

Utility Overview

Utilities have been defined as on-going support services that do not require quotes or bids. Examples include: telephone line rental and tolls, leased lines, cellular phones, pagers, garbage, water, sewer, electricity, and steam heat.

Use Banner form FGAENCB, and journal type UT01 (rule code).

Enter ONE accounting line per encumbrance, unless you want a percentage split on all invoices paid. On the description line, enter the phone number(s), Utility Account Number, or other identifyi

Use the following account codes for utility encumbrance entry:

3441 - Phone line rental, installation, equipment

3442 - Toll calls on land service voice and fax lines

3443 - Leased lines (usually for computer service)

3446 - Cellular and paging phone service, time, and location charges

3449 - Internet Service (ISP) for Dial-Up Service

3881 - Sewer Utility (only if provided by sole source municipality)

3882 - Electric Utility

3883 - Water Utility (only if provided by sole source municipality)

3884 - Heat Utility (only if provided by sole source municipality)

3886 - Garbage Disposal (only if provided by sole source municipality)