

OHIO WESLEYAN UNIVERSITY ACCOUNT NUMBER REFERENCE GUIDE

ACCOUNT NUMBER OVERVIEW

- Full account number strings are necessary for all payments and deposits for Purchasing, Accounting, and Cashier.
- Example of full account number:

10	-	6300	-	8010	-	16369
Fund		Organization		Object		Project

HOW TO FIND ACCOUNT NUMBERS?

1. Sign onto myOWU located in the upper right hand corner of the OWU homepage.
2. Under the Faculty and Staff tab on the left hand side, click on GL Account Lookup.



3. Fill out the account information that is known and click submit to find the remaining.

Enter Search Terms

Fund	Org	Object	Project
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Description <input type="text"/>			
Limit results to this many rows: 25 ▼			
<input type="button" value="Search"/>			

FREQUENTLY USED OBJECT CODES

- 6313 Operating Supplies
- 6324 Books
- 6410 Travel
- 6420 Food
- 6320 Subscription
- 6318 Membership Fees
- 8610 Official
- 8620 Entry Fee
- 6455 Airfare
- 6450 Mileage

FAQ

1. Where do I find my Professional Development number?
Use Dynamics number, not Power Campus number, for Faculty Development accounts (10-0000-2012-00000 accounts). Contact the Accounting Office if you need your Dynamics number.
2. What does the Fund mean?
 - Fund 10 is used for departmental budget accounts.
 - Fund 20 is a restricted account used for University restricted items. This means that the University has put a specific purpose for what the money is to be used for.
 - Fund 22 is a restricted account used for donor restricted items. This means that the donor has put a specific purpose for what the money is to be used for.
 - Fund 80 is used for plant/building renovations and capital projects.
 - The fund 90 is used for agency accounts, which may include clubs, Mission Trips, summer camps, etc.
3. What is an Organization, Object, and Project?
 - An Organization is a department number, or sometimes all zeroes for special accounts (0000) that include a Project number.
 - An object is used to describe what the transaction was for. For example, if the transaction was for a plane ticket, you would use 6455 for airfare.
 - A Project is specific to a grant, project, event. Use all zeroes if no project exists (00000).
4. How do I know if my account number is valid/active?
Use Account Lookup table on myOWU.
<https://admin.owu.edu/cgi-bin/myowu/OWerpCOASearch.cgi>