Contents

FOP and FOAP REVIEW .................................................. 2
  Fund (Where) ................................................................. 2
  Organization (Who) ....................................................... 2
  Account (What) ............................................................ 2
  Program (Why) ............................................................. 2

ACCOUNT TYPE CATEGORIES .............................................. 2
  Budget Pools (Sub-Categories) ......................................... 2

ACCOUNT CODES for Reporting Procedures ......................... 3
  HUB: Historically Underutilized Business Reporting ............ 3
  1099–MISC. Reporting .................................................... 3
  Fixed Asset Recording/Reporting ....................................... 3
  Texas Comptroller Reporting ........................................... 3
  TTU Accounting Services ................................................. 3

ACCOUNT Terms, Definitions, and Guidelines ....................... 4
  Consumables .................................................................. 4
  Furnishing and Equipment (Non-Consumable) .................... 4
  Controlled Purchases ..................................................... 4
  Capital Purchases .......................................................... 4
  Professional Services ..................................................... 4
  Other Services ............................................................. 4

ACCOUNT CODES for Special Items, with Definitions .......... 5
  Food and Entertainment .................................................. 5
  Golf Carts ..................................................................... 5
  Parts to Enhance Equipment (fabricated) .......................... 5
  Speaker Fee/Honorarium and Travel ................................. 5
  Gift/Award/Prize ............................................................ 5
  Contributions Between Departments .................................. 5
  Unmanned Aircraft (i.e. drones) for Charts T & S .......... 5

ACCOUNT CODES: References and Work Aids ..................... 6
  Account Code Descriptions ............................................. 6
  Account Crosswalk ....................................................... 6
  TechBuy ........................................................................ 6
  Expenditure Allowability Matrix ..................................... 6
  Cognos ......................................................................... 6
  Frequently Used Codes (Equipment/Services) .................. 6

Key Operating Policies .................................................... 6
Email Assistance (found in Outlook Address Book) ............. 6
FOP and FOAP REVIEW

Fund (Where) - A six character code that identifies the cash account of a self-balancing set of accounts and the purpose of funding (E&G, Designated, Auxiliary, etc.). It’s like your home checking account, adding and subtracting funds.

Organization (Who) – A six character code that identifies an Authorized User of the fund, usually a department or a budgeted activity within a department, and the responsible Organization Manager. Each authorized user has a budget using a fund!

Account (What) – A six character code that identifies revenue source, balance sheet and expenditure transactions. Account Codes have sight recognition for Account Type Categories (see topic below) with sub-categories called Budget Pools. Each transaction includes an Account Code!

Program (Why) – A three character code with roll-up capability that identifies a function for expense categories (research, academic support, instruction, etc.). A fund is identified by a Program Code!

FOP identifies a “budget”!

Account Type Categories

Accounts are structured to have sight recognition for different account types (revenue, salary, expenditure, etc.). We are going to focus on the Expenditure codes in today’s class.

<table>
<thead>
<tr>
<th>Category</th>
<th>Account Type Categories</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Assets</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Liabilities</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Control Accounts</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Fund Balance</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Revenue</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Salaries</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Expenditures</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Transfers</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Fund Additions</td>
</tr>
</tbody>
</table>

Budget Pools (Sub-Categories)

Account Code Descriptions: View the Budget Pool list, with Account Codes and Descriptions

Expenditure Allowability Matrix: Budget Pools indicate the expenditures allowed on the FOP

(see pg 6 Work Aids to locate these references online)
ACCOUNT CODES for Reporting Procedures

HUB: Historically Underutilized Business Reporting
Texas Tech is required to make a good faith effort to utilize HUBs in contracts and purchases awarded. Semi-Annual and Annual Reports are submitted to the Texas Comptroller of Public Accounts (CPA). The report documents expenditures in six categories in which certain account codes identified by the CPA are considered HUB reportable. The reports submitted identify amounts purchased from HUB Vendors and total reportable HUB expenditures. For example, the FY18 categories and the HUB goals are identified as:

- Heavy Construction 9.96%
- Building Construction 11.68%
- Special Trade 21.63%
- Professional Services 17.00%
- Other Services and Commodities 13.86%
- Commodity Purchases 30.31%

1099–MISC. Reporting
- The Internal Revenue Service (IRS) requires issue of Form 1099-MISC each calendar year for certain payments. A Form 1099-MISC is issued to the vendor and reported to the IRS.
  - Account codes are used to identify payments required to be reported on Form 1099-MISC. Payments for rent, royalties, prizes/awards/gifts, medical and health care payments, services provided, and attorneys are the common categories.
  - A cumulative total of $600 or more must be reported to the IRS, and is taxable.

Fixed Asset Recording/Reporting
- Account codes used generate certain tags for controlled/capital equipment tracking and recording. Yearly inventory certification is required to be reported to the Texas Comptroller of Public Accounts.

Texas Comptroller Reporting
- Annual financial reports are required to be submitted to the Texas Comptroller of Public Accounts. Information in the annual financial reports can be used by ranking services and other colleges/universities for comparative purposes. Consistency and correct account code use allows for better internal year to year comparisons and comparisons to other colleges/universities.

TTU Accounting Services
- **Lab Code.** When purchases are exclusively for the lab or research, 7C09xx is used to help distinguish research supplies from other supplies used within the department, i.e. office supplies. If the item(s) purchased will have a dual purpose/use, then one of the other 7C0 codes should be used.
  - For example, paper towels used exclusively for lab or research would be 7C0902 Consumables Lab and not 7C0010 Consumables Office.
- **Registration fees paid from grant funds.** The University code for paying conference or workshop registration fees is 7N0013, but when the fees for employee/student attendance will be paid from grant funds (**fund classes 25B, 25C, and fund groups 21, 22, 23), choose from the following:
  - 7B0901 In State Registration Fee
  - 7B1901 Out of State Registration Fee
  - 7B2901 Foreign Registration Fee
  - 7N0013 (Usual campus code; should never be used when paying from grant funds)
ACCOUNT Terms, Definitions, and Guidelines

Goods: Commodity and Equipment

**Consumables** – Purchases have a lifespan of less than one year.
- Examples include toner cartridges, paper clips, paper products, pens, pencils, rubber bands, etc.
  - 7C0010 Consumables Office (Administrative environment)
  - 7C0011 Consumables Non-Office (All other)
  - 7C0012 Consumables Dining and Kitchen (Food preparation, serving, catering)
  - 7C0902 Consumables Lab (used exclusively for research or research lab)
- **Not be used** for Furnishing and Equipment, food and entertainment, hardware, or promotional items.

**Furnishing and Equipment Noncapital** – Unit cost is under $5,000 including shipping, warranty, etc.
- Examples include bulletin boards, desks, filing cabinets, calculators, etc.
  - 7C0131 Furnishing/Equipment Noncapital Office
  - 7C0132 Furnishing/Equipment Noncapital Non-Office
  - 7C0133 Furnishing/Equipment Noncapital Dining Hall/Kitchen
  - 7C0912 Furnishing/Equipment Noncapital Lab
- **No equipment** should be coded as “consumables (above)”: 7C0010, 7C0011, 7C0012 or 7C0902.
- **Not be used** for controlled or capitalized items, see below.

**Controlled Purchases** – Unit cost is greater than $500 and less than $5,000 including shipping, warranty, etc. The item will be tagged and listed as property inventory.
- Controlled items are Guns, Stereo Systems, Cameras, TVs, VCRs, DVD players, Camcorders, Laserdisc players, Computers, Laptops, and Data Projectors.
- **Guns** are controlled purchases regardless of the unit cost.
  - **Computer** – Greater than $500, less than $5000: If purchased separately, it should be coded separately.
    - 7C0200: MS Computer Equipment Controlled – computers, laptops, projectors (use this code if everything is in one item, i.e., a bundle)
    - 7C0131 MS Furnish/Equip Noncapital Office – computer cases and accessories
    - 7C0181 MS Parts Computer Equip Noncapital – keyboard, mouse, monitors, printers, etc.
    - 7C0916 MS Controlled lab asset
    - 7F0021 RM Repairs/Maint Computer Equip – maintenance agreement
- **Equipment** – Greater than $500 but less than $5000
  - 7C0190: AV equipment, stereos, video recorders, DVD and DVR players, televisions
  - 7C0914: For controlled lab

**Capital Purchases** – Unit cost greater than $5,000 including shipping and associated purchase expenses.
- Account codes for capital purchases are 71xxxx.
- Software is capitalized when the value is greater than $100,000. (Below $100,000, use 7Cxxxx)

Services

**Professional Services** – Providers may possess a higher education degree or recognized license or certification.
- Examples are Consultants, Medical, Veterinary, Legal, Lecturer, Architectural, Engineering
- Account codes for professional services are 7Axxxx

**Other Services** – 7N3xxx  For services such as waste disposal, laundry, custodial, advertising, freight, lab analysis, alterations, framing, engraving, interpreters, chef services, photographers, security guards, exterminators, etc
- 7N3xxx codes (Not for Promotional Items, which are coded 7N6009)
- 7N3050 Small services (Not for maintenance and repairs, use codes from 7Fxxxx).
- 7N3010 Temp services are coded as Contracted Temporary Employment Agencies.
ACCOUNT CODES for Special Items, with Definitions

Food and Entertainment - 7N4xxx  Allowable expenses must be in accordance with
• OP 72.05, Expenditures for Official Functions, Business Meetings, and Entertainment
• A FOP that allows food and entertainment. See the Expenditure Allowability Matrix (Excel) > F & E Matrix tab (see Work Aids, pg 6 for online copy)
• Accompanied by a completed food and entertainment form
• All associated event costs should be coded under food and entertainment

Golf Carts
• 7J0010 includes golf carts that are insured and licensed (street legal)
• 7J0020 is all other golf carts (not street legal)

Parts to Enhance Equipment (fabricated)
• 7J0060 - CO Fabrication of Equipment Capital (because it enhances the value of the equipment)

Speaker Fee/Honorarium and Travel – Code into separate line items for tax purposes
• Speaker fees are taxable
• Travel expenses are not taxable
• When not separated the entire expense will be considered taxable.

Gift/Award/Prize 7N2000, OE Awards/Prizes. This code is used for tax purposes.

Contributions Between Departments 7N2002
• Use a Budget Revision to transfer funds, Option 4.
• Do not use a Cost Transfer or IV (not a FiTS entry)

Unmanned Aircraft (i.e. drones) for Charts T & S
• Follow the detailed definitions and policies outlined in OP 76.07: Purchasing Approval and Flying of Unmanned Aircraft Systems on Texas Tech Property.
  ▪ All Texas Tech employees, third parties, or students/hobbyists wishing to use Unmanned Aircraft Systems (UAS) or model aircraft on or over University property must receive approval of the Texas Tech Police Department. The UAS Request Form is available as an attachment to OP 76.07.

• Prior to departmental purchase, the following is required:
  1) Approval from the Office of the Vice President for Research,
  2) Either apply for and be granted a Certificate of Waiver or Authorization (COA), or have a Remote Pilot Certificate from the FAA, and
  3) A certificate of insurance must be provided to and approved by the Texas Tech Office of Risk Management.

• Unmanned aircraft, regardless of dollar amount, are not allowed on procurement cards.
  ▪ Less than $500: 7C0137 Unmanned Aircraft Noncapital
  ▪ Greater than $500 and less than $5,000: 7C0191 Unmanned Aircraft Controlled
  ▪ Over $5,000: 7J0021 Unmanned Aircraft Capitalized
ACCOUNT CODES: References and Work Aids

Account Code Descriptions (Excel)  Listed by Budget Pool, every account code has a description.
   A&F Work Tools Tab > AFISM > Resources > filter by Finance > Account Code Descriptions (Excel document)

Account Crosswalk  It’s a search tool!
   A&F Work Tools Tab > AFISM > Resources > filter by Finance > Account Crosswalk
   •  Search by name or keyword to locate possible account codes.
   •  Search by account code to see examples of items or services.

TechBuy  Account Code descriptions are limited in TechBuy, but the Account Crosswalk (above) can display all of the valid items for a code.
   •  During FOAP entry either on the Header or Line Level, click on Select from all values
   •  Search by Value (account code) or Description
   •  Results will provide all account codes that have the search word in the description

Expenditure Allowability Matrix  View Budget Pools for expenses allowed on a FOP
   A&F Work Tools Tab > AFISM > Resources > filter by Finance > Expenditure Allowability Matrix

Cognos  Report FI067 – List of Valid Account Codes
   Select Chart and Account Type (70s-Operating Expenses) for a list of Budget Pools, then select those to view or Select all. If you view the report in PDF, you can use Ctrl+F to search by keyword within the description.

Frequently Used Codes (Equipment/Services)
   A&F Work Tools Tab > Procurement Services > Visit Procurement Website > Resources > Training & Workaids > Purchasing > Requisition & Purchase Order Accounting Guides >
   •  Frequently Used Codes for Equipment
   •  Frequently Used Codes for Services
   PCard Services > Procurement Card >
   •  Frequently Used Banner Account Codes

Key Operating Policies

Disclaimer:  In the event information in this guide conflicts with current operating policies, the current operating policy should be followed.  Link to Operating Policies & Procedures site: http://www.depts.ttu.edu/opmanual/
   OP 72.05  Food and Entertainment Policy: Food Forms
   OP 76.07  Purchasing Approval and Flying of Unmanned Aircrafts Systems on Texas Tech Property

Email Assistance  (found in Outlook Address Book)

Procurement Services:  techbuy.purchasing@ttu.edu
Procurement Card:  purchasing.pcard@ttu.edu
Travel:  travelservices@ttu.edu
Tax Compliance & Reporting:  tax.forms@ttu.edu
Property Management:  property.management@ttu.edu
Accounting Services:  accountingservices@ttu.edu