



General Ledger Accounts

A refresher on object codes.

First... Our Fully-Staffed BOA!



**Juli Salinas,
Payroll Coordinator**

salinasj@whitman.edu

Ext. 5593

Contact Juli for questions regarding:

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

**Leah Maldonado,
Accounting Coordinator**

maldonal@whitman.edu

Ext. 5985

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!)

**Robert Randall,
Grants Finance
Specialist**

randalrg@whitman.edu

Ext. 5226

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



Travel Codes

REQUIRED!

- 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.

Travel Codes

Continued...

- 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

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!