

## COMMON ACCOUNT CODES

Type of Expense	SFS Account	Ledger Account	Ledger account Name	Workday Values	
				Spend Category	Spend Category Name
Transportation Airfare - In State	2800	6000	Travel	SC00069	Airfare
Transportation Airfare - Out of State	2801	6000	Travel	SC00069	Airfare
Transportation Airfare - Foreign	2802	6000	Travel	SC00069	Airfare
Car Rental - In State	2810	6000	Travel	SC00025	Fleet Vehicles
Car Rental - Out of State	2811	6000	Travel	SC00025	Fleet Vehicles
Car Rental - Foreign	2812	6000	Travel	SC00025	Fleet Vehicles
Local Transportation - In State (School Bus)	2820	6000	Travel	SC00245	Ground Transportation
Local Transportation - Out of State (Taxi/Uber)	2821	6000	Travel	SC00245	Ground Transportation
Local Transportation - Foreign	2822	6000	Travel	SC00245	Ground Transportation
Mileage - In State	2830	6000	Travel	SC00079	Travel Fee
Mileage - Out of State	2831	6000	Travel	SC00079	Travel Fee
Mileage - Foreign	2832	6000	Travel	SC00079	Travel Fee
Registration Fees - In State	2840	6000	Travel	SC00012	Conference & Registration Fees
Registration Fees-Out of State	2841	6000	Travel	SC00012	Conference & Registration Fees
Registration Fees-Foreign	2842	6000	Travel	SC00012	Conference & Registration Fees
Lodging - In State	2850	6000	Travel	SC00071	Lodging
Lodging - Out of State	2851	6000	Travel	SC00071	Lodging
Lodging - Foreign	2852	6000	Travel	SC00071	Lodging
Meals - In State	2860	6000	Travel	SC00182	Meals
Meals - Out of State	2861	6000	Travel	SC00182	Meals
Meals - Foreign	2862	6000	Travel	SC00182	Meals
Incidentals - In State	2870	6000	Travel	SC00070	Travel
Incidentals - Out of State	2871	6000	Travel	SC00070	Travel
Incidentals - Foreign	2872	6000	Travel	SC00070	Travel
Event- Audio Visual (AV) Equip	2894	6003	Rentals	SC00077	Audio Visual Equipment Rental
Event - Catering	2893	6006	Services	SC00076	Event Catering
Travel Reduction	2899	6000	Travel	SC00080	Travel Reduction
Cellular Service	2270	6002	Telecommunications	SC00016	Cellular Service
Rental of Space - State owned	2310	6003	Rentals	SC00020	Space Rental - UW Owned
Rental of Space / Booth Rental	2320	6003	Rentals	SC00021	Space Rental
Rental of Other Equip	2360	6003	Rentals	SC00029	Other Equipment Rental
Maintenance & Repairs-Grounds	2400	6004	Maintenance & Repairs	SC00031	Maintenance & Repair - Ground or Land
Maintenance & Repair- Computer Equip	2460	6004	Maintenance & Repairs	SC00034	Maintenance & Repair - IT Equipment
Maintenance & Repair-Vehicles	2470	6004	Maintenance & Repairs	SC00035	Maintenance & Repair - Vehicles
Maintenance & Repair-Other	2480	6004	Maintenance & Repairs	SC00036	Maintenance & Repair - Other
Electricity-Central (WPS)	2500	6005	Utilities	SC00037	Electricity - Central
Gas-Central (WPS)	2510	6005	Utilities	SC00039	Gas - Central
Services - Professional	2620	6006	Services	SC00051	Professional - Services
Services - Miscellaneous (Lab Analysis, License Fees)	2623				Account discontinued - select proper account
Services - Guarantees	2625	6006	Services	SC00055	Game Guarantees - Services
Services - Athletic Officials	2626	6006	Services	SC00056	Athletic Officials - Services
Background Checks	2627	6006	Services	SC00057	Background Checks - Services
Medical Services	2630	6022	Medical Services	SC00059	Medical Services
Services - Internal	2650	6750	Internal Service Delivery		Account discontinued - select proper account
Printing and Duplicating - In State	2670	6006	Services	SC00064	Printing - State Agencies
Printing and Duplicating - Out of State	2675	6006	Services	SC000615	Printing - Commercial Vendors
Serv-Housekeeping & Janitorial	2680	6006	Services	SC00065	Janitorial - Services
Supplies	3100	6009	Materials & Supplies	SC00249	Office Supplies
Supplies-Classroom, Med, Rec	3104	6009	Materials & Supplies	SC00082	Classroom - Supplies
Supplies-Laboratory	3105	6009	Materials & Supplies	SC00083	Laboratory - Supplies
Supplies - Maintenance and Operational	3120	6009	Materials & Supplies	SC00093	Maintenance Operational - Supplies
Fuel for Vehicles	3140	6009	Materials & Supplies	SC00096	Vehicles - Fuel
Software Purchases - Less than \$5,000	3150	6011	Information Technology & Services	SC00132	Software Purchase
Software Maintenance Payments	3151	6011	Information Technology & Services	SC00098	Software Maintenance Payments
Food & Food Service Contracts	3165	6009	Materials & Supplies	SC00099	Food & Food Services
Computers and Related Peripherals-Not capitalized under \$5,000	3194	6009	Materials & Supplies	SC00100	Computer and Peripherals
Equipment and Furniture-Not capitalized under \$5,000	3195	6009	Materials & Supplies	SC00101	Furniture
Insurance - Other (Student Athletes)	3440	6012	Insurance	SC00106	Other - Insurance
Postage	3700	6007	Postage	SC00107	Postage
Freight and Handling (UPS, Fed Ex, ect)	3710	6013	Freight	SC00108	Freight
Subscriptions	3720	6014	Subscriptions & Dues	SC00109	Subscriptions
Memberships	3730	6014	Subscriptions & Dues	SC00110	Memberships & Dues
Advertising & Notices	3740	6015	Advertising	SC00111	Advertising & Notices
Prizes and Awards	3750	6016	Awards & Prizes	SC00112	Awards & Prizes
Conference/Workshop Expenses (We are hosting)	3780	6030	Damage & Other Claims Awards	SC00272	Damage & Other Claims Awards
Material for Resale	3790	6020	Materials for Resale	SC00115	Materials for Resale
Interest Expense-Prompt Pay	3805	6019	Interest Expense	SC00119	Interest Expense - Prompt Pay
Equipment & Furniture over \$5,000	4604	6027	Equipment Expense	SC00244	Equipment - Other
Computer Equipment over \$5,000	4620	6027	Equipment Expense	SC00130	Equipment - Computer
Computer Equipment - Capital Lease	4625	6008	Equipment Expense	SC00024	Supplier Lease Contract Computer Equipment
Software over \$5,000	4630	6011	Information Technology & Services	SC00132	Software Purchase

Type of Revenue	SFS Account	Ledger Account	Ledger account Name	Workday Values	
				Revenue Category	Revenue Category Name
Sales Credit - Internal (Fund 102 only)	9050	4750	Internal Service Delivery (Revenue)	RC99992	Conversion - Sales Credits - Internal
Sales Credit - External (Fund 102 only)	9051	4751	GPR External Sales	RC99993	Conversion - Sales Credits - External
Fees Administrative-Misc	9150	4002	University Fees	RC00014	Administrative Fees
Services	9300	4042	Sales of Goods and Services	RC00053	General Services
Rental Income-Other	9303	4042	Sales of Goods and Services	RC00061	Equipment Rental
Meeting Room Rental	9304	4042	Sales of Goods and Services	RC00062	Meeting Room Rental
Conference, Workshop, Institute	9321	4046	Conferences & Workshops	RC00091	Conferences & Workshops Registration Fees
Sale of Materials	9400	4042	Sales of Goods and Services	RC00133	General Materials Sales
Gifts & Donations (Fund 233 only)	9500	4030	Gift Revenue	RC00102	Gift Revenue - Donor Direct