



What do program codes define?

Program codes classify the function of expenses to reflect the intended use of the expenses as established by the National Association of College and University Business Officers Accounting Principles Council. They are categories for annual financial reporting and other required reporting such as the Facilities and Administration Rate Study (formerly Indirect Cost) and various research reports.

For Education and General Funds, Designated Funds and Restricted Funds, there are generally five program codes that could be defaulted to a fund:

- 10 - Instruction*
- 20 - Research
- 30 - Public Service
- 35 - Patient Care*
- 40 - Academic Support*



* **Note: 10/35/40 expenses can be used within the same fund.**

For the above fund groups, the function of expenses is either to provide Instruction, Research, Public Service, Patient Care or support (Academic Support) Instruction, Research or Public Service. Thus, Academic Support consists of expenses that can cross the three functions of Instruction, Research or Public Service.

What about program codes for revenues and transfers?

As discussed above, program codes are a tool that was designed to help classify the function of expenses; however, as a general guideline, all revenue and transfers should be coded to the default as well.

What is your department's responsibility regarding program codes?

Departments must understand how to properly classify expenses and apply that knowledge to ensure expenses are directly related to the program code that is defaulted to a fund.

To determine a fund's program code default, go to Cognos, follow the path: Public Folders > HSC Finance > Chart of Accounts and select the Default Org and Program Codes report.

Generally, expenses in a fund utilize only the default program code. However, program codes 10 – Instruction, 35 – Patient Care, and 40 – Academic Support can be used within one fund. The department is responsible for ensuring that a budget is established for each program code used within a fund.

Banner Program Codes and Definitions

PROGRAM CODES

<u>PROGRAM CODE</u>	<u>PROGRAM CODE TITLE</u>
For Departmental Expenditure Coding:	
10	Instruction
20	Research
30	Public Service
35	Patient Care
40	Academic Support
50	Student Services
60	Institutional Support
70	Physical Plant Operations
80	Scholarships and Fellowships
AG	Agency Funds/Independent Operations
AX	Auxiliary Enterprise Funds
SV	Service Department Funds
For Administrative Use and/or Revenue Coding:	
DE	Depreciation
EN	Endowment Funds
IP	Investment in Plant
NG	Educational and General Income
OI	Other Income
SB	Staff Benefits
SV	Service Department Funds

PROGRAM DEFINITIONS

10 - Instruction – Includes expenditures for all activities that are part of an institution's instruction program. Expenditures for credit and noncredit courses; academic, vocational, and technical instruction; remedial and tutorial instruction; and regular, special, and extension sessions should be included.

20 - Research – Includes all expenditures for activities specifically organized to produce research, whether commissioned by an agency external to the institution or separately budgeted by an organizational unit within the institution. Subject to these conditions, the category includes expenditures for individual and/or project research as well as that of institutes and research centers.

30 - Public Service – Includes expenditures for activities established primarily to provide non-instructional services beneficial to individuals and groups external to the institution. Included in this category are conferences, institutes, general advisory services, reference bureaus, radio and television, consulting, and similar non-instructional services to particular sectors of the community.

35 - Patient Care – Includes expenditures for activities for patient care but not related to instruction. It includes clinic nurses and clinic support staff.

40 - Academic Support – Includes expenditures to provide support services for the institution's primary missions: instruction, research, and public service. Included in this category are the retention, preservation, and display of educational materials; the provision of services that directly assist the academic functions of the institution; media such as audio-visual services and technology such as computing support; academic administration (including academic deans but not department chairpersons) and personnel development providing administration support and management direction to the three primary missions; and separately budgeted support for course and curriculum development.

50 - Student Services – Includes expenditures for offices of admissions and the registrar and activities with the primary purpose of contributing to students' emotional and physical well-being and intellectual, cultural, and social development outside the context of the formal instruction program. Included in this category are expenditures for student activities, cultural events, student newspapers, intramural athletics, student organizations, counseling and career guidance, student aid administration, and student health service.

60 - Institutional Support – Includes expenditures for central executive-level activities concerned with management and long-range planning for the entire institution, such as the governing board, planning and programming, and legal services; fiscal operations, including the investment office; administrative data processing; space management; employee personnel and records; logistical activities that provide procurement, storerooms, safety, security, printing, and transportation services to the institution; support services to faculty and staff that are not operated as auxiliary enterprises; and activities concerned with community and alumni relation, including development and fund raising.

Banner Program Codes and Definitions

70 - Physical Plant Operations – Includes all expenditures of current operating funds for the operation and maintenance of the physical plant. Included in this category are all expenditures for operations established to provide services and maintenance related to grounds and facilities. Also included are utilities, fire protection, property insurance, and similar items.

80 - Scholarships and Fellowships – Includes expenditures for scholarships and fellowships from current funds in the form of grants to student, resulting from selection by the institution or from an entitlement program. The category also includes trainee stipends, prizes, and awards. Trainee stipends awarded to individuals who are not enrolled in formal course work should be charged to instruction, research, or public service.

AG – Agency Funds/Independent Operations – Includes expenditures related to Agency funds. Agency funds belong to the agency (not TTUHSC) which earns the associated revenue, and are used to support the activity of that agency. As a courtesy, TTUHSC allows the related agency to use our finance system to account for its activities. Agency funds include funds that are set up for TTUHSC student organizations and for other TTUHSC groups or activities.

AX - Auxiliary Enterprises – An auxiliary enterprise exists to furnish goods or services to students, faculty, or staff, and charges a fee directly related to, although not necessarily equal to, the cost of the goods or services. The distinguishing characteristic of an auxiliary enterprise is that it is managed as an essentially self-supporting activity. Examples are residence halls, food services, college stores, faculty clubs, faculty and staff parking, and faculty housing.

SV – Agency Funds/Independent Operations – Includes expenditures related to an established Service Department. A Service Department provides goods and services to other departments within the institution. May only be used on Service Department funds (type 19).

If you have questions, contact Accounting Services at hscacc@ttuhsc.edu.