Account Code: What it is…

- In the Purchasing System, an account code is a 6-digit number that defines, at a fairly high level, what it is that is being purchased.

Account Codes: Where they are used…

- An account code is assigned by the departmental data entry operator to each line of a purchase requisition as a part of the chartfield string at the time the purchase is entered in the Financials Purchasing System.
Account Codes: How they are used ….

- as a planning tool to define and set up budgets for anticipated spend;
- to report on the spend to show where the monies actually went;
- in conjunction with its matching category in the Purchasing System to determine payment tolerances and the receiving requirement for the purchase.

Purchase Types:

- Each account code falls under one of five purchase types. Each purchase type has its own business process.
- The account code that is selected by the data entry operator determines the business process that is followed for the purchase.
- Inaccurate account code assignment can delay the processing of your purchase.

Purchase Types: There are 5 -

A. Material Purchases (supplies, equipment, utilities, and those miscellaneous codes that do not fit into any of the other four types)
B. Equipment/Software Maintenance and Software Licenses
C. Contracts for Services
D. Space Rental/Lease, and Equipment Rental and Lease/Lease Purchase
E. Construction and Building Maintenance
The Challenge:

- There are approximately 250 account codes in the system that are valid for Reqs/POs, but we purchase thousands of different products and services. Locating the code that best describes your purchase can be a challenge.

What we’ve done to help...

- At our website, we have posted three versions of the list of account codes that are valid for Reqs/POs:
  - Alphabetical by Code Short Description
  - Numeric by Account Code Number
  - Alphabetical by Product Category

Where do I find the Lists?

- At the Procurement Department website, scroll down the main page until you see
  
  Purchasing Requirements for Requisitions/Purchase Orders for End Users:
  - Alpha-Numeric List of Account Codes & Links to Processing Charts, 11/2009
  - Processing Required Items for Purchases, 06/2009
  - Long Descriptions for PO Expenditure Class Codes

- Select the link for the Alpha-Numeric List
Account Code Lists: Example shows the Alpha List – Tab 1

Explanations for All Lists:
- Each list contains the original 250 codes and their Short Descriptions, plus additional Short Descriptions for frequently purchased items/services that map to existing codes.
  - For example, we have added the Short Description “Reprints” and mapped it to the code for Printing – 734310.

Explanations for All Lists: (Cont.)
- Each account code in each list contains a link to the corresponding processing chart that applies to the respective code.
Why 3 Lists? — Same codes sorted 3 ways…

- **Alpha List – Tab 1:** Use this list to locate an account code based on its general description. It is sorted alphabetically by the code short description. Scroll down the list of short descriptions to locate the code that best fits the purchase. For example, if you are ordering pens, you won’t find a code by that name, but you will find a code called Office Supplies.

- **Numeric List – Tab 2:** Use this list if you have an account code number but do not know the short description that goes with it, or if you want to view all the short descriptions that go with a particular code. It is sorted numerically by Account Code. Scroll down the list of University Account Code numbers until you find the desired number.

- **Purchase Categories List – Tab 3:** Use this list if you are unable to locate your code using the Alpha List. This list breaks the codes out into 18 general categories, such as Supplies, Equipment Purchase, Equipment Lease-Purchase, etc. Scroll down the list of Purchase Categories until you locate the general category under which the code might fall. Then, locate the short description that best fits your purchase. Note that you might need to view several categories to locate the desired code.

Column Labels: All Lists

- The column labeled **Class** references the Commonwealth Class under which the account code falls. To view all the codes under a specific Class, click on the drop down arrow next to Class and select the desired Class.

- The column labeled **Purchase Type Processing Requirements Chart**, contains the link that will take you to the chart that details the processing requirements for that code. To view all the codes under a specific processing chart, click on the drop down arrow next to the column label and select the desired chart.

- The Column labeled **Notes for Specific Codes** references Notes about the specific code. That column also contains links to the long descriptions in the Expenditure Classification Handbook and to related policies.

Column Labels – All Lists: (Cont.)

- The column labeled **About this Document** contains an explanation for the purpose of the document, where the codes are used, the purpose of the specific list, how to use the list, links to the Expenditure Classification Handbook for code long descriptions, and the definition of equipment.
I’ve located my code. How do I access and use the Processing Requirements Charts?

- In the row that contains the desired account code, in the Column labeled **Purchase Type Processing Requirements Chart**, select the link. It will take you to the beginning of the processing chart that goes with the code.
- Scroll down the left column of the chart until you find the row that matches the total value of your purchase and the purchase type (Contract, Non-Contract, or Sole Source).
- Read across the row to determine the processing requirements.

How do I access and use the Processing Requirements Charts? (Cont.)

- At the end of each chart there are notes – some of which are unique to each process; others, that pertain to all processes.

In Closing…

- If you are unable to locate a code for your purchase, contact the buyer in Procurement who is responsible for processing your purchases for assistance.
- If you have a short description that you would like to have added to the list, contact Bob Clukay or Sue Green in Procurement.