

Account Cheat Sheet

Commonly Used Account Numbers

The Chart of Accounts can be tricky to use because of the amount of accounts at your disposal. The DOSA Finance Department has developed a cheat sheet to make the process of finding what account you need much easier. Below you'll see two columns; on the left is a description of the type of expense and on the right is the corresponding account number. You can download this [sheet](#) and add to or subtract from it, for types of expenses that are most common to your work. If you have any questions, don't hesitate to contact the DOSA Finance Department at finsupport@case.edu.

Type of Expense	Account Number	Type of Expense	Account Number
All AGY Income and Expenses	203290	Bon Appétit	534300
		Recurring Membership Dues/Renewals	534400
Gifts (Coming from External Resources)	405510	Moving Expenses (Individual)	534500
Miscellaneous Income	406050		
Internal Support (Receiving)	450099	Telephone	535100
		Postage	535300
Office Supplies	531100	FedEx (Freight) Charges	535450
Minor Equipment (under \$5000)	531260		
Advertising & External Printing	531300	Equipment Rental (Outside of CWRU)	537100
Honoraria (Guest Speakers)	531310	Building Rental (Outside of CWRU)	537200
Food	531400	Equipment Leases (Outside of CWRU)	537400
Copier Charges (Cost Per Copy Program)	531420		
Books and Periodicals	531700	Maintenance Requests	543700
Computer Software	531800		
		Internal Support (Giving)	550099
Room Rental Charge	532450		
Copier (Using another department's copier)	532610	Software Licensing Agreements	555900
		Student Stipends (Fellowships)	571300
Temporary Help (Kelly Services)	533100	Prizes and Awards (Students and Non-Students)	573100
Professional Consulting	533200	Room Rental Income	582130
Security Expenses and Campus Police	533500	Alcoholic Beverages	599020
		Donations to Organizations (Outside of CWRU)	599120
Visitor Travel	534100	Initial Membership Cost	599220
Case Employee Travel	534200	Programmatic Support (from or to)	599270
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