

PeopleSoft Account Index

UHS ACCOUNT CODES:

Balance Sheet Items:

- 1XXXX = Asset
- 2XXXX = Liability
- 3XXXX = Fund Equity

Income Statement Items:

- 4XXXX = Revenue
- 5XXXX = Expense

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.)
53100-53301	Advertising , Promotion and Publicity (Tickets for special events)
53500-53525	Rental and Leases
53700-53706	Repairs and Maintenance
53800-53849	Research Use
53900-54201	General Supplies (Consumable office supplies, subscriptions, etc.) Lab and Research Supplies 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.)
54849-54900	Other Recurring Expenses (Memberships , stipends, etc.)
54901-54905	Registrations , events, meetings, business meals , etc.
55100-55113	Special Programs and Events (Commencement, fare for in-house business meetings , etc.)
56000-56426	Travel (Texas, out-of-state, and student travel, etc.)
55300-55318	Contract and Grant ONLY
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 Values

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What account to use for events, luncheons or receptions both promotional and non-promotional?		
52301	CDV- Food Services, Non-Promotional	Catering of food where caterer delivers and serves food for events closely allied to <u>teaching, research and academic mission</u> .
52302	CDV-Food Services, Promotional	Catering where caterer delivers and serves food for <u>promotional or fund raising event</u> .
53301	Promotional Special Events <i>(6/11/03: To be used for entertainment purposes)</i>	Costs of food, supplies, etc. for social or community events hosted by UHV primarily for purposes of promoting <u>UHV not essential to sponsored project or directly related to academic mission</u> .
53303	CDV-Tickets, Cultural, Athletic, Community Events	Tickets to cultural, athletic, or social events to further UHV's objectives in recruiting, fund raising, promotion, etc.
54952	CDV-Business Meals <i>(6/11/03: To be used for business meals in a restaurant)</i>	Dining expense/ meal reimbursement for business meeting directly supporting UHV's objectives and goals. Uses may include faculty/staff/student recruiting, but not fund raising or promotion .
55101	University Hosted Special Events <i>(6/11/03: To be used for events like the university-wide birthday party)</i>	costs of activities, events, luncheons, and receptions associated with the educational, research, artistic, service, internal support missions of UHV that may include food, but must not be " <u>entertainment</u> " or " <u>promotional</u> ". Uses would include costs for faculty/staff/student, recruitment events, costs associated with employee awards, but not donor or external awards .
55000	CDV-Fare for In-House Business Meetings <i>(6/11/03: To be used when food is brought on-campus for any business meeting)</i>	non catered food and beverages (including coffee service) for <u>business meetings</u> within the UHV community.
What account to use for supplies?		
53900	Office Supplies	Goods purchased for administrative use to be consumed within the year except telecommunications supplies (fax paper), shop supplies, audio/video tapes, computer software, and bottled water; <i>(for non-consumable supplies refer to part and equipment on reverse side.)</i>
53950	CDV-Bottle Water/Coffee Service	Drinking water purchase by the bottle from a water delivery service, coffee, and other refreshments.
53917 or 53918	Research & Teaching Supplies	Goods purchased for use in research facilities, classrooms, seminars, and laboratories to be consumed within the year; <i>(for animal care supplies and laboratory hardware materials, use account 54006)</i>
53914	Computer Software	Costing less than \$5000

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What account to use for parts and equipment?		
54358	Computer Equipment	Computer and printer equipment costing less than \$5000
54359	Computer Parts & Furnishings	Computer and printer parts and furnishings costing less than \$5000
54361	Tools, Furnishings, & Equipment	Fax and other telecommunications equipment used in classrooms, offices, laboratories, shops, and cleaning such as <i>staplers, tape dispensers, brooms</i> , laboratory glassware, animal care equipment, and safety shoes.
54360	Telecommunications Furnishings	Fax machines and telecopiers costing less than \$5,000.00 per unit or with a useful life of less than one year.
Why not use account 52103?		
52103	Accounting-Professional Services	Professional Financial and Accounting Services Rendered by State-Licensed Accountants plus their expenses without receipts. The State of Texas Purchase Voucher Guide states "professional service means a service within the scope of the practice of accounting, architecture, land surveying, medicine, optometry, professional engineering, or real estate appraising as defined by the laws of Texas". Any other services should be coded with one of the accounts from 52101-52405. You will most probably use 52209 for temporary personnel services.
When to use account 52500?		
52500	Off Campus Academic Printing Copy	By the State of Texas object codes, printing includes business cards, forms, envelopes printed with a return address, blueprints, cards or napkins with additional printing and lamination.
What are Controlled Assets?		
54354	Equipment	All firearms, regardless of amount. All stereo systems, cameras, video recorder/laserdisc players, camcorders, television/vcr combinations, television sets, video cassette recorders, balances, centrifuges, incubators, microscopes, and oscilloscopes costing from \$500-\$4,999.99 and having a useful life of 1 year or more.
54355	Computer Equipment	Microcomputers, minicomputers, servers, and printers costing from \$500-\$4,999.99 and having a useful life of 1 year or more.