

Subject: Final NIGP Code to General Ledger Account Mapping Resource
Spreadsheet Now Available

Audience: Procurement Directors, Finance Directors

The SCEIS Materials Management Team, with the assistance of the Comptroller General (CG's) Office and several agencies, embarked on a project in April 2012 to provide a new tool to assist SCEIS users statewide. The project involved reviewing the National Institute of Governmental Purchasing (NIGP) Codes and the General Ledger Accounts associated with these codes in the Supply Relationship Management (SRM) portion of SCEIS, building a resource spreadsheet to improve understanding of how they are related.

This NIGP Team recently completed their thorough review of over 8,700 NIGP and General Ledger codes, and is pleased to announce the review has been completed and the final resource spreadsheet is now available at the SCEIS Material Management (MM) Team and the Comptroller General (CG's) Office websites.

Users may access the spreadsheet, along with link providing information on how to interpret the spreadsheet, via both the SCEIS website and the CG's Office website, at the locations described below:

- **On the SCEIS website:**
 - Go to the SCEIS home page: www.sceis.sc.gov.
 - Point your mouse to "Materials Management" in the left-hand navigation bar, then select "MM Publications" from the menu that appears.
 - The resource spreadsheet is available on the "MM Publications" page.

- **On the CG's Office website:**
 - Go to the CG's Office home page: www.cg.sc.gov.
 - Click on "Publications" in the left-hand navigation bar.
 - Scroll to the bottom of the "Publications" page; the resource spreadsheet is listed under the following title: "NIGP Codes Mapping to GL Accounts Resource Spreadsheet."

Important Notes:

- If a Shopping Cart was "copied," but the commodity is in a different classification, then the NIGP Code (SCEIS Material Group) must be changed in order to avoid negatively affecting procurement spending and contract usage.
- The NIGP Code (SCEIS Material Group) and its associated mapping is always a suggested mapping, and customers may change the General Ledger Account when needed.
- If a user detects a mapping between an NIGP code and a General Ledger account that appears to be incorrect, please contact the SCEIS Service Desk to notify us of the potential error. The SCEIS MM Team will follow up as appropriate and make corrections when needed to ensure the resource spreadsheet remains valid and helpful to our users.



Weekly Update

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If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link:
<http://www.sceis.sc.gov/requests/>.