

Activity Codes

An activity code is an extension to the general ledger code to assist the employees in separating the coding further to include grants and campus departments and student groups.

The below is the format that was established:

Fund	Year	Responsibility	Department
865	14	001	CLAS

Fund - Must be the same fund as used in the general ledger code.

Year - The year of the graduating class, the grant year or campus information when using CTE local funds. **For campus department activity codes this portion may be '00' because the balance rolls over each school year.**

Responsibility - Must be the same responsibility code as used in the general ledger code.

Department - The student group or department indicator code.

Please see the Grant section in the Business Office Procedure Manual for the grant activity codes or contact the Grant Accountant that handles your grant.

For assistance with all other activity codes, please contact one of the staff accountants.

The Lawson system now requires the use of an activity code when entering **payroll**.

199 payroll – 199.00.999.PAYR

240 payroll – 240.00.999.PAYR

461 payroll – 461.00.XXX.XXXX

For the 461 payroll format

Fund	Year	Responsibility	Department
461	00	001	ATHL

Fund - Must be the same fund as used in the general ledger code.

Year – For payroll the year must be 00.

Responsibility - Must be the same responsibility code as used in the general ledger code.

Department - The student group or department indicator code.

***461.00.999.PAYR is NOT a valid activity code for payroll**