

Jenzabar		Datatel		
Object Code	Object Code Description	Object Code	Object Code Definition	Examples
Income Codes				
48030	Miscellaneous Income	4890	Deposits	Monies collected, Course Packs, Copier / Phone sales, Class trips
Payroll Codes				
53000 Budgeting code - DO NOT CODE TO				
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
Supplies and Non-Capital Equipment				
71000 Budgeting code - DO NOT CODE TO				
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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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
Services Budget				
72000 Budgeting code - DO NOT CODE TO				
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 DO NOT CODE MAINTENANCE CONTRACT HERE	Piano tuning, plumbing repairs, heating repairs

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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
72125	Maintenance Contracts	NEW	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
Travel & Meals Budget				
73000 Budgeting code - DO NOT CODE TO				
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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73008	Conference Travel & Meals	7328	Travel expense related to conference attendance	Airfare, hotel, car rental, gas, meals, conference registration
73009	Meals	NEW	Meals outside of the Beloit area for College purpose	Meals with prospective donors, students, vendors (non-conference)