

**University College Cork
Finance Office
Capital Accounting Office - Invoice Coding Guide (Capital)**

How to Code Capital invoice/purchases

THE CODING STRUCTURE CONSISTS OF:

- a. Account Code/ Product Group – what you are purchasing
- b. Cost Centre – where the item is charged to
- c. Project - **C***** if a capital project**

IMPORTANT NOTICE

Account Codes to be used for Capital projects (projects starting with C*) start with 52* and are referred to as CIP-Construction –In-Progress. It is vital that we use these account codes in conjunction with the capital projects so that these transactions are reflected on UCC’s Balance Sheet.

CIP Account Codes to be used in conjunction with Capital Projects (C*)

Account	Description
5201	CIP - Statutory Fees / Contributions / External Utilities
5202	CIP - Professional Fees (Note this has withholding tax deducted)
5203	CIP - Surveys
5204	CIP - Furniture / Fit out
5205	CIP - Buildings Equipment
5206	CIP - Direct Costs
5207	CIP - Escalation/Contingency costs (not requisitioning from this)
5208	CIP - Computer Equipment
5209	CIP - Equipment (Non Building)
5210	CIP - Miscellaneous
5211	CIP - Land Acquisition
5212	CIP - Buildings Equipment Supply & Install – RCT
5213	CIP - Capital Project Expense Claims (E)
5214	CIP - Contractors – RCT
5215	CIP - Internal Charges Equipment
5216	CIP - Internal Charges Equipment (Non Building)
5217	CIP - Internal Charges Computer Equipment
5218	CIP - Internal Charges Direct Costs
5295	CIP - Zero Rated Construction Costs
Notes	
5213	<i>Use this account for claiming travel expenses on Agresso</i>
5214	<i>Where Invoices are charged to these account codes that are liable for subcontractor taxes (RCT), the amount paid to the supplier is reduced by 35% unless UCC holds a Relevant Payments Card for the supplier. This amount is also paid directly to the Revenue and can be reclaimed by the supplier</i>
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