

### VSU Fund Listing

<b>Fund</b>	<b>Descr</b>
10000	State Appropriations
10500	Tuition ( <i>Excludes Fees</i> )
10600	Other General Funds ( <i>Foundation, Fees, etc</i> )
12210	Housing
12220	Food Services
12230	Stores and Shops
12240	Health Services
12250	Transporation & Parking
12270	Other Auxiliary Organizations
12280	Athletics
13000	Student Activities
14000	Departmental Sales and Service
15000	Indirect Cost Recoveries
16000	Technology Fees
20000	Restricted Ed & General
60000	Agency-Funds on Deposit
<b>Please refer to your monthly budget reports to determine the correct fund to use.</b>	

## VSU Program Code Listing

Program	Descr
11100	General Academic Instruction
11200	Voc/Technical Instruction
11300	Community Education
11400	Preparatory/Remedial
12100	Individual or Project Research
12200	Institutes - Research Centers
13100	Community Services
13200	Cooperative Extension Services
13300	Public Broadcasting Services
14100	Libraries
14200	Museums and Galleries
14300	Educational Media Services
14400	Academic Computing Support
14500	Ancillary Support
14600	Academic Administration
14700	Academic Personnel Development
14800	Course-Curriculum Development
15100	Student Services Admin
15200	Social & Cultural Development
15300	Counseling and Career Guidance
15400	Financial Aid Administration
15500	Student Admissions
15600	Student Records/Registrar
15700	Student Health Services
15900	Student Activities Program
15910	Intramural Athletics
15920	Social-Entertainment Activity
15930	Student Government
15940	Student Publications
15990	Other Student Services
16100	Executive Management
16200	Fiscal Operations
16300	Gen Admin-Logistical Services
16400	Administrative Computing
16500	Public Relations
16600	Development
16700	General Institutional
17100	Physical Plant Administration
17200	Building Maintenance
17300	Custodial Services
17400	Utilities
17500	Landscape/Grounds Maintenance
18100	Scholarships
18200	Fellowships
21100	Student Housing
21199	Student Housing (R&R)
21200	Faculty and Staff Housing
21299	Faculty and Staff Housing(R&R)
22100	Cafeteria
22199	Cafeteria (R&R)
22200	Snack Bars

### VSU Program Code Listing

Program	Descr
22299	Snack Bars (R&R)
23100	Stores and Shops
23199	Stores and Shops (R&R)
24100	Health Services
24199	Health Services (R&R)
25100	Campus Transportation
25199	Campus Transportation (R&R)
25200	Campus Parking
25299	Campus Parking (R&R)
26100	Ops & Maint-Aux Plant
26199	Op and Maint - Aux Plant (R&R)
27100	Other Service Units
27199	Other Service Units (R&R)
28100	Intercollegiate Athletics
28199	Intercollegiate Athletics(R&R)
<b>If you are not sure which Program applies; it will be assigned by Financial Services</b>	

### VSU Class Code Listing

<b>Class</b>	<b>Descr</b>	<b>Notes</b>
11000	Gen Opns - General	
11510	Gen Opns Special Purp RPG	
11520	GenOp SpecialPurp Nursing Inst	
11981	Fees Fall Sem-Undergrad	<i>Used only with Revenue Accounts</i>
11982	Fee Waivers Fall Sem-Undrgrd	<i>Used only with Revenue Accounts</i>
11983	Fees Spring Sem-Undrgrd	<i>Used only with Revenue Accounts</i>
11984	Fee Waivers Spring Sem-Undrgrd	<i>Used only with Revenue Accounts</i>
11985	Fees Summer-Undrgrd	<i>Used only with Revenue Accounts</i>
11986	Fee Waivers Summer-Undrgrd	<i>Used only with Revenue Accounts</i>
11991	Fees Fall Sem-Grad	<i>Used only with Revenue Accounts</i>
11992	Fee Waivers Fall Sem-Grad	<i>Used only with Revenue Accounts</i>
11993	Fees Spring Sem-Grad	<i>Used only with Revenue Accounts</i>
11994	Fee Waivers Spring Sem-Grad	<i>Used only with Revenue Accounts</i>
11995	Fees Summer-Grad	<i>Used only with Revenue Accounts</i>
11996	Fee Waivers Summer-Grad	<i>Used only with Revenue Accounts</i>
12000	Gen Opns - Research Consortium	<i>Used only with Revenue Accounts</i>
13000	Gen Opns - Spl Initiative Pgms	<i>Used only with Revenue Accounts</i>
13101	ICAPP - Advantage	
13200	Partners in Success P16-SFI	
13201	PREP	
13203	Teacher PREP	
13307	Enhancing Access	
15000	DOAS Indirect Funding	
16000	Major Repair/Rehab Funds	<i>Use only with fund 50000</i>
41100	Dept. Sales/Svcs-General	<i>Use only with fund 12xxx</i>
41200	Dept. Sales/Svcs-Community Ed	<i>Use only with fund 12xxx</i>
41300	Dept. Sales/Svcs-Publ Services	<i>Use only with fund 12xxx</i>
41400	Dept. Sales/Svcs-Computer Ops	<i>Use only with fund 12xxx</i>
41500	Dept. Sales/Svcs-Other	<i>Use only with fund 12xxx</i>
41900	Quasi Revenue/Dist of Cost	<i>Use only with fund 12xxx</i>
42100	DSS- Aux Ent-Inst Operated	<i>Use only with fund 12xxx</i>
42181	Fees Fall Sem-Undergrad	<i>Use only with fund 12xxx</i>
42182	Fee Waivers Fall Sem-Undergrad	<i>Use only with fund 12xxx</i>
42183	Fees Spring Sem-Undergrad	<i>Use only with fund 12xxx</i>
42184	Fee Waivers Spring Sem-Undrgrd	<i>Use only with fund 12xxx</i>
42185	Fees Summer-Undergrad	<i>Use only with fund 12xxx</i>
42186	Fee Waivers Summer-Undergrad	<i>Use only with fund 12xxx</i>
42191	Fees Fall Sem-Grad	<i>Use only with fund 12xxx</i>
42192	Fee Waivers Fall Sem-Grad	<i>Use only with fund 12xxx</i>
42193	Fees Spring Sem-Grad	<i>Use only with fund 12xxx</i>
42194	Fee Waivers Spring Sem-Grad	<i>Use only with fund 12xxx</i>
42195	Fees Summer-Grad	<i>Use only with fund 12xxx</i>
42196	Fee Waivers Summer-Grad	<i>Use only with fund 12xxx</i>
42200	DSS- Aux Ent-Contracted Oper	<i>Use only with fund 12xxx</i>
42281	Fees Fall Sem-Undergrad	<i>Use only with fund 12xxx</i>
42282	Fee Waivers Fall Sem-Undergrad	<i>Use only with fund 12xxx</i>
42283	Fees Spring Sem-Undergrad	<i>Use only with fund 12xxx</i>
42284	Fee Waivers Spring Sem-Undrgrd	<i>Use only with fund 12xxx</i>
42285	Fees Summer-Undergrad	<i>Use only with fund 12xxx</i>
42286	Fee Waivers Summer-Undrgrd	<i>Use only with fund 12xxx</i>
42291	Fees Fall Sem-Grad	<i>Use only with fund 12xxx</i>

### VSU Class Code Listing

<b>Class</b>	<b>Descr</b>	<b>Notes</b>
42292	Fee Waivers Fall Sem-Grad	<i>Use only with fund 12xxx</i>
42293	Fees Spring Sem-Grad	<i>Use only with fund 12xxx</i>
42294	Fee Waivers Spring Sem-Grad	<i>Use only with fund 12xxx</i>
42295	Fees Summer-Grad	<i>Use only with fund 12xxx</i>
42296	Fee Waivers Summer-Grad	<i>Use only with fund 12xxx</i>
43000	DS&S- Athletics	<i>Use only with fund 12xxx</i>
43981	Fees Fall Sem-Undergrad	<i>Use only with fund 12xxx</i>
43982	Fee Waivers Fall Sem-Undergrad	<i>Use only with fund 12xxx</i>
43983	Fees Spring Sem-Undergrad	<i>Use only with fund 12xxx</i>
43984	Fee Waivers Spring Sem-Undrgrd	<i>Use only with fund 12xxx</i>
43985	Fees Summer-Undergrad	<i>Use only with fund 12xxx</i>
43986	Fee Waivers Summer-Undergrad	<i>Use only with fund 12xxx</i>
43991	Fees Fall Sem-Grad	<i>Use only with fund 12xxx</i>
43992	Fee Waivers Fall Sem-Grad	<i>Use only with fund 12xxx</i>
43993	Fees Spring Sem-Grad	<i>Use only with fund 12xxx</i>
43994	Fee Waivers Spring Sem-Grad	<i>Use only with fund 12xxx</i>
43995	Fees Summer-Grad	<i>Use only with fund 12xxx</i>
43996	Fee Waivers Summer-Grad	<i>Use only with fund 12xxx</i>
61000	Sponsored - Federal	<i>Use only with fund 20000</i>
62000	Sponsored - State	<i>Use only with fund 20000</i>
63000	Sponsored - Local	<i>Use only with fund 20000</i>
64000	Sponsored - Private	<i>Use only with fund 20000</i>
65000	Sponsored - Endowment	<i>Use only with fund 20000</i>
<b>If you are not sure which Class applies; it will be assigned by Financial Services</b>		

VSU Account Code Listing

Acct	Descr	Notes
<b>Expense Accounts - Salaries:</b>		
511100	Salaries- Regular Faculty	<i>For Payroll transactions only; No Journal entries</i>
512100	Salaries- Part-Time Faculty	<i>For Payroll transactions only; No Journal entries</i>
513100	Salaries- Summer Faculty	<i>For Payroll transactions only; No Journal entries</i>
521100	Salaries- Professional/Admin	<i>For Payroll transactions only; No Journal entries</i>
522100	Salaries- Staff	<i>For Payroll transactions only; No Journal entries</i>
522130	Seasonal Hires	<i>For Payroll transactions only; No Journal entries</i>
522140	On-Call Pay	<i>For Payroll transactions only; No Journal entries</i>
522150	Salaries Or Wages - Temp	<i>For Payroll transactions only; No Journal entries</i>
522200	Additional Straight Time	<i>For Payroll transactions only; No Journal entries</i>
522805	Salaries - Staff - Overtime	<i>For Payroll transactions only; No Journal entries</i>
523100	Salaries- Graduate Assistants	<i>For Payroll transactions only; No Journal entries</i>
524100	Salaries- Student Assistants	<i>For Payroll transactions only; No Journal entries</i>
525100	Salaries- Casual Labor	<i>For Payroll transactions only; No Journal entries</i>
525130	Seasonal Hires FY04 On	<i>For Payroll transactions only; No Journal entries</i>
525150	Temporary FY04 On	<i>For Payroll transactions only; No Journal entries</i>
566150	Extra Pay	<i>For Payroll transactions only; No Journal entries</i>
<b>Expense Accounts - Travel:</b>		
641110	Travel-Emp-Ground Transportati	<i>Employees travelling in US</i>
641120	Travel-Employees-Air Travel	<i>Employees travelling in US</i>
641130	Travel-Employees-Meals	<i>Employees travelling in US</i>
641140	Travel-Employees-Lodging	<i>Employees travelling in US</i>
641150	Travel-Employee-Miscellaneous	<i>Employees travelling in US</i>
641160	Travel-Employees-Rental Car	<i>Employees travelling in US</i>
641170	Travel-Employee-Parking	<i>Employees travelling in US</i>
641210	Intl Travel-Emp-Ground Transpo	<i>Employees travelling outside US</i>
641220	Intl Travel-Emp-Air Travel	<i>Employees travelling outside US</i>
641230	Intl Travel-Emp-Meals	<i>Employees travelling outside US</i>
641240	Intl Travel-Emp-Lodging	<i>Employees travelling outside US</i>
641250	Intl Travel-Emp-Miscellaneous	<i>Employees travelling outside US</i>
641260	Intl Travel-Emp-Rental Car	<i>Employees travelling outside US</i>
641270	Intl Travel-Emp-Parking	<i>Employees travelling outside US</i>
641290	Intl Travel-Emp-VISAPAS	<i>Employees travelling outside US</i>
641310	Trvl-Emp Recruit-Ground Trans	
641320	Trvl-Emp Recruiting-Air Travel	
641330	Travel-Emp Recruiting-Meals	
641340	Trvl-Emp Recruiting-Lodging	
641350	Trvl-Emp Recruiting-Misc	
641360	Trvl-Emp Recruiting-Rental Car	
641370	Trvl-Emp Recruiting-Parking	
641510	Travel - Employee Mileage	
641520	Travel-Emp Recruiting Mileage	
651110	Trvl-Non-Emp/Team-Ground Trans	<i>For Student/Team travel</i>
651120	Travel-Non-Emp/Team-Air	<i>For Student/Team travel</i>
651130	Trvl-Non-Emp/Team-Meals	<i>For Student/Team travel</i>
651140	Trvl-Non-Emp/Team-Lodging	<i>For Student/Team travel</i>
651150	Trvl-Non-Emp/Team-Miscellaneous	<i>For Student/Team travel</i>
651160	Trvl-Non-Emp/Team-Rental Car	<i>For Student/Team travel</i>
651170	Trvl-Non-Emp/Team-Parking	<i>For Student/Team travel</i>
651210	Intl Trvl-Non-Emp/Team-Grnd Tr	<i>For Student/Team travel such as Study Abroad Programs</i>
651220	Intl Trvl-NonEmp/Team-Air	<i>For Student/Team travel such as Study Abroad Programs</i>
651230	Intl Trvl-Non-Emp/Team-Meals	<i>For Student/Team travel such as Study Abroad Programs</i>
651240	Intl Trvl-Non-Emp/Team-Lodging	<i>For Student/Team travel such as Study Abroad Programs</i>
651250	Intl Trvl-Non-Emp/Team-Misc	<i>For Student/Team travel such as Study Abroad Programs</i>
651260	Int Trvl-Non-Emp/Tm-Rental Car	<i>For Student/Team travel such as Study Abroad Programs</i>
651270	Intl Trvl-Non-Emp/Team-Parking	<i>For Student/Team travel such as Study Abroad Programs</i>
651290	Intl Trvl-Non-Emp/Tm-VISAPAS	<i>For Student/Team travel such as Study Abroad Programs</i>

**VSU Account Code Listing**

<b>Acct</b>	<b>Descr</b>	<b>Notes</b>
651510	Travel - Non-Employee Mileage	
<b>Expense Account - Operating:</b>		
704100	Cash Over/Short	
712100	Motor Vehicle Exp	
714100	Supplies and Materials	
714110	Sup & Mat Exp - Postage	
714125	Supplies -Strategic Initiative	
714190	Purchasing Card	
715100	Repairs And Maintenance	
719100	Rents- Non-Real Estate	
727120	Oth Oper Exp - Subscriptions	
727110	Oth Oper Exp - Registration	
727130	Oth Oper Exp-Dues, Mem, and Re	
727140	Other Operating Exp - Other	
727190	Other Op Exp - Service Agreeeme	
727250	Advertising - Other than Employee Recruitment	
727350	Advertising - Employee Recruitment	
733100	Software	
742100	Publications And Printing - <i>On Campus</i>	
742150	Publications & Printing- <i>Off Campus</i>	
743100	Equip Purch-Small Val-Non Inv	
743200	Equip Purch-Small Value-Inv	
748100	Real Estate Rentals	
751103	Consultant	
752100	Reimbursable Expense	<i>Use for honorarium/consultant only</i>
753100	Contracts	<i>Will be capitalized</i>
753110	Contracts-Repairs And Maint	<i>Will not be capitalized</i>
753190	Contracts - Other	
771100	Telecom- Local	
771200	Telecom- Long Distance/GIST	
771300	Telecom- Cellular	
771400	Telecom- Pager	
771500	Telecom- Radio	
771600	Telecom- Video/GSAMS	
771700	Telecom- Wire & Cable	
771800	Telecom- Data	
771900	Telecom- Other	
782100	Fellowships	
783100	Stipends	
<b>Expense Account - Equipment/Capital Outlay:</b>		
841100	Motor Vehicle Equip Purchase	<i>Will be tagged and capitalized</i>
843100	Equipment Purchase - Inventory	<i>Will be tagged and capitalized</i>
843200	Library Collections	<i>Will be tagged and capitalized</i>
843300	Computer Purchases	<i>Will be tagged and capitalized</i>
<p><b>This list is not all inclusive but rather a compilation of frequently used <u>Expense</u> accounts. Departments should determine the applicable account number based on the type of expenditure. If applicable account number is not listed, please contact Financial Services for further assistance.</b></p>		