

## 05.800-6 Account Code Definitions: Merchandise for Resale

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	2-17-2017

### A. Purpose

This procedure sets forth the Account Codes to be used when recording “Merchandise for Resale” 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
<a href="#">60000</a>	Merchandise for Resale or Redistribution	Roll-up code to summarize products purchased with the intent to resell. Should be used in connection with department that have established formal inventories. Some exceptions can be made by the Director of Business Services, for situations where the volume of activity is not material.  Items purchased will normally be recorded as assets in the A4xxx series. Monthly inventories will be performed, and the CofGS (Cost of Goods Sold) will be recognized using a 6xxxx expense code, as inventories are reduced. Departments will provide formal inventory reports to the Business Services/Controller’s Office once a year (as of each June 30 <sup>th</sup> ).
<a href="#">61000</a>	General Commodities-Resale	Roll-up code to summarize general commodities that are being sold, and to recognize the expenses as CofGS are being recorded.
<a href="#">61002</a>	Miscellaneous Resale Merchandise	To record expenses associated with Miscellaneous Merchandise not otherwise separately categorized.
<a href="#">61004</a>	Vending Machine Goods and Services	To record expenses associated with Vending Machine Goods and Services
<a href="#">61010</a>	E-Book Textbooks	To record expenses associated with E-Book Textbooks
<a href="#">61011</a>	New Textbooks	To record expenses associated with New Textbooks
<a href="#">61012</a>	Used Textbooks	To record expenses associated with Used Textbooks
<a href="#">61013</a>	General Books and Publications	To record expenses associated with General Books and Publications
<a href="#">61020</a>	Art Supplies	To record expenses associated with Art Supplies
<a href="#">61021</a>	Supplies	To record expenses associated with Supplies

## 05.800-6 Account Code Definitions: Merchandise for Resale

<a href="#">61022</a>	Supplies - State Contract	To record expenses associated with Supplies for resale that were purchased through a state contract.
<a href="#">61023</a>	Dental Supplies	To record expenses associated with Dental Supplies
<a href="#">61024</a>	Student Issue	To record expenses associated with Student Issue
<a href="#">61025</a>	Tools	To record expenses associated with Tools
<a href="#">61030</a>	Soft Goods	To record expenses associated with Soft Goods
<a href="#">61031</a>	Confections	To record expenses associated with Confections
<a href="#">61032</a>	Health and Personal Care Products	To record expenses associated with Health and Personal Care Products
<a href="#">61033</a>	Wearing Apparel	To record expenses associated with Wearing Apparel
<a href="#">61034</a>	Gifts and Novelties	To record expenses associated with Gifts and Novelties
<a href="#">61035</a>	Tapes, Compact Discs - Pre-recorded	To record expenses associated with Tapes, Compact Discs - Pre-recorded
<a href="#">61036</a>	Tobacco Products	To record expenses associated with Tobacco Products
<a href="#">61040</a>	Video Tape - Resale	To record expenses associated with Video Tape - Resale
<a href="#">61050</a>	Computer Hardware	To record expenses associated with Computer Hardware
<a href="#">61051</a>	Computer Software	To record expenses associated with Computer Software
<a href="#">61052</a>	Computer Accessories	To record expenses associated with Computer Accessories
<a href="#">61053</a>	Calculators	To record expenses associated with Calculators
<a href="#">61054</a>	Electronics	To record expenses associated with Electronics
<a href="#">61055</a>	Office Furniture and Equipment	To record expenses associated with Office Furniture and Equipment
<a href="#">61058</a>	Photographic and Optical Goods	To record expenses associated with expenditures for cameras, photographic supplies, and optical goods (telescopes, binoculars, etc.) for resale or redistribution.
<a href="#">61059</a>	Rental Textbooks	To record expenses associated with Rental Textbooks
<a href="#">61060</a>	Rentals - Merchandise	To record expenses associated with Rentals - Merchandise
<a href="#">61070</a>	Ceramics Goods/Supplies	To record expenses associated with Ceramics Goods/Supplies
<a href="#">61071</a>	Jewelry Goods/Supplies	To record expenses associated with Jewelry Goods/Supplies
<a href="#">61072</a>	Woodworking Goods/Supplies	To record expenses associated with Woodworking Goods/Supplies
<a href="#">61082</a>	Postage for Resale	To record expenses associated with Postage for Resale
<a href="#">61085</a>	Travel Tickets for Resale	To record expenses associated with Travel Tickets for Resale
<a href="#">61191</a>	Purchase Return and Allowances - New Textbooks	To record expenses associated with Purchase Return and Allowances - New Textbooks
<a href="#">61192</a>	Purchase Return and Allowances - Used Textbooks	To record expenses associated with Purchase Return and Allowances - Used Textbooks

## 05.800-6 Account Code Definitions: Merchandise for Resale

<a href="#">61193</a>	Purchase Return and Allowances - General Books	To record expenses associated with Purchase Return and Allowances - General Books
<a href="#">61194</a>	Purchase Return and Allowances - Tapes, CDs	To record expenses associated with Purchase Return and Allowances - Tapes, CDs
<a href="#">61195</a>	Purchase Return and Allowances - Other Merchandise	To record expenses associated with Purchase Return and Allowances - Other Merchandise
<a href="#">62000</a>	Food Stuffs - Resale	Roll-up code to summarize Food commodities that are being sold, and to recognize the expenses as CofGS are being recorded.
<a href="#">62001</a>	Produce	To record expenses associated with Expenditures for fresh fruits, fruit juices and vegetables.
<a href="#">62002</a>	Frozen Produce	To record expenses associated with Expenditures for frozen fruits, fruit juices and vegetables.
<a href="#">62003</a>	Meats	To record expenses associated with Expenditures for fresh and frozen beef, pork, mutton, lamb, poultry, fish, lunch meats and dried meats.
<a href="#">62004</a>	Bakery Goods	To record expenses associated with Expenditures for breads, rolls, cookies, cakes, pies and ready-to-serve pastries.
<a href="#">62005</a>	Cheese & Eggs	To record expenses associated with expenditures for cheese products and eggs.
<a href="#">62006</a>	Frozen Goods - Other	To record expenses associated with expenditures for frozen foods other than frozen produce (see account code <a href="#">62002</a> ) and ice cream (see account code <a href="#">62008</a> ).
<a href="#">62007</a>	Grocery	To record expenses associated with expenditures for the following: <ul style="list-style-type: none"> <li>- Dried or dehydrated fruits and vegetables</li> <li>- Beverages such as coffee, cocoa, tea, carbonated drinks and flavored drinks</li> <li>- Fats and oils, including margarine</li> <li>- Sugar, syrup, honey, and molasses</li> <li>- Flour, yeast, and flour mixes -- including cake, bread, and muffin mixes</li> <li>- Cereals and pastas</li> <li>- Spices, flavorings, pickles, relishes and condiments -- including catsup, salad dressing, vinegar and pimentos</li> <li>- Coconut, gelatin, peanut butter, crackers, nuts, ready-made sandwiches and other foodstuffs not included under another account code</li> </ul>
<a href="#">62008</a>	Milk & Ice Cream	To record expenses associated with expenditures for milk products, including ice cream and butter. For margarine, use code <a href="#">62007</a> (Grocery).
<a href="#">62009</a>	Snack & Candy	To record expenses associated with expenditures for snack and candy packaged food items.
<a href="#">62010</a>	Beverage	To record expenses associated with expenditures for foods and supplies used in fountain products.
<a href="#">62011</a>	Alcoholic Beverage	To record expenses associated with expenditures for alcoholic beverages
<a href="#">62012</a>	Fountain Drinks	To record expenses associated with fountain Drinks
<a href="#">63000</a>	Agricultural Related - Resale	Roll-up code to summarize agricultural commodities that are being sold, and to recognize the expenses as are being recorded.
<a href="#">63001</a>	Veterinary Biologicals	To record expenses associated with the following expenditures: <ul style="list-style-type: none"> <li>- Expenditures for vaccines and other products used for prevention of disease in animals</li> <li>- Expenditures for antibiotics, drugs, salves and other products used to treat animal diseases</li> <li>- Expenditures for supplies used in surgery or surgical procedures</li> <li>- Expenditures for supplies used in veterinary care.</li> </ul>
<a href="#">63004</a>	Animals	To record expenses associated with expenditures for the purchase of animals used for research purposes, including birds and reptiles. It also covers expenditures for feed and bedding materials for such animals. This code is not used for livestock purchases (see account code 40102 - Livestock).
<a href="#">64000</a>	General Services-Resale	Roll-up code to summarize general services that are being sold, and to recognize the expenses as CofGS are being recorded.
<a href="#">64002</a>	Miscellaneous Resale Services	To record expenditures for the purchase of Services to be resold that are not otherwise classified.

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<a href="#">65199</a>	Miscellaneous Resale Items	To record expenditures for the purchase of items to be resold that are not otherwise classified.
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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