

## Banner Activity Codes

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### Overview

Activity codes designate the purpose of the expense incurred, including effort, rather than only showing what was purchased. Activity codes allow users to more easily collect and report on program and project based financial information, outside of the fiscal year boundaries, and in addition to fund and org delineations. Activity codes also enable the use of a work order tracking system for projects performed by employees with multiple orgs, funds and/or fiscal years. A single activity code may cross fund types, program codes, and even fiscal years in order to facilitate job or event reporting. Units and departments utilizing these codes can efficiently manage project costs from inception to completion, regardless of funding source.

Activity codes stand alone, and do not replace or interact with program codes, account codes, or funds and orgs. They serve a reporting function and cannot be used for budgeting.

1. When a program identifies a need for an activity code, the first step is to review the naming convention guidelines and develop a program -specific activity code nomenclature. The Office of Finance and Accounting (OFA) is available to assist with this process once the need is identified. Activity codes will begin with the letter F, except for Design and Construction (D) and the Geophysical Institute (GI). The next two places are a two -character code determined by the unit:
  - a. For departments or units who do not already have an activity code in place, reference the [Current Activity Code Listing](#)

\_\_\_\_\_ to identify an available 2 -character code for your purpose. Pick a code that closely matches the unit/department acronym and one that is not already in use. Note: CRCD's units have their own codes for a program in place. [These are the steps for a program in place.](#) [As a Unit - Requester](#)

- \_\_\_\_\_ to OFA for with your code(s), title(s), effective date (one date per form) , and a brief description of the code purpose.
3. OFA will set up the code and notify the requester when it is active .