

<u>Type of Bill</u>	<u>Included Accounts</u>	<u>Correct G/L code</u>
City Utility Bureau	Water	6450
	Sewer	6460
Phone Company	Local Service	6361
	Long Distance	6362
	Internet Service	6367
Electricity/Gas Provider	Common Area Electric	6420
	Interim Electric (vacants)	6421
	Common Area Fuel/Heat(gas)	6430
	Interim Fuel/Heat (vacants)	6431
Flooring Replacement (I.e. Criterion)	Carpet	8130
	Flooring (Vinyl)	8160
New Appliance Purchases	Dishwasher	8121
	Range	8122
	Refrigerator	8123
	Washer/Dryer	8124
	HVAC (A/C and Heaters)	8125
	Water Heater	8126

For more information on how to process these types of invoices turn to page 87 in your AMSI training Manual.