

<b>SUBJECT</b>	<b>Date</b>
YARDI VOYAGER PROCEDURES MANUAL  APPENDIX B – Item Type Codes	08-01-23

<b>Item Type</b>	<b>Description</b>	<b>GL Code</b>
ficarh	Annual FLCARH Meeting (Fees, Lodging, Meals & Mileage)	8280
fmc	Annual FMC Meeting (Lodging, Meals & Mileage)	8280
advertising	Apartment Vacancy Classified Ad	8240
appliance	Appliance Repair Service	6030
appart	Appliance Parts	6020
asphalt	Asphalt Repairs (patches)	6070
backflow	Backflow Testing	7140
bathtub	Bath Tub/Surround & Installation	6035
bifold	Bi-Fold Doors	6020
blinds	Blinds	6020
blow	Blow off Roofs, Grounds & Parking Lot	6070
brochures	Brochures	8240
business	Business Cards	8240
cabinetdo	Cabinet Doors & Installation	6095
cabinetdf	Cabinet Drawer Fronts & Installation	6095
cabinet	Cabinets & Installation	6095
camera	Camera, Hand Held	8260
carpetres	Carpet Re-stretch	6030
circuit	Circuit Breaker Boxes	6025
circuitbi	Circuit Breaker Installation	6035
cleaning	Cleaning Service	6040
cleansup	Cleaning Supplies for Units	6040
office	Coffee & Water for Employees	8260
commroom	Community Room Supplies, Decorations & Events	8320
computer	Computer	8270
computer	Computer Repairs/Service	8270
concretera	Concrete Ramp Installation - 504 Plan	6095
concretere	Concrete Repairs	6070
office	Copy Paper	8260
counter	Countertops	6095
counter	Countertops Installation	6095
deadbolt	Dead Bolts	6020
debris	Debris Removal from Units	6040
doore	Doors, Exterior	6025
doori	Doors, Interior	6020

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dumpster	Dumpster rental	7160
electrical	Electrical Services	6030
erosion	Erosion Repair	6075
fencei	Fence Installation	6075
fencer	Fence Repairs	6070
file	File Cabinets valued less than \$250 each	8260
file	File Cabinets valued more than \$250 each	8270
fire	Fire Extinguisher Inspection	6030
fire	Fire Extinguishers	6030
flagp	Flag Poles	6070
flaga	Flag, American	6070
flagnl	Flag, Now Leasing	8240
flagw	Flag, Welcome	8240
floor	Flooring Installation (includes moving of furniture)	6095
floor	Flooring Materials	6095
flowers	Flowers	6070
furniture	Furniture valued less than \$250 each	8260
furniture	Furniture valued more than \$250 each	8270
gazebo	Gazebo Repairs	6070
golf	Golf Cart	6095
golfr	Golf Cart Repairs	6030
grabbar	Grab Bars	6020
grass	Grass Seed	6070
gutters	Gutters & Installation	6095
hvacaf	HVAC Air Filters	6020
hvacdc	HVAC Duct Cleaning	6030
hvac	HVAC New Unit	2040
hvacpm	HVAC Preventative Maintenance	6035
hvacr	HVAC Service Call	6030
Insp	Inspection	6030
irrigation	Irrigation Parts & Repairs	6070
keys	Keys	6020
land	Landscaping	6075
lawn	Lawn Chemicals = Pesticides, Weed & Ant Killer	6070
lawnsf	Lawn Fertilization Services, Includes Shrub Spray & Weed Control	6070
lawnm	Lawn Mowing & Trimming	6070

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lawnspr	Lawn Pesticide Treatment – Provided by a Service	6080
office	Leasing Office Signage, Door Mats	8260
legal	Legal Services	8230
liftspump	Lift Station Pump	7140
liftstation	Lift Station Service	7140
mailbox	Mailboxes	6025
Mrf	Maintenance Request Forms	8260
maintshed	Maintenance Shed	6095
ms	Maintenance Supplies	6020
mileage	Mileage (excludes Annual Meetings)	8320
mulch	Mulch	6070
notary	Notary Application, Renewal & Stamp	8280
office	Office Equipment; Printer, Monitor etc. valued less than \$250 each	8260
officeeq	Office Equipment; Printer, Monitor etc. valued more than \$250 each	8270
office	Office Supplies (Pens, Copy Paper, Envelopes, File Folders, Paper Clips, etc)	8260
outdoor	Outdoor Table, Chairs, Lighting & Grill	6075
paint	Paint Supplies (Paint, Brushes, Rollers, Caulk & Orange Peel)	6040
painting	Painting Service	6040
parko	Parking Lot Overlay	6075
park	Parking Lot Repairs	6075
patio	Patio Repairs	6075
pestnc	Pest Control Service - Ants, Bed Bugs, Rodents, Fleas, Roaches, Stray Animals	6085
pestc	Pest Control Service – Monthly Maintenance	6080
termite	Pest Control Service - Termite Annual Contract	6080
plants	Plants	6070
play	Playground Items & Repairs	6075
plumbing	Plumbing Repair/Service Call	6030
postage	Postage & Shipping	8260
pressure	Pressure Washing	6075
printing	Printed Forms (ex; Applications, Receipts)	8260
propane	Propane Gas	7150
signage	Property Signage & Repairs (non-Advertising)	6075
septic	Pump Septic Tank	7140
Railing	Railings/Hand Rails	6095
range	Ranges	6095

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refrigerator	Refrigerators	6095
reglaze	Re-Glazing Tubs & Counters	6035
Repairs	Repairs, General	6030
repipe	Re-Pipe Water Lines	6035
retpond	Retention Pond Services	6070
retwall	Retention Wall	6075
rollin	Roll-in-Showers	6095
roofr	Roof Repairs	6030
roofrr	Roof Replacement	2020
seal	Seal & Stripe Parking Lot	6075
security	Security Cameras Repairs/Service	8270
shirtm	Shirt Maintenance Personnel	6020
shirto	Shirt Office Personnel	8320
shutters	Shutters	6020
sidewalk	Sidewalks & Grinding	6075
tools	Small Tools	6020
smoke	Smoke Detectors	6020
sod	Sod	6070
soil	Soil	6070
stamps	Stamps	8260
Sfs	Stovetop Fire Stops	6020
stripwax	Strip/Wax Floor	6040
newsletter	Tenant Newsletters	8260
toilet	Toilets	6020
toner	Toner & Ink for Printer	8260
treetr	Tree Trimming & Removal	6075
tree	Trees	6075
vanity	Vanity with or without Sink	6095
vinyl	Vinyl Siding Installation	2020
watdeh	Water Extraction & Dehumidifier Rental	6045
whi	Water Heaters & Installation	6095
welcom	Welcome Cards	8240
winawn	Window Awning & Installation	6035
winglass	Window Glass	6020
winins	Window Installation	6030
winscreen	Window Screens	6020