

General Ledger Dictionary

Accounts Sorted by Type then Alphabetical order
Updated June 23, 2023

Row #	Account Description	Account #	GL Dictionary	Portal Icon	Source	Center	Marketing MDA
1	Additive Marketing	66910	Any type of marketing for Amaferm and/or EQE. All costs will be split International BD (50%), Domestic Sales (25%), and Domestic BD (25%) Departments	Marketing	Bill	Center	
2	Advertise-Other	66120	HR ads only	HR	Bill	Center	
3	Advertising Overflow	66200	Recognizes difference from product cost and TL price from free product request product given away	Marketing	Invoice		ASM
4	Agency	66950	Marketing money spent for dealers - dealer business cards, printing of dealer materials etc.	Marketing	Bill	Center	ASM
5	AH Marketing	66930	Any type of marketing for animal health products (Vita Charge, Vitalize K9 and EQ, and Backyard Boost)	Marketing	Bill	Center	
6	Air Travel	61210	Airline ticket, baggage fees, agent fee, flight upgrades	Center Travel		Center	
7	Angus Convention	65050	All costs related to Angus Convention tradeshow	Marketing	Bill	Center	Gain Smart
8	Annual Sales Meeting	66520	Quarterly ASM sales meeting expenses, venue, food etc. Includes travel to and from the meeting.	Educational	Bill	Center	
9	ASM Trade Shows	65900	Costs associated with Tradeshow that are in an ASM territory. (Booth, registration, supplies and travel)	Marketing	Bill	Center	ASM
10	Auto Allowance / Mileage	61200	Employee reimbursement for mileage OR auto allowance	Center Travel		Center	
11	Auto Rental	61240	Rental car & fees including rideshare apps (Uber, Lyft, Taxi)	Center Travel		Center	
12	BDIP	64835	BioZyme Dealer Incentive Program - prizes for dealer participation in BioZyme product training program	Marketing	JE, Bill	Center	Dealers
13	Broadcast Media	66030	Radio broadcasting of product promotions and commercials - Not on Social Media	Marketing	Bill		x
14	Certifications	62051	Audits and related costs for quality certifications	QC	Bill		
15	Conferences/Seminars	63260	A conference is a gathering of many people who talk about a specific subject or topic for discussion or training. Travel to the conference is included in conferences.	Educational	Bill	Center	
16	Content	66500	Copyrighted images, videos, etc. to be used in marketing	Marketing	Bill	Center	x
17	Continuing Education	66530	Used for employees for training and the travel to get to the training to further their education within the area of their job includes PCQI, ELS & Chicago Booth	Educational	Bill		
18	Contract Labor / Fees	63240	Contracted recruiter fees, truck scale fees and costs to move an employee	Professionals	Bill		
19	Contributions	64310	Donations to charity. All must be approved by the President.	System	Bill		
20	Customer Relations	66010	Gifts to customers (Cherry Limeade) including branded gifts that are not from Jody's area	Cust Support		Center	
21	Dealer Retreat	64845	All costs related to hosting the dealers at the dealer retreat	Marketing	Bill	Center	Dealers
22	Dealer Visions	64825	Used for the printing and mailing of the monthly Vision newsletter.	Marketing	Bill		Dealers
23	Digital	66600	SEO, banner ads on website, other paid digital ads that are not social media	Marketing	Bill	Center	x
24	Drug Screening & ER	63100	New hire drug screens and medical expenses for work injuries (Concentra)	HR	Bill		

General Ledger Dictionary

Accounts Sorted by Type then Alphabetical order
Updated June 23, 2023

Row #	Account Description	Account #	GL Dictionary	Portal Icon	Source	Center	Marketing MDA
25	Dues and Subscriptions	64010	Fees for Dalex (dept 10 and 20), SPS Commerce, magazines or membership in an association or club.		Bill	Center	
26	Employee Appreciation	63090	Costs of gifts/prizes given to employees to show appreciation	HR	Bill	Center	
27	Entertainment	61270	Hosting outside guests, should not be overridden by any other account - meals, events, etc. (Attendees Must be Listed and non-employees)	Cust Support		Center	
28	Environmental Waste Disposal	62250	To be used to record waste that is not reimbursable from the toll fermentation side.	QC	Bill		
29	Feed Analysis	66510	Fees for nutrient testing of customer feed/hay samples (Dairy Land)	Cust Support	Bill		
30	Field Trials	68310	Must follow request trial request process in Backoffice in order to use the expense.	Research	Bill		
31	Flush Disposal	68730	Inventory Adjustment for using product to clean out bins so another product can move in, after it is used to flush it is trash and has no value. If packaging is used to dispose of flushed material, use this code on that adjustment as well.	System	System		
32	Food Export Program	66015	A branded program that provides 50% cost reimbursement for a wide variety of international marketing activities	Marketing	Bill		
33	Freight - Returns/Damage Claims	68220	If we have a freight claim it takes a while before we receive payment from the freight company, so this code is used to give the customer a credit on their acct.	Cust Support	JE		
34	Freight Expense	68120	Freight costs BioZyme pays as a service for customer orders to be delivered	System	Bill		
35	Fuel-Machinery	61360	Propane and oil for forklifts used at Stockyards	Supplies	Bill	Center	
36	Fuel-Trucks	61330	Diesel for the BZ semi truck	Supplies	Bill	Center	
37	Fuel-Vehicles	61340	Employees fuel costs, as opposed to mileage, when employee gets an auto allowance or drives a BioZyme owned vehicle.	Supplies		Center	
38	Hereford Events	65070	Costs for Hereford events (not Jr Nationals) including travel	Marketing	Bill	Center	VitaFerm
39	IT Equipment	62870	To be used for uncapitalized IT items, cords, mice etc.	System	Bill	Center	
40	Key Accounts Marketing	66160	Marketing for BWI, Stutsmans, Consumers, Umbargers, AFCO, & VFC and marketing fees charges by Chewy in Domestic, while Nutrablend & Consumers on Domestic BD	Marketing	Bill	Center	x
41	Leased Equipment	67210	Leased equipment (Copiers, NIR)	System	Bill		
42	Literature	66020	Brand printings for brochures and product guides etc.	Marketing	Bill	Center	x
43	Lodging	61220	Cost of staying at a lodging place overnight	Center Travel	Bill	Center	
44	Maintenance Improvement	62212	Improvements that will last more than 1 year, but will not be capitalized	R&M	Bill		
45	Marketing Rebates	67000	When our vendors give us a rebate for volume ingredient purchases	Marketing	Deposit		General
46	Meals	61230	To feed employees only, if a non-employee is present, cost goes to Entertainment	Center Travel		Center	
47	Mexico Distribution	67600	Jose Ignacio - Contracted distribution services in Mexico	Professionals	Bill		
48	NCBA	65020	All costs related to National Cattleman's Beef Association tradeshow	Marketing	Bill	Center	VitaFerm
49	New Product Launch	66700	Costs associated with launching new products - only Lynsey can code to this account	Marketing	Bill	Center	x
50	NWSS	65030	All costs related to National Western Stock Show	Marketing	Bill	Center	VitaFerm

General Ledger Dictionary

Accounts Sorted by Type then Alphabetical order
Updated June 23, 2023

Row #	Account Description	Account #	GL Dictionary	Portal Icon	Source	Center	Marketing MDA
51	Obsolete Packaging	68312	Write-off of obsolete packaging by Marketing	Marketing	JE		
52	Org Development	63035	Employee engagement activities (Lunch & Learns, Superbowl Squares) and Bday and Anniversary costs as well as leadership classes through Capacity and the innovation project and research board thru R&D	Educational	Bill		
53	Orientation	63036	All costs for the purpose of interviews & orientation - meals, supplies, printing	HR	Bill	Center	
54	Other Trade Shows	65080	All costs associated with any national trade show not noted as it's own GL account	Marketing	Bill	Center	x
55	Outside Commissions	60920	Commission fees for Teri Knowlton (Domestic Sales) and Matt Greenwood (Domestic BD)	Professionals	Bill		
56	Parking/Tolls	61250	Parking and tolls associated with business travel	Center Travel		Center	
57	Partnership	66800	Costs associated with hiring influencers, ambassadors or other partnerships that focus on marketing	Marketing	Bill	Center	x
58	Pest Control	62228	Pest control expenses (Plunketts)	QC	Bill		
59	Plant Housekeeping	62229	Service/labor fees for a special plant cleaning	QC	Bill		
60	Postage / Fed Ex / UPS	63010	Shipping charges for non-product	Marketing	Bill	Center	
61	Print Advertising	66080	Advertisements in printed materials, anything printed but not message-based, billboards included.	Marketing	Bill		x
62	Producer Meeting	64810	Supplies, food, support costs to put on a producer meeting	Marketing	Bill	Center	ASM
63	Product Claim	68317	Replacement product to the customer for a product concern approved	Cust Support	CR Memo		
64	Product Promo	66900	Cost of product at truckload pricing for a specific product promotion	Marketing	CR Memo		x
65	Product Registration	62050	Fees to register products to be sold in state or country jurisdictions	QC	Bill	Center	
66	Product Testing	68305	Costs to test product made using an internal piece of equipment, this includes the write-off of the ending inventory as a result of the test.	Research	Bill -JE		
67	Professional Fees-Accountant	63220	Costs associated with fees for services of an accountant	Professionals	Bill		
68	Professional Fees-Attorney	63210	Costs associated with fees for services of an attorney	Professionals	Bill		
69	Professional Fees-Cleaning	63235	Office cleaning fees - Jonna & Advanced	Professionals	Bill		
70	Professional Fees-ESOP & 401k	63226	Fees relating to ESOP & 401k administration	Professionals	Bill		
71	Professional Fees-GP & Inv	63227	Fees relating to GP, some QCI & Appolis	Professionals	Bill		
72	Professional Fees-HR	63228	Fees for professional consulting on HR	Professionals	Bill		
73	Professional Fees-IT	63225	Fees relating to Tech Team	Professionals	Bill		
74	Professional Fees-Other	63230	Fees for professional services that do not fall under the other prof fees accounts (designers, Directors fees, John Hammon, Bill Ellis, Sustainability consultant, Trinity, MSDS, Dealer Survey, all International team members)	Professionals	Bill		
75	Public Relations	65090	Burrellesluce - market impression analysis	Marketing	Bill	Center	General
76	Repairs and Maint Concetti	62223	Repair parts and other maintenance expenses associated with Concetti bagging line.	R&M	Bill		

General Ledger Dictionary

Accounts Sorted by Type then Alphabetical order
Updated June 23, 2023

Row #	Account Description	Account #	GL Dictionary	Portal Icon	Source	Center	Marketing MDA
77	Repairs and Maint Facility	62226	Repairs to any facility that will not be capitalized	R&M	Bill	Center	
78	Repairs and Maint- Lab Equipment	62217	Repair parts and other maintenance expenses associated with any equip in labs	QC	Bill		
79	Repairs and Maint Pelleting	62224	Repair parts and other maintenance expenses associated with Pelleting line. Water softener pellets - 20%	R&M	Bill		
80	Repairs and Maint Rolling Stock	62231	Repair parts and other maintenance expenses associated with forklifts, fuel, forklift inspections, etc.	R&M	Bill		
81	Repairs and Maint Systems	62227	Repair costs of PLC that uses software and scales (Hammel)	R&M	Bill		
82	Repairs and Maint-Accessory/Utility Room	62241	Repair parts and other maintenance expenses associated with an item in the utility room (boiler, compressor, chiller, steam generator) in fermentation.	R&M	Bill		
83	Repairs and Maint-Amaferm Drying	62219	Repair parts and other maintenance expenses associated with Amaferm Wenger dryer. Water softener pellets - 80%	R&M	Bill		
84	Repairs and Maint-Ekonek Dryer	62219	Repair parts and other maintenance expenses associated with Ekonek dryer.	R&M	Bill		
85	Repairs and Maint-Equipment	62220	Repair parts and other maintenance expenses associated with non-specifically defined in other GLs for equipment	R&M	Bill		
86	Repairs and Maint-Ferm. Pod 1	62243	Repair parts and other maintenance expenses associated with the fermenters in POD 1	R&M	Bill		
87	Repairs and Maint-Ferm. Pod 2	62244	Repair parts and other maintenance expenses associated with the fermenters in POD 2	R&M	Bill		
88	Repairs and Maint-Media	62249	Repair parts and other maintenance expenses associated with anything in the media room.	R&M	Bill		
89	Repairs and Maint-Mixing	62222	Repair parts and other maintenance expenses associated with the Scott mixers at SY	R&M	Bill		
90	Repairs and Maint-Piping	62239	Repair parts and other maintenance expenses associated with Piping at Easton				
91	Repairs and Maint-Process Water	62248	Repair parts and other maintenance expenses associated with processed water.	R&M	Bill		
92	Repairs and Maint-PT Bagger	62242	Repair parts and other maintenance expenses associated with the PT Bagger.	R&M	Bill		
93	Repairs and Maint-Rental Equip	62233	Costs of renting tools or machines needed for work in manufacturing	R&M	Bill		
94	Repairs and Maint-Seed Fermenters	62245	Repair parts and other maintenance expenses associated with the seed fermenters.	R&M	Bill		
95	Repairs and Maint-SF 12	62247	Repair parts and other maintenance expenses associated with the SF-12 bladder filler.	R&M	Bill		
96	Repairs and Maint-Tank Farm	62246	Repair parts and other maintenance expenses associated with the any item in the tank farm.	R&M	Bill		
97	Repairs and Maint-Trucks	62230	Repairs to company owned semi truck or trailer	R&M	Bill		
98	Repairs and Maint-Vehicles	62240	Repairs to company owned vehicles	R&M	Bill	Center	
99	Research Projects	68300	Research project costs - project # required by Ignacio	Research	Bill		
100	Sample & Testing Analysis	66535	QC outside testing services (Eurofins, Midwest Lab, etc.)	QC	Bill		
101	Samples/Free Product	66050	Product and freight given away for any marketing/relationship purpose. Must come through BO	Marketing	Invoice		x
102	Shipping Errors	68700	Costs for product replacements that were created due to a shipping mistake	Cust Support			

General Ledger Dictionary

Accounts Sorted by Type then Alphabetical order
Updated June 23, 2023

Row #	Account Description	Account #	GL Dictionary	Portal Icon	Source	Center	Marketing MDA
103	Social	66100	Advertising on social channels like Facebook, Instagram, google (including boosting posts) and PromoBoxx	Marketing		Center	x
104	Software	62850	Costs of Culture Index, Beta Raven, Microsoft 365, GP etc.	System	Bill		
105	Sponsorships	66040	Sponsorship of an event or other item for advertising purposes	Marketing	Bill	Center	x
106	Superior Events	65040	All costs related to Superior livestock auction events	Marketing	Bill	Center	Gain Smart
107	Supplies - Repairs and Maint	62225	Tools and shop supplies for maintenance with no long-term value	Supplies	Bill	Center	
108	Supplies-Consumables	62840	Items that are bought on a regular or reoccurring basis that are "consumed"	Supplies			
109	Supplies-Facility Cleaning	62860	Cleaning supplies associated with cleaning the plant areas at both locations (Hillyard)	Supplies	Bill	Center	
110	Supplies-General	62810	Costs that are necessary and usual (Office Supplies, coffee, water, business cards)	Supplies	Bill		
111	Supplies-Lab	62830	Should all be in Quality or Toll Fermentation, lab materials (beakers, flasks, gloves).	Supplies	Bill	Center	
112	Supplies-Pallets	62890	Purchase of pallets for use under product (Madison County)	System	PO - Bill		
113	Supplies-Safety	62820	Expenses associated with safety, PPE, first-aid, fume hoods etc.	Supplies	Bill	Center	
114	Supplies-Small Equipment	62870	Tools/equipment too small to be capitalized, with a useful life of < 1 year. Includes hay probes.	Supplies	Bill	Center	
115	Supplies-Tags, Totes, Boxes	62895	Tag, totes, and boxes used by manufacturing to package resaleable product	System	PO - Bill	Center	
116	Supplies-Uniforms	62880	Boots/hi-vis shirts/ employee clothing including embroidery on employee clothing	Supplies	Bill	Center	
117	SWAG	66070	Giveaways of merch inventory (Jody's area) to customers or for employees. Linked back to 11600 Inventory account	Marketing	JE		x
118	Tolling Reimburseables	66550	Expenses that will be billed to tolling customers	Cust Support	Bill -JE		
119	Trade Show Supplies	65085	Reusable supplies for tradeshow setup and booth. (tablecloths, boxes, sacks). Can be used at multiple tradeshow, if for just one goes to that trade show account.	Marketing	Bill	Center	General
120	Trash Services	62255	Trash service expenses (Waste Management)	System	Bill		
121	Utilities-Electric	62410	Electric Expenses (Evergy)	System	Bill		
122	Utilities-Gas	62400	Natural gas expenses (Symmetry, Spire)	System	Bill		
123	Utilities-Internet	62460	Employee internet reimbursement and Easton/Stockyards service	System	Bill		
124	Utilities-Mobile Phone	62430	Cell phone bills that are a necessity for business functions	System	Bill		
125	Utilities-Security	62425	Security Systems (ADT)	System	Bill		
126	Utilities-Telephone	62440	Charges associated with the desk work phones monthly.	System	Bill		
127	Utilities-Water	62420	Water expenses (Missouri American Water)	System	Bill		
128	Website	64620	Expenses/fees related to operation/maintenance of BZ's websites (SJC, Shopify & GoDaddy)	Marketing	Bill	Center	