

What is an Activity code?

Activity codes can be used to divide transactions in ways that are important for internal management reporting but are not used for external reporting. In many cases, these codes will be used to further allocate costs within a department. However, activity codes can also be used to track common activities which cross departments. For example, several departments are involved with and incur costs for commencement exercises. These departments can use the Commencement activity code to track such expenses.

Examples of specific activity codes include:

4000	Homecoming	4003	Recruiting
4001	Undergraduate Orientation	4004	Baylor in Washington
4002	Commencement		

Most activity codes are intended to be used generically, meaning that several departments can use the same codes but assign their own meaning to the codes. If the codes are used consistently, they provide departments with a mechanism to allocate costs without the need for specific codes. As an example, assume several departments host on-campus conferences and seminars each year. These departments can each use the below activity codes by internally associating a code with a seminar. It is irrelevant if more than one department uses the same code because transactions will be identified with both the department and activity codes.

Examples of Hosted Seminars & Workshop activity codes include:

2701	Seminar A	2750	Workshop A
2702	Seminar B	2751	Workshop B
2703	Seminar C	2752	Workshop C
2704	Seminar D	2753	Workshop D
2705	Seminar E	2754	Workshop E