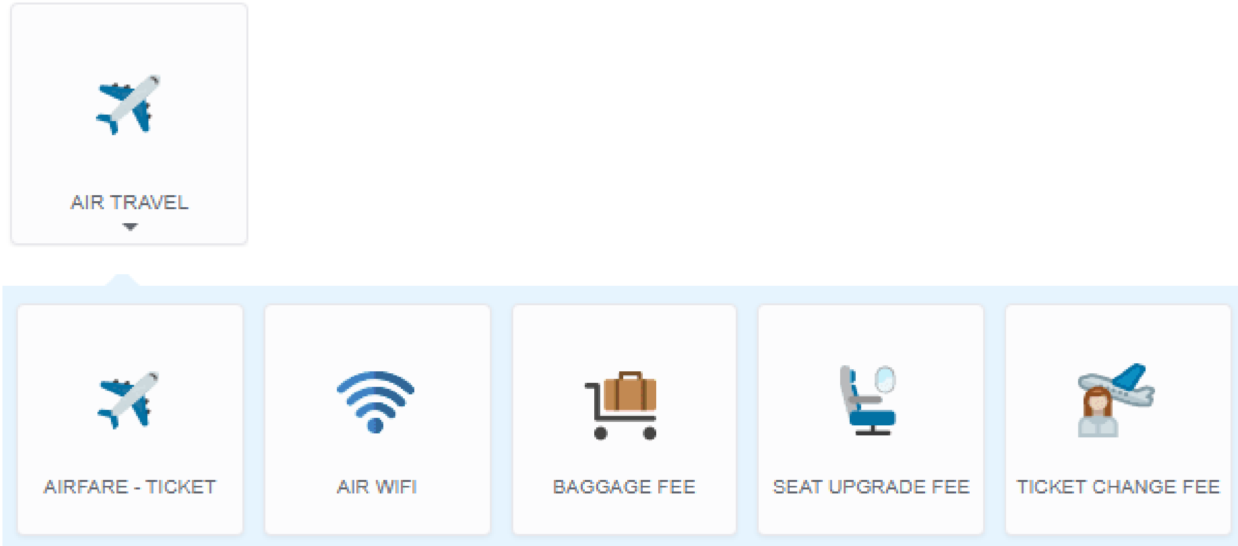
Emburse GL Account Flow Chart

TRAVEL:



These all contain the travel account codes for air transportation:

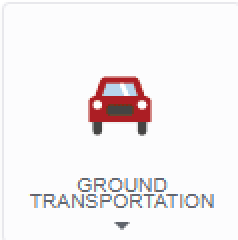
722001 – Travel Business/General

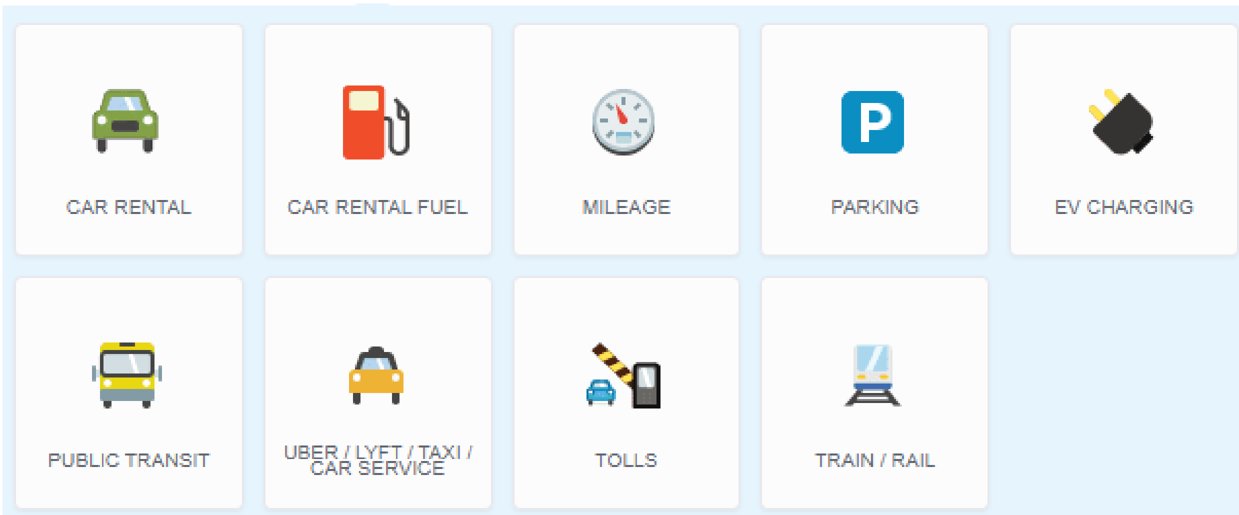
722002 – Travel Professional Development

722003 – Travel Recruitment

722004 – Travel Team

722005 – Travel Host (including interviewees)





These all contain the travel account codes for ground transportation:

722001 – Travel Business/General

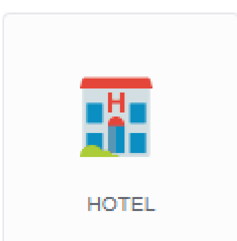
722002 – Travel Professional Development

722003 – Travel Recruitment

722004 – Travel Team

722005 – Travel Host (including interviewees)

*only under Mileage there is also 732099 – Other Supplies – for Local Mileage



This contains the following account codes for Lodging:

722001 – Travel Business/General

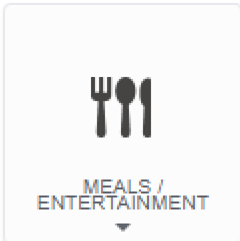
722002 – Travel Professional Development

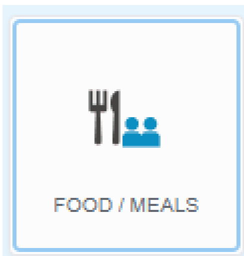
722003 – Travel Recruitment

722004 – Travel Team

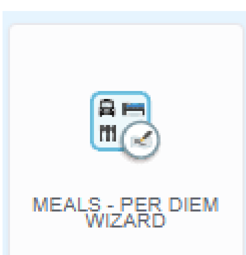
722005 – Travel Host (including interviewees)

This is Still travel – but also contains meals or entertainment for non-travel – please see below:

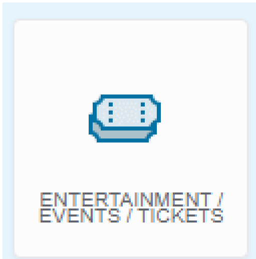




Contains:
712003 – Food Services
769024 – Departmental Events & Celebrations
769025 – Business Meal Expense
732099 – Other Supplies (for concessions, food supplies, non-business/non-you matter meals)
All travel codes may be removed and replaced with "non reimbursable" for per diem

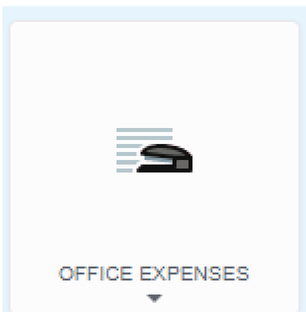


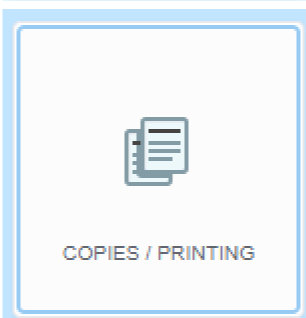
This contains all the travel account codes: (this covers allowance – tbpdall, tppdall, etc)
722001 – Travel Business/General
722002 – Travel Professional Development
722003 – Travel Recruitment
722004 – Travel Team
722005 – Travel Host
Per diem (tbdiem, tpdiem, trdiem, etc.) are covered by the Personal Expense tile not pictured as these are all "personal expenses" to be removed from total owed to user



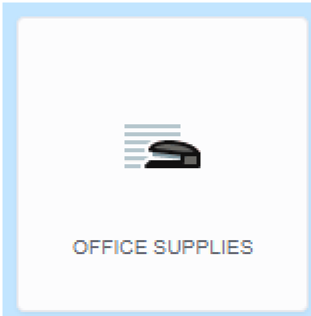
This contains the following account codes:
714003 – Registration & Entrance Fees
769024 – Departmental Events & Celebrations

Purely non-travel:





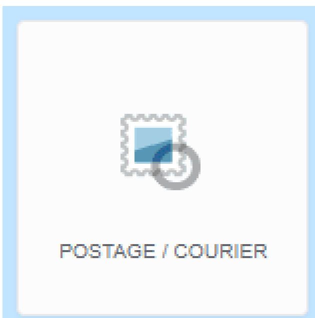
This contains the following:
712005 – Printing Non-Advertising
714002 – Printing Promotional Materials



This contains the following:

732001 – Office Supplies

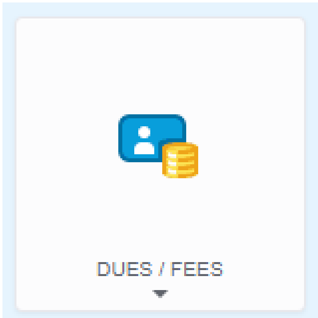
732099 – Other Supplies

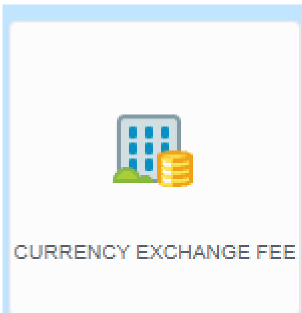


This contains the following:

712009 – Postage/Shipping (mlfrght/mlpost)

712011 – Inbound Freight (mlcollct/mlinfrgt)





This contains the following:

761003 – Currency Exchange

This contains the following:

761004 – Fines & Penalties (GVFINE, GVPENLTY, MCFINE)

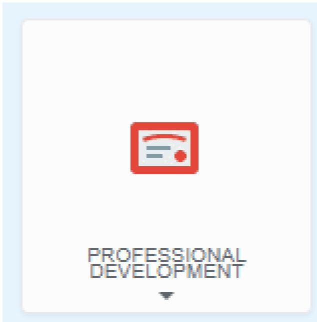
763101 – Property Taxes

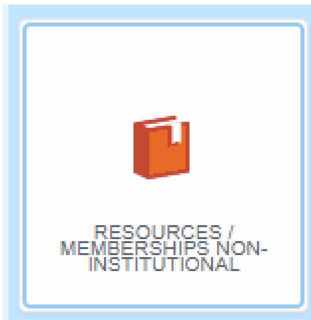
763102 – Other Taxes

763201 – Permit Fees (GVPERMIT)

763202 – Licensing Fees (GVLICENS, GVREVIEW)

763299 – Other Gov’t Fees (GVFEES, GVDMV)

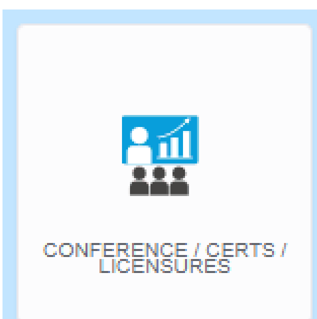




This contains the following:

721004 – Professional Resource Materials

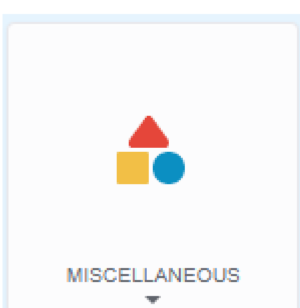
721002 – Professional Memberships



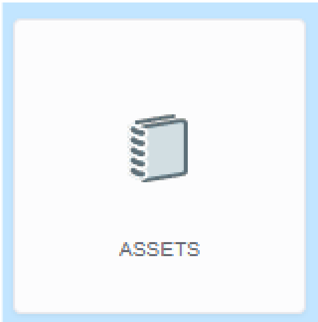
This contains the following:

721003 – Certification & License

721001 – Conference & Course Fees



This contains many categories – please review all to find what you are looking for:



This contains the following:

712010 – Software Licenses Renewal

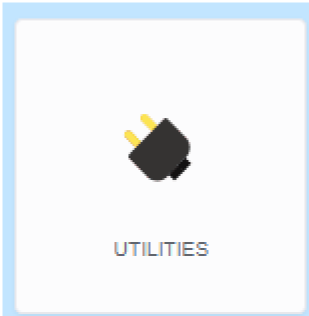
7322003 – Small Equipment & Furnishings

This contains the following:

769001 – Donations

769002 – Benevolence

769008 – Awards



This contains the following:

741001 – Electric

741002 – Gas/Heat

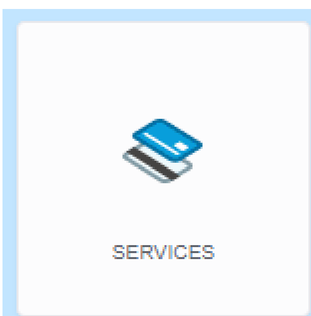
741003 – Refuse & Waste

741004 – Water & Sewage

742001 – Mobile Communications

742003 - Internet

742004 – Satellite



This contains the following:

711004 – Royalties

711005 – Consulting Fees

711007 – Professional Health Services

711008 – Engineering Fees

711009 – Architectural Fees

712004 – Security Services

712008 – Athletic Game Guarantees

713004 – Multi-media Airtime

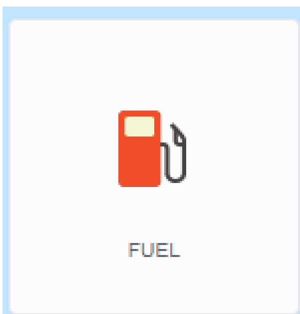
This contains the following:

714001 – Advertising

714004 – Other Promotional Items

712001 – Lead Generation on online advertising

714002 – Advertising Printing Costs



This contains the following:

732096 – Diesel Fuel Inventory

732097 – Unleaded Fuel Inventory

732099 – Other Supplies (for Fuel in Aircraft, Fuel in Equipment, and Fuel for University owned vehicles)

This contains the following:

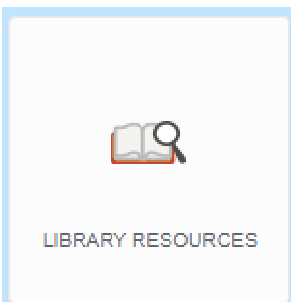
764001 – Insurance Expense

764002 – Deductible Expense

This contains the following:

713001 – Equipment Rental & Leases (LREQUIP)

713002 – Building & Land Rental & Leases (LRBUILD, LRLAND)



This contains the following:

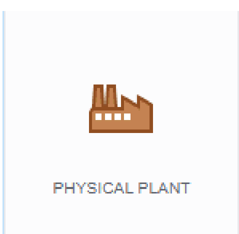
712006 – Electronic Subscriptions

712007 – Printed Subscriptions

713099 – Other Rental & Leases (also used in Lease/Rental Agreements)

769010 – Library Books

769021 – Electronic Library Books



This contains the following:

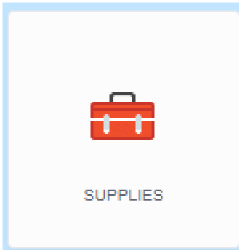
712002 – Maintenance Contracts

715001 – Repair & Maintenance Services

733001 – Repair & Maintenance Supplies

769011 – Construction in Progress

769026 – Construction in Progress - Landscaping



This contains the following:

731001 – Instructional Supplies

731002 – Educational Textbooks

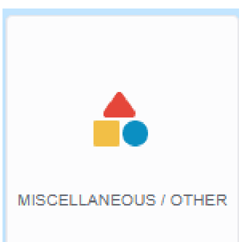
732002 – Medical Supplies

732004 – Athletic & Recreational Supplies

732005 – Sports Nutrition

732098 – Inventoriable Supplies

732099 – Other Supplies (has drop down for selection)



This contains the following:

129398 – AR – P-Card Fraud Clearing

761001 – Bank Fees

769003 – Institutional Membership

769007 – Game Day Expenses

769024 – Departmental Events & Celebrations

769022 – P-Card Clearing ACCT

769015 – LCA Clearing ACCT

769014 – TRBC Clearing ACCT