



## TENNESSEE TECHNOLOGICAL UNIVERSITY BANNER FINANCE ACCOUNT CODE LISTING

EXPENSE CATEGORY	ACCOUNT CODE	DESCRIPTION	DEFINITION
<b>Travel Expenses</b>	73000	Travel Budget Pool	Use ONLY for budget revisions
	73110	Individual Instate	Individual employee travel
	73115	Individual Student Instate	Individual student travel
	73199	Individual Instate Dual Service	Individual instate travel to be reimbursed by other TBR or UT institution
	73210	Individual Out of State	Individual employee travel
	73215	Individual Student Out of State	Individual student travel
	73220	Individual Out of Country	Individual employee travel
	73221	Individual Student Out of Country	Individual student travel
	73299	Out of State or Country Dual Srvice	Individual out of state or country travel to be reimbursed by other TBR or UT institution
	73310	Teams and Groups Instate	Organized teams and groups ONLY
	73410	Teams and Groups Out of State	Organized teams and groups ONLY
	73450	Teams and Groups Out of Country	Organized teams and groups ONLY
	73510	Visitors Instate	Candidates for employment ONLY (DO NOT include travel expenses for individuals paid under blanket purchase orders, use 74991 instead)
	73610	Visitors Out of State	Candidates for employment ONLY (DO NOT include travel expenses for individuals paid under blanket purchase orders, use 74991 instead)
	73650	Visitors Out of Country	Candidates for employment ONLY (DO NOT include travel expenses for individuals paid under blanket purchase orders, use 74991 instead)
	73750	Instate Faculty Moving Expenses	Moving expenses for faculty approved under terms of moving agreement ONLY
	73751	Instate Staff Moving Expenses	Moving expenses for staff approved under terms of moving agreement ONLY
	73760	Out of State Faculty Moving Exp	Moving expenses for faculty approved under terms of moving agreement ONLY
	73761	Out of State Staff Moving Expenses	Moving expenses for staff approved under terms of moving agreement ONLY
	73800	Instate Recruiting Expenses	Athletics use ONLY
	73810	Out of State Recruiting Expenses	Athletics use ONLY
	73850	Out of Country Recruiting Expenses	Athletics use ONLY
	74000	Operating Budget Pool	Use ONLY for budget revisions
	74110	Printing Services by Institution	All printing and copying services performed by University Printing Services
	74120	Printing Services Outside Instit	All printing and copying services performed by outside entity
	74150	Photo Services by Institution	All photo services performed by University Photo Services
74192	Web Design Services	Communications & Marketing use ONLY	
74210	Telephone Local Charges	Telecommunications charges for base phone lines	
74220	Telephone Long Distance	Telecommunications charges for long distance	
74230	Postal Charges	All postal charges	
74240	Freight and Express Charges	All shipping charges such as from FedEx or UPS	
74250	Cable Television	Charges for cable television services	
74291	Internet	ITS use ONLY	
74310	Equipment Maintenance	Maintenance and repairs on equipment - labor charges and parts; DO NOT include maintenance on motor vehicles use 75210 instead	
74320	Building Maintenance	Maintenance and repairs on buildings - labor charges and parts	
74321	Building Custodial Services	Facilities use ONLY	
74330	Maintenance of Grounds	All expenses related to upkeep of grounds other than salaries, travel, and capital items	

Operating Expenses

74391	Computer Hardware Maintenance	Maintenance and repairs on computer hardware - labor charges and parts
74435	Software Maintenance & License Fees	Fees for yearly software maintenance and license fees; DO NOT include purchase of software which does not require an annual license fee to maintain (use 74531 instead)
74440	Consulting Services	Fees for consulting services; Legal services are NOT included (use 74460 instead)
74445	Dual Services Instruction	Payments to other TBR or UT institutions for instruction services performed
74450	Medical Services	Expenses for medical services; Medical supplies should NOT be included (use 74540 instead)
74460	Legal Services	Fees for legal services
74470	Advertising Services	Expenses for advertising services
74480	Dues and Subscriptions	Membership dues and subscription fees
74481	Online Database Subscriptions	Library and ITS use ONLY
74482	Periodicals	Library use ONLY
74483	Articles	Library use ONLY
74490	Other Professional and Admin Services	All other services that do not fall into one of the above categories; if the service is 1099 reportable use 74491 instead
74491	Professional Services 1099	Independent contractor services requiring a 1099
74492	Game Guarantees	Athletics use ONLY
74493	Game Officials	Athletics use ONLY
74494	Participant Support	Athletics use ONLY
74495	Grant Subcontract 1	For grants with multiple sub-contracts ONLY (use one account code per sub-contract)
74496	Grant Subcontract 2	For grants with multiple sub-contracts ONLY (use one account code per sub-contract)
74497	Grant Subcontract 3	For grants with multiple sub-contracts ONLY (use one account code per sub-contract)
74498	Temporary Contract Services	Expenses for temporary employees hired through temp agencies such as Kelly Services
74499	Immigration Expense	Expenses related to immigration fees
74510	Supplies	All supplies including office, instructional, and general operation
74515	Personal Safety Supplies	Facilities use ONLY
74531	Software Purchases	Purchases of software that do not require an annual license fee to maintain; DO NOT include annual software maintenance and license fees (use 74435 instead)
74532	On Campus Travel	Mileage reimbursement for personal vehicle business use on campus
74540	Medical Supplies	Medical supplies; DO NOT include medical services use 74450 instead
74560	Livestock	Purchases of any type of livestock
74580	Entertainment	ONLY used by Foundation indexes or for student entertainment expenses from Restricted indexes
74581	Business Meals and Meetings	All food expenses related to business or student meals and meetings; food approval form must be attached to all invoices and procard reconciliations when using this account code unless a blanket food purchase approval form is obtained which must be approved by the Business Office.
74582	Student Meals	Athletics use ONLY
74597	Specific Assistance to Individuals	ONLY used by grants when this classification is used by the agency in the grant budget
74598	Federal Sensitive Minor Equipment	ONLY used by federal grants for single items that cost \$1,500.00 to \$4,999.99
74610	Operating Leases Buildings	University contracted rental of buildings off campus
74615	Operating Leases Land	University contracted rental of land off campus
74620	Operating Leases Equipment	University contracted rental of equipment; example is copier rentals

	74621	Operating Lease Software License	University contracted rental of software license; this does not include the purchase of a software license only renting a license (do not use this account code without permission from Accounts Payable)
	74630	Rentals	All rentals that do not involve a contract or lease terms
	74631	Rentals Housing Overflow	For Residential Life use ONLY
	74632	Facility Rentals	Athletics use ONLY
	74650	Insurance	All insurance expenses excluding payroll related items
	74830	Employee Training by Institution	Costs for local training without travel expense including webinars
	74983	Special Event Housing	Residential Life and Athletics ONLY
	74984	Remunerations	Payments to educational institutions for student teachers and practicum students (facility usage payments NOT included)
	74985	Comp Tickets and Promotions	Athletics use ONLY
	74986	Other Support	ONLY used by grants when this classification is used by the agency in the grant budget
	74987	Concessions Guarantee	Athletics use ONLY
Utility Expenses	75100	Utilities and Fuel Budget Pool	Use for budget revisions only - Utilities and Oakley Farm use ONLY
	75110	Electricity	Utilities and Oakley Farm use ONLY
	75111	Solar Panel Credit	Utilities use ONLY
	75120	Water and Sewage	Utilities and Oakley Farm use ONLY
	75130	Natural Gas	Utilities and Oakley Farm use ONLY
	75131	Propane	Utilities and Oakley Farm use ONLY
	75140	Coal	Utilities and Oakley Farm use ONLY
	75150	Fuel Oil	Utilities and Oakley Farm use ONLY
75210	Motor Vehicle Operation	All expenses related to upkeep of motor vehicles, including oil changes, car washes, and repair services or parts	
Departmental Revenue	75400	Departmental Revenues Budget Pool	Use ONLY for budget revisions
	75410	Departmental Revenues Taxable	To be used for incidental revenue that is sales taxable
	75411	Copy Phone & Fax Reimbursements	Reimbursements by employees for copy, phone & fax
	75412	Departmental Revenues Tax Transmitd	Sales tax paid to the state - offset to the revenue in 75410 and 75411
	75413	Departmental Revenues Over Short	Over and Short for 75410 and 75411
	75414	Departmental Revenues Nontaxable	To be used for incidental revenue that is not sales taxable
	75415	Interdepartmental Revenues	For use on IDTs only. Use only when charging another department, foundation, or agency for services only
Resale Expenses	76120	Supplies	Supplies for Resale (Craft Center and Fitness Center ONLY)
	76130	Exhibitions	Craft Center ONLY
	76135	Consignments	Craft Center ONLY
	76140	Educ Mat Wood	Craft Center ONLY
	76145	Educ Mat Metal	Craft Center ONLY
	76150	Educ Mat Fiber	Craft Center ONLY
	76155	Educ Mat Glass	Craft Center ONLY
	76160	Educ Mat Clay	Craft Center ONLY
76165	Gallery	Craft Center ONLY	
Capital Expenses	78000	Capital Expense Budget Pool	Use ONLY for budget revisions
	78120	Operational Equipment	Capitalized equipment ONLY (For use ONLY when indicated on Purchase Order)
	78491	IT Infrastructure	ITS use ONLY
	78492	Storm Drainage	Facilities use ONLY
	78510	Books	Library use ONLY
	78540	Films	Library use ONLY
	78550	Microform	Library use ONLY
	78580	Other Library	Library use ONLY
78610	Capitalized Software	ITS use ONLY	



Banner Resource

# TENNESSEE TECHNOLOGICAL UNIVERSITY

## Banner HR Account Codes

DESCRIPTION	Last 3 digits of position no.	Account Codes				
		Admin	Faculty	Cler & Sup	Prof Sup	Student
<b>Regular Employees</b> - permanent part time and full time employees with benefits		61110	61210	61310	61610	
Faculty and Acad Overload	830		61244			
Faculty and Acad Adjuncts	860		61242			
Faculty and Acad GA's - Teaching GA's working on a Masters	960		61243			
Faculty and Acad GA's - Teaching GA's working on a PhD	980		61243			
Clerical & Support Hourly - Temporary C&S paid the 10th of the month	870			61311		
Clerical & Support Overtime - Permanent C&S Employees Overtime Pay	Not Applicable			61313		
Clerical & Support Research Experience for Teachers (if earn less than \$455 per week) paid the 10th of the month	870			61315		
<b>Student Salaries and Wages</b>	880					61410
<b>Student Salaries and Wages Research Experience for Undergraduates</b>	880					61415
Administrative Salaries Temporary - Temporary Executive Admin (hourly) paid the 10th of the month	820	61111				
Administrative Salaries Temporary - Temporary Executive Administrators paid the end of the month	840	61111				
Professional Supp Sal Temporary - Temporary Admin. Professionals paid the end of the month	840					61611
Professional Supp Sal Temporary - Temporary Admin. Professionals (hourly) paid the 10th of the month	850					61611
Professional Supp Research Experience for Teachers (if earn more than \$455 per week) paid the 10th of the month	850					61615
Professional Support GA Salary - GA's providing administrative support and/or doing research working on a Masters	950					61643
Professional Support GA Salary - GA's providing administrative support and/or doing research working on a PhD	970					61643
<b>Longevity</b>	Not Applicable	61180	61280	61380	61680	
<b>Bonus - TTU</b>	Not Applicable	61112	61212	61312	61612	
<b>Bonus - State Mandated</b>	Not Applicable	61116	61216	61316	61616	
<b>Extra Pay for Faculty, Administrators, and Professional Support</b>	Not Applicable	61113	61213		61613	
Faculty and Acad Summer School, Summer Research, Summer Pay	810		61241			
<b>Release Time</b>	Not Applicable	61131	61231	61331	61631	

Budgeted in Finance: