

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Accounting/General Ledger Codes	<u>Number</u> 503
Related Policy:	Accounting – 6Hx20-5.001	<u>Page</u> Page 1 of 1

I. Purpose

To classify accounts by type of transaction.

II. Procedure

GENERAL LEDGER CLASSIFICATION (_ _ _ _ _) (X X X X X)

A. Explanation

The General Ledger classification code is designed and used to indicate the type of transaction or account regardless of the fund in which they are used.

B. General Ledger classes (_ _ _ _ _) (X) are:

- | | | |
|---|--|--|
| 1 | _____ Assets | <u>For details, see:</u>
(Section 8 of *) |
| 2 | _____ Liabilities | (Section 9 of *) |
| 3 | _____ Appropriations, Reserves & Fund Balances | (Section 10 of *) |
| 4 | _____ Revenue | (Section 11 of *) |
| 5 | _____ Expenditures for Personnel Costs | (Section 12 of *) |
| 6 | _____ Expenditures for Current Expense | (Section 12 of *) |
| 7 | _____ Expenditures for Capital Outlay | (Section 12 of *) |

* The Accounting Manual for Florida’s Public Community Colleges (Accounting Manual), per Rule 6A-14.72, F.A.C.

C. Object Code (_ _ _ _ _) (_ X X _ _)

The Object Code further identifies the transaction to a general type within the classification.

D. Specific Code (_ _ _ _ _) (_ _ _ X X)

The Specific Code identifies the transaction to the lowest level of detail required or suggested for any account.

Responsible Official:	Vice President, Business Affairs
President’s Signature:	Date: 02/21/2017
	