

All changes effective when your area is onboarded to Emburse, but no later than July 1, 2025

As of 3/12/2025

Account Number	Account Name	Emburse EXP / INV	Other	Account Number	Account Name	Emburse EXP / INV	Other
Auxiliaries Cost of Sales, 7F							
710846	Downtown Suppliers Expense	No / No	Inactive	710843	Purchases-Gen Mdse College Store	Yes / Yes	
710845	Freight/Del-Gen Mdse College Store	Yes / Yes		710842	Purchases-Textbooks College Store	Yes / Yes	
710844	Freight/Del-Textbk College Store	Yes / Yes					
Books and Publications, 7R							
710472	Book Binding	Yes / Yes		710476	Interlibrary Loans	Yes / Yes	
710473	Books	Yes / Yes		710475	Library Periodicals	Yes / Yes	
710302	Books - Skillman Library	Yes / Yes	Library Only	710413	Publications	Yes / Yes	
Dining Services Contract, 7P							
710823	Parkhurst Clearing	No / Yes	Dining Vendor Only				
Equipment - Repairs and Maintenance, 7L							
710333	Equipment: Maint & Repairs	Yes / Yes		710332	Equipment: Rental Fees	Yes / Yes	
710632	Equipment: Reconditioning	Yes / Yes		710371	Equipment: Vehicle Maint & Repair	Yes / Yes	
Hospitality and Entertainment, 7S							
710453	Banquets	Yes / Yes		710432	Housing Allowance - REU	No / No	Acct 710441 Act 207
710461	Business Meals (non-travel)	Yes / Yes		710458	Lafayette Inn Lodging Charges	No / No	Lafayette Inn Only
710455	Catering / Food - Dining Services	No / No	Dining Vendor Only	710363	Meetings & Ceremonies	Yes / Yes	
710456	Catering / Food - Outside Vendors	Yes / Yes		710451	Special Events	Yes / Yes	
710370	Entertainment	Yes / Yes		710651	Training Table	No / No	Activity Code 211
710441	Housing Allowance	No / Yes					
Insurance and Taxes, 7I							
710903	Income Tax Expense	Yes / Yes		745115	Insurance Prem: Liability-Gen All Levels	No / Yes	
710443	Insurance	Yes / Yes		745116	Insurance Prem: Liability-Meyner Prof	No / Yes	
745103	Insurance Ded: Auto	Yes / Yes		745117	Insurance Prem: Malpractice	No / Yes	
745104	Insurance Ded: Liability	Yes / Yes		745122	Insurance Prem: Property	No / Yes	
745105	Insurance Ded: Property	Yes / Yes		745130	Insurance Prem: Recovery	No / Yes	
745106	Insurance Prem: Alumni-D&O/ELL	No / Yes		710209	Insurance Prem: Student Athletes	No / Yes	
745107	Insurance Prem: Auto	No / Yes		745118	Insurance Prem: Student Athletic Accident	No / Yes	
745108	Insurance Prem: Bonds	No / Yes		745119	Insurance Prem: Student Club Catastrophic	No / Yes	
745128	Insurance Prem: Crime	No / Yes		745121	Insurance Prem: Student Org Liability	No / Yes	
745109	Insurance Prem: Crisis Response	No / Yes		745125	Insurance Prem: Travel Adv Srvcs & Health	No / Yes	
745111	Insurance Prem: Fine Arts	No / Yes		745124	Insurance Prem: Travel Liability	No / Yes	
745112	Insurance Prem: Flood	No / Yes		745101	Insurance: Appraisals	No / Yes	
745113	Insurance Prem: Liability-Cyber	No / Yes		745102	Insurance: Broker Fees	No / Yes	
745114	Insurance Prem: Liability-D&O/ELL	No / Yes		710883	Real Estate Taxes	Yes / Yes	
745127	Insurance Prem: Liability-Envir	No / Yes					

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Interest Exp, Net of Capital Int, 7Q							
710911	Interest Expense Capital Lease	No / Yes	Finance Only	710906	Remarketing Fees Variable Bonds	No / Yes	Finance Only
710907	Interest Expense Debt Service	No / Yes	Finance Only	710908	Standby Bond Purchase Agreement	No / Yes	Finance Only
Other Non-Classified Expenses, 7A							
710641	Awards: Trophies, Plaques, & Other	Yes / Yes		710349	Miscellaneous Expense	Yes / Yes	
740207	CHAMPS/Lifeskills/SAAC	No / No	Activity Code 201	740572	Other Research	No / No	Activity Code 209
710369	Contributions to Unrelated Organizations	No / Yes		740446	Recruitment-All Personnel	No / No	Activity Code 203
710913	Equipment: Lease: ITS Equipment	No / Yes		710440	Rental of Facilities	Yes / Yes	
710916	Equipment: Lease: Non-ITS Equipment	No / Yes		710435	Research Participant Support Costs	Yes / Yes	
710452	Event Registration	Yes / Yes		710310	Rights and Royalty Fees	Yes / Yes	
710419	Exhibits	No / Yes		710394	Safety & Envir Health License Fee	Yes / Yes	
740374	Expense Recovery	No / No	Inactive	710338	Software License/Maintenance	Yes / Yes	
740306	Expenses-Rest-Gift & Grant	No / No	Inactive	740448	Student Recruitment (Non-Travel)	No / No	Activity Code 202
740364	Faculty/Admin Moving Expenses	No / No	Paid through payroll	740204	Summer School	No / No	Acct 710339 Act 210
710667	Game Operations	Yes / Yes		710375	Transfers-Plant Op Services	No / No	Facilities Only
710308	Grant Expense	No / Yes		740347	Unclassified Expenses	No / No	Account 710349
710372	Membership & Dues	Yes / Yes					
Postage, 7N							
710313	Postage, Mailing & Delivery Service	Yes / Yes		740314	Shipping & Handling Fees-Tickets	No / No	Account 710313
Printing and Copying, 7K							
710411	Printing & Printing Supplies	Yes / Yes		710502	Service Center Credits - Print	No / No	Service Center Only
710377	Service Center Charges	No / No	Service Center Only	710489	Service Center Credits - Printing	No / No	Service Center Only
710503	Service Center Credits - Copy	No / No	Service Center Only	710431	Xerox Copier - Campus Usage	No / Yes	Service Center Only
Professional Services and Contracting, 7D							
710414	Advertising	Yes / Yes		710720	Info Technology Consulting Services	No / Yes	
710110	Architect Fees	No / Yes		710367	Investment Manager Fees	No / Yes	
710415	Artwork	Yes / Yes		710410	Landscaping	No / Yes	
710130	Audit and Tax Services	No / Yes		710465	Lecturers (non-employee)	No / Yes	
710522	Concert Series Performers	No / Yes		710382	Legal Services	No / Yes	
710011	Construction: Buildings	No / Yes		710208	Legal Services- Immigration	Yes / Yes	
710020	Construction: Demolition	No / Yes		710398	Legal Settlements	No / Yes	
710040	Construction: Management Services	No / Yes		710387	Loan Servicing	No / Yes	
710012	Construction: Not Included	No / Yes		740385	Maint Project- Inhouse Staff	No / No	Account 710375
740030	Construction Costs- Other	No / No	Account 710500	710384	Maint Project- Service Contractors	Yes / Yes	
710500	Construction: Other Project Exp	Yes / Yes		710211	Medical Services: Outsourced	No / Yes	
710018	Construction: Utilities	No / Yes		710795	Moving Services- Service Contractor	No / Yes	
710430	Core Borings	No / Yes		710383	Outside Contractors/Consultants	Yes / Yes	
710315	Data Base Searching	Yes / Yes		710014	Permit/Inspections	Yes / Yes	
710390	Document Destruction (Shredding)	Yes / Yes		740515	Research Participant Costs	No / No	Account 710435
710399	Educational Affiliates and Services	Yes / Yes		710343	Shuttle Transportation	No / Yes	
710405	Employment Search Firms	No / Yes		710386	Staff Training Seminars	Yes / Yes	
710210	Engineer Fees	No / Yes		710389	Subawards for Grants	No / Yes	

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710519	Film and Video Services	Yes / Yes		710793	Testing Services (Maint & Const)	No / Yes	
710661	Game Officials	No / Yes		710420	Topographical Survey	No / Yes	
710496	Graphic & Artistic Design Fees	No / Yes		710486	Tree Maintenance	No / Yes	
710365	Honorariums	No / Yes		710346	Uber Services (College Account Only)	No / Yes	
Student Aid Related Expenses, 7O				(Refer to the "Disbursements to Students" section of the Finance Forms web page for proper coding.)			
710474	Books -Scholarship Award	No / No	Finance Only	710511	Prizes and Awards: Students	Yes / Yes	
740364	Fellowship Awards	No / No	Use student payroll	710360	Scholarship Awards	No / No	Fin Aid/Finance Only
775001	Fin Aid - Lessons	No / No	Finance Only	710514	Stipends: Students	No / Yes	
Supplies and Minor Equipment, 7E							
710510	A/V Acoustical Treatment	No / Yes		710488	Supplies: Custodial Inventory	No / Yes	
710631	Equipment: Athletics Related	No / Yes		710352	Supplies: General (Hazardous)	No / Yes	
710331	Equipment: Over 5,000 Capital	Yes / Yes		710357	Supplies: General (Non-Hazardous)	No / Yes	
710330	Equipment: Under 5,000	Yes / Yes		710353	Supplies: Instruction (Hazardous)	No / Yes	
710334	Equipment: Vehicle Purchases	No / Yes		710358	Supplies: Instruction (Non-Hazardous)	No / Yes	
710336	Furniture: Over 5,000 Capital	No / Yes		710462	Supplies: Medical & Medications	No / Yes	
710335	Furniture: Under 5,000	Yes / Yes		710218	Supplies: Nutrition and Supplements	No / Yes	
740354	Materials & Supplies REU	No / No	Activity Code 207	710482	Supplies: Plant Project Materials	No / Yes	
710337	Supplies: Computers	Yes / Yes		710359	Supplies: Training	No / Yes	
Telephone and Cable, 7M							
710314	Cable TV, Streaming Services	Yes / Yes		710312	Telephone and Internet Service	Yes / Yes	
Travel, 7H							
740393	Alumni Travel Program	No / No	Activity Code 208	710373	Travel: Alpha	No / No	Activity Code 206
740344	Field Trips	No / No	Activity Code 205	740111	Travel: Airfare	Yes / Yes	
740392	Foreign Travel	No / No	Use Emburse field	740112	Travel: Ground: Rental, Taxi, Parking	Yes / Yes	
740345	Recruiting	No / No	Activity Code 202/203	740130	Travel: Hotels / Lodging	Yes / Yes	
740344	Regular Travel	No / No	Choose by type	740140	Travel: Meals While Traveling	Yes / Yes	
740395	Regular Travel REU	No / No	Activity Code 207	740113	Travel: Mileage	Yes / Yes	
740342	Team Travel/Housing	No / No	Activity Code 204				
Utilities, 7G							
710491	Electricity	Yes / Yes		710497	PPA Electricity Settlements	No / Yes	
710494	Fuel Oil #2	Yes / Yes		710485	Recycling	No / Yes	
710493	Fuel Oil #6	No / Yes		710481	Renewable Energy Certificates	No / Yes	
710480	Gasoline - College Owned Vehicles	Yes / Yes		710484	Sewer	No / Yes	
710355	Hazardous Waste Disposal	No / Yes		710490	Trash	Yes / Yes	
710495	Natural Gas	Yes / Yes		710492	Water	No / Yes	
Transfers-In, 8A							
815093	Other Transfers Among Fund Groups	No / No	TOC Only: Both sides of the entry must include the 815093 account with program code 85 and must net to zero.				
z Non-Operating Activity, 8Z							
796203	Real Estate Acquisitions	No / Yes	Finance Only				