



General Ledger Accounts, Etc.

New object codes and some old ones you
may not know about.....

Elissa Brown, Sustainability Coordinator

Campus Sustainability Program

Reporting Requirements

New GL Codes



REQUIRED!

Travel Codes

- 5701 - Mileage Reimbursement – To reimburse mileage rate for use of personal vehicles for College business.
- 5702 – Vehicle Fuel Purchases – Any fuel purchased for vehicles including Whitman College vehicles, rental cars, student’s fuel reimbursements, etc. Not used for mileage reimbursement.
- 5705 – Domestic Airfare – Used for purchase or reimbursement of domestic airfare purchases.

5202 – Local Meals

- Optional
- Used for recording meals while individuals are not on travel status

General Ledger Codes Explanations



Current General Ledger Codes

5720 Foreign
Travel

- To capture foreign travel expense. Necessary for reporting on the IRS Form 990.
- Must list country of destination.
- Use for all expenses related to trip.
- Required!

5512 and 5514

- Equipment and Computers over \$10,000
- Necessary to capture equipment that must be “capitalized” (recorded and depreciated)
- Includes shipping, tax, and set-up fees
- Doesn't include multiple items that total over \$10,000
- Required!

Computer Codes

- 5341 Computer Software under \$10,000. Software purchases including software/maintenance agreements and licensing fees. Does not including electronic subscriptions.
- 5342 Computer Software over \$10,000. Purchase of software. Does not include annual licensing fees or service/maintenance agreements.
- 5343 Info/Tech Equipment under \$10,000. Information and technology equipment such as fax machines, routers, gateways, etc. Mainly used by WCTS
- 5344 Info/Tech Equipment over \$10,000 Information and technology equipment such as fax machines, routers, gateways, etc. Mainly used by WCTS

Requesting Additional Object Codes



Existing GL Object Codes

- E-Mail payables@whitman.edu (We need the e-mail for an audit trail.)
- Specify the name and GL number for the request
- Specify if it needs added to Colleague or SmartData or both

New Object Codes

- E-Mail payables@Whitman.edu (We still need the audit trail!)
- Specify GL name and number for the request.
- Specify if it is needed in Colleague or SmartData or both.
- Provide an explanation of why a new codes is needed or why existing codes won't work.
- Please try to stay as generic as possible.

**Abby LaLonde,
Payroll
Coordinator**

lalondaj@whitman.edu

Ext. 5593

Contact Abby for questions regarding:

- Staff and faculty payroll including W-2's
- Timesheet questions
- Setting up object codes
- Financial reports
- Journal entries

**Mindy Neissl,
Accounting
Coordinator**

neisslmm@whitman.edu

Et. 5130

Contact Mindy for questions on:

- Student payroll
- Credit card transactions
- SmartData
- Direct deposits

**Leslie Servine,
Accounts Payable
Coordinator**

servinl@whitman.edu

Ext. 5985

Contact Leslie for information about:

- Accounts payable
 - Vouchers
- Sales tax
- Interdepartmental billings
- New vendors
- Voiding checks (please avoid if possible!)

Susan Brown
Associate Controller

browns1@whitman.edu

Ext. 5592

Contact Susan for questions about:

- Web budgets
- General Ledger Reports
- New object codes or departments
- New great ideas about compensating individuals
- Everything else!

Charitable Contributions

- Donation must be approved by the appropriate Cabinet member.
- Donation must be to a registered 501(c)3 non-profit organization
- Cause must align with Whitman's educational mission or support Whitman students
- Organization or cause must not have any partisan political affiliation
- Preference will be given to organizations with a substantial presence in/focus on the Walla Walla Valley

Web Budgets

- Only available for years open in Colleague
- Caution – information is year-to-date
- Monthly information is available for individual line items by detailing in
- Contact the BOA for instructions on how to run reports in Colleague for prior years