Frequently Used PeopleSoft Account Codes for Cash Received
Revised 04/22/2003, 08/31/05, 1/12/07

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