

# UHV PeopleSoft Account Index

**UHS ACCOUNT CODES:**

<b>Balance Sheet Items:</b>	<b>Income Statement Items:</b>
<ul style="list-style-type: none"> <li>▪ 1XXXX = Asset</li> <li>▪ 2XXXX = Liability</li> <li>▪ 3XXXX = Fund Equity</li> </ul>	<ul style="list-style-type: none"> <li>▪ 4XXXX = Revenue</li> <li>▪ 5XXXX = Expense</li> </ul>

- 52101-52405 Professional Services (Architectural, auditing, engineering, etc.)
  - General Services (Computer programming, food service, temp personnel, etc.)**
  - Academic Services (**Lectures**, speakers, etc.)
- 52500-52510 **Printing**, Copying and Reproductive Services
- 52600-52608 **Utilities** and Sanitation Services
- 52800-52816 **Communication and Transportation Services** (Freight, postage, telephone, etc.)
- 53100-53304 **Advertising**, Promotion and Publicity (Tickets for special events)
- 53500-53528 **Rental** and Leases
- 53700-53706 **Repairs and Maintenance**
- 53800-53849 Research Use
- 53900-54103 General **Supplies** (Consumable office supplies, subscriptions, etc.)
- And **Lab** and Research Supplies
- 54300-54353 **Facilities and Grounds** – Supplies and Materials
- 54354-54355 **Controlled Assets** (Computer, equipment, telecommunications)  
For more information, contact the Property Manager
- 54357-54472 **Parts, Equipment & Materials** (Non-consumable office supplies, staplers, brooms, etc.)
  - Miscellaneous Supplies and Materials (Uniforms, etc.)
- 54802-54851 Other Recurring Expenses (**Memberships**, stipends, etc.)
- 54900-55000 **Registrations**, events, meetings, **business meals**, etc.
- 55100-55112 Special Programs and Events (Commencement, fare for **in-house business meetings**, etc.)
- 55200-55205 Athletic expenses
- 55200-55406 Scholarships and waivers **ONLY**
- 56000-56426 **Travel** (Texas, out-of-state, and student travel, etc.)
- 58600-58620 Capital (**Equipment, furniture, etc.--\$5000 or more**)
- 58900-58904 Capital Property – **Retained Library Materials** (Used only by the UHV/VC Library)

**To Look up description of accounts or Search by Account or FRS number:**

**In PeopleSoft, from Menu navigate to:**

- Set up Financials/Supply Chain
- Common Definitions
- Design Chartfields
- Define Values
- ChartField Value
- Account