

**CHARLES STURT UNIVERSITY
DIVISION OF FINANCE PROCEDURES**

GUIDELINES FOR ACCOUNT CODE USE ON BANNER FINANCE

The Division of Finance has a responsibility to ensure that all transactions processed through the Finance System are correctly categorised by using the most appropriate Account code on each. Therefore, this may necessitate the changing of inappropriate Account Codes entered on Purchase Requisitions, Direct Pay Requests, Invoice Requests, Funds/Transaction Transfer Requests etc, as they are being processed in Finance. Any such alterations should comply with the following guidelines.

- It is **most important** to ensure that each transaction is coded to the correct Account **Category** - the actual Code used within the category is of lesser importance, especially in cases where more than one code seems applicable and for small amounts. Therefore the first step in determining the correct Account code is to ascertain the **type of item** - not to find where a similar title to the name of the item appears in the list of Account codes. For example, a payment for goods should not be charged to an Account within the “Fees for Services Rendered” category.
- When there is **doubt** as to the appropriate category applicable, the Finance Officer should **contact the originator** to verify the nature of the item(s) so that the correct code may be ascertained (keeping in mind the above point).
- When an Account Code is obviously wrong, it may be changed and the Finance Officer may **advise the document originator** (by sending them a photocopy of the altered form).

PAYMENT ACCOUNT CODES

General

- Purchase Orders and Payments must be charged to an **Expenditure** Account code - i.e. within the range **200 to 482**; Accounts 8100, 8200, X Accounts and B65 are **not** to be used.
- The only “salary” Accts which may be used for payments outside the salary system are **108 & 130** - to be used when paying a vendor for the use by CSU of specified member(s) of their staff. (NB not applicable to payments to hospitals for Clinical Supervision - non-specified hospital staff perform a supervision service but are not actually working for CSU).
- Only the Salaries section may make payments from salary deduction Account codes - 730 to 756, 790 to 899.
- Income (5--) Account codes are **not** to be used, unless CSU is refunding income to the vendor from whom it was received - in these cases, the code to which the receipt was originally credited is to be used as the payment code.
- Internal Recoveries and Income (6--) Account codes are **not** to be used.

Books, Periodicals and other such reference items

- **400 or 444** - all books, periodicals, manuals, magazine subscriptions etc purchased other than by Library Services. Note that when payment for **membership** of an organisation also includes delivery of regular newsletter/journal, this is a Membership Subscription - **Acct 354**.
- 221 to 225 are for **Library use only**.

Equipment/Assets

- **431** - Stand-alone equipment items, or one part of a total group of integrated items, with a cost **exceeding \$100** but less than \$10,000 (less than \$100 - generally Acct 420), except furniture/fittings (Acct 428).
- **430** - Computer software, i.e. programs etc, less than \$10,000
- **426/427/437** - Stand-alone equipment items, or a total group of integrated items, with cost **exceeding \$10,000** and useful life expectancy exceeding 2 years (**assets**).
- **434** - **all Works of Art**, regardless of cost.
- **419** - repairs, or parts for repair, of items of equipment (n.b. extra parts added to an item of equipment should be coded to the applicable equipment purchase code).

Freight/Courier

- **300** - for cost of delivery of items not purchased, e.g. sending/receiving parcels of documents.
- **414** - for cost of delivery of items (not assets) purchased.
- Freight on delivery of **assets** purchased is charged to the same Acct code as the asset purchase - **426/427/434/437**.

Hospitality

All payments for food/drink to be consumed (including tea/coffee etc), non-travel meals not associated with a seminar or conference, gifts etc must be recorded on a hospitality Account code – 403 or 415 (gifts)/ 441 (meals/entertainment).

Photocopier Costs

- **422** - copier toner, developer, consumables, paper, maintenance agreements.
- **348** - copier hire.
- **419** - copier repairs/parts.

343 - Consultants

- to be used **only** for definite **Consultancies**, i.e. engagement of a consultant to investigate and report on specific matter(s).

Travel

All travel-related costs must be charged to a Travel Account, with the exception of **Conference Fees** - these are not a cost of travel, so should be charged to **342**.

INVOICE/RECEIPT ACCOUNT CODES

- Income is always to be invoiced/receipted into an **Income** account code i.e. commencing with “5”.
- The **only exception** is in cases where CSU has paid for something and all or part of that payment has been **refunded** to CSU - in these cases, the code from which the payment was originally taken is to be used as the receipt code.
- **562** - for sale of **assets** only (i.e. items originally purchased for more than \$10,000).
- “Recovery” and “Internal Income” codes, i.e. commencing with “6”, are **not** to be used for invoices/ receipts.

INTERNAL TRANSFERS ACCOUNT CODES

- Amounts are **not** to be transferred from Income (5--) or Recovery (6--) Accounts to Expenditure Accounts or vice versa - unless a receipt or payment was originally coded inappropriately and the error needs to be corrected.

- Transfers of a receipt or a payment to another Fund/Org/Prog - the same Account code as used on the original entry must be used on both the DR and CR entries.
- Charges by a section for goods or services are to be debited to an appropriate Expenditure Account code and credited to the Recovery Account code (6--) which **corresponds to the Account category** of the debit.
- Credits to "T"-Fund codes from CSU are exceptions to the previous guideline - these are to be processed on "5--"Account codes (organisations with T-Funds are not part of CSU).
- Account 640 may be used as the debit code for funding transfers between Budget Centres when they do not relate to a specific expense type; the corresponding credit Account is 640.

INTERNAL INCOME ACCOUNT CODES

Accounts 630 to 641 are only used for central University income distributions to Budget Centres.

Policies - Balances Carried Forward & Internal Funding Transfers, can be found at.
<http://www.csu.edu.au/division/finserv/staff/policies/p-end-year>

Last revised 24 September 2013