

RCNJ - Account Code List

REVENUES

Tuition	
Account Codes	Description
5001	Fall Tuition In State
5002	Fall Tuition Out of State
5003	Fall Tuition RCC
5004	Fall Other Tuition
5011	Spring Tuition In State
5012	Spring Tuition Out of State
5013	Spring Tuition RCC
5014	Spring Other Tuition
5021	Summer Tuition In State
5022	Summer Tuition Out of State
5023	Summer Tuition OCCC/RCC
5024	Summer Other Tuition
5051	Winter Tuition In State
5052	Winter Tuition Out of State
5053	Winter Tuition OCCC/RCC
5054	Winter Other Tuition
5056	Pre-College Math Program
5057	On-Line Tuition Summer
5058	On-Line Tuition Winter
5120	GLEX Grad Learning Experience

Tuition Waivers & Fees	
Account Codes	Description
5061	Tuition & Fee Waivers
5063	Awards and Scholarships
5131	Fee Waivers
5121	Pre-Service Practicum
5122	Ramapo@PCCC Fee

Fees Tuition Related	
Account Codes	Description
5080	Lab Fee MCMT
5081	Lab Fee MSN
5086	Lab Fee MDMC
5087	Lab Fee Coop
5088	Lab Fee ASB
5089	Lab Fee CA
5090	Lab Fee SSHS
5091	Lab Fee TAS
5092	Lab Fee Phys Ed
5095	Lab Fee Nursing
5098	Lab Fee MSW
5101	Undergraduate Application Fee
5102	Graduate Application Fee
5103	Fees
5105	Late Fee
5106	First Year Experience Fee
5107	Insurance Fee
5108	Transcript Fee
5110	Clinical Supervisor Fee
5111	Other Non Student Fees
5112	Parking Fee
5113	Monthly Payment Plan Fee
5115	Plex Eng I & II
5117	Nursing Fee
5118	Testing Fee
5119	Graduation Processing Fee
5120	GLEX Grad Learning Experience
5122	Ramapo @ PCCC Fee
5123	Private Music Lesson Fee
5124	TE Accreditation Fee
5125	SSHS Course Fee

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Miscellaneous Other Income

Account Codes	Description
5141	Library Fines
5142	Lost Books
5143	Parking Fines
5144	Damages And Fines
5145	Bad Checks
5147	Lost Equipment Media
5148	Lost Equipment Athletics
5149	Reserved Parking Fee
5161	Deposit Forfeited Graduate
5162	Deposit Forfeited Undergraduate
5176	Antenna Rental
5177	SARM Events Overtime
5178	Vending Income
5179	Raised Revenue
5180	Bookstore Income
5181	Auxiliary Allocation
5182	Indirect Cost Recovery
5183	Administrative Overhead
5184	Capitalization Contra
5185	Donations
5186	In-Kind Donations
5187	Other Income
5188	Prior Year Revenue
5189	Misc Athletic Dept Chg
5190	FWS Reimbursements
5191	Chargeback Reimbursements
5192	Memberships
5193	Public Private Partnership
5194	Fixed Asset Sales
5196	Bond Reimbursements
5197	R&R Reimbursements

Interest

Account Codes	Description
5166	Interest Income
5167	Investment Gain/(Loss)

Residence Life

Account Codes	Description
5201	Fall Rental Res Life
5202	Winter Rental Res Life
5203	Spring Rental Res Life
5204	Summer Rental Res Life
5205	Housing Rental Misc
5211	Room and Board Waiver
5212	NRA Tax Payment and Billing
5216	Fall Meal Plan
5217	Spring Meal Plan
5218	Winter Meal Plan
5219	Summer Meal Plan
5220	Block Meal Plan

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Food Sales	
Account Codes	Description
5226	Cash Food Sales
5227	Ramapo Dollars Food Sales
5228	Catering Food Sales
5229	Credit Card Food Sales
5231	Summer Conference Food
5232	College Catering Food
5233	Board Sales Fall
5234	Board Sales Spring
5235	Board Sales Summer

Rentals	
Account Codes	Description
5241	Special Events
5242	Facilities Rentals
5243	Equipment Rentals
5244	Food Service Fee
5245	Workers Fee
5246	Admin Processing Fee
5247	Camp Revenue Clearing

State Appropriations	
Account Codes	Description
5301	Net State Appropriation
5302	Garden State Guarantee (GSG)
5303	Supplemental Appropriation
5304	Supplemental Grant
5311	State Support Fringe
5312	State Support FICA
5313	State Support ABP
5314	State Support PERS
5315	State Support SUI/SDI
5316	State Support Life Insurance
5317	State Support Health

Grants	
Account Codes	Description
5401	Federal Grants And Contracts
5402	State Grants And Contracts
5403	Other Grants And Contracts
5404	Overhead Grants
5405	Federal ARRA Funds

Athletics	
Account Codes	Description
5501	License and Royalty Fee
5502	Corporate Sponsorship
5503	Ticket Revenue
5504	Concession Revenue
5505	Mechandising
5506	Entry Fees
5507	Guarantees
5508	Clinic Fees
5509	Dinner/Banquet Fees
5510	Tornament Fees
5951	Payments from Foundation

RCNJ - Account Code List
SALARY EXPENSES

Salaries & Benefits

Account Codes	Description	Use
ONLY Budget Transfers can be made to salary account codes highlighted/in bold		
6001	Managers	Salary paid to managers
6002	Faculty/Librarians	Salary paid to faculty and librarians
6003	Professional Staff	Salary paid to professional staff
6004	Supervisors	Salary paid to supervisors
6005	Security/Maintenance	Salary paid to security & maintenance
6006	Secretary/Clerical	Salary paid to secretarial & clerical
6007	Technical/Paraprofessional	Salary paid to technical/paraprofessional
6039	O/T Snow Supv/Mech/Other/HR	Overtime for snow removal
6041	Adjunct Faculty	Salary paid to adjunct faculty
6042	Faculty Overload	Salary paid to faculty for overload
6043	Staff Overload	Salary paid to staff for overload
6044	Release Time	Administrative use
6045	Co-Op & Ind. Study	Salary paid to staff for Co-Op or independent study
6061	O/T Regular/Straight	Regular overtime paid
6062	O/T Shift Differential	Shift differential overtime paid
6066	Blanket Salary Staff	Salary paid to hourly employees
6067	Salary Savings Reserve	Administrative use
6068	Salary Special Purpose	Salary reimbursements for current year
6069	Clothing Allowance	Stipend paid to union employees as an allowance for clothing based on the contract
6070	Shift Differential	Shift differential time paid
6071	Cell Phone Allowance	Allowance paid to cell phone users
6074	Paid Leave Bank Payout	Paid leave days payout
6076	Lump Sum Sick	Sick leave payout
6077	Lump Sum Vacation	Vacation payout
6078	Stipend Employee	Stipend/Honorarium for college employees (money will appear on W-2)
6079	Lump Sum Comp Time	Comp time payout
6086	Student Aid College	Salary paid to Student Aides-Non Fed WS
6087	Graduate Assistant	Salary paid to Graduate Assistant
6088	Resident Assistant	Salary paid to Resident Assistant
6096	Student Aide FWS	Salary paid to student working under the Federal Work Study Program authorized by Financial Aid
6097	Comm Service FWS	Salary paid to students working under FWSP outside of the standard college units
6101	Benefits	Employee fringe benefits
6102	Eye Care	Employee fringe benefits eye care
6103	Workers Compensation Awards	Worker's compensation to the state
6104	Life Ins. Premium	Administrative use
6111	Unfunded Fringe Benefits	Employee fringe benefits unfunded by state

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NON SALARY EXPENSES

Budgets are set up in, and can only be transferred between, highlighted/bold account codes

Budget Pool			
Account Codes	Pooled (Y/N)	Description	Use
7001	N	Non Salary Pool	Budget used for expense of pooled account codes

Materials & Supplies			
Account Codes	Pooled (Y/N)	Description	Use
7011	Y	Office Supplies	General office operating supplies (stationary supplies, paper, photocopy & microfilming, reference and repair manuals)
7013	Y	P-Card Purchases Clearing	
7014	Y	Copier Charge	For shared use of photocopier
7019	Y	Signage	Posters, banners, displays, signs (and labor)
7022	Y	Supplies & Materials	Storeroom charges, educational, medical, clothing, janitorial, building and grounds supplies, publications, graphics and other materials
7024	Y	Equipment < \$5000	Purchase of equipment, furniture and software with a unit cost of less than \$5,000
7025	Y	IT Equipment - Non Capital	Most PCs, Hardware below threshold
7027	Y	Printshop	On Demand printing charges
7030	Y	Library	Items purchased by the library for its collection including continuations, periodicals & paper, electronic subscriptions, film & AV and other library charges

Fuel & Utilities			
Account Codes	Pooled (Y/N)	Description	Use
7046	N	Electric	Electricity (provided by suppliers) and related materials
7047	N	Water Utility	Water (provided by suppliers) and related materials
7048	N	Sewer	Sewer (provided by suppliers) and related materials
7049	N	Gas	Gas (heating of buildings) and related materials
7051	Y	Vehicular Fuel	Fuel for vehicles

Travel			
Account Codes	Pooled (Y/N)	Description	Use
7056	Y	Travel Conference Wksp Fee	Cost of the registration for the event
7057	Y	Travel Lodging	Cost of overnight accommodations
7058	Y	Travel Meals	Reimbursement for food not provided as part of the event
7059	Y	Travel Mileage Reimb	Reimbursement of use of one's own vehicle on official college business at \$.50 per mile
7060	Y	Travel Tolls & Parking	Reimbursement for tolls / parking on official college business. Receipts necessary
7061	Y	Travel Automobile Rental	Rental of car, truck, van or other vehicle while away on official college business
7062	Y	Travel Airfare	Cost of airline tickets
7063	Y	Travel Bus & Train	Cost of train ticket or bus fare
7064	Y	Travel Taxi & Car Serv	Cost to get to/from home to airport, train station or bus depot or to/from hotel
7065	Y	Travel Grants	Cost of travel charged to a grant
7066	Y	Travel Package	Group package which includes (air, hotel, transfers, conference fee, and or meals)
7067	Y	Travel Auth/Encumb	Administrative use
7069	Y	Travel Student Expenses	Cost of student travel (bus travel, museum/show tickets, student conference registration, airfare, mileage, and lodging)

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Telephone & Postage

Account Codes	Pooled (Y/N)	Description	Use
7073	Y	Telephone Use Charge	Units actual phone costs, monthly recurring charges, equipment, alarms and service charges
7075	Y	Telephone Cellular	Cost of college approved cellular phone
7081	Y	Postage	Postal fees, postal delivery parcel service, mailings, FEDEX, UPS and other carrier fees

Insurance

Account Codes	Pooled (Y/N)	Description	Use
7086	N	Insurance	Fire, auto, casualty, surety bonds, boiler and elevator insurance

Services

Account Codes	Pooled (Y/N)	Description	Use
7091	N	Legal Services	Attorney, court costs, expert witness, settlement, notary fees
7092	N	Audit Services	Annual external audit, specific projects
7096	N	Employment Services	Temporary help from an agency
			Medical, consulting, environmental, scholarly publication fee and other services
7097	Y	Professional Services	
7098	Y	Staff Training	Education, training and development of employees
7099	N	Tuition Reimbursement	Reimbursement to employee for tuition (prior approval and conditions must be met)
7111	Y	Refuse Collection	Trash and waste removal, including shredding
7112	Y	Pest Control	Extermination fees
7113	Y	Cleaning Services	External service to do cleaning
7114	Y	Bank/Credit Card/Common App Fees	Credit card usage fees and other bank services
7115	N	Contracted Services	Food Services
7117	Y	External Stipend & Honorarium	For non-employee lectures, guests, speakers, models, students, students
			All College policy approved meals and refreshment expenses associated with commencement, convocation and other all college events
7118	Y	Official Reception	
7120	Y	Licenses Permits & Inspections	Boilers, elevators, college events, and etc.
7123	Y	Ramapo Dollars	Charges to a unit giving Ramapo Dollars from its budget to a student

Advertising

Account Codes	Pooled (Y/N)	Description	Use
7119	Y	External Printing	Printing done outside of the print shop
7131	Y	Advertising	Newspaper, television, and radio advertising

Dues & Memberships

Account Codes	Pooled (Y/N)	Description	Use
7141	Y	Dues & Memberships	Membership fees and dues for the college
7142	Y	Subscription	Subscriptions (magazines, newspapers) for the college

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Maintenance & Fixed Charges

Account Codes	Pooled (Y/N)	Description	Use
7146	Y	Maintenance	Maintenance contracts, materials and parts, any type of equipment, labor and repairs of vehicles, building & grounds, software & licenses and elevator
7147	Y	Software Subscriptions & Licenses	Any system (hosted or on premises) that requires continued payment for license to use software
7148	Y	IT Service Subscriptions	AWS, Internet, Iron Mountain, Printer Maintenance
7149	Y	Software Maintenance	Banner, Web Help Desk, other software maintenance costs for perpetual licenses
7150	Y	IT Equipment Maintenance	SmartNet, InfoBlox Maintenance, Server extended support, all other equipment warranties
7169	Y	Rental	Rentals for equipment, supplies and vehicles, building & grounds, film, bus, van, vehicle, cable tv

Special Purpose

Account Codes	Pooled (Y/N)	Description	Use
7143	Y	Testing Fees	Payments for assessment study guides and exams
7171	N	RCG EOF Continuing	Administrative use
7172	N	RCG EOF Freshman	Administrative use
7173	N	Ramapo College Grant Other	Administrative use
7174	Y	Employee and Dependent Waiver	Administrative use
7175	N	Suppl Aide and Direct Loans	Additional aid to students over and above tuition fees, room or board
7181	Y	Non Insured Losses	Payments for damages from accidents
7182	Y	Indirect Costs	Administrative use
7183	Y	Payments to Government	Administrative use
7185	Y	Payments to State	Administrative use
7186	Y	Job Locator Cost FCWS	Administrative use
7187	N	Extraordinary	Administrative use
7188	Y	Administrative Costs	Administrative use
7190	N	Special Budget Items	Administrative use
7191	N	Operating Reserve	Administrative use
7192	N	Capital Reserve	Administrative use
7193	N	Facilities Fee GSF	Administrative use

Depreciation

Account Codes	Pooled (Y/N)	Description	Use
7301	N	Depreciation Infrastructure	Administrative use
7302	N	Depreciation Land Improvement	Administrative use
7303	N	Depreciation Buildings	Administrative use
7304	N	Depreciation Bldg Improvement	Administrative use
7305	N	Depreciation Equipment	Administrative use
7306	N	Depreciation Library Col	Administrative use

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Capital Purchases			
Account Codes	Pooled (Y/N)	Description	Use
7202	Y	Equipment > \$5000 Per Item	Purchase of equipment/software with a unit cost equal to or greater than \$5,000 (office, educational, machines, video, photographic, security, scientific, medical, athletic, software, PC, scanners, software, vehicle, etc.)
7203	Y	IT Equipment – Capital	Perpetual software licenses, hardware above threshold
7206	Y	Purchase Land	Purchase of land
7207	Y	Purchase Building	Purchase of building
7208	Y	Purchase Wiring	Wiring for voice, video & data
7209	Y	Equipment Lease Principal	Principal portion of lease payments for non-computer equipment
7210	Y	Equipment Lease Interest	Interest portion of lease payments for non-computer equipment
7211	Y	Computer Eq Lease Principal	Principal portion of lease payments for computer equipment
7212	Y	Computer Eq Lease Interest	Interest portion of lease payments for computer equipment
7213	Y	Software Lease Principal	Principal portion of lease payments for software
7214	Y	Software Lease Interest	Interest portion of lease payments for software
7801	Y	Lease - Auto	Leases for auto
7802	Y	Lease - Equipment	Leases for equipment

Capital Purchase Costs			
Account Codes	Pooled (Y/N)	Description	Use
7401	Y	Improvement Buildings	Major renovation to an existing building
7402	Y	General Contractor Construction	Building of a new structure
7403	Y	Archit/Engn Construction	Planning for new construction or major renovation
7404	Y	Management Construction	Oversight of construction and supervision
7405	Y	Permit Fees Construction	Local and state licenses and charges associated with building
7406	Y	Minority Job Construction	Expenses to meet state requirements
7407	Y	Furn Equipment Construction	Furnishings for new or renovated buildings, as a result of construction
7408	Y	Landscaping Construction	Landscaping associated with construction projects
7409	Y	Print Advertising Construction	Ads associated with construction projects
7410	Y	Bid Printing Construction	Printing of bid documents for construction projects
7411	Y	Trailer Rental Construction	Rental of trailers for construction projects
7412	Y	Miscellaneous Construction	Other expenses associated with construction. Projects not covered by above categories
7413	Y	Contingency Construction	Administrative use
7414	Y	Land Improvements	Administrative use

Debt Service			
Account Codes	Pooled (Y/N)	Description	Use
7501	N	Debt Service Mandatory	Administrative use
7502	N	Debt Service Principal	Principal payment of annual debt service
7503	N	Debt Service R&R	Replenishment of R & R to meet Bond Agreement
7504	N	Debt Service Interest	Interest payment of annual debt service
7505	N	Debt Service Fees & Other	Other expenses as part of the annual debt service