

# BUDGET CODES

An account code (or budget code) will be tied to every Oracle transaction and some Maximo transactions. Budget codes are 33 digits long. Codes consist of the following:

Fund	Location	SRE	Program	Object	Job Class	Grant	Sub Program	Grade	Optional/BRO	Year
XX	XXX	XX	XXXX	XXXX	XXX	XXXX	XXXX	XX	XXX	XX

**FUND** - Describes the fund.

*EXAMPLE* - 10 General Fund, 17 Special Programs Fund, 41 Building Fund, 74 Pupil Activity Fund

**LOCATION** - Describes the school or department.

*EXAMPLE* - 117 Iowa Elementary, 770 Transportation and 615 Print Services.

**SRE** - Special Reporting Element. Designates certain kinds of purchases.

*EXAMPLE* - 61 School Finance Act, 63 Per Pupil Allocation

**PROGRAM** - Describes a specific activity or department within the school

*EXAMPLE* - 0020 General Middle School Education, 0010 General Elementary School Education, 2213 Professional Development

**OBJECT** - Describes the type of service or supplies being purchased, or the type (source) or revenue being received.

*EXAMPLE* - 0610 Supplies, 0110 Salaries, 1000 Activity Revenue, 1740 Fees, 1910 Rental of Buildings

**JOB CLASS** - Tied to payroll accounts - use when submitting employee time reporting forms. All salary accounts must use a job code. **Checks cannot be written on these accounts.**

*EXAMPLE* - 201 Regular Teacher, 415 Paraprofessional, 506 General Office

**GRANT** - Describes a State or Federal grant. Assigned by the Grants Management Department.

*EXAMPLE* - 4010 Title I

**SUB-PROGRAM** - Further describes the program for elementary and middle schools, grants, special programs, etc.

*EXAMPLE* - 2400 Administration, 8185 Child Development

**GRADE** - This is used to define PPA and professional learning account. May be used by sites to further define, or breakdown, other budget codes.

*EXAMPLE* - A site may wish to break their elementary PPA general supply account down by grade (71 being kindergarten, 72 first grade, 73 second grade, etc.)

**OPTIONAL/BRO** - This is used to identify budget review officers.

*EXAMPLE* - **School principals are assigned a set of numbers ranging from 501-550. Chief Operating Officer is 564, Chief Financial Officer is 565.**

**YEAR** - Assigned by the Accounting Department (will usually be 00). Almost strictly tied to Grant, MILL and Capital Reserve accounts.

To obtain a report with the budget codes for your site within a specific fund, go to Financial End User, Reports, Standard and select APS Funds Available Summary (M52). Enter the desired fund and your optional/BRO code for the parameters. Keep in mind this report will only show accounts that have a budget or posted transactions.

Budget codes are assigned by Budget Services. If you find you need a new code, or have questions on accounts, please call Budget Services at 303-365-5812.

Standard Operating Business Procedures.Budget Codes.Revised 03/31/14