Account Code: What it is…

- An account code is a 6-digit number that describes what it is that is being budgeted or expensed. When used in the BuyWays Purchasing System, it 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 Requisitioner to each line of a purchase requisition as a part of the Accounting Codes Line at the time the requisition is entered in the BuyWays 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 the appropriate commodity in the BuyWays Purchasing System to determine workflow, 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, which are detailed in the document - *Synopsis of Processing Requirements for Purchases*, Charts A-E, in your handout, and at our website.
- The account code that is selected by the Requisitioner 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 -

Chart:

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 two versions of the list of account codes that are valid for Reqs/POs:
  - Alphabetical by Code Short Description
  - Numeric by Account Code Number

- These lists are designed for web use because of the many helpful links that they contain.
Where do I find the Lists?

- At the Procurement Department website, select Training & Support/Purchasing Requirements/Alpha-Numeric Account Code List:

- When the page opens, select the tab at the bottom of the page for the desired version of the list:

Account Code Lists: Example shows the Alpha List – Tab 1
Explanations for Both 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 “Computer Supplies-Administrative” and mapped it to the code for Office and Administrative Supplies - 734200.

Explanations for Both Lists: (Cont.)

- Each account code in each list contains a link to the corresponding Processing Requirements Chart that applies to the respective code.
Why 2 Lists? – Same codes sorted 2 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.
Column Labels: Both 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.

![Column Labels: Both Lists](image)

Column Labels: Both Lists (Cont.)

- The Column labeled **Purchase Type Processing Requirements Chart** contains the link that will take you to the chart that details the processing requirements for the code. To view the codes under a specific processing chart, click on the **drop down arrow** next to that column label and select the desired chart. (Your view might be different, depending on your software.)

![Column Labels: Both Lists (Cont.)](image)
Column Labels: Both Lists: (Cont.)

- **Notes for Specific Codes** contains notes, as well as links to the long descriptions in the *Expenditure Classification Handbook* and to related policies.
- **Other Links** currently contains a link to the Forms page at our website, where you may select the desired CFS form.
- **Potential BuyWays Commodity(ies)** contains a link to the *Procurement Workflow and Commodity to Account Crosswalk* document to help you match your account code to its best BuyWays commodity.
- **About this Document** contains explanations about the document and the links.

<table>
<thead>
<tr>
<th>Notes for Specific Codes</th>
<th>Other Links</th>
<th>Potential BuyWays Commodity(ies)</th>
<th>About this Document</th>
</tr>
</thead>
</table>

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.

![Processing Requirements Chart](image)
How do I access and use the Processing Requirements Charts? (Cont.)

- 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.

Whom do I call for Help?

- If you are unable to locate a code for your requisition, contact the buyer in Procurement who is responsible for processing your purchases for assistance.

- Buyer assignments are based on the commodity that is assigned to the requisition line. You will find the name, telephone number and email address of the buyer that is appropriate for your requisition by viewing the Workflow Assignments tab in the Procurement Workflow and Commodity to Account Crosswalk document at our website.

In Closing…

☐ If you have a short description that you would like to have added to the list, contact Nancy Rule in Procurement at 5-1093.