MM Processes: Real Estate GL Accounts & Governor’s Executive Order 2016-06
Agenda

- SCEIS Shopping Cart Process for Real Estate
- SCEIS Shopping Cart Approver Process for Real Estate
- SCEIS Purchase Order Process for Real Estate
SCEIS Shopping Cart Process for Real Estate
In 2015, the Office of Comptroller General, the SCEIS Team, and a group of agencies mapped General Ledger (GL) Accounts to the five-digit National Institute of Governmental Procurement (NIGP) commodity codes in SCEIS. (Note that not all GLs are mapped to NIGP codes.)

However, the new Real Estate GL Accounts are not mapped to the NIGP codes in SCEIS.

The new Real Estate GL Accounts must be entered manually.
In the examples that follows, the material requested to purchase is General Office Supplies for Real Estate. The SCEIS system retrieves the GL Account number, 5030010000, General Office Supplies, used for office supplies other than Real Estate and mapped to NIGP Code 95640.

The **Shopping Cart Creator changes the GL Account number to the new GL, 5030019111, General Office Supplies, linked to the Real Estate being tracked.**
SCEIS Shopping Cart Process for Real Estate GL Account

Current GL Account for General Office Supplies and mapped to NIGP 95640.
The SC Creator edits the Shopping Cart to change the GL Account number from 5030010000 to the new Real Estate GL number 5030019111.
The “Order” field is blank and a hard stop error message appears indicating, “The General Ledger Account requires a number in the order field 5030019111 Line: 1”
To clear the error, the Shopping Cart Creator enters the “Order” number for the Real Estate. In this example, 10001888 was entered for a Comfort Station.
After the required Account Assignment Data is entered, the Shopping Cart will continue with its normal agency Workflow process for approval and will appear in the Buyer’s Perform Sourcing ready for sourcing.
SCEIS Shopping Cart Process for Real Estate GL Account

If the Shopping Cart Creator failed to change a GL Account related to Real Estate, the Approver can change the GL Account.

- Click on the “Edit” button
- Click on link to “Shopping Cart Number”
- Click on the “Account Assignment” tab
- Click on the “Details” button
- Change “General Ledger Account” number to the appropriate Real Estate GL number
- Enter the “Order” number for Real Estate
- Proceed with normal approval process
If the Shopping Cart Creator and Approver failed to change a GL Account related to Real Estate, the Buyer can change the GL Account on the PO.
SCEIS Purchase Order Process for Real Estate GL Account
In the examples that follow, the Shopping Cart Creator did not use the new Real Estate GL but the Buyer recognizes the need to change.
SCEIS Purchase Order Process for Real Estate GL Account

The Buyer edits the Purchase Order (PO) Account Assignment by changing GL 5021470000, Ground Maintenance/Serv to 5021599100, Building Mgmt Fee for Real Estate.
A hard stop message appears requiring a Real Estate “Order” number before proceeding.
The Buyer enters the Real Estate “Order” number and proceeds with the normal PO process.
Good Receipts and Invoice Receipts are processed as they normally are with no further requirements.
Questions for SCEIS Material Management Team
Thank you for attending