CHARTING OUR NEW PATH
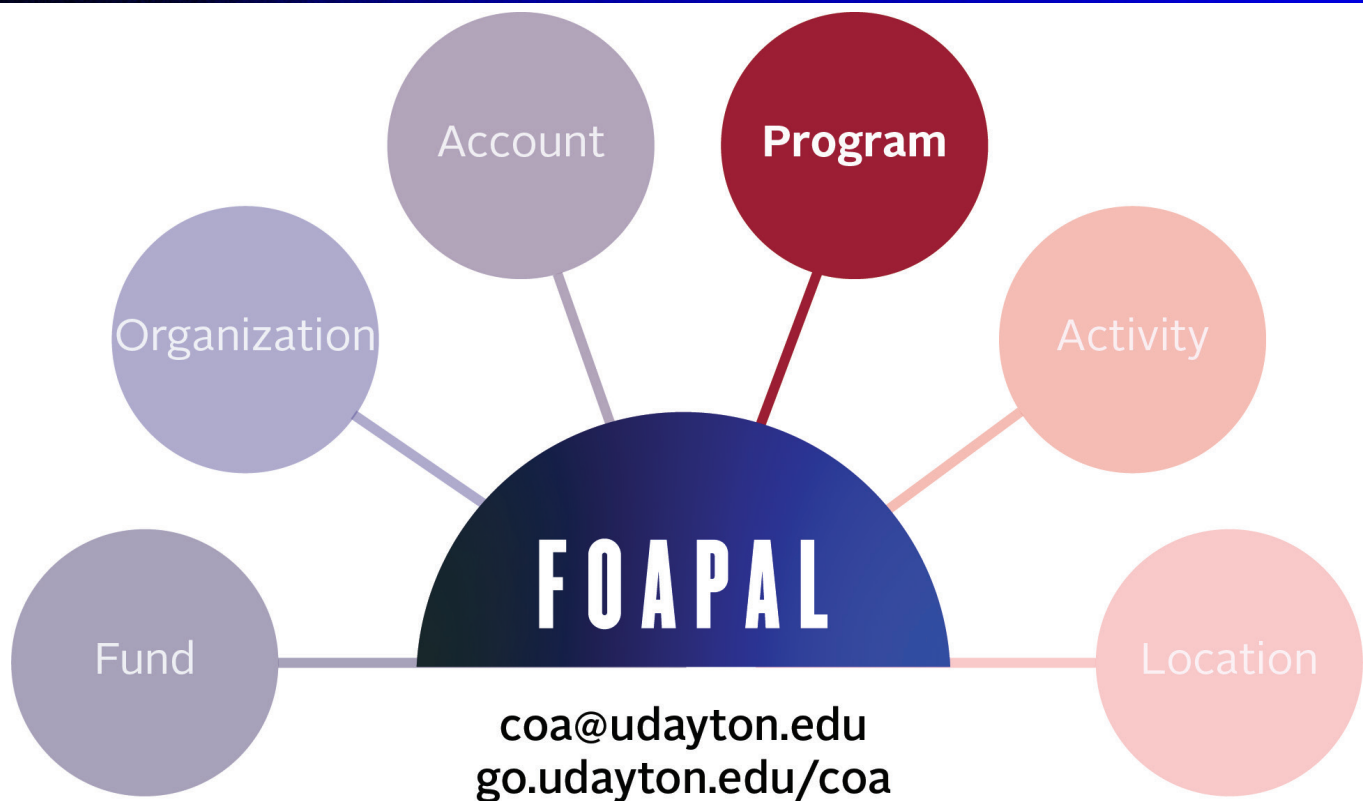## Introduction to PROGRAM

Definition:

The Program code is used to record revenue and expense transactions associated with a formalized, named set of activities and track functional classification of expenses. Program is used to support both cross-functional and cross-departmental internal reporting and external reporting needs. In addition to tracking expense functions, the segments tracks financial activity associated with organized, programmatic, cross-unit activities, such as when multiple schools or departments work together on cross-campus initiatives.

INSTRUCTION:	Includes expenses related to the institution's instruction program. **NOTE:** The operations of the Dean's offices are not included in this area and will appear in the Academic Support category.
RESEARCH:	Includes expenses related to organized research, either externally funded, or internally budgeted. **NOTE:** Research Administration does not appear in this category and will appear in the Institutional Support category.
PUBLIC SERVICE:	Includes expenses for activities that provide non-instructional services to external groups.
ACADEMIC SUPPORT:	Includes expenses for activities that support the instruction, research, and public service portions of the institution. **NOTE:** Examples include libraries, Deans' offices, administrative support, course and curriculum development, and academic support IT.
STUDENT SERVICES:	Includes expenses related to operations of the Office of Admissions and Registrar and any office that supports the emotional and physical well-being of students. **NOTE:** This includes expenses related to student activities and organizations, and counseling and career services. Financial Aid Administration expenses are included here, but not the grants to the students, which would be captured in the Financial Aid category.
INSTITUTIONAL SUPPORT:	Includes expenses for central, executive level activities for long-term planning and strategy development for the entire institution. **NOTE:** Examples include general administration, legal services, fiscal operations, development and fundraising. Expenses of the chief administrative officers (i.e. VPs) are included in this category.
OPER & MAINT OF PLANT:	Includes expenses for the administration and operation of the institution's physical plant. **NOTE:** O&M program codes should be used only for expenses related to a facility or infrastructure. In most cases, these program codes will be used by the Facilities Management & Planning office.
FINANCIAL AID:	Includes expenses for scholarships, fellowships, awards, stipends and prizes. **NOTE:** The operation of the Financial Aid Office is not included here, but in Student Services.
AUXILIARY ENTERPRISES:	Includes expenses for any auxiliary services who charge fees either internally or externally to self-support their operations.

*Please note that every expense transaction should have a program number.

Account · **Program** · Organization · Activity · Fund · **FOAPAL** · Location

FOAPAL

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COMMONLY USED PROGRAM NUMBERS

INSTRUCTION
- 100000: Instruction – General
- 100010: Instruction – 3rd Term
- 100014: Instruction – Honors Program
- 100300: Instruction – Intersession
- 100401: Inst-International – UDayton Global
- 102000: 2U Online – General
  ***See full program code listing for specific Instruction codes**

RESEARCH
- 200100: Research – Departmental

PUBLIC SERVICE
- 300000: Public Service

ACADEMIC SUPPORT
- 400000: Libraries
- 410000: Academic Support IT
- 420000: Academic Administration

STUDENT SERVICES
- 500000: Student Services
- 520000: Counseling & Career Guidance

INSTITUTIONAL SUPPORT
- 600000: Sponsored Projects Administration
- 610000: General Administration
- 620000: Fundraising
- 630000: Institutional Support IT

OPERATION & MAINTENANCE (O&M) OF PLANT
- 700000: O&M – University Wide
- 700001: O&M – Common areas excl. Aux
  ***See full program code listing for specific O&M codes**

FINANCIAL AID
- 800000: Financial Aid

AUXILIARY ENTERPRISES
- 900000: Auxiliary Enterprises

RESOURCES

If you have questions, email coa@udayton.edu

Visit our website at go.udayton.edu/coa

University of Dayton