

CSUBuy Commodity Codes Lessons Learned – Thus Far

Commodity Codes

Commodity Code Selection:
Goal is to have the account that best fits the expense

Commodity Codes Overrides:
Goal is to reduce overrides

Commodity Code Selection:

How to determine the account code that aligns with the type of expense

As a tool to understand the definitions we will be posted online. Exact site to be sent out after this meeting with the excel document attached. This document will be updated as commodity codes are created and updated.

Commodity Codes Override Challenges:

Overriding	Overriding with the same account code, most common coded to 660003 – Supplies and Services and override with 660003 – Supplies and Services
Overriding	Overriding the account code to fit where it is in a budget vs. the account that best fits the expense.

Commodity Codes Override Challenges:

Overriding	Punchout items for which the commodity code is automatically selected. The most common mistake is 115001 IT Accessories/ Supplies going to 616005 and then requested to be mapped to supplies and services 660003. The commodity code for General Supplies is 170003 and automatically codes to 660003. Even though commodity codes for these are prepopulated these should be reviewed and changed for appropriateness as previously discussed. By selecting the correct commodity code should eliminate the need for the override.
Overriding	Overriding software expenses commodity code 115004 IT Software, account 616802 to 660807 Sup Srv Permit/ License. We need this to land in software expenses in order to appropriately account for the potential lease in GASB/FASB guidance

Commodity Codes Override Challenges:

Overriding	Auxiliary challenges: Currently there are no specific commodity codes that align with the needs of various Auxiliary services e.g. (Sponsored Projects accounts) and specialized accounts on our campus.
Overriding	For Independent Contractors we see that the commodity code 160001 for general services is being used, and an override is used to map this to 613001 Contractual Services. We recommend using commodity code 160008 Professional/Contractual Services which will automatically populate the 613001 account code.

Improvement Ideas:

- Understanding the various commodity codes and what the account that is being suggested.
- Currently 7 campus are on CSUBUY and with every new campus there are new items that are being discovered so this will be continuously approved.
- Account override rejections:
  - Unfortunately, Accounting is the last involved in the process when there is an override that needs to be approved.
  - We are here to help if you any questions on the appropriateness of an account if you are selecting to override so that it won't get rejected at the end.
- Please review your account override before submitting to ensure that it is truly necessary.
- Looking into commodity codes specific to Auxiliaries, still TBD. Be on the look out for future codes should they be implemented

Questions