD departments contracts CAU TV to film their annual conference.
7796	Interschool Allocation- Printshop	Printing transaction costs requested via the Ricoh Print and Mail Center to benefit Clark Atlanta University schools and departments.	Printed business cards, letterhead, envelopes, etc. Publications such as handbooks, newsletters, etc.
7797	Interschool Allocation- Postage	Postage/ mailing transaction costs requested via the Ricoh Print and Mail Center to benefit Clark Atlanta University schools and departments.	First class mail, UPS, postage stamps, etc.
7810	Tuition Assist/Waiver Graduate	Tuition costs defrayed by the university for graduate students enrolled in a degree program with a minimum of six credit hours. Eligibility is determined by the Office of Admission	
7815	Tuition Assist/Waiver Undergraduate	Tuition costs defrayed by the university for undergraduate students enrolled in a degree program with a minimum of six credit hours Eligibility is determined by the Office of Admission	
7821	Scholarships/Undergraduate	Non-need based awarded to an undergraduate CAU students to help defray the cost of education. No services are required in return for	Institutional awards must be submitted on the institutional award roster form.



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		the award. Reserved for use by the Office of Grants and Contracts Accounting.	
7822	Fellowships/Graduate	Non-need based award to a graduate CAU student to help defray the cost of education. No services are required in return for the award. Reserved for use by the Office of Grants and Contracts Accounting.	Institutional awards must be submitted on the institutional award roster form.
7823	Institutional Scholarships/Fellowship –	Institutional awards must be submitted on the institutional award roster form. All institutional financial awards (tuition, fees, room, board, books, stipends and/or work wages, etc.) are budgeted in Expense Code 7823 (Institutional Scholarship Fellowship).	Therefore, a budget revision is necessary from Account Code 7823 to the appropriate stipend and/or work wage Account Codes to cover stipends and work wage expenses.
7824	Other Student Support	Non-tuition/scholarship/fellowship/stipend awarded to an enrolled students to help defray the cost of education. No services are required in return for the award.	Institutional awards must be submitted on the institutional award roster form
7826	Housing/Meal Exemption	Housing/meal cost of attendance waived for enrolled students.	
7831	Stipends-Graduate	SHOULD NOT BE USED. For stipend compensation in exchange for work performed, see Account Code 6243. For Stipends/Awards received from an external party for student achievements/participation, use Account Code 7655.	
7832	Stipends-Undergraduate	SHOULD NOT BE USED. For stipend compensation in exchange for work performed, see Account Code 6244. For	



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Acct	Title	Description	Details and Examples
		Stipends/Awards received from an external party for student achievements/participation, use Account Code 7655.	
7833	Other Stipends	SHOULD NOT BE USED. For stipend compensation in exchange for work performed, see Account Code 6244. For Stipends/Awards received from an external party for student achievements/participation, use Account Code 7655.	
7841	Book Scholarships	Scholarship provided for educational essentials. No services are required in return for the award.	Institutional awards must be submitted on the institutional award roster form.
7842	Book Support	Support provided for educational essentials that are not considered a scholarship. No services are required in return for the award.	
7851	Room and Board	Support provided for on-campus housing And food services.	Institutional awards must be submitted on the institutional award roster form.
7852	Room and Board Support	Support provided for on-campus housing and food services. Reserved for use by the Office of Grants and Contracts Accounting.	
7860	Pell Grant Awards	Federal Pell Grants usually are awarded only to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree	
7870	SEOG Awards	The FSEOG assists low-income undergraduate students who need financial aid	Awards can range from \$100 to \$4,000 a year, depending on the amount of other aid you receive and the availability of grant funds at the school you're attending.



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Acct	Title	Description	Details and Examples
7875	State Awards	Support provided to enrolled students by state agencies and facilitated by the Office of Financial Aid	
7878	Other Awards	State or Federal student aid awards not pertaining to Pell Grant, SEOG Awards, or State Awards.	
7900	Depreciation Expense	Allocating the cost of tangible assets to expense, over its useful life, in a systematic manner, to those periods expected to benefit from the use of the asset.	
7901	Depreciation Funding Unrestricted Oper.	Allocating the cost of tangible assets to expense, over its useful life, in a systematic manner, to those periods expected to benefit from the use of the asset.	
7905	Accretion Expense	Expense related to the increase in the Asset Retirement Obligation (ARO) liability due to the passage of time calculated using the appropriate accretion rate. The accretion expense is added to the ARO liability each period.	
7910	Subcontracts	Costs related to contracting a third party contractor to fulfill CAU obligations to its customers.	
7911	Administrative Fee (Non-Capital)	Fees paid to defray administrative expenses of an agent or agency acting on behalf of and/or for the benefit of the institution.	
7920	AUC Center Costs	Services rendered by a member of the Atlanta University Center Consortium (AUC) group, at the request of and for the benefit of the institution,	In addition to CAU, members of the AUC include Spelman College, Morehouse College and, Morehouse School of Medicine.
7991	Indirect Cost	Indirect costs are the overhead costs of using the University's facilities and administrative support that cannot be claimed as direct costs, and normally include both fixed and variable components. Indirect costs are not profit;	



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		instead they are part of the real costs of conducting activities related to externally funded Research & Development	
7992	Indirect Cost Prior Year	Indirect costs recorded in the current fiscal year that applies to reporting periods of a Prior Fiscal Year that has been closed.	
7993	Cost Shares Cost	Commitment made by the institution to cover program costs using resources other than the grant/award, to complete the grant/award objectives.	
7997	In-Kind Cost	Value of non-cash contributions/donations received.	
8110	Transfer In	Represents a movement of funds between unrestricted sources that does not qualify as a sharing of income/expense, reclassification or funding.	Transfers does not appear as program revenue in account statements.
8120	Transfer Out	Represents a movement of funds between unrestricted sources that does not qualify as a sharing of income/expense, reclassification or funding.	Transfers does not appear as program revenue in account statements.
8130	Inter ORG Transfer	Transactions or other activity costs shared between Clark Atlanta University's schools or departments.	WCLK providing advertising services to CCRTD for upcoming conference.
9101	Capital Equity Fund Addition	Contra-account used when recognizing capital expenditures as additions to the institution's capital asset accounts on the balance sheet.	
9110	Fund Addition	Used to post transactions directly to the general ledger that increase Fund Balance for the specified FUND code.	
9610	Fund Deductions	Used to post transactions directly to the general ledger that decrease Fund Balance for the specified FUND code.	