The Subcode Listing provides the four-digit codes used to record financial transactions in their “natural classification” and serves as the University’s “Chart of Accounts.” The University’s Account Structure for the PRISM General Ledger can aid in the understanding and accuracy of the accounting for University revenue and expenses. Refer to the PRISM Account Structure and Attributes of the General Accounting website.

**REVENUE**

Revenue subcodes should be used to record revenue only from sources external to the University. General Accounting must authorize exceptions. For example, the Theatre Arts Department may use the revenue subcode to charge other departments for show tickets.

*Sales and services* of educational departments includes revenue incidentally related to the result of instruction, research and public service and revenues of activities that exist to provide instruction and lab experience for students that create goods and services that may be sold to students, faculty, staff and the general public.

- Subcode 45XX  
  Examples include sales of scientific and literary publications, testing services, health clinics, specialized service facilities, athletic events, and theaters.

*Other revenue* is revenue from an external source that does not fall into the classification of tuition, housing, sales and services (auxiliary and non-auxiliary), rental revenue or patent revenue. Gifts received from outside sources should be credited to 4400 and not 4910.

- Subcode 4910  
  Examples include University Times advertising and subscription sales, residence fees, and Heinz Chapel event fees.

**EXPENSE**

Expenses are recorded in the University general ledger by authorized transactions for initial payments e.g., invoices, payrolls, recharges from University administrative and service units, and adjustments of expenditures (cost transfers).
Compensation expense subcodes for FICA expenses related to student workers is broken into two categories. **NOTE:** The following subcodes are FOR USE ON Budget Modification Requests (BMRs), Supplemental Salary Personnel Activity Reports (SPARS), and Salary Wage Cost Transfers (SWCTs) ONLY.

Subcode 5700 Represents students who are FICA paying employees since they carry less than a full-time credit load.

Subcode 5750 Represents students who are not FICA paying employees because they are not required by law to pay FICA taxes. They must be enrolled as full-time students.

**NOTE:** When processing a non-salary cost transfer (NSCT) or non-salary cost transfer research (NSCTR), the original transaction MUST NOT be recorded in a compensation subcode (5000 through 5999.) The only exception is subcode 5880 (compensation cost recovery) which is not used by the Payroll department and therefore may be used in a NSCT or NSCTR entry.

**Fixed assets** are non-expendable, tangible, personal property with a useful life of more than **two years** and an acquisition cost of **$5,000 or more per unit**. For the University to properly record the acquisition of capital assets and to recognize the related depreciation, amounts to be expended for capital assets must be budgeted in subcodes 6100 - 6105 **Fixed Assets**.

**Space and equipment rental subcodes** should be used to record expenses resulting from lease agreements made with external (non-University) parties. Financial reporting standards require the disclosure of certain lease information in the University’s audited financial statements each year. Therefore, the space and equipment rental expenses in the PRISM General Ledger must accurately represent the rental amounts according to the lease documents. The appropriate subcode use for lease/rental expense is as follows:

Subcode 6200 Equipment rental (leases)
Subcode 6290 Equipment rental from University sources (Ex: Central Business Services)
Subcode 6208 One-time equipment rentals (Ex: furniture, gas cylinders, equipment rentals, All Occasions and United rentals, and delivery charges associated with one-time rentals)
Subcode 7300 Space rental (leases)
Subcode 7304 Storage - (Ex: Mobile and self storage, e.g. Guardian Self Storage and Maroadi Transfer and Storage.)

**Note:** Payments to vendors that provide shredding, records management, and document storage, e.g. BRM and Iron Mountain should be charged to subcode 6400, Professional Services.

Subcode 7308 One-time space rentals (Ex. Off-site classrooms, fields, and courts)
Subcode 739X Rental and leases of offices, laboratories, garages, etc. owned by the University.

**NOTE:** Subcodes 6208 and 7308 may not be used for rentals for which there is a Terminated or pending lease agreement.
One-time rentals include equipment and space rentals for which an executed agreement of one year or more does not exist. All departments are required to use subcodes 6208 and 7308 for one-time equipment and space rentals, respectively as these items do not meet the criteria for financial statement disclosure.

**Coffee service and water cooler rental and supplies should not be charged to rental subcodes.** The following subcodes are available for this purpose.

- **Subcode 6070**: Unallowable supplies from external sources that are processed through purchase orders or disbursement requests. Examples include coffee service, polar water, candy, and flowers.
- **Subcode 6085**: Interdepartmental (internal sources) unallowable supplies purchased from non-book centers.
- **Subcode 6097**: Interdepartmental unallowable supplies purchased from the book center.

**Travel and business** expenses of education departments includes cost of transportation, meals, lodging and other travel and meeting related expenses of employees, guests and visitors in relation to University Business.

- **Subcode 6300**: Includes travel within the US and Canada.
- **Subcode 6370**: Travel to any country other than the US and Canada.
- **Subcode 639X**: Interdepartmental conference and registration for faculty and staff training and professional development. Also includes parking permits and faculty recruitment expenses.

**Miscellaneous expense** subcode is used for expenses that cannot be categorized using the natural expense class arising out of the ordinary course of business.

- **Subcode 8100**: Examples include return check handling fees, petty cash purchases, merchant Panther Central (PC), NSF checks and immaterial adjustments needed to reconcile cash, revenue or expenses. Subcode 8100 is also used in place of 826X for transfers between entity 09 and other entities.
- **Subcode 8170**: Examples include prizes to students, faculty, and staff as well as donations or gifts to non-profit institutions.

**Transfer subcodes (826X)** should be used when actual funds are being transferred from one account to another account. For example, expense transfers between any combination of entity, department, purpose, project, or reference codes must use the transfer subcodes 8260 through 8264. Both the debit and credit side of the transaction must use one of these subcodes so that the net effect of the transfer is zero. The entities restricted to using transfer subcodes are 02, 03, 04, 05, 06, 08, 24, 47 and 48. Subcode 8100 is used instead of 826X for transfers between entity 09 and other entities.

**IDC**

There are two types of IDCs, cost center charges and cost redistributions.
Cost center charges are for materials or services that originate within the University and whose price components span multiple expense categories. When recording charges (debit), use an interdepartmental subcode that reflects the nature of the material or service. For cost recovery (credit), use subcodes 8400-8409.

Interdepartmental subcodes 608X and XX9X have been established for many services provided to RCs by other University departments e.g., purchases from the book centers interdepartmental equipment rental, interdepartmental professional services and consulting and interdepartmental photocopying from the University Copy Center and Vend-a-Card.

Interdepartmental Subcode List

6080-6097  Interdepartmental supplies
6190       Interdepartmental Equipment & Office Furniture > $5,000
6290-6293  Interdepartmental Equipment Rental
6390-6395  Interdepartmental Travel & Business
6396       Interdepartmental Vehicle Leases
6397       Interdepartmental Relocation of Faculty/Staff
6490-6495  Interdepartmental Professional Services & Consulting
6690-6696  Interdepartmental Telephone Expense
6890-6895  Interdepartmental Printing & Publications
7105       Interdepartmental Equipment Repairs & Maintenance
7290-7292  Interdepartmental Delivery & Moving
7390-7395  Interdepartmental Operating Lease Space Rental
8400-8409  Interdepartmental Cost Recovery – Examples include monthly telephone cost recovery (credits) for Telecommunications services provided to the departments.

Federal Regulations require the University to separately identify and account for those costs which the Federal government has deemed non-recoverable for indirect cost reimbursement. These costs will be denoted as "Unallowable" as they are not to be included in the allocation of indirect costs to federally sponsored awards. No account is exempt from this treatment. Refer to the PRISM Subcode schedule in Appendix A for further information. Questions regarding the types of costs to be identified as unallocable for federal indirect cost calculations should be directed to Research and Cost Accounting.

Subcode 6081 should no longer be used for site licenses, but rather use subcode 6400 (Professional Services) or 6490 (Interdepartmental Professional Services and Consulting).
Subcodes 7210 (Relocation of Faculty & Staff) and 7293 (Interdepartmental Relocation of Faculty & Staff) have been disabled. Please use subcodes 6310 and 6397, respectively.

For “interdepartmental space rentals” (739x) and “distributed costs” (8300 – 8311), both the debit and the credit must be the same subcode.

**Cost redistributions** are materials or services purchased initially from external vendors and then redistributed by the department to the end user of the materials or services. The subcode used resulting from the initial purchase should be from the natural expense classification. Upon redistribution to the end user, the inter-departmental subcodes are used.

*For example*, Department A purchases scientific supplies from Fisher Scientific and charges subcode 6012 (Scientific & Clinical Supplies). Department B, which is outside of Department A’s area of responsibility, regularly consumes a portion of Department A’s scientific supplies and agrees to be charged based on their actual usage. Department A should process an IDC debiting subcode 6086 (Interdepartmental Scientific and Clinical Supplies) on one of Department B’s accounts and crediting subcode 6086 on Department’s A account.