



**UNIVERSITY OF MASSACHUSETTS  
AMHERST**

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**Office of the Controller**

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TO: Finance Users

FROM: Norman Gousy, General Accounting Manager

DATE: March 23, 2006

RE: Account Code (Object codes) Changes

The Amherst campus has been working in collaboration with the other campuses to establish account code selection consistency across the entire University System. The updated expense account list will be shorter, as codes will be combined, which will make selecting the appropriate code easier. Effective April 3rd, UITS will begin the process to inactivate certain account codes. The first step will make account codes scheduled to be inactivated unavailable for *new* purchase orders starting on April 3rd. If you have open purchase orders on any of the account codes to be inactivated, these purchase orders will remain open for vouchering until the purchase order either runs out or the implementation of Financials Version 8.9 this fall, whichever is sooner. The implementation is currently scheduled for October, 2006.

You will find in this communication a listing, titled Account Code Change listing, of those account codes that are scheduled to be inactivated in October, 2006. The listing also directs you to the account code that should be used as an alternative. A revised version of the Account Codes Handbook will follow later this spring.

Please note that purchase orders will not be available for use in the BB Class Regular Employee Related Expenses (Account 726000 through 727999) beginning April 3<sup>rd</sup>. This class specifically *includes reimbursements and payments to employees for job related expenses only*. Refer to the attached listing titled, BB Class Code Changes, for account codes in the BB Class scheduled for inactivation. The BB Class Code Changes listing will also direct you to alternative account codes when it is necessary to make a payment directly to a vendor.

If you have any questions regarding this announcement, please contact the Controller's Office at 545-0806.