# BASIS Numbering Scheme for AES

## The Company/Cost Center Number

The company/cost center is a 15 digit combination which identifies the department and/or organizational entity within a department for which financial information is maintained. The first part of that combination, the Company Number, is a four-digit number used to identify the funds to which the expenses will be allocated.

**Company numbers are made up of the following:**

XX X X

 Location Fund within Group Fund Group

**Examples of fund groups:**

01 General (used for State Appropriations)

03 Special Revenues

04 Research and Other Sponsored Programs (Grants and Contracts)

07 Plant Funds (New Construction or Major Equipment)

08 Plant Funds (Renovated Space)

**Location**

**3** Agricultural Experiment Station (Research)

**Examples of Companies for the Agricultural Experiment Station:**

0103 State Appropriations

0113 Soil Testing

0133 Cost Sharing

0143 Other Income (service centers, reserves, RIF, etc.)

0313 Hatch

0323 Regional

0333 McIntire Stennis

0343 Animal Health

0383 ABI and Gifts (Center sequence for gifts 9XXXX)

0403 Research and Other Sponsored Projects

The second part of the combination, the **Cost Center Number**, is an eleven digit number used to identify the center, function, and project as shown below:

### XXXXX XX XXXX

Project

 Function

 Center

The Center can be used to identify a department or some other organizational entity within a department. For Research and Other Sponsored Projects, the Center is a unique identifier for the specific award and sponsor.

**Functions used by AES**:

1. Cost Share
2. Research
3. RIF

**Project Number:**

I. REEport projects are assigned as appropriate. The Agricultural Experiment Station is required to submit an annual report to the federal government that reports expenditures by REEport project. REEport project expenditures are also used for management information and reporting. Therefore, it is very important to maintain good accounting records at the project level.

II. Non-REEport project numbers may be used in special cases for tracking purposes. Examples: 7000 series used for new faculty or internal tracking. 9999 used for non-research or service centers.