



RMU
Account
Handbook

Table of Contents

<u>Section</u>	<u>Page</u>
Introduction	2
Frequently Used Accounts	3
Asset or Supply Chart.....	10
Special Considerations	12

Introduction

This handbook provides guidelines to help budget managers, requisitioners, and all other employees decide which accounts to charge. It gives a brief explanation for each of the most used accounts.

Please read through the handbook and highlight the information that pertains to you. Refer to it whenever you prepare a requisition, check request, or assign an account number to an invoice.

The handbook will be periodically updated via the RMU website. A notice will be sent when updates are made. This version was updated as of May 1, 2017

Thank you for your cooperation.

Frequently Used Accounts

Account #	Account Name	Account Description
16330	Land Clearing	Cost to be capitalized includes all costs connected with acquisition and costs incurred in preparing the land for its ultimate use. These include but are not limited to the cost of: purchase, appraisals, professional services, and title insurance.
16430	Land Improvements Clearing	Improvements to be capitalized include the cost of landscape, utility system, surface parking lots, and outdoor public recreational fields, and costs of land improvements associated with newly constructed buildings.
16530	Buildings Clearing	Cost to be capitalized includes all costs related to acquisition or construction. Acquisition cost includes but is not limited to the cost of: purchase, professional services, appraisals and title insurance. Construction costs include but are not limited to the cost of: professional services, materials, labor, and site preparation.
16630	Building Improvements Clearing	Building improvements to be capitalized are significant alterations of structural changes that meet one or more of the following conditions: <ul style="list-style-type: none"> a. The project extends the useful life of the building beyond what was originally scheduled. b. The project substantially changes the use or purpose of the original space. c. The project expands the total square footage of the building.
16730	FFE Clearing	Purchased equipment to be capitalized is an article of nonexpendable tangible personal property with a useful life of at least three years and a cost of \$1,000 or more.
16830	Library Clearing	Capitalized library books include bound volumes, periodicals, serial titles, and microforms.
16930	Computer Software Clearing	Operating software included in the price of the hardware will be capitalized. When purchased separately, software will be capitalized if it has a useful life of at least three years and the cost exceeds \$1,000.
16960	Computer Hardware Clearing	Computer hardware will be capitalized if it has a useful life of at least three years and a cost of \$1,000 or more.

Frequently Used Accounts cont.

Expenses	70000 (Do Not Use)	
Salaries and Wages	71000 (Do Not Use)	Payments made to an employee for services rendered.
Fringe Benefits	72000 (Do Not Use)	Various non-wage compensations provided to employees in addition to salary, including health insurance and retirement plans
71255	Salaries – Non-benefit Labor	Payments made to employees that do not qualify for benefits
71260	Salaries - Graduate Assistants	Stipends paid to Graduate Assistants in addition to any scholarships the student qualifies for. Stipends for graduate assistants
71350	Salaries – University Funded Students	Wages paid by the University to an RMU student for services rendered at the University.
71400	Salaries – Federal Work Study Students	Similar to University Funded Students, FWS students are paid wages by the University for services rendered at the University. However, these wages will be partially refunded by the Federal Government as part of the student’s financial aid package.
71500	Salaries – Overtime	Wages paid to an hourly employee once they exceed 45 hours in a week.
Supplies	73000 (Do Not Use)	All goods which will be used up within one year and all items with a purchase price less than \$1,000 should be recorded as a supply. If your purchases are supplies, the charges should be assigned to the supply account that best describes the item’s use (Accounts 73050 thru 73300)
73060	Educational Supplies	Supplies related to the end user’s “core business.” Items used in the classroom, labs, and sports programs. Some examples of these items are chemicals, textbooks, projector light bulbs, drum sticks & clips, sheet music, medical supplies, diploma covers, hurdles, goals, pucks , etc.
73070	Office Supplies	Supplies used in the office relating to day-to-day operations. Some examples of these items are pens, pencils, envelopes, note pads, staples, rulers, kitchen supplies, water cooler rental and refills, etc.
73100	Cost of Goods Sold – ISC	This account is for inventory sold at the ISC Pro Shop.
73150	Maintenance Supplies (Only maintenance should use this account)	This account includes all supplies used to maintain the physical plant. Some examples

Frequently Used Accounts cont.

		of these items are nails, plants, mulch, light, bulbs, wires, small tools, etc.
73200	Custodial Supplies	This account includes all supplies to keep the university clean. Some examples of these items include cleaning products, mops, brooms, toiletries, etc. Only custodial departments should use this account
73210	Apparel & Uniforms	Supplies for sport teams (ISC, Athletic, Intramural, etc.), employee uniforms or lab clothing, and graduation apparel (including medallions).
73250	Fuel & Oil	
73310	Promotional / Marketing Items	Supplies used to promote RMU and/or give-a-ways at RMU functions. Some examples include items with the RMU logo (pens, shirts, mugs), prizes, plaques, artwork, parking tags, gift certificates, etc.
73350	Non-Capital Equipment	<p>Contains items where the price of the purchased equipment is less than \$1,000 or has a life of less than 3 years (the item will not be used up or out of date/useless within three years)</p> <p>If the price of the purchased equipment is \$1,000 or more and the life is at least 3 years, the charge should be assigned to a capital account (fixed asset accounts 16000-16999.)</p> <p>This line item also includes shoes and other athletic equipment like helmets and shin guards. This is because NCAA rules specifically state that shoes are athletic equipment, and athletic equipment is not apparel or part of a uniform.</p>
73520	Non-Print Media	Multi-media materials (does not include printed media.) Some examples of these items include microfilm, microfiche, videos, CD's, films, etc.
73530	Periodicals	Library departments use this account for journals, magazines, newspapers, newsletters, etc. that are received on an annual basis through subscriptions. All other subscriptions should hit # 78500. Non-Library departments should use this account for purchases of books and/or supplies used to enhance job knowledge but not added to the Library collection.

Frequently Used Accounts cont.

73540	Non-Capital Software	Purchase of computer software with a value less than \$1,000. If the software is \$1,000 or more, it should be charged to # 16930.
73550	Non-Capital Gifts In Kind	Purchase of a gift of anything other than cash.
73560	Non-Capital Computer Hardware	Purchase of computer hardware with a purchase price less than \$1,000 (laptops, mobile devices, computer accessories, etc.) If the hardware is \$1,000 or more, it should be charged to #16960.
Purchased Services	74000 (Do Not Use)	Expenditures for services used to ensure the ongoing operation of business.
74050	Internal Printing & Copying	All copying or printing that is done using departmental convenience copiers, laser printers, and/or jobs that are processed at the on-site IKON Center.
74100	Audit Fees	Cost of RMU's annual financial statement audit or the cost of any additional compliance audits required by a grant or funding source.
74150	Legal Fees	These expenses are for the cost of defending ourselves in lawsuits and consulting services to prevent future lawsuits. Expenses incurred for this account are for services rendered outside of the University in house General Council.
74200	Consulting & Professional Fees	Costs associated with utilizing someone who is an expert in a particular field which is providing a unique service of either a technical or professional nature to the University. All expenses related to the work should be charged to consulting and professional fees including related material, travel, and meals where applicable. Honorariums to non-employees and payments to theatre participants, and dry cleaning services should be coded to this line item. Vendors with payments coded here should also have an Independent Contractor Evaluation Form on file.
74250	Service Contracts	The cost of service and/or support contract and/or agreements. Some examples of these include repair and maintenance of furniture, fixtures, and equipment; waste removal, pest control, software support contracts, maintenance agreements, renting access to a database, paycheck processing, etc.

Frequently Used Accounts cont.

74300	Food Service Management	The service of selecting and preparing food items and the presentation of that product to the customer.
74350	External Printing Services	Costs associate with jobs that are sent to outside printing companies. Typically this work will be coordinated through the Public Relations department. The Public Relations department can assist in determining the most cost effective way to produce a job and if the request should be sent to the IKON Center or to an external printer for processing. Also includes external printing of non-capital signs and banners.
74400	Vehicles Maintenance	The cost to maintain RMU owned vehicles.
74450	Library Electronics	This account is only to be used by the library departments for their electronic bibliographic utility and electronic database service. Other data processing should now be charged to 74250 – Service Contracts
74460	Advertising Production	Expenses related to creating and producing an advertisement (television, radio, or print.) This does not include the actual advertising cost.
74505	Temporary Help	The costs associated with services rendered on a short term basis.
74510	Fees, Licenses, Permits, & Fines	Used for business privilege licenses, licenses required for certification and/or accreditation, regulator filing fees, occupational license fees, municipal fees, late fees, penalties, permits fees, compliance fees/fines, test taking fees, etc. This does not include costs associated with dues to belong to associations/memberships.
74515	Direct Mail	Costs associated with purchasing list of names and processing mass mailing of materials. This does not include the postage associated with the mailings (see account #78650).
74700	Repairs & Maintenance	Non-contracted repairs, maintenance, or services for the physical plant structures and equipment. The materials used, however, are charged to account 73150-Maintenance Supplies.
74850	Officials & Scorekeepers	Costs associated with one that keeps score for a game or contest.
Utilities	75000 (Do Not Use)	

Frequently Used Accounts cont.

75400	Telephone	The telephone account should be used only for service related to campus telephones. Individual budget managers should not be charging anything to this account.
75410	Internet & Cable Services	This account is used for the costs associated with maintaining phone and/or cable lines for internet service. Individual budget managers should not be charging anything to this account
75450	Wireless Communications	This account includes all cellular telephones, pagers and other wireless communication devices. <ul style="list-style-type: none"> • Business Wireless Plans – These consist of plans that are required by the nature of your job. These plans are set up by the university and paid directly to the service provider. These plans should be charged to the wireless communications account.
Other Expenses	78000 (Do Not Use)	Other expenditures associated with the University's daily operations. Includes: Sponsorship, Rentals, Travel, Dues, Postage
78250	Sponsorships	Used when a department sponsors another organization for the purposes of that area's advancement. If the sponsorship is for the purposes of institutional advancement, the President or a Senior Vice-President must approve. We are considered a sponsor if our name appears in a brochure for an event we gave money to and we do not attend the event (see # 78275 - Professional Development if attending the event.) Please remember that anything using the RMU logo should be approved by Public Relations. Also, lobbying sponsorships are highly regulated and limited. Please contact the Controller for more details.
78255	Internal Rent Expense	Internal transfer between RMU departments for rental of facility space. Mostly related to rental of rooms/areas in Sewall Center and ISC. This is budgeted by CFS and ISC area only, individual departments do not have to budget this expense.
78265	Rental Expense	Costs related to renting an item from an outside vendor. Some examples of these include renting of robes, sound systems, portable toilets, external space, tents,

Frequently Used Accounts cont.

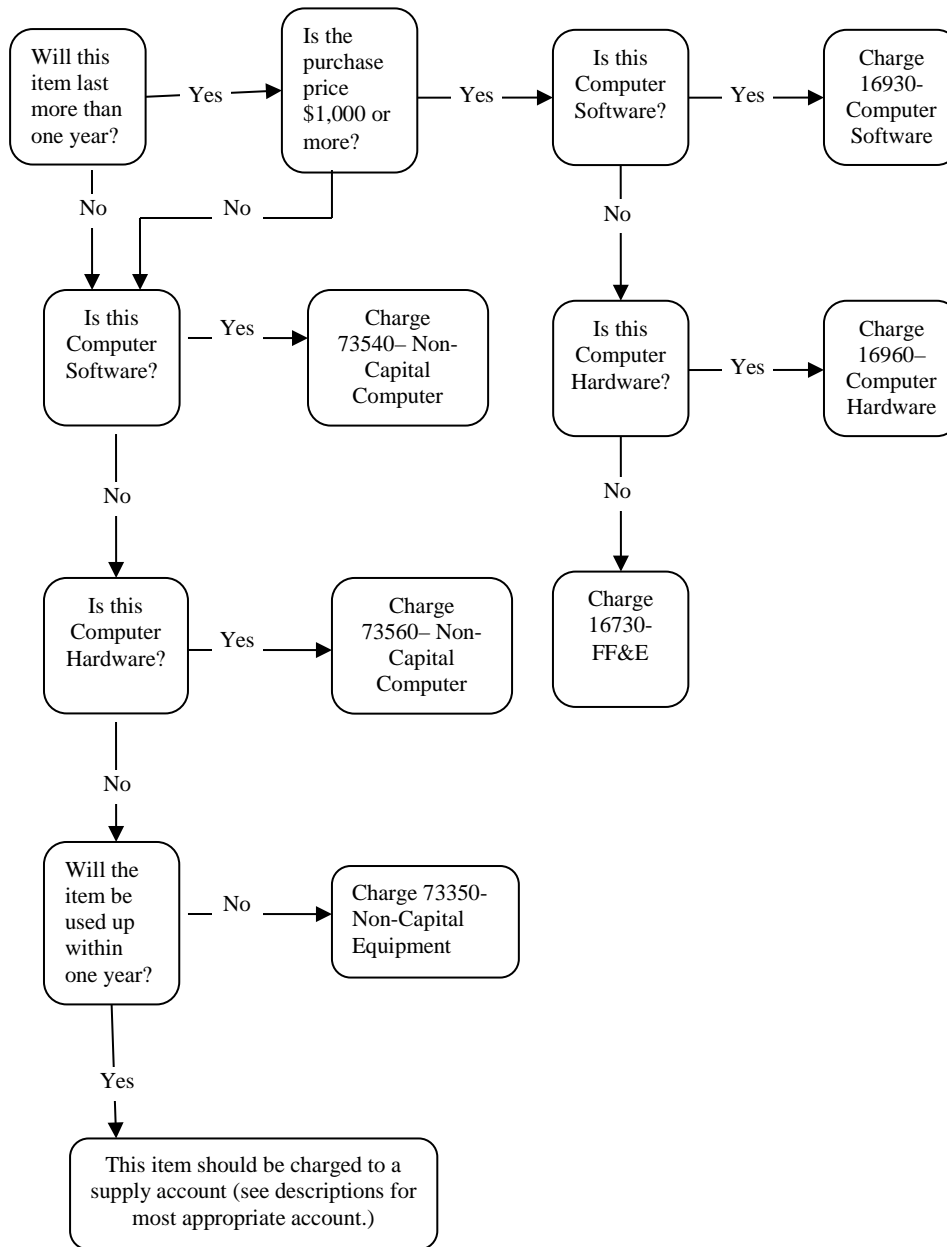
		operating lease payments, furniture, fixtures, and equipment. If labor is included on an invoice for a rented item, this is also charged to rental expense.
78275	Professional Development	Used to capture costs associated with developing and/or training Faculty and Staff. Some examples are entrance fees for clinics, seminars, conferences, sponsorship event that is attended by an RMU employee, consultants time if coming to RMU campuses for personnel training, etc.
78280	Lodging	Costs associated with sleeping quarters (hotels) when traveling on official University trips. This includes Athletic team travel.
78285	Transportation	Costs associated with airfare, mileage, parking, road toll, cab fare, car allowance, car rental (and fuel), etc. when traveling on official University trips. This includes Athletic team travel.
78290	Meals & Entertainment	Costs associated with non-Parkhurst meals, and entertaining when traveling/performing on behalf of RMU. Also includes Athletic team meals and student entertainment programs. Other items can be flowers, cards, cakes, small gifts, etc.
78295	Recruiting	Contains costs related to student recruitment. Also used for employee recruiting process (background checks, travel, hotel, meal, etc.), and relocation/moving expense for employees.
78400	Parkhurst – Internal Food Service	Only expense for on-campus services provided by Parkhurst should be charged to this account. This includes departmental charges at the Food Court, Ice House Bistro, or RoMo's and any other orders from Parkhurst for individual departments.
78450	Dues	Memberships and dues related to organizations that RMU or employees are involved with (includes professional associations and memberships.)
78500	Subscriptions	Subscriptions to newspapers, magazines, and other printed materials (non-library related.)
78600	Advertising	Media advertising costs should come through the Public Relations department. This includes radio announcements, billboards, newspaper, and television ads. Advertising costs associated with hiring of Faculty and

Frequently Used Accounts cont.

		Staff should come through Human Resources. These include web, newspaper, and magazine employee advertising.
78650	Postage	Costs for stamps and other charges associated with postage and mailings (normal ground and overnight costs.)

Asset or Supply Chart

Fixed Asset, Non-Capital Asset, or Supply?



Please Note: This diagram does not include purchases of Library Books.

Special Considerations for Coding

Unit 4 Account Segments: Many departments utilize subaccount(s) and/or project codes. Please be sure to include these segments in the proper order and placing in the Unit 4 account string. Do not skip segments or rearrange the segments of the string as it could result in improper coding in the general ledger. The complete Unit 4 account string in the proper order is:

Account (Mandatory)	XXXXXX
Cost Center (Mandatory)	XXXX
Project (Optional)	XXXXXX or XXXXXXX
Work Order (Optional)	XXXXXX-X or XXXXXXX-X
Activity (Optional)	XXXXXX
Subaccount (Optional)	XXXXXX
Fund (Mandatory)	XX