General Ledger Accounts

A refresher on object codes.
First… Our Fully-Staffed BOA!
Contact Juli for questions regarding:

• Staff and faculty payroll, including W-2’s
• Timesheet questions
• Setting up object codes
• Financial reports
• Journal entries
Contact Leah for questions on:

• Student payroll
• Credit card transactions
• SmartData
• Direct deposits
Sandy Miller,
Accounts Payable Coordinator
millerj@whitman.edu
Ext. 5130

Contact Sandy for information about:

• Accounts payable
  – Vouchers
• New vendors
• Interdepartmental billings
• Payment inquiries or voiding checks (please avoid if possible!)
Contact Robert for information about:

- Post-award data tracking & document support
- Grant adjustments
- Faculty IDC tracking
- BOA forms updates
Kirsten Kitamura, Assistant Controller
kitamurk@whitman.edu
Ext. 5592

Contact Kirsten for questions about:
• WebBudgets
• Journal entries
• General ledger reports
• New object codes or departments
• Anything else!
Object Codes – Brief Review
General Object Code Structure

• 51**: Payroll
• 52**: Services
• 53**: Supplies
• 55**: Equipment, Computer, Furniture & Fixtures
• 56**: Communications
• 57**: Travel, Meals & Entertainment
• 62**: Internal Charges
• 63**: Transfer Codes
Travel, Meals & Entertainment
• 5701 – Mileage Reimbursement – To reimburse mileage rate for use of personal vehicles for College business.
  –  2022 = $0.585/Mile

• 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.
  – *NOTE* You cannot use both 5701 & 5702 simultaneously. It’s one or the other.

• 5705 – Domestic Airfare – Used for purchase or reimbursement of domestic airfare purchases.
• 5720 – Foreign Travel – To capture foreign travel expense. Necessary for reporting on the IRS Form 990 & sustainability reporting.
  – Must list country of destination.
  – Use for all expenses related to trip.

• 5799 – Travel Advance
  – Receipts & unspent funds required within 2 weeks
  – Unspent funds to Mem 233
  – Receipts to Payables

Travel Codes
Continued…
Meal & Entertainment Codes

UPDATED & REQUIRED!

- 5742 – Events – Used for catering charges and other events.
  - Via Bon Appetit

**NEW**

- 5703 – Local Meals – Used for recording meals while individuals are not on travel status.
  - Was previously 5202, “Local Meals”
  - Must submit TME form for Local Meals
Transferring Funds
Transfer Codes

• 6313 / 6323 – Budget Officer Transfer – Use when reallocating budgeted funds between departments.
  – Must go from 6323 to 6313.

• 6319 / 6329 – Other Transfer – Use when reallocating non-budgeted funds between departments.
  – Must go from 6329 to 6319.

• Payroll Transfers – If payroll is charged to the wrong department.
  – Must transfer payroll to payroll.
  – Alternative: Use Budget Officer Transfer.
Requesting New GLs
Existing GL Object Codes

- **NEW** E-Mail jpmorgan@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

• **NEW** E-Mail jpmorgan@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 code is needed or why existing codes won’t work

• Please try to stay as generic as possible
New Department Codes

- E-Mail Laura Nix, nixll@whitman.edu, and Kirsten Kitamura, kitamurk@whitman.edu (Audit trail!)
- Provide an explanation of why a new department code is needed with purpose and documentation
- Specify preferred GL name request
- Specify if it is needed in Colleague or SmartData or both
Charitable Contributions

- Donation must be approved by the appropriate Cabinet Officer
- 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
Questions and discussion!