

District 090 Quick Reference Guide

Objects

Revenues/ Function 3000

Gate Receipts (Athletic Gate Only)	901
School Store Sale	902
Vending Machine Commission	903
Yearbook Sales	904
Yearbook Ad Sales	905
School Picture Comm. /Sales	906
Book Fair Sales	907
Textbook Sales (Adult Ed)	908
General Sales	909
Fee Revenue	911
Dues	912
Field Trips	913
Fund Raising	914
Child Care Fees	915
Media Fines	916
Rentals	917
Concession Stand Revenue	918
Locker Fees	919
Taxable Sales	920
Grant Proceeds	921
Donations	922
Interest Earned	923
Sales Tax Collection Allow	924
Notes of Obligation	925
Ticket Sales	926
Other Income	929
Uniform Sales	930
Adult Gen Education Fees	935
Support Fees-used for students	950
Pay to Play Fee- All Athletics	951
Transfers In	999

GL/Assets

Cash in Bank	1111
Petty Cash	1112
Change Fund	1113
Cert. of Deposit	1116
Accounts Receivable/NSF	1130
Inventory	1150

GL/Liabilities

Accounts Payable	2120
Sales Tax Payable	2130
Textbook Payable	2131
Due to District Credit Card	2134
Due to District Warehouse	2135
Due to District Pay to Play	2136

Expenditures / Function 9800

Prof. & Tech. Services	310
Travel	330
Field Trips	331
In-County Travel	332
Out of County Travel	333
Outside Repair & Maint.	350
Maintenance Agreements	351
Rentals/Leases	360
Postage/Stamps/UPS/Fed Ex	371
Other Purchased Services	390
Supplies	510
Printing Charge backs	511
Textbooks	520
Periodicals	530
Repair Parts	550
Tires & Tubes	560
Food	570
Other Materials & Supplies	590
Expense Reimbursement	591
Fund Raiser Expenditures	592
Fund Raising Supplies	595
Audio Visual over \$1,000	621
Audio Visual less \$1,000	622
Furn. & Equip. over \$1,000	641
Furn. & Equip. less \$1,000	642
Comp. Hardware over \$1,000	643
Comp. Hardware less \$1,000	644
Comp. Software over \$1,000	691
Comp. Software less \$1,000	692
Dues & Fees	730
Misc. Expenses	790
Transfers Out	900

General Ledger

Expense	1530
Revenue	2520

Helpful Panels

A151 Print Dimensions – account dictionary
 A202 Bank Account – to view bank activity
 A205 Vendor Query
 F601 GL Matrix – to view project balances
 Enter: FUND.GL.CNTR.PROJ
 F611 Journal Query – Search for Journal Entries
 F901/F904 Report Panel – Various reports for projects and GL reports
 F201 Invoice Query
 F630 Cash Receipt Processing