

Subject: The SCEIS Team and Comptroller General's Office are Working to Map NIGP Codes to GL Accounts

Audience: Procurement Directors, Finance Directors, Shopping Cart Creators, Shopping Cart Approvers

As discussed in the May 18 SCEIS User Group meeting, the SCEIS Materials Management (MM) Team is pleased to announce a new project being undertaken in conjunction with the Comptroller General's (CG's) Office. The SCEIS MM Team and the CG's Office have formed a work group to review each of the 8,700 National Institute of Governmental Purchasing (NIGP) codes in SCEIS and validate the mapping of these NIGP codes with the suggested General Ledger (GL) account code.

Through this ongoing review process, the work group will develop a spreadsheet showing each NIGP Code, a description of each code, the *suggested* GL account for each code and a description of the suggested GL account, as shown in the sample table below. This mapping information will be extremely helpful to agencies in researching and determining the appropriate GL account for each new shopping cart, completing procurement spending analysis and ultimately paying the invoice.

The SCEIS Team will share the resource spreadsheet on both the SCEIS and Office of CG's Websites. A direct link to the posted spreadsheets will be provided via the SCEIS Weekly Update beginning Monday, June 4, 2012, and appearing the first week of each month thereafter. This process will continue until all 8,700 NIGP codes have been reviewed and mapped.

Please note that, once the resource spreadsheet is published, agencies will have the flexibility to use the suggested mapped GL Accounts or different ones, as appropriate for their unique business needs. Below is a sample showing the basic layout that will be used in the resource spreadsheet.

NIGP Code/ Material Group	NIGP Description	G/L Account	G/L Description
00505	Abrasive Equipment and Tools	5031030000	MAINTENANCE SUPPLIES PARTS PAINT
91086	Siding Installation and Repair Services	5021320000	BUILDING RENOVATION
91584	Video Recording	5020050000	PHOTOGRAPHIC & AUDIOVISUAL SERVICES

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