

**Ramapo College of New Jersey**  
**Account Code List**  
**REVENUES**

<b>Tuition</b>	
<b>Banner Account Codes</b>	<b>Description</b>
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

<b>Tuition Waivers &amp; Fees</b>	
<b>Banner Account Codes</b>	<b>Description</b>
5061	Tuition & Fee Waivers
5063	Awards and Scholarships
5131	Fee Waivers
5121	Pre-Service Practicum
5122	Ramapo@PCCC Fee

<b>Fees Tuition Related</b>	
<b>Banner Account Codes</b>	<b>Description</b>
5071	General Service Fee
5072	Facilities Fee
5073	Student Activity Fee
5074	Remote Fee
5075	Student Center Fee
5076	Capital Improvement Fee
5077	Media & Technology Fee
5078	Experiential Learning Fee
5079	MBA Career Services Fee
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
5093	Lab Fee SSHGS
5094	Lab Fee Career Devl
5095	Lab Fee Nursing
5097	Lab Fee MSAC
5098	Lab Fee MSW
5099	Lab Fee TE
5101	Undergraduate Application Fee
5102	Graduate Application Fee
5103	Fees
5104	Fees Transferred
5105	Late Fee
5106	First Year Experience Fee
5107	Insurance Fee
5108	Transcript Fee

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5109	Teacher Certification
5110	Clinical Supervisor Fee
5111	Other Non Student Fees
5112	Parking Fee
5113	Monthly Payment Plan Fee
5114	CIEE Identification Fee
5115	Plex Eng I & II
5117	Nursing Fee
5118	Testing Fee
5119	Graduation Processing Fee

**Miscellaneous Other Income**

<b>Banner Account Codes</b>	<b>Description</b>
5116	Sports and Rec Member Fees
5123	Private Music Lesson Fee
5124	TE Accreditation Fee
5125	SSHS Course Fee
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**

<b>Banner Account Codes</b>	<b>Description</b>
5166	Interest Income
5167	Investment Gain/(Loss)

**Residence Life**

<b>Banner Account Codes</b>	<b>Description</b>
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

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5218	Winter Meal Plan
5219	Summer Meal Plan
5220	Block Meal Plan

<b>Food Sales</b>	
<b>Banner Account Codes</b>	<b>Description</b>
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

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

<b>State Appropriations</b>	
<b>Banner Account Codes</b>	<b>Description</b>
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

<b>Grants</b>	
<b>Banner Account Codes</b>	<b>Description</b>
5401	Federal Grants And Contracts
5402	State Grants And Contracts
5403	Other Grants And Contracts
5404	Overhead Grants
5405	Federal ARRA Funds

<b>Athletics</b>	
<b>Banner Account Codes</b>	<b>Description</b>
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

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<b>Salaries &amp; Benefits</b>		
<b>Banner Account Codes</b>	<b>Description</b>	<b>Descriptions</b>
<b>Note: Journal Entries can only be made in Salary and Fringe Account Codes highlighted/in Bold</b>		
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
<b>6039</b>	O/T Snow Supv/Mech/Other/HR	Overtime for snow removal
<b>6041</b>	Adjunct Faculty	Salary paid to adjunct faculty
<b>6042</b>	Faculty Overload	Salary paid to faculty for overload
<b>6043</b>	Staff Overload	Salary paid to staff for overload
<b>6044</b>	Release Time	Administrative use
<b>6045</b>	Adjuncts & Overload (Grant's only)	Administrative use
<b>6061</b>	O/T Regular/Straight	Regular overtime paid
<b>6062</b>	O/T Shift Differential	Shift differential overtime paid
<b>6066</b>	Blanket Salary Staff	Salary paid to hourly employees
<b>6067</b>	Salary Savings Reserve	Administrative use
<b>6068</b>	Salary Special Purpose	Salary reimbursements for current year
<b>6069</b>	Clothing Allowance	Stipend paid to union employees as an allowance for clothing based on the contract
<b>6070</b>	Shift Differential	Shift differential time paid
<b>6071</b>	Cell Phone Allowance	Allowance paid to cell phone users
<b>6074</b>	Paid Leave Bank Payout	Paid leave days payout
<b>6076</b>	Lump Sum Sick	Sick leave payout
<b>6077</b>	Lump Sum Vacation	Vacation payout
<b>6078</b>	Stipend Employee	Stipend/Honorarium for college employees (money will appear on W-2)
<b>6079</b>	Lump Sum Comp Time	Comp time payout
<b>6086</b>	Student Aid College	Salary paid to Student Aides-Non Fed WS
<b>6087</b>	Graduate Assistant	Salary paid to Graduate Assistant
<b>6088</b>	Resident Assistant	Salary paid to Resident Assistant
<b>6096</b>	Student Aide FWS	Salary paid to student working under the Federal Work Study Program authorized by Financial Aid
<b>6097</b>	Comm Service FWS	Salary paid to students working under FWSP outside of the standard college units
6101	Benefits	Employee fringe benefits
<b>6102</b>	Eye Care	Employee fringe benefits eye care
<b>6103</b>	Workers Compensation Awards	Worker's compensation to the state
<b>6104</b>	Life Ins. Premium	Administrative use
<b>6111</b>	Unfunded Fringe Benefits	Employee fringe benefits unfunded by state

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**Note: Account codes in bold DO NOT pull from the pool.**

<b>Budget Pool</b>			
Banner Account Codes	Pooled (Y/N)	Non-Salary Pool	Descriptions
<b>7001</b>	N	Non Salary Pool	Administrative use

<b>Materials &amp; Supplies</b>			
Banner Account Codes	Pooled (Y/N)	Materials & Supplies	Descriptions
7011	Y	Office Supplies	General office operating supplies (stationary supplies, paper, photocopy & microfilming, reference and repair manuals)
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

<b>Fuel &amp; Utilities</b>			
Banner Account Codes	Pooled (Y/N)	Fuel and Utilities	Descriptions
<b>7046</b>	N	Electric	Electricity (provided by suppliers) and related materials
<b>7047</b>	N	Water Utility	Water (provided by suppliers) and related materials
<b>7048</b>	N	Sewer	Sewer (provided by suppliers) and related materials
<b>7049</b>	N	Gas	Gas (heating of buildings) and related materials
7051	Y	Vehicular Fuel	Fuel for vehicles

<b>Travel</b>			
Banner Account Codes	Pooled (Y/N)	Travel	Descriptions
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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<b>Telephone &amp; Postage</b>			
Banner Account Codes	Pooled (Y/N)	Telephone & Postage	Descriptions
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

<b>Insurance</b>			
Banner Account Codes	Pooled (Y/N)	Insurance	Descriptions
<b>7086</b>	N	Insurance	Fire, auto, casualty, surety bonds, boiler and elevator insurance

<b>Services</b>			
Banner Account Codes	Pooled (Y/N)	Services	Descriptions
<b>7091</b>	N	Legal Services	Attorney, court costs, expert witness, settlement, notary fees
<b>7092</b>	N	Audit Services	Annual external audit, specific projects
<b>7096</b>	N	Employment Services	Temporary help from an agency
7097	Y	Professional Services	Medical, consulting, environmental, scholarly publication fee and other services
7098	Y	Staff Training	Education, training and development of employees
<b>7099</b>	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
<b>7115</b>	N	Contracted Services	Food Services
7117	Y	External Stipend & Honorarium	For non-employee lectures, guests, speakers, models, students, students
7118	Y	Official Reception	All College policy approved meals and refreshment expenses associated with commencement, convocation and other all college events
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

<b>Advertising</b>			
Banner Account Codes	Pooled (Y/N)	Advertising	Descriptions
7119	Y	External Printing	Printing done outside of the print shop
7131	Y	Advertising	Newspaper, television, and radio advertising

<b>Dues &amp; Memberships</b>			
Banner Account Codes	Pooled (Y/N)	Dues & Memberships	Descriptions
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**

<b>Banner Account Codes</b>	<b>Pooled (Y/N)</b>	<b>Maintenance and Fixed Charges</b>	<b>Descriptions</b>
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**

<b>Banner Account Codes</b>	<b>Pooled (Y/N)</b>	<b>Special Purpose</b>	<b>Descriptions</b>
7143	Y	Testing Fees	Payments for assessment study guides and exams
<b>7171</b>	N	RCG EOF Continuing	Administrative use
<b>7172</b>	N	RCG EOF Freshman	Administrative use
<b>7173</b>	N	Ramapo College Grant Other	Administrative use
7174	Y	Employee and Dependent Waiver	Administrative use
<b>7175</b>	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
<b>7187</b>	N	Extraordinary	Administrative use
7188	Y	Administrative Costs	Administrative use
<b>7190</b>	N	Special Budget Items	Administrative use
<b>7191</b>	N	Operating Reserve	Administrative use
<b>7192</b>	N	Capital Reserve	Administrative use
<b>7193</b>	N	Facilities Fee GSF	Administrative use

**Depreciation**

<b>Banner Account Codes</b>	<b>Pooled (Y/N)</b>	<b>Depreciation</b>	<b>Descriptions</b>
<b>7301</b>	N	Depreciation Infrastructure	Administrative use
<b>7302</b>	N	Depreciation Land Improvement	Administrative use
<b>7303</b>	N	Depreciation Buildings	Administrative use
<b>7304</b>	N	Depreciation Bldg Improvement	Administrative use
<b>7305</b>	N	Depreciation Equipment	Administrative use
<b>7306</b>	N	Depreciation Library Col	Administrative use

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<b>Capital Purchases</b>			
<b>Banner Account Codes</b>	<b>Pooled (Y/N)</b>	<b>Additions and Improvements</b>	<b>Descriptions</b>
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

<b>Capital Purchase Costs</b>			
<b>Banner Account Codes</b>	<b>Pooled (Y/N)</b>	<b>Additions and Improvements</b>	<b>Descriptions</b>
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

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