

Revenue Accounts QRG

This QRG lists commonly used revenue accounts. An expense account should only be used for a deposit when the receipt represents a direct reimbursement of a current fiscal year expense. **If an expense account is used, supporting documentation must be provided that includes a GL report containing the original expense and the COA where it was recorded.** Coordinate with your Revenue Accountant if an account code is requested outside of those provided below.

Account #	Account Name	Account Description	Examples of Proper Use
58710	Event Ticket Sales	Revenue earned from selling admission tickets to University-sponsored events	Ticket sales for concerts, performances, lectures, or other admissions-based events
58800	Misc. Revenues-Non-Taxable	Revenue not fitting another revenue category that is not subject to sales tax	Should rarely be used, and only when there is not a more appropriate revenue account
58801	Event Fees Taxable	Fees charged for participation/registration for an event where the charge is subject to sales tax	Portion of an event registration fee that includes a prepared meal
58802	Event Fees Non-Taxable	Fees charged for participation/registration for an event that is not subject to sales tax	Registration fee for an educational conference, or a donor relations event
58810	Misc. Revenue - Billed Services	Revenue earned from services provided to external customers or third parties	Police services, sample processing for another university's or PI's, imaging services, consulting services, etc.
58815	Misc. Revenue - Merchandise/Apparel Sales	Revenue from the sale of tangible personal property, such as merchandise, apparel, and retail items. These sales are generally subject to Texas sales tax	Sale of T-shirts, auction items, CDs, etc.
58830	Misc. Revenue - Intellectual Property	Revenue from the licensing, use, or transfer of intellectual property rights	Licensing of University-owned software
58835	Misc. Revenue - Memberships	Revenue from membership dues or fees that provide membership benefits	Student group dues, Honor society memberships, etc.
58855	Misc. Revenue - Royalty	Royalty payments from third parties for the right to use University assets	Trademark royalty from licensed apparel sales
58905	Proceeds from the Sale of Fixed Assets	Revenue from the disposal or sale of fixed assets owned by the University. Use only in coordination and with approval from Fixed Asset Accounting	Revenue from sale of bulk computer equipment
58910	Rent/Lease Income	Revenue from the rent or lease of University property, space, or equipment	Rental of meeting space to an outside organization, rental of Baylor facilities for a wedding, etc.
58930	Special Prog/Serv Revenues	Revenue from unique academic or student programs or specialized services that do not fit other revenue categories	Trip fees for study abroad programs, semester programs, or significant student programs

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58932	Certificate and Continuing Education Revenue	Revenue from non-degree educational programs, certifications, and continuing education offerings	Registrations from continuing professional education courses, fees for certificate programs, etc.
59170	Revenues - Sales Commissions	Revenue earned from commissions on sales made on behalf of third parties	Commissions earned from third-party product sales through an executed agreement (Follett, Pepsi, etc.)
59910	Rent/Lease Income - Auxiliary	Rental or lease income generated by auxiliary operations	Residence Hall, parking, athletics, or other auxiliary activities