

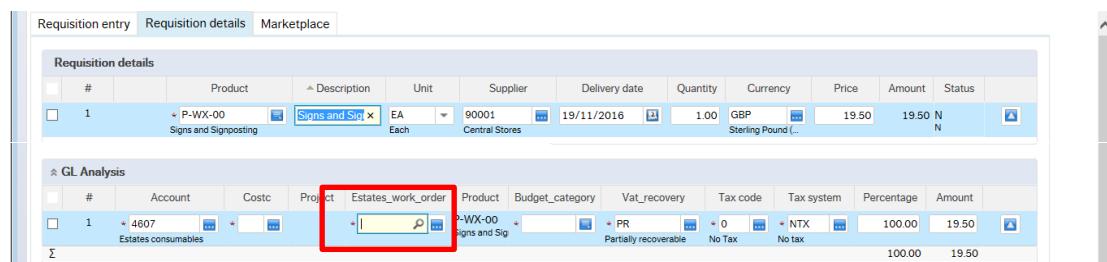
Ordering Estates Product Codes which default to account code 4607

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.

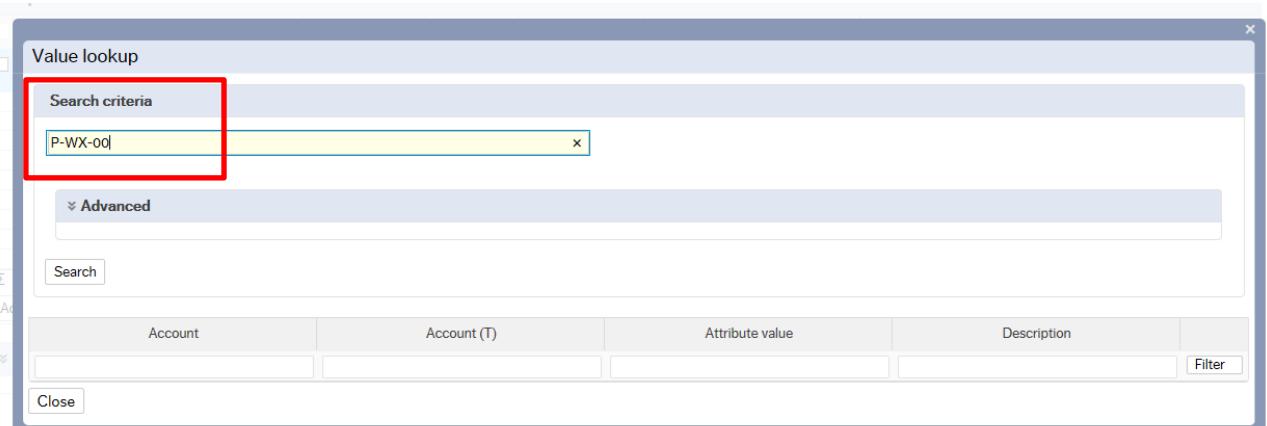


The screenshot shows the 'Requisition entry' screen with the 'Requisition details' tab selected. The 'Requisition details' table shows a single item with product code P-WX-00 and description 'Signs and Sigposting'. The 'GL Analysis' table shows a row for 'Estates consumables' with account code 4607. The 'Account' column for this row is highlighted with a red box.

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.

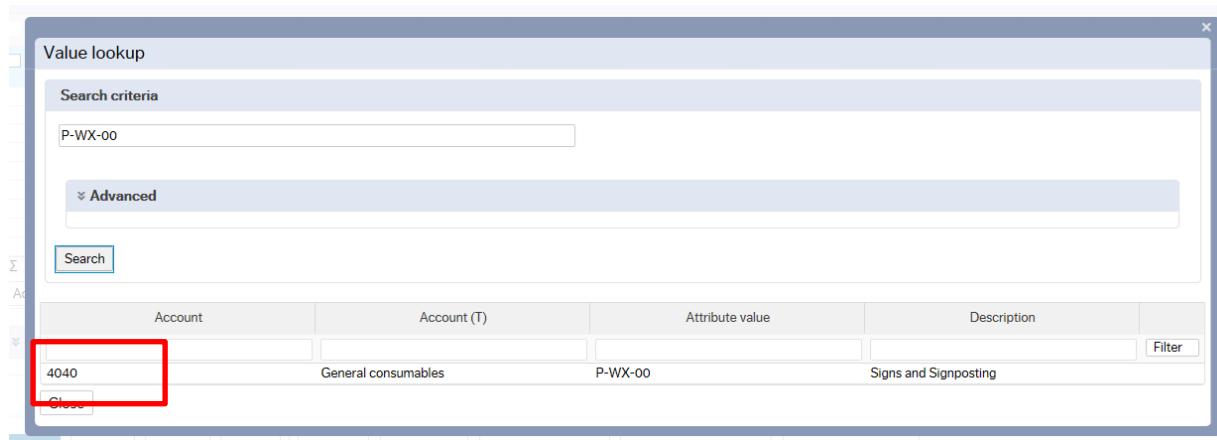
This opens a search screen. If you put the Estates product code in the Search Criteria and click Search.



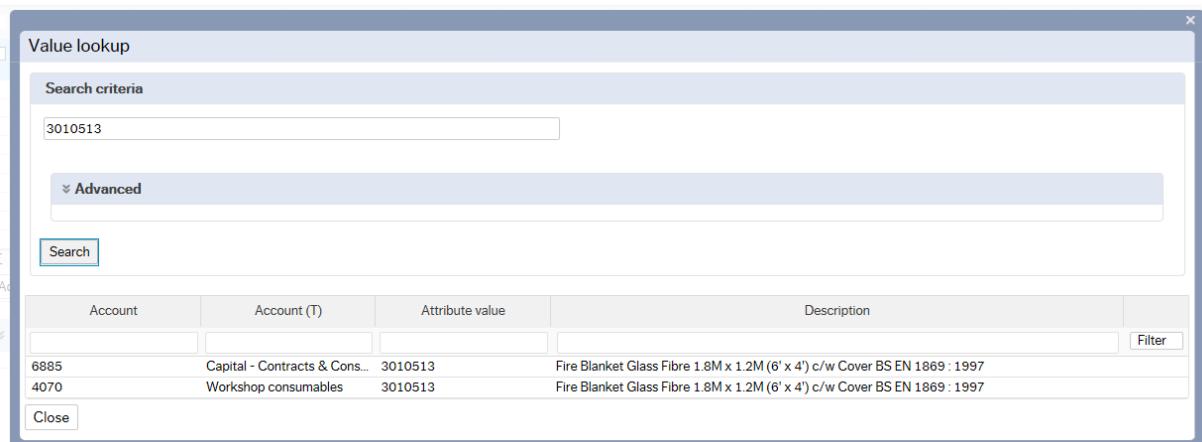
The screenshot shows the 'Value lookup' search screen. The 'Search criteria' field contains 'P-WX-00' and is highlighted with a red box. Below the search criteria, there is an 'Advanced' section and a 'Search' button. The results table has columns for Account, Account (T), Attribute value, and Description. The 'Account' column for the first row is empty.

Estates Generic Product code example

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



Estates Central Stores Product and Account Code Example



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.



You can then enter your project code as normal.