

05.800-4 Account Code Definitions: Capital

Office: Business Services
 Procedure Contact: Director of Business Services
 Related Policy or Policies: Noted within procedure statement

Revision History

Revision Number:	Change:	Date:
001	Update content and format	12-17-2017

A. Purpose

This procedure sets forth the Account Codes to be used when recording “Capital” expenses within the Banner Finance module.

SOU seeks to ensure that the policies and procedures related to purchasing and accounts payable are documented, communicated, clearly understood, and consistently applied.

B. Definitions

- Account Code: One of the seven FOPAL elements used when posting financial transactions into the Banner Finance System. The Account Code records the type of revenue, expense, asset, liability, control account, or fund balance (owner’s equity)

C. Procedures

Code	Title	Description
40000	Capital Outlay (Capitalized)	Roll-up code to recognize capital expenditures that will be capitalized (Only to be used in non-proprietary funds [outside of auxiliary or service departments]).
40001	Personal Property	Roll-up code to recognize personal property expenditures that will be capitalized (Only to be used in non-proprietary funds [outside of auxiliary or service departments]).
40050	Equipment	Roll-up code to recognize equipment expenditures that will be capitalized (Only to be used in non-proprietary funds [outside of auxiliary or service departments]).
40101	Equipment	To record equipment defined as non-expendable personal property that is not otherwise categorized by a separate account code within this section. (For purchases from proprietary funds see A8011 - Equipment.)
40102	Livestock	To record purchases of livestock for breeding, as draft animals, for dairy or beef production, for experiments or for instruction. The costs of raising immature animals to maturity are treated as current operating expenses (for example see account codes 21055 - Feeds - Grains, 21056 - Feeds - Hay and Straw, 21057 - Feeds - Concentrates, and 21008 - Animal Care).
40103	Artwork/Collection Items	To record Artwork/Collection items that are not permanently attached to buildings and that can be moved from one area to another (e.g., paintings). Includes museum collection procurements and purchases of non-depreciable Library special collection items. This account code is for artwork located inside a building and not attached to it. For artwork located outside a building and not attached to it, see 40403 - Artwork - IOTB. For artwork located either inside or outside a building that is attached to the building, see 40503 - Artwork - Buildings. (For purchases from proprietary funds see A803x - Collections.)
40104	Vehicles	To record purchase of a motorized vehicle that is registered for road use. For vehicles not registered for road use or for non-motorized vehicles (i.e. trailers, lawn tractors or farm implements), use account code 40101 - Equipment. (For purchases from proprietary funds see A8012 - Vehicles.)
40111	Equipment Lease-Purchase	To record expenditures for equipment acquired on a lease-purchase arrangement. Such equipment is placed on inventory when delivered. See account code 40101 - Equipment, for a definition of equipment and for a list of expenses in addition to the lease payments that can be capitalized. All lease-purchase acquisitions are considered to be equipment purchases and are included as part of the expenditures of any separate equipment appropriation (Non-capitalized)

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40113	Principal Installment Payment	To record expenditures for the purchase of equipment through installments. Use this code to record down payment, shipping costs, installation charges and principal payment (Non-capitalized)
40150	Collections	Roll-up code to recognize expenditures associated with collections that will be capitalized (Only to be used in non-proprietary funds [outside of auxiliary or service departments]).
40170	Library	Roll-up code to recognize library expenditures that will be capitalized (Only to be used in non-proprietary funds [outside of auxiliary or service departments]).
40185	Non-SOU Equipment	To record expenditures for the purchase of equipment using funds from grant or agency accounts (Non-capitalized). The following apply to such property: <ul style="list-style-type: none"> - The equipment is purchased with non-state funds. - The equipment is not in the possession of SOU. - Control of the property rests with a third party, not SOU. - Insurance on the equipment is provided by the third party, not SOU.
40190	Library Purchases	To record purchases by institutional libraries, or the UO law library, of books, periodicals, films, tapes, slides and reference materials. Does not include resources in electronic format - see 20109-Library Electronic Resources . See account code 40103 - Artworks/Collection Items, for non-depreciable Library special collection purchases.
40195	Non-Capitalized Owned Equipment - Grants <7-1-95	To record expenditures used only by grant and contracts in effect on 7/1/95 to purchase equipment costing between \$500 and \$5000. This code is excluded from indirect costs. This equipment is placed on the fixed asset system as non-capitalized. No entry is made to investment in plant.
40199	Construction in Progress (Equipment)	To record expenditures during the fabrication period of a constructed item that will eventually be classified as equipment. At completion of fabrication, a journal entry moves the total cost to account code 40101 - Equipment. Do not use this code to purchase an inventory of supplies to be used on unspecified future projects. Also, do not use this code when fabricating equipment in an on-campus self-sustaining shop for transfer to another department. For purchases from proprietary funds see A8014 - Construction in Progress (Equipment).
40201	Vessels	To record purchases of vessels, including any materials and supplies used in the improvement of the vessels themselves or equipment on board the vessel. A vessel is defined as a boat, ship or craft that is made to float or travel upon the water and is greater than 25 feet in length. It may or may not be powered by a marine engine. For anything less than 25 feet (e.g., canoes or rafts), use 40101 - Equipment. For docks and ramps see [B] Real Property. (For purchases from proprietary funds see A8015 - Vessels.)
40299	Real Property	Roll-up code to recognize real property expenditures that will be capitalized (Only to be used in non-proprietary funds [outside of auxiliary or service departments]).
40300	Land	Roll-up code to recognize land expenditures that will be capitalized (Only to be used in non-proprietary funds [outside of auxiliary or service departments]).
40301	Land	To record expenditures for land purchase. The entire purchase price, which includes buildings not intended for use, is included in the value of the land. Other costs are also included, such as land conditioning, provided it is not associated with a building or construction of an IOTB or infrastructure. Land is not included in depreciable assets. (For purchases from proprietary funds see A8121 - Land.)
40303	Land Improvements (non-depreciable)	To record expenditures for improvements that ready land for its intended use and produce permanent benefits. Examples include: <ul style="list-style-type: none"> - Excavation - Fill - Grading - Landscaping
40304	Land Improvements (depreciable)	To record expenditures for improvements that ready land for its intended use that deteriorate with use or the passage of time. Examples include: <ul style="list-style-type: none"> - Parking Lots - Fencing and gates - Paths - Retaining walls - Tennis courts - Athletic fields - Golf courses <p>Improvements that increase the value by less than \$5,000 are coded as maintenance (see account codes</p>

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		235xx - Maintenance and Repairs). Charges from the Physical Plant and other service activities for land improvements are also included.
40305	Land Leasehold Improvements	To record expenditures for improvements made to leased land, the improvements are attached to property not owned by the lessee. For further guidance see Fiscal Procedure 05.281
40310	Land-Legal Service (tax reportable)	To record expenditures for legal services associated with the purchase or improvement of land, easement or right of way. NC - Nonemployee Compensation
40311	Land-Advertising (tax reportable)	To record expenditures for advertising services associated with the purchase or improvement of land, easement or right of way. NC - Nonemployee Compensation
40312	Land-Appraisal Services (tax reportable)	To record expenditures for appraisal services associated with the purchase or improvement of land, easement or right of way. NC - Nonemployee Compensation
40313	Land-Engineering & Architectural Services (Tax reportable)	To record expenditures for engineering and architecture services associated with the purchase or improvement of land, easement or right of way. NC - Nonemployee Compensation
40314	Land-Project Management (tax reportable)	To record expenditures for project management services associated with the purchase or improvement of land, easement or right of way. NC - Nonemployee Compensation
40315	Land-Project Inspection (Tax reportable)	To record expenditures for project inspection services associated with the purchase or improvement of land, easement or right of way. NC - Nonemployee Compensation
40316	Land-Construction Permits & Fees	To record expenditures for building permits, water and sewer hook-up fees, inspection fees and other fees associated with the purchase or improvement of land, easement or right of way.
40317	Land-Conditional Use/Planning Fees	To record expenditures for conditional land use fees, planning (approval) fees, sign fees and parking lot fees associated with the purchase or improvement of land, easement or right of way.
40318	IOTB- Capital Support Assessment	To record assessments for capital project support for the administration of programs and project. The programs include Minority/Women in Business and Emerging Small Business, the Capital Repair Baseline study, studies of space utilization, five-year rental appraisals for Board-approved housing and other system-wide consulting for capital activities.
40319	Land-Miscellaneous Fees & Services	To record payments for fees and services associated with the purchase or improvement of land, easement or right of way where the expense cannot be classified according to the service performed.
40320	Land-BOLI Prevailing Wage Rate Fee	To record This assessment is due to the Bureau of Labor and Industries (BOLI) Prevailing Wage Rate Unit for every contract awarded to a contractor for a public work which is regulated under the Prevailing Wage Rate Unit. The fee is equal to one tenth of one percent (.001) of the contract price but must be no less than \$100 and no more than \$5,000 regardless of the contract price. For further information, see OAR 839-025.
40400	Improvements Other Than Buildings	Roll-up code to recognize IOTB expenditures that will be capitalized (Only to be used in non-proprietary funds [outside of auxiliary or service departments]).
40401	Improvements Other Than Buildings (IOTB)	To record disbursements to construction contractors for the installation or construction of the following: <ul style="list-style-type: none"> - Fountains - Bleachers - Dugouts - Goal posts - Scoreboards - Similar improvements not part of the land or building itself <p>Improvements that increase the value by less than \$5,000 are coded as maintenance (see account codes 235xx - Maintenance and Repairs). Charges from the Physical Plant and other service activities for construction of improvements other than buildings are also included. For purchases from proprietary funds see A8131 - Improvements Other Than Buildings.</p>

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40403	Artwork-IOTB	To record artwork that is not part of land or buildings. It can be attached to a footer or pedestal (e.g., statues). This account code is for artwork located outside a building and not attached to it. For artwork located inside a building and not attached to it, see 40103 - Artworks/Collection Items. For artwork located either inside or outside a building that is attached to the building, see 40503 - Artwork - Buildings.
40405	IOTB Leasehold Improvements	To record expenditures for improvements made to leased IOTB, the improvements are attached to property not owned by the lessee. For further guidance see Fiscal Procedure 05.281.
40410	IOTB-Legal Service (tax reportable)	To record expenditures for legal services associated with the installment or construction of an IOTB. NC - Nonemployee Compensation
40411	IOTB-Advertising (tax reportable)	To record expenditures for advertising services associated with the installment or construction of an IOTB. NC - Nonemployee Compensation
40412	IOTB-Appraisal Services (tax reportable)	To record expenditures for appraisal services associated with the installment or construction of an IOTB. NC - Nonemployee Compensation
40413	IOTB-Engineering & Architectural Services (tax reportable)	To record expenditures for engineering and architecture services associated with the installment or construction of an IOTB. NC - Nonemployee Compensation
40414	IOTB-Project Management (tax reportable)	To record expenditures for project management services associated with the installment or construction of an IOTB. NC - Nonemployee Compensation
40415	IOTB-Project Inspection (tax reportable)	To record expenditures for project inspection services associated with the installment or construction of an IOTB. NC - Nonemployee Compensation
40416	IOTB-Construction Permits & Fees	To record expenditures for building permits, water and sewer hook-up fees, inspection fees and other fees associated with the installment or construction of an IOTB.
40417	IOTB-Conditional Use/Planning Fees	To record expenditures for conditional land use fees, planning (approval) fees, sign fees and parking lot fees associated with the installment or construction of an IOTB.
40418	IOTB- Capital Support Assessment	To record assessments for capital project support for the administration of programs and project. The programs include Minority/Women in Business and Emerging Small Business, the Capital Repair Baseline study, studies of space utilization, five-year rental appraisals for Board-approved housing and other system-wide consulting for capital activities.
40419	IOTB-Miscellaneous Fees & Services	To record Payments for fees and services associated with the installment or construction of an IOTB where the expense cannot be classified according to the service performed.
40420	IOTB-BOLI Prevailing Wage Rate Fee	To record This assessment is due to the Bureau of Labor and Industries (BOLI) Prevailing Wage Rate Unit for every contract awarded to a contractor for a public work which is regulated under the Prevailing Wage Rate Unit. The fee is equal to one tenth of one percent (.001) of the contract price but must be no less than \$100 and no more than \$5,000 regardless of the contract price. For further information, see OAR 839-025.
40500	Buildings	Roll-up code to recognize real property expenditures that will be capitalized (Only to be used in non-proprietary funds [outside of auxiliary or service departments]).
40501	Buildings	To record expenditures for the purchase of buildings, or disbursements to contractors for the construction or improvement of buildings. This code covers the following: <ul style="list-style-type: none"> - New building - Addition to existing building - Major improvements For additional guidance in distinguishing major improvements from maintenance and repair see Fiscal Procedure Manual 55.100 Appendix .715 Charges from the Physical Plant and other service activities for construction or improvements of buildings are also included. For purchases from proprietary funds see A8111 - Buildings.
40503	Artwork - Buildings	To record art work permanently affixed to a building (e.g., mosaics, murals). This account code is for artwork located either inside or outside a building that is attached to the building. For artwork located inside a building and not attached to it, see 40103 - Artworks/Collection Items. For art work located outside a building and not attached to it, see 40403 - Artwork - IOTB.

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40504	Building - Solar Energy Technology	To record expenditures related to the requirement to spend 1.5% for Solar Energy in Public Building Construction Contracts as required by OAR 330-135. Public contracting agencies are required to "spend an amount equal to at least 1.5 percent of a public improvement contract for the construction or major renovation of a public building for the inclusion of appropriate solar energy technology in the building." The rule applies only to new capital construction projects which total \$1M and major improvements that exceed \$1M and 50% of the insured value of the building. The law does not apply to public improvements that are not buildings (i.e. motor pools, parking lots, maintenance sheds, roads, sewers, etc.). For further information on spending requirements see OAR 330-135.
40505	Bldg Leasehold Improvements	To record expenditures for improvements made to leased buildings, the improvements are attached to property not owned by the lessee. For further guidance see Fiscal Procedure 05.281.
40510	Buildings - Legal Service (tax reportable)	To record expenditures for legal services associated with the construction or improvement of a building. NC - Nonemployee Compensation
40511	Buildings - Advertising (tax reportable)	To record expenditures for advertising services associated with the construction or improvement of a building. NC - Nonemployee Compensation
40512	Buildings - Appraisal Services (tax reportable)	To record expenditures for appraisal services associated with the construction or improvement of a building. NC - Nonemployee Compensation
40513	Buildings - Engineering & Architectural Services (tax reportable)	To record expenditures for engineering and architecture services associated with the construction or improvement of a building. NC - Nonemployee Compensation
40514	Buildings - Project Management (tax reportable)	To record expenditures for project management services associated with the construction or improvement of a building. Includes cost of project management, design services, and other services performed by institutional units, such as Facilities Services. NC - Nonemployee Compensation
40515	Buildings - Project Inspection (tax reportable)	To record expenditures for project inspection services associated with the construction or improvement of a building. NC - Nonemployee Compensation
40516	Buildings -Construction Permits & Fees	To record expenditures for building permits, water and sewer hook-up fees, inspection fees and other fees associated with the construction or improvement of a building.
40517	Buildings - Conditional Use/Planning Fees	To record expenditures for conditional land use fees, planning (approval) fees, sign fees and parking lot fees associated with the construction or improvement of a building.
40518	Buildings - Capital Support Assessment	To record assessments to institutions for Capital Project Support for the administration of programs and projects. The programs include Minority/Women in Business and Emerging Small Business, the Capital Repair Baseline study, studies of space utilization, five-year rental appraisals for Board-approved housing and other system-wide consulting for capital activities.
40519	Buildings - Miscellaneous Fees & Services	To record Payments for fees and services associated with the construction or improvement of a building where the expense cannot be classified according to the service performed.
40520	Building - BOLI Prevailing Wage Rate Fee	To record assessments due to the Bureau of Labor and Industries (BOLI) Prevailing Wage Rate Unit for every contract awarded to a contractor for a public work which is regulated under the Prevailing Wage Rate Unit. The fee is equal to one tenth of one percent (.001) of the contract price but must be no less than \$100 and no more than \$5,000 regardless of the contract price. For further information see OAR 839-025.
40700	Infrastructure	Roll-up code to recognize infrastructure expenditures that will be capitalized (Only to be used in non-proprietary funds [outside of auxiliary or service departments]).
40701	Infrastructure	To record expenditures to construction contractors for the installation or construction of infrastructure assets. Infrastructure assets are long-lived capital assets that normally can be preserved for a significantly greater number of years than most capital assets and are normally stationary in nature. Examples include the following: <ul style="list-style-type: none"> - Roads - Bridges/Culverts - Sidewalks/Curbs - Alleyways - Street lighting systems - Traffic lights/signs - Fire hydrant - Drainage systems - Gas/electric/fiber optic distribution systems - Tunnels and conduit systems - Water and sewer systems

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		<ul style="list-style-type: none"> - Dams - Wells <p>Improvements that increase the value by less than \$5,000 are coded as maintenance (see account codes 235xx - Maintenance and Repairs). Charges from the Physical Plant and other service activities for construction or improvements to infrastructure are also included. For purchase from proprietary funds see A8140 - Infrastructure.</p>
40705	Infr Leasehold Improvements	To record expenditures for improvements made to leased infrastructure, the improvements are attached to property not owned by the lessee. For further guidance see Fiscal Procedure 05.281 Section.
40710	Infrastructure - Legal Service (tax reportable)	To record expenditures for legal services associated with the construction or improvement of infrastructure. NC - Nonemployee Compensation
40711	Infrastructure - Advertising (tax reportable)	To record expenditures for advertising services associated with the construction or improvement of infrastructure. NC - Nonemployee Compensation
40712	Infrastructure - Appraisal Services (tax reportable)	To record expenditures for appraisal services associated with the construction or improvement of infrastructure. NC - Nonemployee Compensation
40713	Infrastructure - Engineering & Architectural Services (tax reportable)	To record expenditures for engineering and architecture services associated with the construction or improvement of infrastructure. NC - Nonemployee Compensation
40714	Infrastructure - Project Management (tax reportable)	To record expenditures for project management services associated with the construction or improvement of infrastructure. NC - Nonemployee Compensation
40715	Infrastructure - Project Inspection (tax reportable)	To record expenditures for project inspection services associated with the construction or improvement of infrastructure. NC - Nonemployee Compensation
40716	Infrastructure - Construction Permits & Fees	To record expenditures for permits, water and sewer hook-up fees, inspection fees and other fees associated with the construction or improvement of infrastructure.
40717	Infrastructure - Conditional Use/Planning Fees	To record expenditures for conditional land use fees, planning (approval) fees, sign fees and parking lot fees associated with the construction or improvement of infrastructure.
40718	Infrastructure - Capital Support Assess	To record assessments to institutions for Capital Project Support for the administration of programs and project. The programs include Minority/Women in Business and Emerging Small Business, the Capital Repair Baseline study, studies of space utilization, five-year rental appraisals for Board-approved housing and other system-wide consulting for capital activities.
40719	Infrastructure - Miscellaneous Fees & Services	To record payments for fees and services associated with the construction or improvement of infrastructure where the expense cannot be classified according to the service performed.
40720	Infrastructure - BOLI Prevailing Wage Rate Fee	To record expenditures due to the Bureau of Labor Industries (BOLI) Prevailing Wage Rate Unit for every contract awarded to a contractor for a public work which is regulated under the Prevailing Wage Rate Unit. The fee is equal to one tenth of one percent (.001) of the contract price but must be no less than \$100 and no more than \$5,000 regardless of the contract price. For further information, see OAR 839-025.
40800	Account codes to record expenses related to intangible assets	Roll-up code to recognize Intangible Assets
40811	Account codes to record expenses related to intangible assets	To record expenditures for easements/Right of Ways
40812	Account codes to record expenses related to intangible assets	To record expenditures for Computer Software
40813	Account codes to record expenses related to intangible assets	To record expenditures for Water Rights

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40814	Account codes to record expenses related to intangible assets	To record expenditures for Timber Rights
40815	Account codes to record expenses related to intangible assets	To record expenditures for Patents & Copyrights
40816	Account codes to record expenses related to intangible assets	To record expenditures for Trademarks
40817	Account codes to record expenses related to intangible assets	To record expenditures for Other Intangible Assets
41000	Capital Outlay (Non-Capitalized)	Roll-up code to recognize non-capitalized expenditures associated with capital projects
42000	Capital Asset Losses	Roll-up code to recognize capital asset losses.
42001	Loss on Disposal of Fixed Asset	Charge generated by the Banner Fixed Assets system when a fixed asset is sold or disposed of and the proceeds are less than the net book value of the asset (adjusted cost less accumulated depreciation). The Banner Fixed Assets system only calculates gains/losses for assets capitalized to proprietary funds.

This procedure may be revised at any time without notice. All revisions supersede prior procedures and are effective immediately upon approval.

D. Appendix

N/A