

Expense Cost Coding

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2026 Cost Codes Guidelines

Cost Coding Guidelines for 2026

All expenses must be coded to the correct bucket using the NEW and attached 2026 Coding guide. Items highlighted in purple have changed from 2025 or are new to 2026.

Accurate cost coding ensures expenses are reflected in the correct budgets, supports meaningful financial analysis, and helps leadership make informed decisions. Incorrect or incomplete coding may result in expenses being returned for correction and could delay approvals or reimbursement.

Some specifics I would like to clarify/stress:

1. All expenses require a PP level of property (with the only exception being CIP). Many of you are already accustomed to this as part of Property Management (Grounds/Leasing/Maintenance) operations; however, this will go for anyone at corporate or a part of construction, business development, etc. as well. Please use 401 Ranger (P0007), 301 Main (P0001), or 581 Spring (P0066) if the expenses are not associated to a leasing property location (like Hume I or Moon Lake I). This will frequently happen for those who travel to various property locations or are using travel for various business operations (site visits, business meetings, etc.) There had been previous communication that for some transactions it was not necessary to have a property - the ask is to now change this for everything going forward. If you have specific questions on this, please see your manager. Do not charge random items to leasing properties - if it is not a genuine property operating expense that is budgeted - it should not go to PP level breakout; please use the 401 Ranger, 301 Main, or 581 Spring based on where you sit in its place.
2. Anything maintenance related regardless of if you are an onsite tech or traveling maintenance tech needs to be charged to department D09 (Maintenance) only. Leasing Operations (D14) will be used for leasing operation expenses only. We have consolidated this LLC budget to really only use these two departments. Do not use D12 (Property Management) without approval. D25 Utilities is only used for utility payments as part of properties expenses. Again, PP level property is required for these types of expenses. There have been previous handouts provided with good breakdowns for these properties - I've reattached an updated grouping to make this easier for you.
3. Travel Day meal expenses (paid for on a company credit card) go to Travel, Meals, & Entertainment - 0% Tax - do not put this in the "Meals" (cost code) bucket as this is for per diems only.
4. Project expenses associated to construction projects should always have a project code and CSI code and Cost Type (project, cost code, cost type). Keep in mind some of them are not billable expenses, but we are tracking all costs including non-billable. Keep in mind that there is a budget to these buckets - before you feel you start coding to projects - please verify with the project management team that this is indeed a billable expense. (GL: 15000 Construction in Process, E300, D17/D19/D20/D18 Only. No PP level property on these transactions - this should be left blank.

5. Location (Company) and Departments are always required. Do not code to header accounts unless directed by your supervisor. **Example:** Business Development (D06) is a header and a minor - this is approved for those only a part of business development. Construction (D18) and Property Management (D12) are headers that should not be used - there are no budgets at this level (this is meant for reporting roll ups only).
6. Do not charge other departments without authorization. Budget accuracy is critical in 2026. We will reclassify and make corrections on every single transaction out of place, and repeating offenders will be put on notice. If you have buying power - this is your responsibility from not only a company policy but also from an IRS perspective.
7. All credit card expenses (regardless of type) REQUIRE receipts. You should be putting a legible signature on all receipts as well before snapping a picture. Clear and legible pictures are required.
8. All credit card expense reports should be filling in the required field of "Paid For" - please put the vendor in here (SI Only). With many credit card transactions, you will not find the "vendor" in the vendor field (to the far left on the expense report) because credit card vendors are not setup for every transaction. Please use the "Paid for" field going forward to note the vendor - even if you do by chance find the vendor, please put it in the "Paid for" field as well.
9. If you have any SCS Oshkosh related expenses, you will always use E200 for the Company, D27 for the department, as well as the property PP code PP000065 to cost center.
10. If you are using a Project dimension code (which you should be 99% of the time) , a cost code and cost type are ALWAYS required. This means different things if you are using Pass Thru accounts or if you are cost coding to a project - know the difference! Use the cost code guide attached to provide you with details on exactly how you should cost code for all three dimensions.
11. Stampli invoices once received should be cost coded within 48 hours. If someone is out of office, a proxy setting is available - please submit a help desk ticket and this will be turned on if you will be out for more than a day or two.
12. Expense reports should be done daily/weekly. Do not delay. You should be reconciling all of your transactions weekly and submitting your expense report and expenses to your supervisor for approval. Expect more and more to come back if cost coding is not correct. Employees with buying power are REQUIRED to do their own expense reporting; this is not the manager's responsibility to enter for you. If this is happening, **it will stop now**.
13. Construction project-related expenses/invoices should be directed to Construction/Project Operations for processing via SCM. This email is SCS Construction Invoices = scsconstructioninvoices@scswiderski.com
14. Do not forget your vendor setup requests prior to working with vendors if we are not already established with them and their compliance paperwork is on file. Many of you have access to view vendors directly in Sage Intacct. If you do not - please ask your manager before submitting a new request. This form is available of the SCS Landing page.

General Expense Report Management Expectations

General Expense Report Management Expectations

When submitting expense reports, please ensure:

- Expenses are business-related, reasonable, and necessary
- Receipts are attached and clearly legible with your signature on the receipt
- Descriptions (Business Purpose) are clear and detailed
- Coding is reviewed for accuracy before submission
- Expenses are submitted promptly and within required timelines
 - Sage Intacct expenses are loaded multiple times a month - please ensure you are checking for these every couple days, a reconciled expense report is REQUIRED at least once per week
 - Wells One expenses are usually available within 24-48 hours of purchase. Please ensure you are cleaning these up every couple of days, your inbox should be cleared at least weekly
 - Approval workflows are turned on for each of these expense platforms - please ensure as APPROVERS you are cleaning these out at least a few times a week. Be critical, send back is wrong, hold your team accountable for accuracy (you wrote the budget!).
 - ***Failure to complete timely expense reconciliation may result in loss of buying/spending power and/or disciplinary action up to including termination.**
- Please plan accordingly for LOA, FMLA, and/or PTO coverage. You can request proxy support for someone to manage your expenses and approvals in your absence. Please reach out to Accounting for assistance.

Expense reports that do not meet these requirements may be rejected and returned for revision. If you have questions about cost codes, GL accounts, or expense policies, please reach out to your manager before submitting expenses.

2026 Cost Code Guide

Company ID	Company (Location) Name (YOU WILL ALWAYS SELECT ONE)
E100	S.C. Swiderski Management Corp. <i>(Corporate Ops, Marketing, Business Development)</i>
E200	S.C. Swiderski LLC <i>(Leasing, Maintenance, Grounds, Farms)</i>
E300	S.C. Swiderski Construction LLC <i>(Construction, Field Operations, Excavation, Project Management)</i>
E400	S.C. Swiderski Land LLC <i>(Real Estate)</i>
E600	SCS Transportation LLC
E700	SCS Building Supply, LLC
*All Construction in Process (CIP) should be coded to E300 ONLY	

Department ID	Department Title (YOU WILL ALWAYS SELECT ONE)
D01	Accounting
D02	Marketing
D03	IT
D04	Safety
D05	HR
D06	Business Development
D08	Design
D09	Maintenance
D10	Farms
D11	Owner <i>(Authorized Use Only)</i>
D12	Property Management <i>(Header Only, Do not use unless the cost is for all associated depts - Leasing, Grounds, & Maintenance)</i>
D13	Grounds
D14	Leasing Operations
D16	Sales <i>(Building Supply)</i>
D17	Excavation
D18	Construction <i>(Header only, Do not use unless authorized)</i>
D19	Field Construction
D20	Project Management
D25	Utilities <i>(All except SCS Oshkosh related)</i>
D26	Facilities Management <i>(Header only, Do not use unless authorized)</i>
D27	SCS Oshkosh Estates LLC <i>(All costs associated to SCS Oshkosh regardless of type, including SCS Oshkosh utilities)</i>
D29	Future Projects <i>(Authorized Use Only)</i>
D30	Project Maintenance <i>(Authorized Use Only)</i>
D31	Legal
D32	Asset Management <i>(Associated to asset management, Authorized Use Only)</i>
<i>You may see other depts in drop down menus - if they are not listed here they are for authorized use only, Do not use unless directed.</i>	

Property Dimension

P007		CtrlM
1	P0004	Blue Storm Entries
1	P000004	Blue Storm Entries
1	P0000+12	[4-] Blue Storm Lane W+12
1	U00003379	BS040-01
1	U00003380	BS040-02
1	U00003381	BS040-03
1	U00003382	BS040-04
1	U00003383	BS040-05
1	U00003384	BS040-06
1	U00003385	BS040-07
1	U00003386	BS040-08
1	U00003387	BS040-09
1	U00003388	BS040-10
1	U00003389	BS040-11
1	U00003390	BS040-12

Properties are now divided by Regions

Phases make up the Parent Property

Units make up the Buildings

Parent

Phase

Building

Unit

R

P

PP

B

U

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New for 2026		Always select these in order Project > Cost Code > Cost Type. If you are missing an option delete and reselect your project (pass-thru).			
Sage GL Account #	Sage Intacct	Project (Pass-Thru)	Cost Code	Cost Type <i>(should auto populate and match your GL Account)</i>	
New Account	New Account Header Title	*Should be used for all property expenses as well as non-project related operational expenses. If your expense is construction project related DO NOT USE.	Always required if using a Project (Pass-Thru), should reduce available options once a project is selected.	Should auto populate based on your cost code selected.	
60010	Insurance	Insurance Pass Thru	Property & Commercial Liability Insurance	Insurance	
60010	Insurance	Insurance Pass Thru	Auto Insurance	Insurance	
60010	Insurance	Insurance Pass Thru	Property & Commercial Liability Insurance	Insurance	
60010	Insurance	Insurance Pass Thru	Property & Commercial Liability Insurance	Insurance	
60010	Insurance	Insurance Pass Thru	Umbrella/Owner Insurance	Insurance	
60010	Insurance	Insurance Pass Thru	Worker's Comp Insurance	Insurance	
60010	Insurance	Insurance Pass Thru	Claim Expense	Insurance	
60010	Insurance	Insurance Pass Thru	Cyber Insurance	Insurance	
60010	Insurance	Insurance Pass Thru	Errors & Omissions Insurance	Insurance	
60115	Advertising & Promotion	Marketing Pass Thru	Radio	Advertising & Promotion	
60115	Advertising & Promotion	Marketing Pass Thru	3rd Party	Advertising & Promotion	
60115	Advertising & Promotion	Marketing Pass Thru	Broadcast	Advertising & Promotion	
60115	Advertising & Promotion	Marketing Pass Thru	Streaming	Advertising & Promotion	
60115	Advertising & Promotion	Marketing Pass Thru	Social Media	Advertising & Promotion	
60115	Advertising & Promotion	Marketing Pass Thru	Print	Advertising & Promotion	
60115	Advertising & Promotion	Marketing Pass Thru	Materials	Advertising & Promotion	
60115	Advertising & Promotion	Marketing Pass Thru	Miscellaneous Purchases	Advertising & Promotion	
60110	Marketing	Marketing Pass Thru	Creative Services	Marketing	
60110	Marketing	Marketing Pass Thru	Event Management	Marketing	
60110	Marketing	Marketing Pass Thru	Event Sponsorship	Marketing	
60110	Marketing	Marketing Pass Thru	Marketing Research	Marketing	
60110	Marketing	Marketing Pass Thru	Event Supplies	Marketing	
60110	Marketing	Marketing Pass Thru	Event Food	Marketing	
60110	Marketing	Marketing Pass Thru	Event Advertisement	Marketing	
60110	Marketing	Marketing Pass Thru	Website Costs	Marketing	
60050	Leasing Filing Fees		No Project Pass Thru, Cost Code, or Cost Type needed		
60054	Tenant Retention		No Project Pass Thru, Cost Code, or Cost Type needed		
60052	Leasing Collection Fees/Costs		No Project Pass Thru, Cost Code, or Cost Type needed		
60040	Vehicle Repairs	Vehicle Maintenance & Repairs Pass Thru	Accident/Damage Repairs	Vehicle Repairs	
60040	Vehicle Repairs	Vehicle Maintenance & Repairs Pass Thru	Towing & Emergency Services	Vehicle Repairs	
60040	Vehicle Repairs	Vehicle Maintenance & Repairs Pass Thru	Warranty Repairs	Vehicle Repairs	

60045	Fuel	Fuel Pass Thru	Regular Fuel	Fuel
60045	Fuel	Fuel Pass Thru	Off Road Fuel	Fuel
60045	Fuel	Fuel Pass Thru	LP/Propane	Fuel
60045	Fuel	Fuel Pass Thru	DEF/Diesel Exhaust Fluid	Fuel
60045	Fuel	Fuel Pass Thru	Diesel	Fuel
60041	Vehicle Maintenance Expense (Leased)	Vehicle Maintenance & Repairs Pass Thru	Licensing & Registration	Vehicle Maintenance Expense (Leased)
60041	Vehicle Maintenance Expense (Leased)	Vehicle Maintenance & Repairs Pass Thru	Routine Maintenance	Vehicle Maintenance Expense (Leased)
60041	Vehicle Maintenance Expense (Leased)	Vehicle Maintenance & Repairs Pass Thru	Routine Supplies & Parts	Vehicle Maintenance Expense (Leased)
60041	Vehicle Maintenance Expense (Leased)	Vehicle Maintenance & Repairs Pass Thru	Car Wash	Vehicle Maintenance Expense (Leased)
60041	Vehicle Maintenance Expense (Leased)	Vehicle Maintenance & Repairs Pass Thru	Upgrades/Accessories	Vehicle Maintenance Expense (Leased)
60041	Vehicle Maintenance Expense (Leased)	Vehicle Maintenance & Repairs Pass Thru	Consumables	Vehicle Maintenance Expense (Leased)
60041	Vehicle Maintenance Expense (Leased)	Vehicle Maintenance & Repairs Pass Thru	Tires	Vehicle Maintenance Expense (Leased)
60041	Vehicle Maintenance Expense (Non - Leased)	Vehicle Maintenance & Repairs Pass Thru	Licensing & Registration	Vehicle Maintenance Expense (Non - Leased)
60041	Vehicle Maintenance Expense (Non - Leased)	Vehicle Maintenance & Repairs Pass Thru	Routine Maintenance	Vehicle Maintenance Expense (Non - Leased)
60041	Vehicle Maintenance Expense (Non - Leased)	Vehicle Maintenance & Repairs Pass Thru	Routine Supplies & Parts	Vehicle Maintenance Expense (Non - Leased)
60041	Vehicle Maintenance Expense (Non - Leased)	Vehicle Maintenance & Repairs Pass Thru	Car Wash	Vehicle Maintenance Expense (Non - Leased)
60041	Vehicle Maintenance Expense (Non - Leased)	Vehicle Maintenance & Repairs Pass Thru	Upgrades/Accessories	Vehicle Maintenance Expense (Non - Leased)
60041	Vehicle Maintenance Expense (Non - Leased)	Vehicle Maintenance & Repairs Pass Thru	Consumables	Vehicle Maintenance Expense (Non - Leased)
60041	Vehicle Maintenance Expense (Non - Leased)	Vehicle Maintenance & Repairs Pass Thru	Tires	Vehicle Maintenance Expense (Non - Leased)
60100	Grounds	Grounds Pass Thru	Plants, Trees, Flowers Replacements	Grounds
60100	Grounds	Grounds Pass Thru	Fertilizers & Soil	Grounds
60100	Grounds	Grounds Pass Thru	Pest Control	Grounds
60100	Grounds	Grounds Pass Thru	Mowing, Trimming, & Equipment	Grounds
60100	Grounds	Grounds Pass Thru	Irrigation System	Grounds
60100	Grounds	Grounds Pass Thru	Tree Trimming & Removal	Grounds
60100	Grounds	Grounds Pass Thru	Pavement & Sidewalk Repairs	Grounds
60100	Grounds	Grounds Pass Thru	Seasonal Cleanup	Grounds
60100	Grounds	Grounds Pass Thru	Landscape Design Fees	Grounds
60100	Grounds	Grounds Pass Thru	Mowing Services	Grounds
60100	Grounds	Grounds Pass Thru	Snow Removal	Grounds
60100	Grounds	Grounds Pass Thru	Salt	Grounds
60100	Grounds	Grounds Pass Thru	Consumables	Grounds
60088	Flooring Repairs	Maintenance & Repairs Pass Thru	Materials & Parts	Flooring Repairs
60088	Flooring Repairs	Maintenance & Repairs Pass Thru	Installation Costs	Flooring Repairs
60088	Flooring Repairs	Maintenance & Repairs Pass Thru	Repairs & Replacements	Flooring Repairs
60088	Flooring Repairs	Maintenance & Repairs Pass Thru	Routine Maintenance	Flooring Repairs
60088	Flooring Repairs	Maintenance & Repairs Pass Thru	Disposal & Recycling Fees	Flooring Repairs
69000	Cleaning Supplies	Administration Pass Thru	Consumables	Cleaning Supplies
69000	Cleaning Supplies	Administration Pass Thru	Equipment	Cleaning Supplies
69000	Cleaning Supplies	Administration Pass Thru	Services	Cleaning Supplies
60090	Carpet Cleaning	Administration Pass Thru	Consumables	Carpet Cleaning
60090	Carpet Cleaning	Administration Pass Thru	Equipment	Carpet Cleaning
60090	Carpet Cleaning	Administration Pass Thru	Services	Carpet Cleaning
60092	Painting	Maintenance & Repairs Pass Thru	Materials & Parts	Painting
60092	Painting	Maintenance & Repairs Pass Thru	Services	Painting
60092	Painting	Maintenance & Repairs Pass Thru	Routine Maintenance	Painting

60066	Fire Alarms/Extinguishers	Maintenance & Repairs Pass Thru	Repairs & Replacements	Fire Alarms/Extinguishers
60066	Fire Alarms/Extinguishers	Maintenance & Repairs Pass Thru	Inspection, Testing, & Compliance	Fire Alarms/Extinguishers
60066	Fire Alarms/Extinguishers	Maintenance & Repairs Pass Thru	Purchase Costs	Fire Alarms/Extinguishers
60066	Fire Alarms/Extinguishers	Maintenance & Repairs Pass Thru	Monitoring Fees	Fire Alarms/Extinguishers
60070	Security & Camera System	Security & Camera System Pass Thru	Repairs & Replacements	Security & Camera System
60070	Security & Camera System	Security & Camera System Pass Thru	Inspection, Testing, & Compliance	Security & Camera System
60070	Security & Camera System	Security & Camera System Pass Thru	Purchase Costs	Security & Camera System
60070	Security & Camera System	Security & Camera System Pass Thru	Monitoring Fees	Security & Camera System
60070	Security & Camera System	Security & Camera System Pass Thru	Doorbells	Security & Camera System
60070	Security & Camera System	Security & Camera System Pass Thru	Keys/Remotes/Keypads	Security & Camera System
60084	Boiler/Heating System	Maintenance & Repairs Pass Thru	Routine Maintenance	Boiler/Heating System
60084	Boiler/Heating System	Maintenance & Repairs Pass Thru	Repairs & Replacements	Boiler/Heating System
60084	Boiler/Heating System	Maintenance & Repairs Pass Thru	Replacement Parts	Boiler/Heating System
60084	Boiler/Heating System	Maintenance & Repairs Pass Thru	Services	Boiler/Heating System
60084	Boiler/Heating System	Maintenance & Repairs Pass Thru	Inspection, Testing, & Compliance	Boiler/Heating System
60108	Warranty Work	Warranty Work Pass Thru	Materials & Parts	Warranty Work
60108	Warranty Work	Warranty Work Pass Thru	Services	Warranty Work
60109	Warranty Work	Warranty Work Pass Thru	Equipment	Warranty Work
61030	Uniforms		No Project Pass Thru, Cost Code, or Cost Type needed.	
60062	Equipment Rental	Tools & Equipment Pass Thru	Rental Charges	Equipment Rental
60062	Equipment Rental	Tools & Equipment Pass Thru	Rental Repairs	Equipment Rental
60062	Equipment Rental	Tools & Equipment Pass Thru	Delivery & Pickup Fees	Equipment Rental
60062	Equipment Rental	Tools & Equipment Pass Thru	Accessories or Add-Ons	Equipment Rental
60062	Equipment Rental	Tools & Equipment Pass Thru	Insurance Costs	Equipment Rental
60062	Equipment Rental	Tools & Equipment Pass Thru	Transportation Rentals	Equipment Rental
60060	Tools & Equipment	Tools & Equipment Pass Thru	Purchase Costs	Tools & Equipment
60060	Tools & Equipment	Tools & Equipment Pass Thru	Unscheduled Maintenance/Repairs	Tools & Equipment
60060	Tools & Equipment	Tools & Equipment Pass Thru	Replacement or Upgrades	Tools & Equipment
60072	Supplies	Maintenance & Repairs Pass Thru	HVAC Materials	Supplies
60072	Supplies	Maintenance & Repairs Pass Thru	Hardware Supplies	Supplies
60072	Supplies	Maintenance & Repairs Pass Thru	Consumables	Supplies
60072	Supplies	Maintenance & Repairs Pass Thru	Inventory for Spare Parts	Supplies
60072	Supplies	Maintenance & Repairs Pass Thru	Replacement Parts	Supplies

60072	Supplies	Maintenance & Repairs Pass Thru	Lightbulbs	Supplies
60072	Supplies	Maintenance & Repairs Pass Thru	Drip Pans	Supplies
60072	Supplies	Maintenance & Repairs Pass Thru	Furnished Apartment	Supplies
60077	Appliance Replacements		No Project Pass Thru, Cost Code, or Cost Type needed.	
60074	Building Repairs	Maintenance & Repairs Pass Thru	Siding Repairs & Supplies	Building Repairs
60074	Building Repairs	Maintenance & Repairs Pass Thru	Roofing Repairs & Supplies	Building Repairs
60074	Building Repairs	Maintenance & Repairs Pass Thru	Windows & Doors	Building Repairs
60074	Building Repairs	Maintenance & Repairs Pass Thru	Painting & Finishing Repairs & Supplies	Building Repairs
60074	Building Repairs	Maintenance & Repairs Pass Thru	Gutters & Downspouts	Building Repairs
60074	Building Repairs	Maintenance & Repairs Pass Thru	Exterior Trim & Molding	Building Repairs
60074	Building Repairs	Maintenance & Repairs Pass Thru	Outdoor Fixtures	Building Repairs
60074	Building Repairs	Maintenance & Repairs Pass Thru	Elevator Maintenance	Building Repairs
60074	Building Repairs	Maintenance & Repairs Pass Thru	Elevator Inspections & Compliance	Building Repairs
60064	Equipment Repairs	Tools & Equipment Pass Thru	Routine Maintenance	Equipment Repairs
60064	Equipment Repairs	Tools & Equipment Pass Thru	Unscheduled Maintenance/Repairs	Equipment Repairs
60064	Equipment Repairs	Tools & Equipment Pass Thru	Replacement Parts	Equipment Repairs
60064	Equipment Repairs	Tools & Equipment Pass Thru	Consumables	Equipment Repairs
60064	Equipment Repairs	Tools & Equipment Pass Thru	Tires	Equipment Repairs
60076	Appliance Repairs	Maintenance & Repairs Pass Thru	Materials & Parts	Appliance Repairs & Supplies
60076	Appliance Repairs	Maintenance & Repairs Pass Thru	Repair Costs	Appliance Repairs & Supplies
60076	Appliance Repairs	Maintenance & Repairs Pass Thru	Services	Appliance Repairs & Supplies
60076	Appliance Repairs	Maintenance & Repairs Pass Thru	Disposal & Recycling Fees	Appliance Repairs & Supplies
60078	Plumbing Repairs	Maintenance & Repairs Pass Thru	Materials & Parts	Plumbing Repairs
60078	Plumbing Repairs	Maintenance & Repairs Pass Thru	Services	Plumbing Repairs
60080	Electrical Repairs	Maintenance & Repairs Pass Thru	Materials & Parts	Electrical Repairs
60080	Electrical Repairs	Maintenance & Repairs Pass Thru	Services	Electrical Repairs
60082	Forced Air System	Maintenance & Repairs Pass Thru	Routine Maintenance	Forced Air System
60082	Forced Air System	Maintenance & Repairs Pass Thru	Repair Costs	Forced Air System
60082	Forced Air System	Maintenance & Repairs Pass Thru	Replacement Parts	Forced Air System
60082	Forced Air System	Maintenance & Repairs Pass Thru	Services	Forced Air System
60082	Forced Air System	Maintenance & Repairs Pass Thru	Inspection, Testing, & Compliance	Forced Air System
60082	Forced Air System	Maintenance & Repairs Pass Thru	Window A/C Repairs & Supplies	Forced Air System
60086	Interior Repairs	Maintenance & Repairs Pass Thru	Drywall Repairs	Interior Repairs
60086	Interior Repairs	Maintenance & Repairs Pass Thru	Ceiling Repairs	Interior Repairs
60086	Interior Repairs	Maintenance & Repairs Pass Thru	Door & Window Repairs	Interior Repairs
60086	Interior Repairs	Maintenance & Repairs Pass Thru	Interior Fixture Repairs	Interior Repairs
60086	Interior Repairs	Maintenance & Repairs Pass Thru	Cabinetry & Countertop Repairs	Interior Repairs
60086	Interior Repairs	Maintenance & Repairs Pass Thru	Mold Remediation/Water Restoration Repairs	Interior Repairs
60030	Utilities	Utilities Pass Thru	Telephone (Non-Mobile)	Utilities
60030	Utilities	Utilities Pass Thru	Mobile Devices/Services	Utilities
60030	Utilities	Utilities Pass Thru	Electric & Gas	Utilities
60030	Utilities	Utilities Pass Thru	Water & Sewer	Utilities
60030	Utilities	Utilities Pass Thru	Fire Protection & Alarm Systems	Utilities
60030	Utilities	Utilities Pass Thru	Waste/Garbage Removal	Utilities
60030	Utilities	Utilities Pass Thru	Cable & Internet - Equipment	Utilities
60030	Utilities	Utilities Pass Thru	Cable & Internet - Maintenance	Utilities

60030	Utilities	Utilities Pass Thru	Cable & Internet - Service Charges	Utilities
61000	Employee Recruitment	Employee Pass Thru	Employee Onboarding	Employee Recruitment
61000	Employee Recruitment	Employee Pass Thru	Job Advertising	Employee Recruitment
61000	Employee Recruitment	Employee Pass Thru	Pre-Employment Screenings	Employee Recruitment
61010	Employee Appreciation	Employee Pass Thru	Team Meals	Employee Appreciation
61010	Employee Appreciation	Employee Pass Thru	Birthdays	Employee Appreciation
61010	Employee Appreciation	Employee Pass Thru	Anniversaries	Employee Appreciation
61010	Employee Appreciation	Employee Pass Thru	Other Occasion Specific	Employee Appreciation
61010	Employee Appreciation	Employee Pass Thru	Department Celebrations	Employee Appreciation
60056	Uncollectable Rents & Fees	No Project Pass Thru, Cost Code, or Cost Type needed.		
60130	Professional Fees	Administration Pass Thru	Accounting Service Fees	Professional Fees
60130	Professional Fees	Administration Pass Thru	Legal Fees	Professional Fees
60130	Professional Fees	Administration Pass Thru	Title, Zoning, & Misc. Fees	Professional Fees
60130	Professional Fees	Administration Pass Thru	Bank Service Charges	Professional Fees
60130	Professional Fees	Administration Pass Thru	Realtor Expense (1099)	Professional Fees
60130	Professional Fees	Administration Pass Thru	Restocking Fee	Professional Fees
60130	Professional Fees	Administration Pass Thru	TPA Fees	Professional Fees
60130	Professional Fees	Administration Pass Thru	Outsourced Special Projects	Professional Fees
60130	Professional Fees	Administration Pass Thru	Municipality Fees	Professional Fees
60130	Professional Fees	Administration Pass Thru	Loan Maintenance/Refi	Professional Fees
61410	Computer Repairs	IT Pass Thru	Hardware (Maintenance)	Computer Repairs
61410	Computer Repairs	IT Pass Thru	Software (Maintenance)	Computer Repairs
61410	Computer Repairs	IT Pass Thru	Warranty Costs	Computer Repairs
61410	Computer Repairs	IT Pass Thru	Disposal & Recycling Fees	Computer Repairs
69030	Postage & Delivery	Administration Pass Thru	Shipping Charges	Postage & Delivery
69030	Postage & Delivery	Administration Pass Thru	Shipping Materials	Postage & Delivery
69030	Postage & Delivery	Administration Pass Thru	Stamps	Postage & Delivery
68000	Donations	Administration Pass Thru	Employee	Donations
68000	Donations	Administration Pass Thru	CAS	Donations
68000	Donations	Administration Pass Thru	No Logo	Donations
60140	Dues & Subscriptions	Dues & Subscriptions Pass Thru	Employee Benefits	Dues & Subscriptions
60140	Dues & Subscriptions	Dues & Subscriptions Pass Thru	Software (Operations)	Dues & Subscriptions
60140	Dues & Subscriptions	Dues & Subscriptions Pass Thru	Trade Publications	Dues & Subscriptions

60140	Dues & Subscriptions	Dues & Subscriptions Pass Thru	Professional Memberships	Dues & Subscriptions
60140	Dues & Subscriptions	Dues & Subscriptions Pass Thru	Licenses & Certifications	Dues & Subscriptions
60150	Travel, Meals, & Entertainment	Travel & Entertainment Pass Thru	Meals & Entertainment - On Tax	Travel, Meals, & Entertainment
60150	Travel, Meals, & Entertainment	Travel & Entertainment Pass Thru	Meals & Entertainment - 50% Tax	Travel, Meals, & Entertainment
60150	Travel, Meals, & Entertainment	Travel & Entertainment Pass Thru	Meals & Entertainment - 100% Tax (Company Wide Event)	Travel, Meals, & Entertainment
60150	Travel, Meals, & Entertainment	Travel & Entertainment Pass Thru	Meals	Travel, Meals, & Entertainment
60150	Travel, Meals, & Entertainment	Travel & Entertainment Pass Thru	Lodging	Travel, Meals, & Entertainment
60150	Travel, Meals, & Entertainment	Travel & Entertainment Pass Thru	Mileage	Travel, Meals, & Entertainment
60150	Travel, Meals, & Entertainment	Travel & Entertainment Pass Thru	Tolls & Parking	Travel, Meals, & Entertainment
60150	Travel, Meals, & Entertainment	Travel & Entertainment Pass Thru	Commuting Charge	Travel, Meals, & Entertainment
60150	Travel, Meals, & Entertainment	Travel & Entertainment Pass Thru	Travel Rentals/Services	Travel, Meals, & Entertainment
60150	Travel, Meals, & Entertainment	Travel & Entertainment Pass Thru	Airfare	Travel, Meals, & Entertainment
61020	Employee Education	Employee Relations Pass Thru	Certifications & CE	Employee Education
61020	Employee Education	Employee Relations Pass Thru	Conferences & Events	Employee Education
61020	Employee Education	Employee Relations Pass Thru	Education Assistance	Employee Education
61020	Employee Education	Employee Relations Pass Thru	Leadership Development	Employee Education
61020	Employee Education	Employee Relations Pass Thru	Memberships	Employee Education
61020	Employee Education	Employee Relations Pass Thru	Education Materials	Employee Education
20310	Clothing Purchase	No Project Pass Thru, Cost Code, or Cost Type needed.		
61300	Safety	Safety Pass Thru	Equipment/PPE	Safety
61300	Safety	Safety Pass Thru	Training & Education	Safety
61300	Safety	Safety Pass Thru	Inspections & Audits	Safety
61300	Safety	Safety Pass Thru	Signage & Labels	Safety
61300	Safety	Safety Pass Thru	Emergency Preparedness	Safety
61300	Safety	Safety Pass Thru	Software & Systems	Safety
61300	Safety	Safety Pass Thru	Compliance	Safety
61300	Safety	Safety Pass Thru	Committees/Programs	Safety
61300	Safety	Safety Pass Thru	Post Accident Screenings	Safety
69020	Office Supplies	Administration Pass Thru	Office Basics	Office Supplies
69020	Office Supplies	Administration Pass Thru	Office Furniture	Office Supplies
69020	Office Supplies	Administration Pass Thru	Batteries Only	Office Supplies
69020	Office Supplies	Administration Pass Thru	Printer Rental Fees	Office Supplies
69020	Office Supplies	Administration Pass Thru	Printer Maintenance	Office Supplies
69020	Office Supplies	Administration Pass Thru	Printer & Toner Supplies	Office Supplies
69020	Office Supplies	Administration Pass Thru	Printer Paper (ONLY)	Office Supplies
69020	Office Supplies	Administration Pass Thru	Printer Toner (Only)	Office Supplies
69020	Office Supplies	Administration Pass Thru	Office Décor/Plants	Office Supplies
69010	Breakroom Supplies	Administration Pass Thru	Consumables	Breakroom Supplies
69010	Breakroom Supplies	Administration Pass Thru	Equipment	Breakroom Supplies
69010	Breakroom Supplies	Administration Pass Thru	Water/Beverages	Breakroom Supplies

61400	Information Technology	IT Pass Thru	New Hire	Information Technology
61400	Information Technology	IT Pass Thru	Software & Systems	Information Technology
61400	Information Technology	IT Pass Thru	General Supplies	Information Technology
61400	Information Technology	IT Pass Thru	Purchase Costs	Information Technology
61400	Information Technology	IT Pass Thru	Services	Information Technology
67000	Research & Development	R/D Pass Thru	Dev Market Research	Research & Development
60106	Equipment Mobilization	Excavation Pass Thru	Transportation Costs	Equipment Mobilization
60106	Equipment Mobilization	Excavation Pass Thru	Setup & Installation	Equipment Mobilization
60106	Equipment Mobilization	Excavation Pass Thru	Site Preparation	Equipment Mobilization

Property Expenses

Do not get the Project Pass Thru confused with project expenses. We are using this to create deeper cost coding for PROPERTY and OPS expenses. Projects will also have projects for construction in there – do not use them without approval.

Required Fields

- Date
- Expense Type
- Amount
- Payment Type (what card?)
- Linked to Credit Card Txn (check)
- Vendor
- Paid for (Business Purpose)
- PO (when applicable)

Required Dimensions

- Employee (if applicable)
- Company
- Department
- Property

We will discuss Property in deeper in the next slide!

Project Pass Thru

- Select a project pass thru type – again this is related to your expense type.
- Cost Code – sub account of the pass thru (the list will get smaller as you select – you will only see what you can use based on your PROJECT).
- Cost Type – Select what is available.

All expenses will require an expense type. You will recognize the categories from our current expense header accounts. Choose the one that best describes the purchase.
If you see any default fields, this is a holding place – edit over.