

Frequently Used PeopleSoft Account Codes for Cash Received

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REVENUE

- 40717 **Application Fee Graduate**
FEE CHARGED TO APPLICANTS FOR GRADUATE STUDY TO DEFRAY THE COST OF PROCESSING APPLICATION TO THE UNIVERSITY OR A PARTICULAR COURSE OF STUDY.

REIMBURSEMENTS

- 50054 TO RECORD FULL OR PARTIAL REIMBURSEMENT FOR AN EXPENSE MADE BY THE UNIVERSITY.
EXCEPTION: FOR GRANTS AND STATE COST CENTERS, use the account code of the original expense. Grants cannot have a revenue account code (50054) because all grant revenue is handled through OCG.

REFUNDS AND REBATES

Monies received from a vendor as full or partial return of a payment made to that vendor by the university for goods or services are termed refunds or rebates. These receipts are recorded with a journal entry as a credit to the cost center and P.S. account code against which the original expense was made. Example: When an employee cancels attendance at a workshop and the vendor returns the registration fee.

SERVICE CENTERS

- 50050 **Recovered Costs –Local**
FOR USE BY LEDGER 1 SERVICE DEPARTMENTS TO RECORD COST REIMBURSEMENT BASED ON COST OF DIRECT MATERIALS, LABOR AND SUPPLIES PLUS REASONABLE OVERHEAD CHARGE WITHOUT ANY MARKUP FOR PROFIT. IT IS USED ONLY WHEN THE RECEIVING DEPARTMENT CHARGES THE COST TO ANY FUND ACCOUNTS OTHER THAN A STATE FUNDED ACCOUNT.
- 50051 **Recovered Costs –State**
FOR USE BY LEDGER 1 SERVICE DEPARTMENTS TO RECORD COST REIMBURSEMENTS BASED ON COST OF DIRECT MATERIALS, LABOR, & SUPPLIES PLUS REASONABLE OVERHEAD CHARGE WITHOUT ANY MARKUP OR PROFIT. IT IS USED ONLY WHEN THE RECEIVING DEPARTMENT CHARGES THE COST TO A STATE FUNDED ACCOUNT. (LEDGER 1)
- 50054 **Cost Reimbursements – Non-Specific** (for off-campus service center payments)
FOR USE BY A NON-SERVICE DEPARTMENT TO RECORD RECOVERY OF COSTS IN PROVIDING A SERVICE WHERE THE COST OF THE SERVICE CANNOT BE SPECIFICALLY CREDITED TO ANY ONE SUBCODE OR WHERE REIMBURSEMENT OF A SPECIFIC EXPENSE SUBCODE IS INAPPROPRIATE.

For more detailed description of categorizing monies received, refer to "UH Cash Handling Workshop 2002" manual, page 8-10.