

GENERAL LEDGER ACCOUNT STRUCTURE BASICS

FUND— LOCATION— DEPT—ACTIVITY—OBJECT
XX—XXX—XXXXXX —XXXX—XXXX

FUND

Identifies the funding source for the account.
Fund 10 are annually budgeted accounts.

LOCATION

For all expenses location code is "000".

DEPT

Identifies the department to which the expense is incurred.

ACTIVITY

Used for designated and restricted accounts to track scholarships, grants, capital, year end and other projects.
The activity code attaches a project to an appropriate department number.

OBJECT

Classifies the accounts into asset, liability, net asset, revenue or expense categories.

0XXX	Assets
1XXX	Liabilities
2XXX	Net Assets
3XXX	Tuition Revenue
4XXX	Fees and Other Revenue
5XXX	Payroll Expenses
6XXX and 7XXX	Consumable Expense

FINANCIAL AFFAIRS CONTACTS, SUPPORT AND LINKS

Financial Affairs: (303) 458-4352

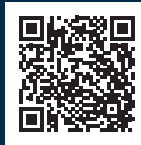
Email: financialaffairs@regis.edu

FISCAL POLICIES CAN BE FOUND ON INSITE AT:



FREQUENTLY USED FORMS AVAILABLE ON ONE REGIS, FINANCIAL AFFAIRS AND FINANCIAL AFFAIRS COMMUNITY SHAREPOINT

One Regis:



Sharepoint:



OBJECT CODE REFERENCE GUIDE

UTILITIES AND COMMUNICATION

6010: Communication: Phone services, Internet, Emergency Call Response, IT Support Teams

6020: Utilities: Electric, gas, water

POSTAGE AND PRINT

6100: Postage and Shipping: Stamps, shipping, mailing (USPS, UPS, Fed-Ex)

6115: Copying and Printing: Printing manuals, booklets, programs, tests, (at a Regis copy center or other sources), copies

ADVERTISING

6150: Advertising: Paper, banners, giveaway material with Regis logo (i.e. pens, cups, shirts), job boards, social media, pay for tables at events, conference booth and other specific advertising, sponsorships

DUES AND FEES

6200: Licenses/Fees/Permits: Institutional city, state and federal requirements

6220: Memberships and Dues: Club fees, organizational membership, Chamber of Commerce

6252: Tournament and Registration Fees: Not including training or conferences (student senate, debate, or athletic tournament fee)

RENTALS AND LEASES

6300: Rentals: Facilities and equipment

6305: Common area maintenance: CAM leases

6325: Lease: Base rent

CONTRACTED SERVICES

6401: Contracted Services: Includes non-payroll payments or fees to independent contractors, external organizations and others for professional and consultative personal services engaged on a contractual basis. This excludes services related to electronic cloud-based services and non-employee teaching.

6410: Software as a service agreement/subscriptions

NON-EMPLOYEE TEACHING AND OTHER SERVICES

6436: Guest Lecturer: Lecture/speaker/presenter as well as consulting and interpreter services

6440: Temporary Services: Temporary staffing agencies

6442: Officials: Athletic game officials

LEGAL AND TAX SERVICES

6462: External legal services

6470: Billing services

6500: Insurance premiums

6510: Insurance claims

7911: Tax: External tax charges, property, excise and other

TRAVEL

6600: Other: Ground transportation - car rental, mileage, parking, booking fees, tolls (non-local)

6604: Lodging

6606: Travel meals

6608: Airfare: All airlines, seat selection, baggage fee (1 checked bag per person)

TRAVEL ATHLETICS USE ONLY

6609: Student - Athletics: All student athlete travel

6610: Recruiter - Athletics: All travel related expenses pertaining to recruiter travel

TRAINING AND CONFERENCE

6640: Training/Education/Conference: Staff courses, work-study classes or certification

MEALS AND ENTERTAINMENT: NON-TRAVEL MEALS

6700: Entertainment: Museum, sporting events, live music

6710: Catering: Meals prepared and delivered for meetings, etc.

6715: Meals and Refreshments: Business meals (local and away), snacks for meetings

MAINTENANCE

7010: Maintenance and Repairs: Materials or work procured for repair of equipment, landscape structures, buildings, appliances, furniture, etc.

7020: Maintenance Contracts: Any equipment maintenance contract

SUPPLIES

7100: Office, break room

7104: Physical Plant maintenance

7110: Classroom supplies, lab supplies, common area, maintenance supplies

7115: Event related

7120: Uniforms: Athletic clothing, department uniforms and team shirts

7122: Gasoline: Fuel for Regis and rental vehicles

MISCELLANEOUS

7200: Donations to Others: Charitable gifts to 501(c)(3) organizations (pre-approval required)

7220: Gifts and Gratuities: Gift cards (w/list of recipients, pre-approval required), flowers, gift baskets, going away tangible gifts, trophies

7225: Awards: Not related to Financial Aid

EQUIPMENT*

7810: Equipment/Furniture Non-Capital (including athletics): Items such as label makers, fan, chairs, desks, tables

7820: Computer Equipment Non-Capital: Mouse, keyboard, laptop case (review Service Now article for approved items)

7824: Software Non-Capital: Non-cloud based programs loaded directly to server/PC's - purchase directly through IT.

BOOKS AND SUBSCRIPTIONS

7840: Books/Publications/Subscriptions: All print subscriptions and books

**Expenses greater than \$5,000 may be considered capital and would require additional steps to complete the purchasing process.*

Contact Financial Affairs if you anticipate making a capital purchase.

For all questions, contact financialaffairs@regis.edu to ensure the correct procedure is followed.