

Ordering Estates Product Codes which default to account code 4607

Over 2000 products are normally ordered by the Department of Estates and have a default account code of 4607.

When you select or link to an Estates product code in a requisition the GL Analysis line asks you for an Estates Works Order number. This is not applicable if you do not work in the Department of Estates.

The use of Estates Product codes can occur if you ordering from Central Stores or if you have raised an order via the marketplace and the Agresso code mapped to is an Estates Product code e.g. P-W*

If this happens you need to amend the account code in the GL Analysis. This work around is the same whether it is for an Estates generic product code e.g. P-W* or a Central Stores catalogue product e.g. 3010513.

The screenshot shows the 'Requisition entry' screen with the 'Requisition details' tab selected. Below the main requisition table, the 'GL Analysis' section is visible. It contains a table with columns: #, Account, Costc, Project, Estates_work_order, Product, Budget_category, Vat_recovery, Tax code, Tax system, Percentage, and Amount. The first row shows a requisition line with account code 4607 and product P-WX-00. The 'Estates_work_order' field is highlighted with a red box, indicating where the user needs to enter a project code.

You need to change the account code in order to be able to enter a project code and allow you to move to the next step.

To find out which account code you can use click on the blue help button against the Estates Work Order.

This opens a search screen. If you put the Estates product code in the Search Criteria and click Search.

The screenshot shows the 'Value lookup' search screen. The 'Search criteria' field is highlighted with a red box and contains the text 'P-WX-00'. Below the search criteria field, there is an 'Advanced' section with a 'Search' button. At the bottom of the screen, there is a table with columns: Account, Account (T), Attribute value, and Description. A 'Filter' button is located to the right of the table.

Estates Generic Product code example

You will then get the alternative account code(s) available for this product.

The 'Value lookup' dialog box is shown with the search criteria 'P-WX-00'. The search results table is as follows:

Account	Account (T)	Attribute value	Description
4040	General consumables	P-WX-00	Signs and Signposting

Estates Central Stores Product and Account Code Example

The 'Value lookup' dialog box is shown with the search criteria '3010513'. The search results table is as follows:

Account	Account (T)	Attribute value	Description
6885	Capital - Contracts & Cons...	3010513	Fire Blanket Glass Fibre 1.8M x 1.2M (6' x 4') c/w Cover BS EN 1869 : 1997
4070	Workshop consumables	3010513	Fire Blanket Glass Fibre 1.8M x 1.2M (6' x 4') c/w Cover BS EN 1869 : 1997

Once you have the account code you need to close the search screen and go back to the requisition entry screen, change the account code in the GL Analysis line.

The 'GL Analysis' table is shown with the following data:

#	Account	Costc	Project	Product	Budget_category	Vat_recovery	Tax code	Tax system	Percentage	Amount
1	4040 General consumables			P-WX-00 Signs and Sign		PR Partially recoverable	0 No Tax	NTX No tax	100.00	0.00
Σ									100.00	0.00

You can then enter your project code as normal.