

CHARTING OUR NEW PATH

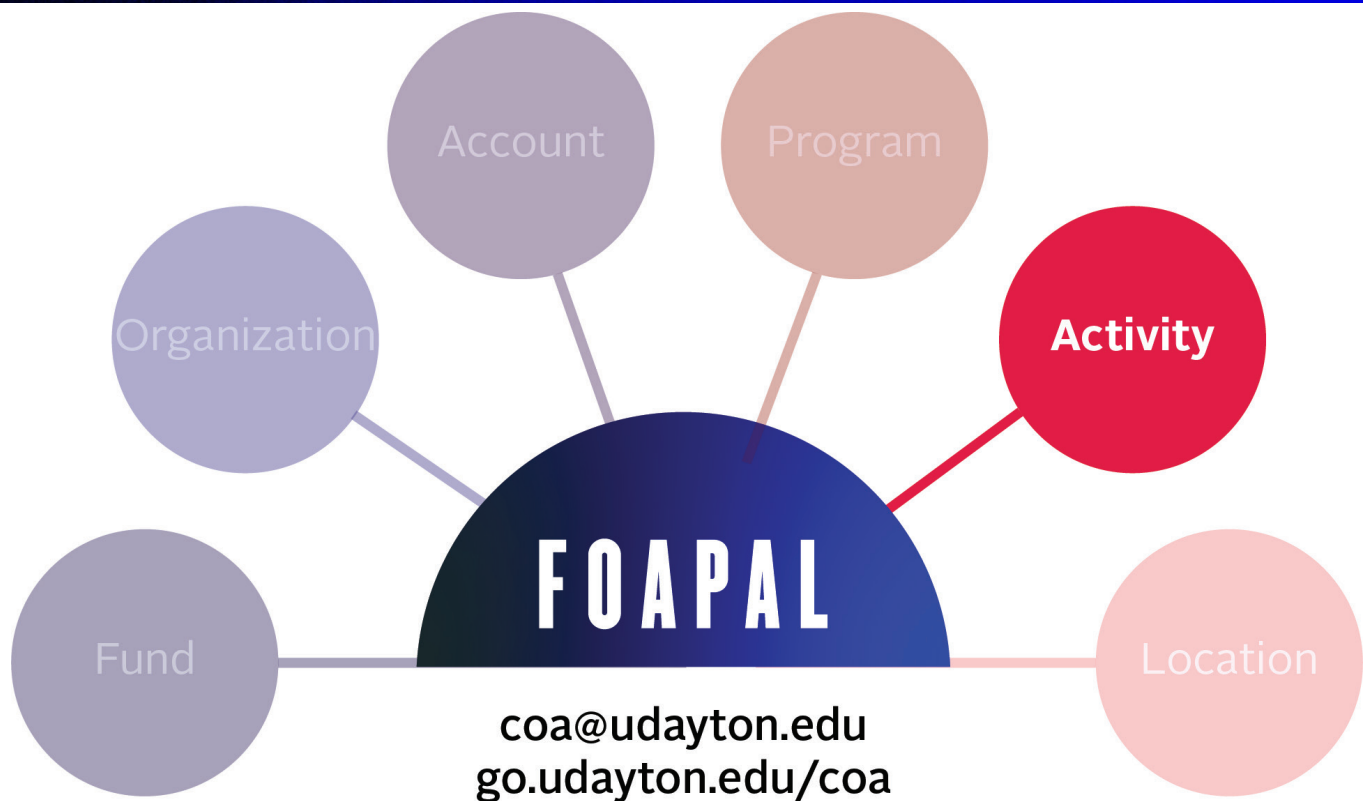
..... Introduction to ACTIVITY

Definition:

Definition: The Activity code is used to record revenue and expense transactions associated with activities that have no external, formal reporting requirements and for which a department finds additional categorization is useful and meaningful. Activity can be used to further define events/initiatives that cross funds and organizations. Many codes are generic so departments can personalize each activity code's use as it best meets their needs.

**Please note: When asked to provide the full FOAPAL string, if users have no particular activity they wish to track they should provide Unspecified 999999 for the activity code.*

| | |
|----------------------------|---|
| NAMED ACTIVITIES: | The University has named certain activity codes so that it can track cross-campus initiatives. Named activity codes include initiatives such as the Celebration of the Arts, Leadership UD, Spring Commencement, First-Year Orientation, Christmas on Campus, etc. |
| GENERIC ACTIVITIES: | Generic activity codes have been created specifically so departments can identify initiatives they would like to track throughout the year. Generic activity codes include items such as Event A-Z, Recruiting – Faculty Search A-J, Recruiting – Staff Search A-J, Research Activity A-I, Guest Speaker A-J, Conference A-Z, Trip A-Z, Internship A-Z, Student Event A-T, etc. |
| UNSPECIFIED: | Code 999999 is utilized when the department does not have a specific activity they wish to monitor. An example could include the purchase of office supplies for an entire department to use throughout the year. |



COMMONLY USED ACTIVITY NUMBERS

See full activity code listing for specific activity numbers and definitions not listed below.

NAMED ACTIVITY CODES

- 100150: Celebration of the Arts
- 100341: Strategic Initiatives – Sustainability
- 100342: Strategic Initiatives – Diversity & Inclusion
- 100631: International Initiatives – VSP
- 106042: Professional Development – Leadership UD
- 150101: Commencement – Spring
- 150102: Commencement – Fall
- 200735: First Four Tournament
- 400000: Orientation-First-year
- 400001: Orientation-Transfer
- 400002: Orientation-Parent
- 400003: Orientation-Parent Leader
- 400150: Finals Week
- 400698: Christmas on Campus

GENERIC ACTIVITY CODE RANGES

- 100100 – 100125: Event A-Z
- 100301 – 100305: Strategic Initiatives A-E
- 105000 – 105009: Recruiting – Executive Search A-J
- 105100 – 105109: Recruiting – Faculty Search A-J
- 105200 – 105209: Recruiting – Staff Search A-J
- 151001 – 151010: Accreditation & Program Review A-J
- 151200 – 151208: Research Activity A-I
- 151500 – 151524: Faculty A-Y
- 250001 – 250005: Training Event/Activity A-E
- 250100 – 250104: Camp A-E
- 251000 – 251025: Special Event A-Z
- 253000 – 253009: Guest Speaker A-J
- 253100 – 253125: Conference A-Z
- 300200 – 300225: Trip A-Z
- 300400 – 300425: Outreach Activity A-Z
- 305100 – 305125: Internship A-Z
- 305200 – 305225: Co-Op A-Z
- 350100 – 350134: Donor 1-35
- 400100 – 400119: Student Event A-T
- 400400 – 400656: Student Organization 1-257

RESOURCES

If you have questions, email coa@udayton.edu

Visit our website at go.udayton.edu/coa



University of
Dayton