



## Accounting Code Structure

The Accounting Code structure in BobcatBUY has changed as a result of implementation of the new chart of accounts. The functionality for entering accounting codes in BobcatBUY has not changed. Please use the [OBI conversion tool](#) and review [conversion tool quick reference guide](#) to determine the new accounting codes to enter. Please work with your CFAO if determination is needed for which accounting code to charge.

## Entering Accounting Codes

Step 1: Select **edit** next to Accounting Codes on the **Cost Center** tab within the Requisition or on the **Codes** tab within the Payment Request Form.

Step 2: Click select from all value under **Account Type** and select an **Account Type** i.e. General Ledger or Grants

### General Ledger

Account Type	Entity Source Org /PTA	Entity / Project	Source / Task	Organization / Task Org	Activity/Award	Function	add split
General Ledger	10-100000-140800	10	100000	140800			
Select from all values...	Select from all values...	Select from all values...	Select from all values...	Select from all values...	Select from all values...	Select from all values...	recalculate / validate values

Save Cancel

### Grants

Account Type	Entity Source Org /PTA	Entity / Project	Source / Task	Organization / Task Org	Activity/Award	Function	add split
Grants	11564-20-4140001	11564	20	140800	4140001		
Select from all values...	Select from all values...	Select from all values...	Select from all values...	Select from all values...	Select from all values...		recalculate / validate values

Save Cancel

Step 3: Select form all values under Entity/Source Org/PTA and select **Entity Source Org/PTA**.

Step 4: **Entity/Project, Source/Task, Organization/Task Org** will auto populate after Entity Source Org/PTA is selected.

Step 5: Select from **all values** under **Activity/Award** and select Activity/Award.

Step 6: Select from **all values** under **Function** and select Function. Function is not needed for Grants accounts.

Step 7: Select **Save**

## Entering Object Codes

The term natural account has been replaced with **Object Code**. The functionality for entering an object code has not changed.

Step 1: Select **Edit**

Step 2: Select from all Values

Step 2: Click **Search**

Step 3: Select **Object Code**

**Object Code** ?

These values apply to all lines unless specified by line item

Object Code

## Accounting Code Splits

The split functionality has not changed. The costs can be split between general ledger and grants and will be validated through PR validation. All approvals will be routed by organization values. Each requisition will still have header and line level accounting codes. **Important Note:** Remember any accounting code entered at the line level will override what is entered on the header.

Requisition							
View Approvals   Comments   Attachments   History							
Summary   Shipping   Billing   <b>Cost Center</b>   Object Code   Supplier Info							
Cost Center							
These values apply to all lines unless specified by line item							
Account Type	Entity Source Org /PTA	Entity / Project	Source / Task	Organization / Task Org	Activity/Award	Function	% of Price
General Ledger	10-100000-140800	10	100000	140800	0000	10	50%
General Ledger	ME - MECHANICAL ENGINEERING	OU GENERAL	UNRESTRICTED		NOT SPECIFIED	INSTRUCTION AND DEPARTMENTAL RESEARCH	
Grants	11564-20-4140001	11564	20	140800	4140001	NO VALUE	50%
Grants	117386 TREMBLY, JASON- PU STARTUP- ENGINEERING STARTUP FUNDS	117386 TREMBLY, JASON	PU STARTUP		ENGINEERING STARTUP FUNDS		

## Custom Field and Accounting Code Defaults

**Accounting Codes** and **Code Favorites for Check Requests & Invoices** defaults previously set up in **My Profile** with the old chart of account structure will need to be deleted and re-entered with the new chart of account structure.

Step 1: Navigate to **View My Profile** under user name in upper right corner in BobcatBUY.

Step 2: Select **Default User Settings**

Step 3: Select **Custom Field and Accounting Code Defaults**

Step 4: Select **Code Favorites Tab**

Step 5: Select Delete to **Remove** any unwanted **Accounting Codes** or **Code Favorites for Check Requests & Invoices**

Step 6: Select **Add** to add accounting codes for either section. Select from all values. Select **Save**.