

# HOW TO USE PEOPLESFT ACCOUNTS

TCU Financial Services

September 2022

Account	Name	Restrictions/ Specific Dept use	Account Usage	BUDGETED		CARRYOVER	
				Yes	No	Yes	No
<b>Revenue accounts available for department use:</b>							
4401	Fines		Record revenues from fines assessed to students & employee, such as parking fines, library fines, social (fraternity or sorority) fines, housing fines, or fines for damages etc.	X			X
4406	Fees - Other		Record miscellaneous fees, such as health insurance fee, Campus Rec fees, Frog Camp charges, Parking permits. Lost ID's etc.	X			X
4411	Misc Income		Record revenue from miscellaneous sources. Should only be used if there is no other appropriate revenue account	X			X
4412	Sales		Record revenue from University sales, such as printing services, mailing services, sale of licensed products, event tickets (other than Athletics), etc	X			X
4413	Service Revenue		Record revenue from services provided to non-University entities (such as Follett, Sodexo, American Tower, AT&T)	X			X
4414	Rental Income		Record revenue from miscellaneous rentals (such as Post office boxes)	X			X
4417	Rental Of Facilities		Record revenue from rental of University property & facilities (Conference Services, Housing, Tennis Pro Shop, Tennis Court rental, etc)	X			X
4900	Expense Recovery		Represents cross-charges to other TCU depts for products, materials or services. Also used to recover the costs of items acquired for other depts. SHOULD NOT be used to receipt payments from outside parties for goods or services.	X		X	

<b>Expense accounts available for department use:</b>							
6210	Student Travel		Record student travel expenses	X		X	
6220	Travel		Record employee domestic travel expenses	X		X	
6221	Foreign Travel		Record employee foreign travel expenses	X		X	
6222	Consultant Travel		Record non-employee travel expenses for consultants, lecturers, etc.	X		X	
6224	Research Participant Travel	<b>Research Grants only</b>	Record grant funded research project travel expenses		X	X	
6225	Research Participant Support	<b>Research Grants only</b>	Record research participant expenses to include stipends, allowances, conference fees, etc. in order to comply with Federal guidelines		X	X	
6230	Expense Allowance		Record expense allowance	X		X	
6240	Meals & Catering Services		Record employee & guest(s) meals related to travel, meetings, events or entertainment. This includes catering for employee or student events or meetings, Sodexo catering services, University business related restaurant meals, and reimbursable meals while traveling on University business.	X		X	
6250	Recruiting		Record recruiting-related expenses other than travel	X		X	
6251	Recruiting Travel		Record recruiting travel expenses	X		X	
6260	Entertainment		Record entertainment expenses related to TCU	X		X	
6270	Training / Workshops		Record expenses for seminars, training sessions, workshops, etc.	X		X	
6305	Personal/Non-Reimbursable Exp		Record personal or non-allowed charges made on a PCard or a Travel card		X	X	
6310	Advertising		Record external advertising expenses	X		X	
6330	Dues & Subscriptions		Record dues, subscriptions & license fee expense	X		X	

Account	Name	Restrictions/ Specific Dept use	Account Usage	BUDGETED		CARRYOVER	
				Yes	No	Yes	No
6339	Furniture		Record purchase of furniture	X		X	
6340	Equipment		Record purchase of equipment other than computer & computer-related equipment or furniture	X		X	
6341	Computer Equipment/Software		Record purchase of computers, computer related equipment & all software expenses	X		X	
6342	Maintenance Agreements		Record maintenance agreements expense, such as for copiers, computers, & software	X		X	
6343	Rental Equipment		Record incidental rental of equipment for a period less than 1 year	X		X	
6344	Leased Equipment		Record routine lease payments for equipment ( <b>send copy of lease to Financial Services</b> )	X		X	
6370	Postage & Shipping		Record purchases of stamps & postage expenses. This includes shipping charges.	X		X	
6380	Printing & Copying-Off Campus		Record payments for printing services by an external vendor (not TCU)	X		X	
6390	Publications		Record purchase of publications, commonly used by Library for periodicals	X		X	
6391	eBooks		Record purchase of electronic books and publications		X	X	
6409	Rent		Record rent charges such as storage & rental of facilities outside of TCU	X		X	
6410	Services		Record payments for miscellaneous services performed. Should only be used if there is no other appropriate account	X		X	
6411	Services - Students	<b>HR Approval required</b>	Record A/P payments to students for non-payroll services, such as FrogCamp	X		X	
6430	Supplies		Record purchases of supplies (not equipment), such as office supplies	X		X	
6431	Lab Supplies		Record purchase of lab supplies	X		X	
6436	Research-Instructional Supplies	<b>Research Grants only</b>	Record instructional supplies for Research Grants	X			X
6437	Research-Project Supplies	<b>Research Grants only</b>	Record project supplies for Research Grants	X			X
6440	University Book Store Charge		Used to record bookstore purchases	X		X	
6445	Other Expense		To be used only if there is not another account to accurately describe an expense	X		X	
6465	Miscellaneous Taxes		Record TCU misc tax expense such as sales, telecommunication, & excise tax	X		X	
6485	Utilities - Cellular / Mobile		Record cell phone expenses	X		X	
6505	Repairs		Record repair expenses	X		X	
6510	Renovations		Record renovation expenses	X		X	
6601	Legal Fees		Record all legal expenses	X		X	
6603	Other Professional Fees		Record payments to professionals or professional organizations	X		X	
6604	Special Services		To be used only if there is not another service related account to accurately describe an expense (should not be used for meals, food services, catering, cleaning services, or travel/hotel expenses)	X		X	
6620	Outside Honorm/Consultant Fee		Record payments for consulting provided to TCU by individuals or small companies (other than large, professional organizations which should go to 6630 Consulting Fees)	X		X	
6630	Consultant Fees		Record fees for consulting services	X		X	
6820	Research Sub-contract	<b>Research Grants only</b>	Record Payments to other schools or organizations for Research Grants	X			X

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**Revenue accounts available to specified departments only:**

4101	Tuition	Finance/Admin	Record tuition revenue	X			X
4151	Fees- General Univ	Finance/Admin	Record student fee revenue	X			X
4153	Fees-Admissions Application	Admissions	Record admission application revenue	X			X
4155	Fees-Academic	Finance/Admin	Record various academic fee revenue	X			X
4157	Fees - Student Government	Finance/Admin	Record student government fee each semester to each student	X			X
4202	Grants/Contr: Fed	Finance/Admin	Record Federal grants & contracts revenue	X			X
4203	Grants/Contr: State	Finance/Admin	Record State sponsored grants & contracts revenue	X			X
4204	Grants/Contr: Private	Finance/Admin	Record Private grants & contracts revenue	X			X
4260	Gift - General	Advancement	Record all unrestricted & temporarily restricted gifts to TCU, including annual fund & departmental restricted gifts	X			X
4261	Gift - Bequests & Trusts	Finance/Admin	Record unrestricted bequests		X		X
4290	Gift to Permanent Capital	Finance/Admin	Record all permanently restricted gifts to TCU, including donor designated endowment gifts		X		X
4390	Unitized Pool Income	Finance/Admin	Allocate the Trustee-directed spending limit to the various restricted revenue funds	X			X
4391	Unitized Pool Income -Auxiliary	Finance/Admin	Record unitized pool income - Auxiliary	X			X
4405	Advertising	Student publications	Record advertising revenues in student publications, such as Skiff, Image Magazine, & Journalism	X			X
4408	Fees - Contra	Health Center	Record student health insurance premiums paid	X			X
4415	Transcripts	Registrar	Record transcript fee revenue	X			X
4422	Vending	Housing Office	Record revenue from vending machines	X			X
4801	Revenue from Games	Athletics	Record revenue from ticket sales to TCU Athletics events	X			X
4802	Athletic Concessions	Athletics	Record revenue from concession sales to TCU Athletics events	X			X
4803	Athletic Programs	Athletics	Record revenue from program sales at TCU Athletics events	X			X
4804	Athletic Guarantees - Paid	Athletics	Record payments to other schools for participation in TCU Athletics events on TCU campus	X			X
4805	Athletic Guarantees-Received	Athletics	Record payments received from other schools for the TCU Athletics participation in sporting events at other locations	X			X
4806	Parking for Games	Athletics	Record parking revenue for Athletics events	X			X

**Expense accounts available to specified departments only:**

6100	Faculty Salaries	Payroll	Record salaries of faculty	X			X
6101	Exempt Staff Salaries	Payroll	Record salaries of exempt staff	X			X
6102	Overtime Pay	Payroll	Record overtime expenses	X		X	
6104	Student Salaries	Payroll	Record all student salary expenses	X		X	
6105	Non-exempt Staff Salaries	Payroll	Record salaries of non-exempt staff	X			X
6106	Summer School Pay	Provost	Record faculty salary for summer school terms	X			X
6107	Faculty Overload	Provost	Record faculty salary for extra course taught by full-time faculty (overload)	X			X
6108	Adjunct Staff Instructor	Provost	Record staff salary for any course taught	X			X
6110	Additional Pay	Payroll	Record re-occurring payments specifically budgeted for an individual or attached to a position, such as an employee who has taken on interim work assignments until a new person is hired into a vacant position (i.e.. interim director)	X			X
6111	Additional Pay-Single Payment	Payroll	Record infrequent payments attached to a budgeted pool of money in a department that can be assigned to various individuals, such as a faculty member providing a seminar	X		X	
6115	Graduate Adjunct Salaries	Provost	Record the salary for current students who are hired to teach as adjuncts	X			X
6120	Temporary Personnel	Payroll	Record temporary personnel expenses	X		X	
6223	Special Air Travel	Chancellor	To record air travel for special regional functions (private air travel)	X		X	

Account	Name	Restrictions/ Specific Dept use	Account Usage	BUDGETED		CARRYOVER	
				Yes	No	Yes	No
6124	One Year Faculty Appointments	<b>Provost</b>	Record salaries for one-year faculty	X			X
6125	Adjunct Faculty	<b>Provost</b>	Record salaries for adjunct faculty	X			X
6126	Commission Instructors	<b>School of Music</b>	Record payment of lesson fees to music instructors	X			X
6127	Lead Pay	<b>Payroll</b>	Record additional pay to staff that are assigned lead responsibilities	X			X
6130	Shift Differential	<b>Facilities/Police</b>	Record shift differential expenses (addition in pay for working second shift, third shift, evenings or nights)	X		X	
6241	Non-Competition Food & Drink	<b>Athletics</b>	Record non-competition food and drink required for NCAA reporting	X			X
6320	Computer Charges	<b>IT</b>	Record internal computer cross charges	X		X	
6338	Tools	<b>Facilities</b>	Record purchase of tools	X		X	
6345	Student Meals	<b>SODEXO only</b>	Record food services provided by dining services for student meals. Includes Athletics Training Table meals for athletes. Does not include catering services provided by Sodexo.	X		X	
6346	Maintenance Services	<b>Facilities</b>	Record expenses that are not repairs or covered under a maintenance agreement	X		X	
6347	Online Software/Cloud Software	<b>IT</b>	Record expenses for cloud based, software as a service systems	X		X	
6350	Long Distance Charges	<b>Telecommunications</b>	Record long distance charges	X		X	
6351	CATV Services	<b>Telecommunications</b>	Record CATV connections	X		X	
6352	Telecommunication Services	<b>Telecommunications</b>	Record telephone port changes	X		X	
6360	Mail Services	<b>Mailing Services</b>	Record internal charges to other depts for postage & mail services. This does not include purchases of stamps, shipping charges or other postal expenses.	X		X	
6365	Printing Services	<b>Printing Services</b>	Record internal charges to other depts for printing services	X		X	
6366	Instructional Services	<b>Instructional Services</b>	Record internal charges to other depts for rental of classroom lecture equipment, etc.	X		X	
6368	Access Code Copies	<b>Printing Services</b>	Record internal charges to other depts for copies where an access code is entered	X		X	
6381	Departmental Card Copying	<b>Library</b>	Record internal charges to other departments for departmental card copying	X		X	
6447	Cost of Goods Sold	<b>TCU Press</b>	Record cost of goods sold	X		X	
6469	Diesel Fuel	<b>Facilities</b>	Record fuel expenses	X		X	
6470	Fuel & Gasoline	<b>Facilities</b>	Record fuel expenses for University owned or leased vehicles	X		X	
6471	Utilities - Electricity	<b>Facilities</b>	Record utility expenses for electricity	X		X	
6475	Utilities - Gas	<b>Facilities</b>	Record utility expenses for gas	X		X	
6481	Utilities - Telephone	<b>Business Services</b>	Record utility expenses for telephones	X		X	
6491	Utilities - Water	<b>Facilities</b>	Record utility expenses for water	X		X	
6495	Utilities - Water Disposal	<b>Facilities</b>	Record utility expenses for water disposal	X		X	
6498	Utilities - Ionized Water	<b>Facilities</b>	Record utility expenses for ionized water	X		X	
6610	Commissions Paid	<b>TCU Press</b>	Record commissions paid	X		X	
6701	Financial Aid Expense	<b>Financial Aid</b>	Record undergraduate unrestricted & restricted financial aid expenses	X			X
6702	Grants in Aid	<b>Athletics</b>	Record NCAA sponsored grants-in-aid	X			X
6705	Graduate Financial Aid	<b>Provost</b>	Allocate & record graduate financial aid	X			X
6720	Stipends	<b>Payroll</b>	Record payments to graduate assistants	X			X
6850	TCU Research Funding	<b>Research only</b>	Record TCU sponsored Research funding		X	X	
8160	Amortize-Press Book Inventory	<b>TCU Press</b>	Record amortization of inventory	X		X	