

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.

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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 data entry operator determines the business process that is followed for the purchase.
- ❑ Inaccurate account code assignment can delay the processing of your purchase.

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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

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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.



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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.

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Where do I find the Lists?

- ❑ At the Procurement Department website, scroll down the main page until you see
 - » Processing Requirements for Requisitions/Purchase Orders for End Users:
 - [How to Look Up Account Codes and Determine Processing Requirements](#) - updated 11/2011
 - [Alpha-Numeric List of Account Codes w/Links to Processing Charts](#) - updated 11/2011
 - [Procurement Requirements for Purchases](#) - updated 11/2011
 - [Long Descriptions for PO Expenditure Class Codes](#)
 - [Xerox Processing Requirement](#)
- ❑ Select the link for the Alpha-Numeric List.
- ❑ Select the tab at the bottom of the page for the desired version of the list. [Alpha List](#) / [Numeric List](#)

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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.

Why 2 Lists? – Same codes sorted 2 ways...

- ❑ **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.
- ❑ 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.)

- ❑ The Column labeled **Notes for Specific Codes** contains notes, as well as links to the long descriptions in the *Expenditure Classification Handbook* and to related policies.
- ❑ The column labeled **Other Links** currently contains a link to the Forms page at our website, where you may select the desired CFS form.
- ❑ The column labeled **About this Document** contains explanations about the document and the links.



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.

University Account Code	Short Description	Class	Purchase Type Processing Requirements Chart
77500	Accreditation Review Annual Fee	EE	A. Major



Processing Requirements Chart

example – Chart A – Material Purchases

1	2	3	4	5
Total Dollar Value of Procurement Requisition	Is Contract/Marketplace Use Required (University, Campus/AMCC, State)?	Are Confirmed Prices Required from Vendor?	Is Sole Source Justification Form Required?	Are Public Bids Through Procurement Required?
\$0,000.00 or Less	Yes, if available - Reference Contract Type and Number in Bidder Requisition or under Contract if existing a	YES, AT \$2,000 or Less Reference Procurement Vendor Contract Name and	No	No
				Requirements for Change Orders for Account Codes in this Chart - regardless of dollar amount or contract availability Does a replacement need to be awarded to a supplier or change to the processor?



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

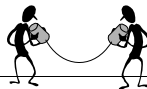
- ❑ Scroll down the left column of the chart until you find the row that matches the total value of your purchase and the purchase type (Contract, Non-Contract, or Sole Source).
- ❑ Read across the row to determine the processing requirements.

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.

1	NOTES: Contract Types: University Campus State MMEC - For Description Only Requirements, use of Contract name and number in Contract field on the Order Requirement tab. Contracts will only be processed through the contract file and number and reference the document or contract. Reporting on line the contract amount is prohibited. This is an audit requirement. Multiple requirements to the same vendor may not be issued to avoid dollar limits. 2. Description: Comments that are available on the contract file are available through the Marketplace. Description Only processing requirements are appropriate. Note that Contracting Purchase Orders cannot be issued through the Marketplace. A separate shipment will result. 3. Payment: Payment should be used to purchase Business Rules that are not available on the Marketplace whenever possible and appropriate to the contract being purchased. 4. Procurement Department Help Site: Support Procurement Department help site for access to information about the Process, or about B2B, or UMass Procurement data entry training, etc. http://www.umass.edu/procurement/ 5. Procurement User for Making Requirements: To access a procurement data to making requirements for Procurement, go to http://www.umass.edu/procurement/procurement_data_entry_training 6. Contract Information: Procurement Department When telephone number = 401-251-4001 Fax Number = 401-251-4003 7. Sole Source: Read the Sole Source Description: From the use of purchase of the requirements that will be made to qualify for the process. The form is available to downloading at the Procurement Requirements site. See 4. above. 8. Contracting Requirements: Requirements that are not to be used to be issued to vendors. Only purchase orders with valid budget should be placed in a designated status may be used to purchase a purchase. Contracting Purchase Orders cannot be issued through the Marketplace. A separate shipment will result.
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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.
