

eShop Commodity Code and Associated Account Codes Cheat Sheet *(current as of January 22, 2020)*

Commodity Codes		Related Account Codes	
Commodity Code	Title	Default Account Code	Other Available Accounts
1000	Plant and Animal Supplies	710010 - Animal or Plant Supplies & Upkeep	<ul style="list-style-type: none"> • 151000 - Phys Plt - Main Store Supplies • 710008 - Lab, Chemical, Water Treatmt Supplies
1100	Minerals and Textiles	710012 - Other Supplies	<ul style="list-style-type: none"> • 151000 - Phys Plt - Main Store Supplies • 710008 - Lab, Chemical, Water Treatmt Supplies • 710010- Animal or Plant Supplies & Upkeep
1200	Chemicals, Pharmaceuticals, Fuels and Lubricants	710008 - Lab, Chemical, Water Treatmt Supplies	<ul style="list-style-type: none"> • 151000 - Phys Plt - Main Store Supplies • 710009 - Radioisotope Supplies • 710012 - Other Supplies • 721000 - Natural Gas & Oil
2200	Construction/Renovation Equipment and Supplies	717300 - Building Repair/Maintenance	<ul style="list-style-type: none"> • 151000 - Phys Plt - Main Store Supplies • 151010 - Phys Plt - Prepaid Signage Supplies • 713200 - Equipment Maintenance • 718000 - Major Renovations
2500	Vehicles (All)	723104 - Vehicle Purchases >\$10,000	<ul style="list-style-type: none"> • 151000 - Phys Plt - Main Store Supplies • 713006 - Vehicle Lease • 713202 - Vehicle & Cart Maintenance

2700	Tools, Machinery and Safety Supplies	723000 - Equip/Computer items <\$10,000	<ul style="list-style-type: none"> • 151000 - Phys Plt - Main Store Supplies • 151010 - Phys Plt - Prepaid Signage Supplies • 710003 - Computer Supplies • 710000 - Office Supplies • 710008 - Lab,Chemical,Water Treatmt Supplies • 710012 - Other Supplies • 710019 - Small Tool Supplies • 710025 - Shop Supplies Exp • 713200 - Equipment Maintenance • 716901 - Training & Development Materials • 717320 - Daycare Maintenance • 723001 - Furniture Purchases < \$10,000 • 723100 - Equipment Exp >\$10,000 • 723150 - Externally Purchased Equip-Research • 727000 - COGS - General Materials
4100	Scientific Equipment and Supplies	710008 - Lab, Chemical, Water Treatmt Supplies	<ul style="list-style-type: none"> • 151000 - Phys Plt - Main Store Supplies • 710000 - Office Supplies • 710003 - Computer Supplies • 710012 - Scientific Equipment and Supplies • 710013 - Medical/Safety Supplies • 713004 - Other Equipment Rentals • 713200 - Equipment Maintenance • 723000 - Equip/Computer items <\$10,000 • 723100 - Equipment Exp >\$10,000
4319	Communications Devices and Accessories	723000 - Equip/Computer items <\$10,000	<ul style="list-style-type: none"> • 151000 - Phys Plt - Main Store Supplies • 712006 - Ethernet/Line Charges • 712008 - Electronic Telecommunications • 713000 - Telephone Equipment Rentals • 713002 - Pager/Cell Phone Rental • 723100 - Equipment Exp >\$10,000

4321	Computer and Network Equipment and Supplies	723000 - Equip/Computer items <\$10,000	<ul style="list-style-type: none"> • 151000 - Phys Plt - Main Store Supplies • 710003 - Computer Supplies • 712006 - Ethernet connections • 713200 - Equipment Maintenance • 722208 - Special Material Recovery • 723102 - Computer Equip >\$10,000 • 723100 - Equipment Exp >\$10,000
4323	Software	710004 - Software Supplies	<ul style="list-style-type: none"> • 151000 - Phys Plt - Main Store Supplies • 710000 - Office Supplies • 713203 - Software Maintenance • 717000 - Site License Fee Expense • 723103 - Computer Software Purchases >\$10,000
4400	Office Supplies and Promotional Merchandise	710000 - Office Supplies	<ul style="list-style-type: none"> • 151000 - Phys Plt - Main Store Supplies • 151010 - Phys Plt - Prepaid Signage Supplies • 710003 - Computer Supplies • 710012 - Other Supplies • 710016 - Convocation Diplomas • 710022 - Convocation Medals • 710023 - Orientation Kits • 711000 - Photocopying Charges & Supplies • 711001 - Printing Costs & Supplies • 716400 - General Advertising/Publicity • 716800 - Networking/Reception Expenses • 719000 - Student Recruitment • 727000 - COGS - General Materials

4500	Printing Supplies	711001 - Printing Costs & Supplies	<ul style="list-style-type: none"> • 151000 - Phys Plt - Main Store Supplies • 151010 - Phys Plt - Prepaid Signage Supplies • 710000 - Office Supplies • 710023 - Orientation Kits • 711000 - Photocopying Charges & Supplies • 711002 - Publishing Costs & Supplies • 711003 - Photography Costs & Supplies • 711005 - Meter Click Chargers • 711006 - Inter-Library Loans Copying Charges • 712002 - Postage Expense • 716001 - Research & Publications • 716400 - General Advertising/Publicity • 716402 - Print Media • 716403 - Promotional Publications • 727000 - COGS - General Materials
4511	Audio/Visual Equipment and Supplies	723000 - Equip/Computer items <\$10,000	<ul style="list-style-type: none"> • 151000 - Phys Plt - Main Store Supplies • 620004 - Internal IMS Labour Charges • 710012 - Other Supplies • 713004 - Other Equipment Rentals • 713005 - IMS Equipment Rental • 713200 - Equipment Maintenance • 716800 - Networking/ Reception Expenses • 723100 - Equipment Exp >\$10,000
4700	Cleaning Equipment and Supplies	710012 - Other Supplies	<ul style="list-style-type: none"> • 151000 - Phys Plt - Main Store Supplies • 710000 - Office Supplies • 710005 - Cleaning & Caretaking Supplies • 710008 - Lab, Chemical, Water Treatmt Supplies • 713200 - Equipment Maintenance • 723000 - Equip/Computer items <\$10,000 • 727000 - COGS - General Materials

4900	Sports and Recreational Equipment and Supplies	723000 - Equip/Computer items <\$10,000	<ul style="list-style-type: none"> • 151000 - Phys Plt - Main Store Supplies • 193000 - Equipment & Furniture • 710011 - Sporting Supplies • 710012 - Other Supplies • 710023 - Orientation Kits • 713200 - Equipment Maintenance • 723100 - Equipment Exp >\$10,000
5200	Housewares, Electronics, Apparel and Linens	723000 - Equip/Computer items <\$10,000	<ul style="list-style-type: none"> • 151000 - Phys Plt - Main Store Supplies • 710006 - Uniform or Gown Supplies • 710007 - Linen Supplies & Cleaning • 710012 - Other Supplies • 710014 - CCS Security Supplies • 710015 - Kitchen Supplies • 710018 - Intrusion Alarm Supplies • 710021 - Uniform Cleaning • 710023 - Orientation Kits • 723100 - Equipment Exp >\$10,000
5510	Printed and Electronic Reference Materials	710001 Reference Materials	<ul style="list-style-type: none"> • 151000 - Phys Plt - Main Store Supplies • 710002 - Subscriptions • 710017 - Student Text & Supply Recovery • 711004 - CanCopy Copyright Charges • 724000 - Library Book Acquisitions • 724001 - Serial Acquisitions • 724002 - Madgic Books • 724003 - Bindings • 724004 - Games/Immersive Media Acquisitions • 724005 - Archives & Research Collections • 724006 - Gift Acquisitions • 724007 - DVD Acquisitions • 724102 - Electronic Info Resources

5600	Furniture and Furnishings	723001 Furniture Purchases <\$10,000	<ul style="list-style-type: none"> • 151000 - Phys Plt - Main Store Supplies • 193000 - Equipment & Furniture • 718000 - Major Renovations • 723000 - Equip/Computer items <\$10,000 • 723100 - Equipment Exp >\$10,000 • 723101 - Furniture Purchases >\$10,000 • 740020 - CIP - Furnishings
7200	Construction, Renovations and Maintenance Services	717300 - Building Repairs/Maintenance	<ul style="list-style-type: none"> • 151000 - Phys Plt - Main Store Supplies • 151010 - Phys Plt - Prepaid Signage Supplies • 620000 - Internal FMP Labour Charges • 713200 - Equipment Maintenance • 713201 - Furniture Maintenance • 713202 - Vehicle & Cart Maintenance • 713206 - Vehicle Fuel • 717301 - Signage Maintenance • 717302 - Painting • 717303 - Locksmith • 717304 - Carpentry • 717305 - Roof & Glass • 717306 - Floor & Ceiling • 717307 - Mechanical • 717308 - Refrigeration • 717309 - Elevator Maintenance • 717310 - Electrical Maintenance • 717312 - Fire Prevention Maintenance • 717313 - Other Preventative Maintenance • 717314 - Facility Condition Assessment • 717315 - Landscape & Grounds • 717317 - Controls Maintenance • 717319 - Stream & Condensate Maintenance • 717320 - Daycare Maintenance • 717326 - Sheet Metal Maintenance • 718000 - Major Renovations • 722003 - Garbage Removal • 722210 - Recovery Special Services • 722013 - Contracted Facilities Maintenance

			<p style="text-align: right;">Continued on the next page</p> <ul style="list-style-type: none"> • 740000 - CIP - Construction • 740010 - CIP - Equipment • 740020 - CIP - Furnishings • 740030 - CIP - Telecommunications • 740040 - CIP - Other • 740050 - CIP - External Fees • 740060 - CIP - Internal Project Mgmt Fees
7800	Mail Services and Freight	712003 Courier & Freight Charges	<ul style="list-style-type: none"> • 151000 - Phys Plt - Main Store Supplies • 712002 - Postage Expense
7813	Storage and Storage Services	723000 Equip/Computer items <\$10,000	<ul style="list-style-type: none"> • 151000 - Phys Plt - Main Store Supplies • 710012 - Other Supplies • 710019 - Small Tool Supplies • 710025 - Shop Supplies Exp • 716504 - Storage Fees • 723100 - Equipment Exp >\$10,000
8000	Professional Technical and Administrative Services	720040 Other Professional Fees	<ul style="list-style-type: none"> • 540001 - Other Recoveries – Operating • 620000 - Internal FMP Labour Charges • 620004 - Internal IMS Labour Charges • 620100 - Internal Labour Recovery • 710021 - Uniform Cleaning • 710003 - Computer Expenses • 713005 - IMS Equipment Rentals • 713203 - Software Maintenance • 716000 - Research and Publication • 716100 - Property, Liab, & Boiler • 716400 - General Advertising/Publicity • 716405 - Faculty/Staff Replacement Searches to Commodity • 716500 - Space Rental Expenses • 716800 - Networking/Reception Expenses • 716900 - Staff Development • 716901 - Training & Development Materials • 717110 - Research Subject Payments • 717200 - Honoraria/Guest Lecturer Fees

			<ul style="list-style-type: none"> • 717201 - Sponsorship & Contribution Exps • 717210 - Research Assistant Services • 717211 - Other Supporting Research Services <p style="text-align: center;">Continued on the next page</p> <ul style="list-style-type: none"> • 717303 - Locksmith • 718001 - Pre-Project Costs • 720000 - External Audit Fees • 720001 - Actuarial Fees • 720002 - Legal Fees • 720003 - Labour Relations • 720004 - Consulting & Advisory Fees • 720020 - Physician & Psychiatrist Fees • 720030 - Research Principal Investigator Fee • 721000 - Natural Gas & Oil • 721002 - Electricity • 721004 - Water • 721006 - Boiler Supplies • 721008 - Utility Metering Costs • 722003 - Garbage removal • 722011 - Commission Expense • 722015 - Other Misc. Contracted Services • 740000 - CIP - Constructions • 740010 - CIP - Equipment • 740020 - CIP - Furnishings • 740030 - CIP - Telecommunications • 740040 - CIP - Other • 740050 - CIP - External Fees
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8311	Telecommunications and Media Services	712000 Long Distance Charges	<ul style="list-style-type: none"> • 151000 - Phys Plt - Main Store Supplies • 710003 - Computer Expenses • 711003 - Photography • 712004 - Internet Service Costs • 712005 - Translation Costs • 712006 - Ethernet/Line Charges • 712008 - Electronic Telecommunications • 712009 - Telephone Charges/Add'ns Charges • 712016 - Non-Recover. Ethernet/Line Charges • 716401 - Electronic Media • 717420 - Security Expenses • 718001 - Pre-Project Costs • 740000 - CIP - Constructions • 740010 - CIP - Equipment • 740020 - CIP - Furnishings • 740030 - CIP - Telecommunications • 740040 - CIP - Other • 740050 - CIP - External Fees
9000	Travel Food Lodging Facilities and Entertainment	716800 Networking/Reception Expenses	<ul style="list-style-type: none"> • 151000 - Phys Plt - Main Store Supplies • 716500 - Space Rental Expense • 716801 - Meal Expenses • 716805 - Networking/Reception-Site Visits • 717201 - Sponsorship & Contribution Exps • 719000 - Student Recruitment • 719001 - Recruitment Events • 719002 - International Recruitment • 719100 - Travel - General Costs • 719101 - Travel - Surface Transportation • 719102 - Travel - Meals/Accommodations • 719103 - Travel - Airfares • 719104 - Travel - Registration Fee • 719200 - Faculty/Staff Recruit Travel - Genrl • 719201 - Faculty/Staff Recruit-Surface Transp • 719202 - Faculty/Staff Recruit-Meals/Accom • 719203 - Faculty/Staff Recruit - Air Fares <p style="text-align: right;">Continued on the next page...</p>

			<ul style="list-style-type: none"> • 719300 - Field Trip Travel - General Costs • 719301 - Field Trip Travel - Surface Transportation • 719302 - Field Trips - Meals/Accommodation • 719400 - Visiting Research Travel - General • 719500 - Local Surface Transportation • 719502 - Parking Costs • 719600 - Staff Relocation Costs • 719601 - Student Moving/Transportation Costs • 719603 - General Moving/Relocation Costs • 719604 - General Lecturer Travel
9400	Membership Fees and Contributions	716310 Society Membership Fees	<ul style="list-style-type: none"> • 716300 - COU Membership Fees • 716301 - CAUBO Membership Fees • 716302 - Universities Canada Membership Fees • 716304 - Invest Ottawa Membership Fees • 716305 - Other Institutional Membership Fees • 717100 - Contrib'n to Student Group Activity • 717201 - Sponsorship & Contribution Exps • 724101 - External Memberships & Services
T001	Honourarium	717200 Honoraria/Guest Lecturer Fees	n/a
T010	Bursary/Scholarship	728000 Undergrad Student Support	<ul style="list-style-type: none"> • 728003 - Undergrad Operating Bursary • 728017 - Exchange Student Scholarships • 728024 - DCIE Bursary • 728103 - Ont Grad Scholar - MTCU Funded • 728111 - Grad Student Support General • 728113 - Emergency Bursaries

T011	Prize/Award	728000 Undergrad Student Support	<ul style="list-style-type: none"> • 710012 - Other Supplies • 711001 - Printing Costs & Supplies • 716400 - General Advertising/Publicity • 716800 - Networking/Reception Expenses • 717122 - Campus Card Top-Ups • 719001 - Recruitment Events • 728003 - Undergrad Operating Bursary • 728017 - Exchange Student Scholarships • 728024 - DCIE Bursary • 728103 - Ont Grad Scholar - MTCU Funded • 728111 - Grad Student Support General • 728113 - Emergency Bursaries
V040	Refund	No default	n/a
V050	Petty Cash	113000 Petty Cash	n/a