
EQUIPMENT DEFINITION for the purpose of coding invoices

The following are the criteria which departments should use in deciding whether it is appropriate to charge an item to an equipment code or not.

- (1) While all assets that have a physical substance and are held for use for greater than one year are *potentially* an asset, UCC's accounting policies assume that equipment will have an *average* useful life of 5 years and that computer equipment will have an average useful life of 3 years.
- (2) All computer equipment, regardless of value, which meets the above criteria, should be charged to a computer equipment account code – appropriate cost centre – appropriate project code. Please refer to the link below for a listing of Agresso Account Codes.
- (3) Computer consumables should be charged to an appropriate non-equipment account code. Please refer to the link below for a listing of appropriate Agresso Account Codes. Items (other than iPads, phones, laptops, certain AV equipment, PCs) with a value of less than €1,000 are likely to be computer consumables i.e. it would be more expensive to repair these items than replace them.
- (4) Non-computer equipment which meets the criteria at (1) above and has a value in excess of €1,000 should be charged to an equipment account code – appropriate cost centre – appropriate project code. Please refer to the link below for a listing of Agresso Account Codes.
- (5) Non-computer equipment with a value of less than €1,000 should be charged to a non-equipment account code. Please refer to the link below for a listing of appropriate Agresso Account Codes.

<http://www.ucc.ie/en/media/HowtoCodeInvoices.pdf>

In considering the cost of a piece of equipment, the full cost of getting the equipment into a useable condition should be taken into account i.e. delivery and installation costs should be included.

Please bring this procedure to the attention of relevant staff in your office and maintain this document on file.

FLOWCHART

The following flowchart should assist in coding equipment invoices to the correct account code

