AP Viewpoint Expenses Cheat Sheet

by elaine110 via cheatography.com/61102/cs/15828/

10428 All Copy Products

Type	3 Expense
Desc 1	Copy Overage from (MM/DD/YY - MM/DD/YY)
Desc 2	Machine Contract #
GL Acct	73820.00.00 Printing
UOM	Lump Sum (LS)
Tax Code	AUR

16547 Allstream

Type	3 Expense
Desc 1 & 2	Acct #
GL Acct	75280.00.00 Telephone Expense
UOM	Lump Sum (LS)

10020 Apartment Association of Metro Denver

Type	3 Expense
Desc 1 & 2	Service Summary
GL Acct	71000.00 Dues/Subscription/-Membership
UOM	Lump Sum (LS)

10029 Aurora Water

Type	3 Expense
Desc 1 & 2	Acct #
Desc 2 - Hydrant	Hydrant #
GL Acct	75300.00.00 Utilities - Water
UOM	Lump Sum (LS)

10045 Business Network Consulting

Type	3 Expense
Desc 1 & 2	Description of Service or Part
GL Acct - Service	73920.00.00 Professional Fee
GL Acct - Part	73800.00.00 Office Supplies
	~Watch for any parts above $1,500.00!!!!
UOM	Lump Sum (LS)

106587 Castle Rock Water

Meter Deposits

Type	3 Expense
Desc 1 & 2	(Job #) - Meter Deposit
GL Acct	14000.00.00 Deposits
UOM	Lump Sum (LS)

Hydrants

Type	1 Job
UOM	Gallons (GAL)

16454 CAT Financial Commercial Account

Type	3 Expense
Desc 1 & 2	Account Number
	~ 6280-7300-0126-2492
GL Acct	*Per Contract*
	~2492 - 61560.00.00 CAT Compactor Lease
UOM	Lump Sum (LS)

10049 Caterpillar Financial Services

Type	3 Expense
Desc 1 & 2	Acct # : (001-0866484-000,0-01,002)
Line 1 GL Acct	*Per Equipment*
	~000, 001, 002 - 25125.00.00 CAT Loan
UOM	Lump Sum (LS)
	~ Total = $872.68
	Tax Code - ADAMS-UN = $41.45
Line 2	SMM Tax
GL Acct	*Same as Above*
UOM	Lump Sum (LS) = **$0.00**
Tax Code	SMM
	~ Tax Basis = $872.67/SMM Tax = $17.47

10386 CDPHE - CO Dept. of Pub. Health & Env

Permits Only

Type	1 Job
Desc 1 & 2	(Job #) - Permit
GL Acct	56000.20.08 Other/Bond/Lic & Perm
Cost Type	6 Other
UOM	Lump Sum (LS)

10060 Cintas Corporation

Type	3 Expense
Desc 1	First Aid
Desc 2	Safety Equipment & Supplies

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10060 Cintas Corporation (cont)

GL Acct	67000.00.00 Safety Equip & Supplies
UOM	LS
Tax Code	AUR

10073 City of Lafayette

Hydrants

Type	1 Job
Desc 1	(Job #) - Hydrant
Desc 2	Hydrant (#) - (MM/DD-MM/DD)
GL Acct	*Specified per PM)*
UOM	Lump Sum (LS)

10090 CO Motor Carriers Association

Type	3
Desc 1 & 2	CMCA Dues
GL Acct	71000.00.00 Dues/Subscription/-Membership
UOM	Lump Sum (LS)

10097 Concentra

Ref #	Invoice #
Desc. 1 & 2	(Last Name of Employee Tested)
Type	3 Expense
GL Acct	71500.00.00 Employment Expense
UOM	Lump Sum (LS)

10100 Couper Electric

Type	3 Expense
Desc 1	General Desc (ie. Electric)
Desc 2	Specify Work Done (ie. Repair Electric Switch)
GL Acct	75100.00.00 R & M - Building
UOM	Lump Sum (LS)

10109 Denver Water

Type	3 Expense
Desc 1 & 2	Acct #
GL Acct	75300.00.00 Utilities - Water
UOM	Lump Sum (LS)

10601 E-470 Public Highway Authority

Type	3 Expense
Desc 1 & 2	(Vehicle #) - Tolls
GL Acct	61540.00.00 Parking & Tolls
UOM	Lump Sum (LS)

10129 Fedex

Type	3 Expense
Desc 1 & 2	Acct #
GL Acct	73910.00.00 Postage & Shipping
UOM	Lump Sum (LS)

10138 General Air

Type	3 Expense
Desc 1 & 2	Propylene Rental
GL Acct	64800.00.00 Shop Supplies
UOM	Days (DYS)
Tax Code	AUR

10143 Great American Financial

Type	3 Expense
Desc 1	Contract #
Desc 2	Machine Description
GL Acct	25046.00.00 GrAmCapL016--0965757 Copier
UOM	Lump Sum (LS)

10151 Home Depot Credit Services

Type	3 Expense
Ref #	(Closing Date - MMDDYYYY
Desc 1	Acct # - *6035-3221-8833-4787*
Desc 2	Item Purchased (Individual)
GL Acct	*Specified by Purchaser*
Tax Code	Location of Store - *AUR/DEN*
Use Tax	Total x $0.01

106579 Hilti Fleet Management

Type	3 Expense
Desc 1	FM Contract #
Desc 2	Equip. # & Model
GL Acct	62500.00.00 Concrete Small Tools
UOM	Months (MOS)
Tax Code	AUR

106572 IMA, Inc.

Type	1 Job or 3 Expense
Ref #	Inv #
Desc. 1 & 2	(Job #)- Bond or Policy Desc.
Phase Code	ALWAYS BOND PHASE CODE
Cost Type	6 Other
UOM	Lump Sum (LS)

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10160 J.J. Keller & Associates, Inc.

Type	3 Expense
Desc 1 & 2	Item Purchased
GL Acct	*Based on Purchase*
	~ Training - 67000.00.00 Safety Equip & Supplies
	~ Employee Resources - 73800.0-0.00 Office Supplies
	~ Vehicle Inspection Books - 61500.00.00 Auto & Truck Expense
UOM	Each (EA)
Tax Code	AUR

106575 Key Equipment Finance

Type	3 Expense
Desc 1	Acct #
Line 1 Desc 2	Equipment Description
GL Acct - Principal	*Per Equipment*
	~8743 - 25203.00.00 Key Bank
	~8652 - 25202.00.00 Key Bank
	~9556 - 22205.00.00 Key Bank
Line 2 Desc 2	Interest
GL Acct	91040.00.00 Key Interest Expense
UOM	Lump Sum (LS)

10203 Nationsearch

Type	3 Expense
Desc 1 & 2	Background Screening
GL Acct	71500.00.00 Employment Expense
UOM	Lump Sum (LS)

10206 Networkfleet

Type	3 Expense
Desc 1 & 2	Vehicle Monitoring
GL Acct	61500.00.00 Auto & Truck Expense
UOM	Lump Sum (LS)

10620 MOD Space

Type	3 Expense
Desc 1 & 2	Office Rental - (Rental Month)
GL Acct	75050.00.00 Rent - Office
UOM	Months (MOS)
	~ Subtotal = $1,771.25
Tax Code	AURORA
	~ Tax = $91.24

10199 Murphy & Decker

Type	3 Expense
Desc 1 & 2	Service Summary
GL Acct	73400.00.00 Legal Fees - Company
UOM	Lump Sum (LS)

16554 Peninsula Capital Partners LLC.

Interest Payments

Type	3 Expense
Desc 1 & 2	(Month YYYY) Interest
GL Acct	91050.00.00 Interest Peninsula
UOM	Lump Sum (LS)

104469 Premium Assignment Corp.

Type	3 Expense
Desc 1 & 2	(Loan # - Payment # out of Total Payments)
GL Acct	22050.00.00 General Insurance Payable
UOM	Lump Sum (LS)

10657 Raven Print & Marketing Inc.

Type	6 Purchase Order
Desc 1	Materials Purchased
Line 1	
Desc 2	Materials Purchased
GL Acct	73820.00.00 Printing
UOM	Lump Sum (LS)
Tax Code	CO-RTD
Line 2	
Desc 2	Aurora Sales Tax
GL Acct	73820.00.00 Printing
UOM	LS
Unit Cost	$0.00
Tax Code	AURCTY

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106568 Rocky Mountain Reserve	
Type	3 Expense
Desc 1 & 2	COBRA Monthly Minimum
GL Acct	73920.00.00 Professional Fee
UOM	Lump Sum (LS)

10648 South Adams Water & Sanitation District	
Type	6 Purchase Order
UOM	Lump Sum (LS)

10266 Terminix	
Type	3 Expense
Desc 1 & 2	Pest Control
GL Acct	75100.00.00 R & M- Building
UOM	Lump Sum (LS)

10286 Verizon Wireless	
Type	3 Expense
Desc 1 & 2	Acct #
GL Acct	75280.00.00 Telephone Expense
UOM	Lump Sum (LS)

10292 Waste Management	
Type	3 Expense
Desc 1 & 2	Acct #
GL Acct	75500.00.00 Utilities- Trash Pick Up
UOM	Lump Sum (LS)

10305 Xcel Energy	
Type	3 Expense
Desc 1 & 2	Acct #
GL Acct	75400.00.00 Utilities - Gas & Electric
UOM	Lump Sum (LS)

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