

Budget Managers:

Many of you have noticed that Finance will occasionally amend the account codes used with the various 'AS' commodity codes to 732003-Small Equipment and Furnishings. To keep from having NSF issues, some departments have tried to adjust the account themselves, or use an incorrect commodity code of ASTOOLS. However, in doing this, the purchase request may not flow through the appropriate approval routing required for the purchase type which results in the purchase request being canceled. Although the proper account for assets under \$2,500 is 732003, the account should only be updated by Finance.

In order to alleviate some of the budgetary problems this has caused in the past, we have combined the budgeted funds for the asset related accounts into a "pool" account. This will ensure that your transactions do not go into an NSF status when either your department requisitions for goods, or Finance needs to change an account code.

When querying Budget Availability (FGIBAVL) in Banner, you will notice a new account: 7910- Non-Capital & Capital Expenditures. This account is a pool of the following account codes:

732003- Small Equipment and Furnishings

791008- Equipment

791009- AV Equipment

791010- Medical Equipment

791011- Furniture

791012- Computer Hardware

791013- Software

769018- CIP- Equipment

769019- CIP- Furniture

769020- CIP- Software & Computer

While you will continue to use the specific account when requisitioning goods or querying your budget in ASIST, the pool account will eliminate any NSF errors caused by switching between the above accounts. If you need to process a budget transfer to make a purchase, please use the appropriate asset account which will automatically increase the balance of 7910 pool account.

REMEMBER: default accounts for all commodity codes **should not** be changed when requisitioning in Banner or reconciling P-Card transactions. If you are uncertain whether or not the proper commodity and account codes have been used, you may refer to the [Commodity Code Definitions](#) file.

Please contact your [Budget Analyst](#) if you have any questions.

Thank You.