



Statewide Strategic Information
Technology Plan
New IT GL Codes & How to Use Them

June 17, 2016

Introduction

Statewide Strategic Information Technology Plan

Overview & objective



GL Codes

Why we are changing



New Data

What we will do with it

New GL Codes for IT

Created a new definition set for IT-related purchases

Includes new GL codes for IT-related purchases

Used in creating shopping carts and accounts payable

You must enter the GL code for every purchase

New GL Codes for IT

- ▶ There are a total of **46 new GL codes** created for IT-related purchases
- ▶ Today we will review the codes that will be most commonly used
- ▶ Each GL code falls into a category and a technical area:
 - ▶ Equipment & Supplies
 - ▶ Programs, Licenses & Maintenance
 - ▶ Network, Circuits & Voice
 - ▶ Services

Category Descriptions

- Can you physically touch it?
- Is it hardware?



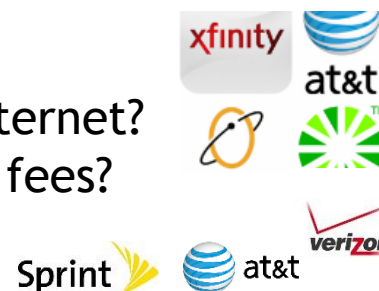
This purchase is
Equipment &
Supplies

- Is it licensing (user licenses)?
- Is it software maintenance?
- Is it a program/ software that runs on a computer or other IT equipment?



This purchase is
Programs,
Licenses &
Maintenance

- Are these fees for connection to the internet?
- Are these local or long distance calling fees?



This purchase is
Network,
Circuit & Voice

Category Descriptions (cont'd)

- Are you paying for a company and/or person to perform a service?
- Is this a fee for support from a third party?



This purchase is
Services

- Is this staff augmentation or temporary labor?
- Is this a contracted resource managed by South Carolina staff?



Use GL Code: 5020077230

This purchase is
IT Contractors

What if it's an Asset?

- ▶ The rules and process for treating purchases like an asset have not changed
- ▶ The codes for categorizing assets (asset class) have not changed

When to use an Asset Class based on the Value of a Purchase

	Equipment & Supplies		Programs, Licenses & Maintenance	
Value:	\$1,000-\$4,999.99	> \$5,000	\$1,000-\$100,000	> \$100,000
Asset Class:	29900	15400 15600 15200 18200 18400	29901	26500

See appendix for
when to use each

NEW GL Codes for IT

MORE common codes

End-User Computing

Devices and computer programs (that come standard with the equipment) to perform your day-to-day job.

Examples:

Equipment & Supplies

- Desktop computer
- Laptop computer
- Mouse
- Keyboard
- Tablets



5030067130

Programs, Licenses & Maintenance

- Word processing and spreadsheet software
- IM/Chat Programs



5030067131

Services

- Desktop/laptop repairs done by another company



5020077130

Print - End User

Printing equipment used to print on standard paper in the office.

Examples:

Equipment & Supplies

- Inkjet printer
- Laser printer
- Copy machine
- Scanner
- Fax
- Printer/scanner/copy/fax (all-in-one)
- Paper and toner



5030067170

Programs, Licenses & Maintenance

- Programs to support printing
- Software that control printers connected to the network



5030067171

Services

- Printer repairs done by another company
- Printing services provided by an outside company (Kinkos, Ricoh)



5020077170

Print - Enterprise & Mail

Specialty printing equipment used to print unique / non-standard items (e.g., print on envelopes, print checks).

Examples:

Equipment & Supplies

- Specialty printers - printing on envelopes, checks, specialty paper
- Mail sorters
- Specialty paper/ printing material



5030067180

Programs, Licenses & Maintenance

- Programs to support print job workflow for large-scale printing (forms, catalogs, brochures)

avanti
WE HAVE ANSWERS®

5030067181

Services

- Specialty printer repairs done by another company
- Mail services provided by an outside company (FedEx, USPS)

FedEx®

5020077180

Voice Network

Phone calling equipment and related minutes/charges.

Examples:

Equipment & Supplies

- Desk phones
- Conference call equipment
- Call routers (switches, PBX)



5030067220

Programs, Licenses & Maintenance

- Voicemail programs and software



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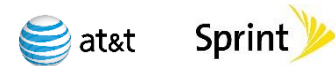
Services

- Services provided to install, move, add, or change phone lines/equipment

5020077220

Network, Circuit & Voice

- Local and long distance services/ charges



5020077222

Storage

Equipment/hardware and systems used to save and archive information.

Examples:

Equipment & Supplies

- Storage hardware for the data center
- USB drives, CD-ROM storage, flash drives, floppy disk
- Hard drives, tape drives



5030067210

Programs, Licenses & Maintenance

- Archive and data storage programs
- On-site backup and restore software



5030067211

Services

- Archive and data storage to the cloud
- Service provided to store information/documents (e.g., Iron Mountain)



Thinkstock

5020077210

Application Support

Software licenses and maintenance (and any associated equipment/hardware) related to applications/ computer programs that are already live and in use.

Examples:

Equipment & Supplies

- IT-specific workstation / computer that is used only for coding



5030067100

Programs, Licenses & Maintenance

- ERP License Fees
- Accounting/ financial, human resource, inventory management software
- Architectural, educational, law enforcement software
- Database, project management software



5030067101

Services

- Software as a Service (SaaS), Cloud, Web-hosted applications / computer programs
- An outside company that provides maintenance on an application/ computer program



5020077100

An abstract graphic in the top right corner consisting of several overlapping, semi-transparent blue triangles and polygons in various shades of blue, creating a modern, geometric design.

Let us help you

What other purchases do you make
that we did not cover?

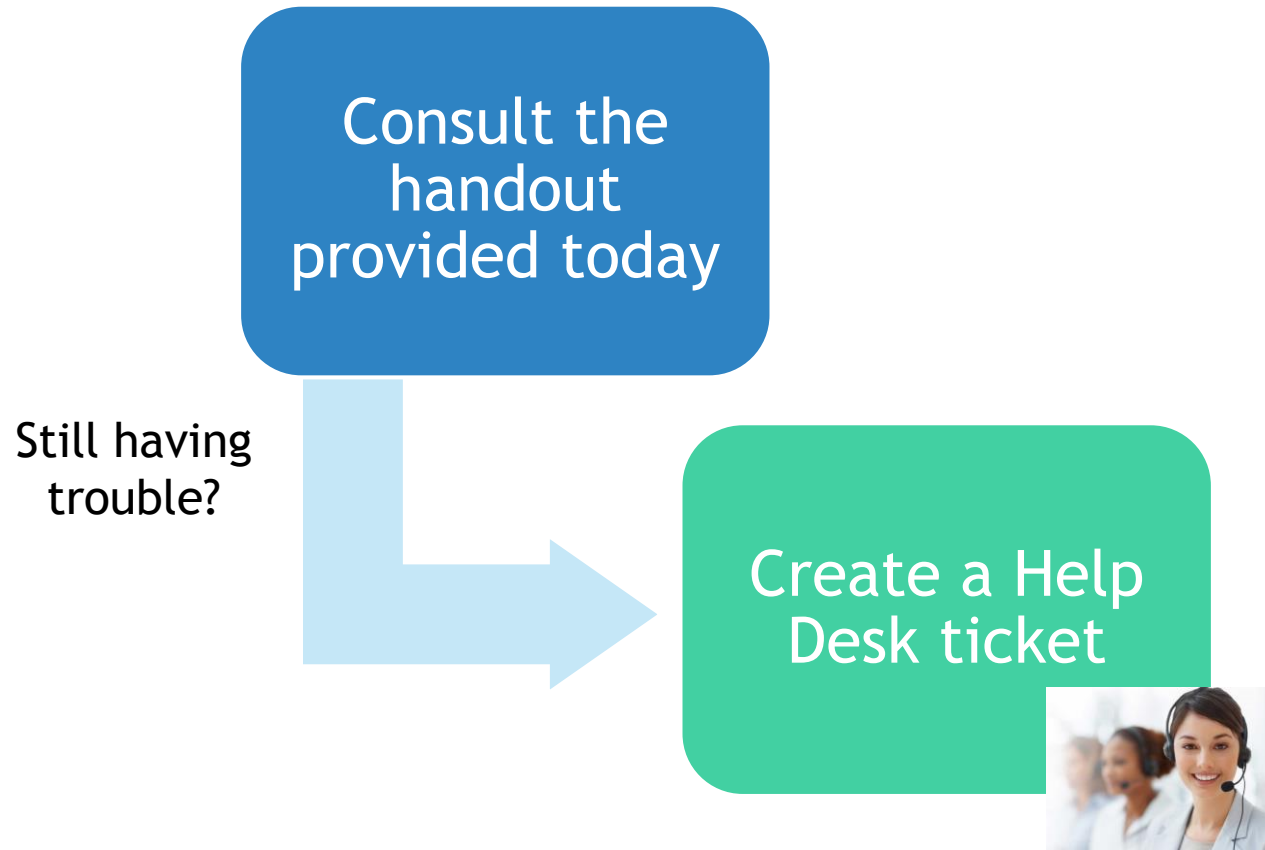
If you use Clemson for your Disaster Recovery...

- ▶ Make sure that you use GL code **5020077120** when logging Disaster Recovery services from Clemson

If you use DTO as your IT provider...

- ▶ Make sure that you use GL code **5020077240** when logging IT invoices where DTO is the provider

Where to go for help?



Indicate it is in reference to the new IT GLs!

Appendix



NEW GL Codes for IT

LESS common codes

Application Development

Software licenses and maintenance (and any associated equipment/hardware) related to applications/computer programs that are being created/developed.

Examples:

Equipment & Supplies

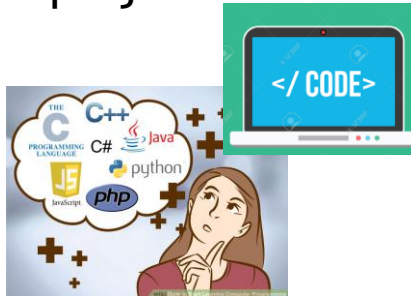
- Hardware that supports the development environment (not yet live and in use)
- Equipment for testing a new application



5030067000

Programs, Licenses & Maintenance

- Computer programming software
- Programs to support application development projects



5030067001

Services

- Work by an outside company to develop or enhance computer programs/applications



5020077000

Mainframe

A large-capacity computer system with high processing power.

Examples:

Equipment & Supplies

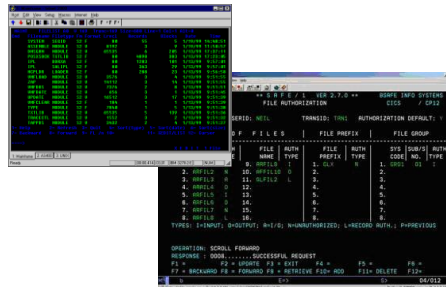
- Mainframe hardware/ boxes for the data center
- IBM zSeries equipment



5030067150

Programs, Licenses & Maintenance

- Reporting and monitoring programs (that run on the Mainframe)
- System management software and tools (that run on the Mainframe)



5030067151

Services

- Outside company that is responsible for running the Mainframe equipment and/or software



5020077150

Management & Administration

Computer systems/ programs and advisory support for the CIO/CTO and other IT Management groups (such as IT Human Resources, IT Purchasing)

Examples:

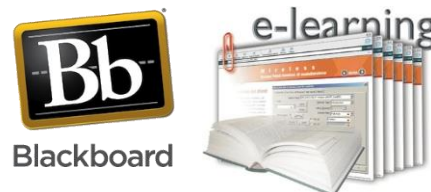
Equipment & Supplies

- Specific equipment that is used to support the CIO/CTO information only

5030067160

Programs, Licenses & Maintenance

- Programs used for training
- Programs used for tracking hours billed to a project



5030067161

Services

- Management Consultants
- IT-related subscriptions



5020077160

Information Security

Computer systems/ programs, special equipment and any work performed by an outside company for the protection of information and systems.

Examples:

Equipment & Supplies

- Firewalls
- Web security gateways
- Encryption equipment



5030067190

Programs, Licenses & Maintenance

- Anti-virus, anti-spam, anti-malware programs
- Firewall software



5030067191

Services

- Outside company responsible for monitoring the security of the IT environment



5020077190

Data Network

Equipment and computer programs that make up the secure SC-network and provide access to the Internet.

Examples:

Equipment & Supplies

- Modems, routers, connectors
- Network and Internet cables
- Wifi routers



5030067110

Programs, Licenses & Maintenance

- Network Operations Center (NOC) programs
- Cisco software



5030067111

Services

- An outside company used to install, move, add, or change data network equipment

5020077110

Network, Circuit & Voice

- Data connectivity / bandwidth charges
- Internet access



5020077112

Disaster Recovery

Equipment and programs that help to bring vital IT systems back up following a natural or human-induced disaster.

Examples:

Equipment & Supplies

- Hardware in data centers used for back-up only
- Dedicated back-up equipment



5030067120

Programs, Licenses & Maintenance

- Off-site backup and recovery programs



5030067121

Services

- Outside company that runs a separate, dedicated back-up data center



5020077120

IT Service Desk

Also known as helpdesk - the equipment and systems used by the team of people that take technical support calls, chats, or emails.

Note - this is different from answering phone calls from citizens.

Examples:

Equipment & Supplies

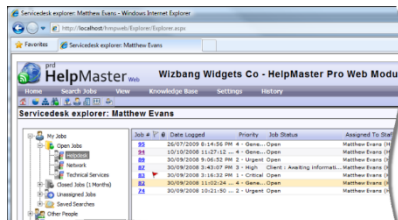
- Headsets
- Computers and equipment (keyboard, mouse) used by helpdesk team
- Call routing equipment



5030067140

Programs, Licenses & Maintenance

- Helpdesk ticket-tracking systems
- Call routing systems



5030067141

Services

- Third-party company that answers help desk calls



5020077140

Servers

Equipment and computer programs in the data center that applications rely upon.

Examples:

Equipment & Supplies

- Servers / data center hardware



5030067200

Programs, Licenses & Maintenance

- Email programs
- Citrix / remote desktop software
- OS Licenses
- System management software and tools (that run on servers)



5030067201

Services

- Outside company that hosts your data center
- Company providing cloud-based services



5020077200

What if it's an Asset?

(Equipment & Supplies purchase > \$5000)

- For **Equipment & Supplies** purchases over \$5,000, use the following Asset Classes for each Technical Area.

Equipment & Supplies

Value:

> \$5,000

Technical Area

Asset
Classes:

15400

End-User Computing
Storage
Application Support
Application Development
Disaster Recovery
Mainframe
Management & Admin
Security
Servers

15200 or 15600

Print - End-User
Print - Enterprise & Mail

18200

Data Network

18400

Voice Network
IT Service Desk

GL Account Construction Example

If you are purchasing an HP Laptop, use the code for Equipment & Supplies - End-User Computing:

5030067130

503006XXX0: Equipment & Supplies

503006XXX1: Programs, Licenses & Maintenance

502007XXX0: Services

IT Expenditures

Functional Areas

- 00. Application Development
- 10. Application Support
- 11. Data Network
- 12. Disaster Recovery
- 13. End-User Computing**
- 14. IT Service Desk
- 15. Mainframe
- 16. Management & Admin
- 17. Print - End-User
- 18. Print - Enterprise & Mail
- 19. Security
- 20. Servers
- 21. Storage
- 22. Voice Network
- 23. IT Contractors
- 24. DP Services - STATE

New IT GL Codes

Below is a summary of all new IT GL codes

Cost Categories					
IT Functional Area		Equipment & Supplies	Programs, Licenses & Maintenance	Services	Network, Circuit & Voice
	Application Development	5030067000	5030067001	5020077000	
	Application Support	5030067100	5030067101	5020077100	
	Data Network	5030067110	5030067111	5020077110	5020077112
	Disaster Recovery	5030067120	5030067121	5020077120	
	End-User Computing	5030067130	5030067131	5020077130	
	IT Service Desk	5030067140	5030067141	5020077140	
	Mainframe	5030067150	5030067151	5020077150	
	Management & Admin	5030067160	5030067161	5020077160	
	Print - End-User	5030067170	5030067171	5020077170	
	Print - Enterprise & Mail	5030067180	5030067181	5020077180	
	Information Security	5030067190	5030067191	5020077190	
	Servers	5030067200	5030067201	5020077200	
	Storage	5030067210	5030067211	5020077210	
	Voice Network	5030067220	5030067221	5020077220	5020077222
IT Contractors		5020077230			
DP Services - STATE		5020077240			