

## B+ Coding Defined and List of Most Used Function/Object at Schools

| <u>Org Key</u>               | <u>Function Object</u> |
|------------------------------|------------------------|
| 3 7    0 3 1    3 7 8    0 0 | 7 4 0 0    6 4 2       |

The **first two numbers** refer to the **fund** that the money comes from.

For instance, 10 refers to the General fund. Coding that begins with a 4 refers to the federal funds and 37 refers to capital projects. This can be important because different funds can have different documentation requirements and this must be noted on the Purchase Order.

|                              |                  |
|------------------------------|------------------|
| 3 7    0 3 1    3 7 8    0 0 | 7 4 0 0    6 4 2 |
|------------------------------|------------------|

The **next 3 numbers** tell you which **location** the money is designated for.

This would be the last 3 numbers of your school or location number. 031 is Charlotte High School, 141 is Meadow Park, etc.

|                              |                  |
|------------------------------|------------------|
| 3 7    0 3 1    3 7 8    0 0 | 7 4 0 0    6 4 2 |
|------------------------------|------------------|

The **next part** of the account number refers to a "**project**" or funds that have been specifically set aside

**Function**

**5100 Basic Education**

**5200 Exceptional**

**5300 Vocational/Technical**

**5400 Adult/General**

**5500 Other Instruction**

**6100 Pupil Personnel Services**

**6200 Instructional Media Services**

**6300**

**6400 Instructional Staff Training**

**6500 Instructional Related Technol**

**7100 Board**

**7200 General Administration (Supt)**

**7300 School Administration**

**7400 Facilities Acquisition & Const**

**7500 Fiscal Services**

**7700 Central Services**

**7800 Pupil Transportation**

**7900 Operation of Plant**

**8100 Maintenance of Plant**

**8200 Administrative Technology Serv**

**9100 Community Services**