

| Jenzabar                                     |                                      | Datatel     |  |  |
|--|--------------------------------------|-------------|--|--|
| Object Code                                  | Object Code Description              | Object Code | Object Code Definition   | Examples   |
| <b>Income Codes</b>                          |                                      |             |  |  |
| 48030  | Miscellaneous Income                 | 4890        | Deposits   | Monies collected, Course Packs, Copier / Phone sales, Class trips                        |
| <b>Payroll Codes</b>                         |                                      |             |  |  |
| <b>53000 Budgeting code - DO NOT CODE TO</b> |                                      |             |  |  |
| 51004  | Full-time Hourly                     | 5104        | Full-time Hourly   | Bi-weekly timesheets   |
| 51006  | Part-time Hourly                     | 5106        | Part-time Hourly   | Bi-weekly timesheets   |
| 53008  | Non-financial aid student employment | 5308        | Student employment not associated with work-study  | Non-academic term / summer employment  |
| 53009  | Institutional work-study             | 5309        | Institutionally funded work-study  | Monthly student time sheets  |
| 53010  | Federal work-study                   | 5310        | Federally funded work-study  | Monthly student time sheets  |
| <b>Supplies and Non-Capital Equipment</b>    |                                      |             |  |  |
| <b>71000 Budgeting code - DO NOT CODE TO</b> |                                      |             |  |  |
| 71001  | Equipment                            | 7101        | Equipment need for department under \$5,000  | Fax machine, calculators, small tools, music equipment                                   |
| 71002  | Furniture & Fixtures under \$5,000   | 7102        | Furniture / fixtures need for department   | Desks, file cabinets, drapes, blinds, chairs   |
| 71003  | Computer Equipment under \$5,000     | 7103        | Individual computer hardware, peripherals that interface with computers                    | Printers, keyboards, mouse, cables, batteries, adapters, USB / flash drive, memory cards |
| 71010  | Supplies Unique to Department        | New         | Supplies that are unique to a department that do not fit into another category of supplies | Examples will vary depending upon department   |
| 71105  | Instructional Supplies               | 7151        | Supplies used for teaching or instructional purposes with in the classroom                 | Art supplies, text books, small items associated with instructional use                  |

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| Object Code                                  | Object Code Description | Object Code | Object Code Definition  | Examples   |
| 71107  | Office Supplies         | 7154        | Supplies for general office use   | Paper, calculator tape, pens, pencils, staplers, folders, paperclips             |
| 71108  | Medical Supplies        | 7155        | Supplies used for medical purposes  | Athletic tape, health care center supplies, Band-Aids, ice packs                 |
| 71102  | Subscriptions           | 7132        | Individual and department subscriptions to periodicals, magazines, newspapers, on-line databases                      | Wall Street Journal, Times, Academic journals                                    |
| <b>Services Budget</b>                       |                         |             |   |  |
| <b>72000 Budgeting code - DO NOT CODE TO</b> |                         |             |   |  |
| 72103  | Services -Business      | 7219        | Contracted services paid to outside firms for professional services   | Consulting, research, testing, architectural, surveyors, landscapers, counseling |
| 72104  | Honoraria               | 7220        | Fees paid for speaking engagements / appearances to outside individuals or organizations                              | Guest speakers/ artists with non-employee status, classroom lecturers            |
| 72107  | Postage & Freight       | 7223        | Mail Center Postage charges, Fed-ex   | Fed ex, UPS, postage meter, stamps   |
| 72108  | Printing-On campus      | 7224        | Printing and design / copying services provided by Beloit College Print Shop  | Letterhead, envelopes, business cards, brochures                                 |
| 72109  | Repairs and Maintenance | 7226        | Repairs and maintenance associated with office items or campus equipment <b>DO NOT CODE MAINTENANCE CONTRACT HERE</b> | Piano tuning, plumbing repairs, heating repairs                                  |

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| Object Code                                  | Object Code Description                 | Object Code | Object Code Definition   | Examples  |
| 72110  | Printing-Off campus                     | 7227        | Printing and design / copying services provided by an outside company            | Various   |
| 72115  | Dues & Memberships                      | 7233        | Institutional membership fees and organizational dues                            | Departmental memberships or individual professional memberships                             |
| 72116  | Advertising                             | 7234        | Advertisements placed in off campus sources                                      | Radio ads, newspaper  |
| 72117  | Equipment / Space rental                | 7237        | Fees for space and equipment rented from outside sources                         | Tents, Room rentals, equipment rental   |
| <b>72125</b>                                 | <b>Maintenance Contracts</b>            | <b>NEW</b>  | Contracts maintenance from outside sources to maintain equipment or office items | Agreements for piano tuning, copier maintenance, elevator maintenance, computer maintenance |
| 72138  | Copier Expense                          | 7258        | Copies charged back to departments for copier use                                | On-campus copier use, off-campus copying charges  |
| 72171  | Catering -Bon Appetit                   | 7257        | On-campus catering   | Catering events ordered thru Bon-Apetit   |
| <b>Travel &amp; Meals Budget</b>             |   |             |  |   |
| <b>73000 Budgeting code - DO NOT CODE TO</b> |   |             |  |   |
| 73001  | Student Field Trips                     | 7310        | Travel associated with student field trips                                       | Airfare, hotel, car rental, gas (Not meals, use 73009)                                      |
| 73003  | Student Travel/Research                 | 7320        | Travel associated with student research opportunities                            | Airfare, hotel, car rental, gas (Not meals, use 73009)                                      |
| 73006  | Travel & Entertainment (non-Conference) | 7326        | Travel associated with College business  | Airfare, hotel, car rental, gas (Not meals, use 73009)                                      |
| 73007  | Non-Travel Meals                        | 7325        | Meals in and around the Beloit area associated with College business             | Meals in the local area, restaurants will vary  |

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| Object Code | Object Code Description   | Object Code | Object Code Definition                               | Examples  |
| 73008       | Conference Travel & Meals | 7328        | Travel expense related to conference attendance      | Airfare, hotel, car rental, gas, meals, conference registration   |
| 73009       | Meals                     | <b>NEW</b>  | Meals outside of the Beloit area for College purpose | Meals with prospective donors, students, vendors (non-conference) |