

FY2018 ACCOUNT CODE CHANGES

Update 11.8.2017

As previously communicated in the July Accounting Services Newsletter, there have been account code changes for FY 2018 related to travel and Capital Building and Improvements.

Travel, Training-Tuition and Fees Account Codes: By changing the code structure for P-Cards/POs and Direct Payments the travel codes will be consistent for travel whether travel is being purchased through P-Cards/POs/Direct Payments or being reimbursed through the Expense Module. The end result should be better campus and system-wide data for travel expenditures. *Please note the recent update for accounts 2890-2892 and 3780-3781.*

Please see the [Account Code Crosswalk](#) with old and new account codes related to travel.

- With the exception of 2140 and 2145 used for Fleet and 2164 used for Team Travel, most of the 21XX travel codes were deleted as of 7/2/2017. These expenses should be paid on a 28XX account code.
- Account code for 2164 Travel -*Team Travel* will be available however, that account **will require a class code**. See the class code tab in the attached spreadsheet for the list of class codes for account code 2164. This requirement also applies to all new and existing FY18 purchase orders.
- Account codes 2180 - *Training & Develop-Career-UG* and 2181 - *Training & Develop Career Grad* are being combined into 2180 - *Training & Develop-Career*. Reimbursement for both undergrad and grad courses should be coded to 2180, as they are both subject to the \$5,250 tax reporting limits. Account code 2181 will be inactivated. Account Code 2184 - *Training & Development-Job Rel* remains unchanged.
- **Update: Account codes 2890 - Event in State, 2891 - Event out of State and 2892 - Event Foreign, should no longer be used and will be inactivated on 12/1/2017.** Account codes 2893-Event Catering, 2894-Event A/V, and 2895-Event Meeting Space have been added to accommodate meeting expense reimbursements. Accounts 2893, 2894, and 2895 have also been moved from the travel category and will now be considered Miscellaneous Services and Supplies.
- **Update: Account codes 3780-Conference/Workshop Expenses and 3781-Conf/Wkshp Expenses-Educ Prog should no longer be used and will be inactivated on 11/15/2017.** Account codes 2893-Event Catering, 2894-Event A/V, and 2895-Event Meeting Space have been added to accommodate meeting expense reimbursements. Accounts 2893, 2894, and 2895 have also been moved from the travel category and will now be considered Miscellaneous Services and Supplies.

Capital Building Construction, Building Improvement and Land Improvement Account Codes:

This change is being made to ensure we are capturing accurate building information in SFS to assist with Building Reconciliation and Reporting.

- Effective FY18 all new building construction should be coded to account code 4510 – *Buildings – New Construction*
- Effective FY18 there will be an edit in SFS and related applications that will require a class code (building/facility code) for the following capital expenditure accounts. (Please refer to this link for a list of Building and Facility Codes (Please refer to this link for a list of Building and Facility Codes <https://fpm-www1.fpm.wisc.edu/smoasp/FacilityName.asp> <https://www1.fpm.wisc.edu/smoasp/FacilityName.asp>). This requirement also applies to all new and existing FY18 purchase orders.
- 4490 -*Land Improvements* - Cost of improvements to lands which increases the usefulness and value. Include: Cyclone fencing, stone walls, newly surfaced roadways, drainage systems, new sewage and water lines, ponds, outdoor lighting, wells and special assessments for land improvements. **Include Grounds #.**
- 4510 - *Buildings - New Construction* - Costs associated to construct a UW owned building. Include fees paid to architects and consultants (external or internal) for designs. Use account code 2628 for design fees related to projects not approved. **All transactions to 4510 require a building number in the class field.** Building improvements and betterments should be coded to account 4520.
- 4520 - *Building & Attached Fixtures* - Costs associated with purchase or construction of UW-owned buildings, building additions, and betterments. Costs which constitute a full betterment to a building should be charged to this code (Example: installation of an elevator system; permanent air conditioning system; security system; sprinkler system for fire prevention, etc.). Include fees paid to architects and consultants (external and internal) for designs, plans and specifications. Use account code 2628 for design fees related to projects not approved. Use Account 2420 for building maintenance and repair costs which do not add value to a building (Example: replacement carpeting, office remodeling; window replacement, etc.). **Include Building #.**