Account code usage

The following information applies to all UniFi journals created using internal account codes.

Please email fpa@fbs.uq.edu.au if you have any questions.

Salary journals

The same account must be used for both sides of the journal for the following accounts:

Salary group	Account description	Debit	Credit
Salaries - Academic	Annual Leave Accrued-Acad Non Casual	600195	600195
Salaries - Academic	Annual Leave Taken-Acad Non Casual	600196	600196
Salaries - Academic	Salaries - Academic Non Casual	600297	600297
Salaries - Academic	Severance - Academic Non Casual	600298	600298
Salaries - Academic Casual	Salaries - Academic Casual	600397	600397
Salaries - General	Annual Leave Accrued-General NonCasual	601195	601195
Salaries - General	Annual Leave Taken-General NonCasual	601196	601196
Salaries - General	Salaries - General Non Casual	601297	601297
Salaries - General	Severance - General Non Casual	601298	601298
Salaries - General Casual	Salaries - General Casual	601397	601397

Salary reimbursements

Internal salary reimbursements should use the salary journal accounts listed above to ensure recording of costs where they are incurred.

The following combination of accounts must be used for external salary reimbursements:

Type	Debit account	Credit account
Academic salary reimbursement	650630	409655
General salary reimbursement	650640	409685

Internal accounts

A revenue and expenditure account exists for each type of internal transfer and these accounts must only be used in combination with each other as detailed below. These accounts must not be used with standard revenue and expenditure accounts.

Category	Account	Nature	Account	Account Description
UQ-wide transfers	UQ Shared Services	Debit	591110	UQ Shared Services Expense
		Credit	521110	UQ Shared Services Revenue

	UQ Contribution	Debit	591210	UQ Contribution Expense
		Credit	521210	UQ Contribution Revenue
	UQ Operating Transfers	Debit	591310	UQ Operating Transfers Expense
		Credit	521310	UQ Operating Transfers Revenue
	UQ Project Research Overheads	Debit	591410	UQ Project Research Overheads Expense
		Credit	521410	UQ Project Research Overheads Revenue
	UQ Project Consultancy Overheads	Debit	591415	UQ Project Consultancy Overheads Expense
		Credit	521415	UQ Project Consultancy Overheads Revenue
	Corpus Allocations	Debit	591420	Corpus Allocations Expense
		Credit	521420	Corpus Allocations Revenue
	Corpus Re-Allocation of Previously returned unspent	Debit	591425	Corpus Return Re-Allocations Expense- Spending Units
		Credit	521425	Corpus Return Re-Allocations Revenue- Spending Units
	Corpus Allocations Return Revenue	Debit	591430	Corpus Allocations Return Expense – Capital Units
		Credit	521430	Corpus Allocations Return Revenue – Capital Units
	Corpus Allocations Return Expense	Debit	591435	Corpus Allocations Return Expense – Spending Units
		Credit	521435	Corpus Allocations Return Revenue – Spending Units
Portfolio transfers	Portfolio Shared Services	Debit	591510	Portfolio Shared Services Expense
		Credit	521510	Portfolio Shared Services Revenue
	Portfolio Contribution	Debit	591610	Portfolio Contribution Expense
		Credit	521610	Portfolio Contribution Revenue
	Portfolio Transfers	Debit	591710	Portfolio Transfers Expense
		Credit	521710	Portfolio Transfers Revenue
Division transfers	Division Shared Services	Debit	591810	Division Shared Services Expense
		Credit	521810	Division Shared Services Revenue
	Division Contribution	Debit	591910	Division Contribution Expense
		Credit	521910	Division Contribution Revenue
	Division Transfers	Debit	592110	Division Transfers Expense
		Credit	522110	Division Transfers Revenue
	Project Margin	Debit	592210	Project Margin Expense
		Credit	522210	Project Margin Revenue

Reconciliation process

The net value of all accounts and account combinations mentioned above **must be zero** (0). Financial Planning and Analysis (FPA) will review the use of these accounts prior to month end and will notify users where these accounts have been used incorrectly. Users will need to create a new journal to correct the error and the journal containing the error will be deleted by FPA as part of the month-end process.