CEPSE Accounting String Helpful Hints

CEPSE uses three main general accounts: GA014391, GA100562, GA100566

-When using general accounts, you'll **always** need a sub account.

-Use a project code to specific an individual, are needed which is their NetID key: Account/Sub Account/project Code.
(If a project isn't available- contact FO to setup)

Faculty Travel/Supplies/Copying/Postage/Express Shipping:

-**Tenure Stream Faculty:** GA014391/PRDEV-sub acct/NetID-project code (use faculty members' NetIDs as their proj. code)

-**Full Time Fixed Term Faculty (**100% CEPSE Funded**)**: GA014391/Program Sub Acct **(**EPET, MQM, RC, SP, SPED**)** /NetID-project code.

-**Instructional Travel:** GA014391/Program Sub Acct (SPED)/INSTRTV-project code

Program Discretionary:

-**Program Discretionary Spending:** GA100566/Program Sub Acct (EPET, MQM, RC, SP, SPED)

-**MAET Program Discretionary Spending**: GA100566/EPETO-sub acct/MAET-project code

-**Program Postage:** GA014391/Program Sub Acct (EPET, EPETO, MQM, RC, SP, SPED)

Doctoral Recruitment

-**Doctoral Recruitment**: GA014391/DRREC-sub account/Program Recruitment Code
(XDEDRCE=EPET, XDEDRCM=MQM, XDEDRCR=Rehab, XDEDRCSP=School Psych, XDEDRCSE=SPED)

Fellowships:

-**Program Fellowships**: GA100566/Program Sub Acct

-**Department Student Presentation Fellowship**: GA100562/GFSD

-***Department Coverage for program fellowships:*** *GA100562/ (EPET, MQM, SPED, SP, RC)*

Department covering program or individual faculty expenses:

-**Department covering expenses for an individual faculty member:** Account will either be GA014391
or GA100562(check with Fiscal Officer)/DEPAD-sub account/NetID-project code

-**Department covering expenses for a program**: Account will either be GA14391 or GA100562(see FO)
/DEPAD-Sub Account/program project code(EPET, MQM, REHAB, SCHP, SPED)

-**Program Project Codes**: Please note that when using a program project code, it's actually different for some
of the programs than the code you use at the sub account level.

Helpful time savers

-**Edocs**-Whenever you are processing an Edoc please add the business purpose in the description at top or in the notes below.

-**DEPAD-HARD-NULL**(no subaccount)-Nothing should be coded to DEPAD, HARD or without a subcode(check with the FO.)

Object Code	Common Object Codes	Object Code	Common Object Codes
6090	TECHNOLOGY SERVICES	6556	PRINTING & COPYING - OFF CAMPUS
6143	SUPPLIES - COMPUTER & TECHNOLOGY	6557	PUBLICATION COSTS
6212	BUSINESS MEETINGS - FOOD & BEVERAGE	6558	PRINTING & COPYING- ON CAMPUS
6356	PROFESSIONAL DEVELOPMENT	6586	SCHOLARSHIPS & FELLOWSHIPS
6397	CONFERENCE FEES	6595	SUPPLIES - OFFICE
6398	CONSUMABLE SOFTWARE LICENSE	6596	RESEARCH PARTICIPATION
6415	HONORARIA	6600	TELEPHONE
6428	SUPPLIES - OTHER	6901	TRAVEL - IN STATE
6477	BOOKS AND SUBSCRIPTIONS	6902	TRAVEL - OUT OF STATE
6545	MEMBERSHIP DUES & FEES	6903	TRAVEL - INTERNATIONAL
6555	POSTAGE		