

- Subject:** New NIGP Code to GL Account Mapping Resource Spreadsheet Now Available on the SCEIS and Comptroller General's Office Websites
- Audience:** Procurement Directors, Finance Directors, Shopping Cart Creators, Shopping Cart Approvers

As the SCEIS Team announced in the [May 18 SCEIS User Group meeting](#) and the [May 21 Weekly Update](#), we are pleased to publish a new resource spreadsheet listing National Institute of Governmental Purchasing (NIGP) codes and the General Ledger (GL) account codes to which they are mapped. This resource spreadsheet is the result of an ongoing effort by the SCEIS Materials Management (MM) Team and the Comptroller General's (CG's) Office to validate the NIGP Code mapping to GL account codes.

The spreadsheet, which is linked below, contains a complete listing of the NIGP codes in SCEIS—each code is documented on one line of the spreadsheet. The spreadsheet columns contain the following information for each code:

- **Column A** lists the NIGP code addressed on a particular line.
- **Column B** displays a description of the NIGP code listed on that line.
- **Column C** displays the *suggested* GL account for the NIGP code listed on the line.
- **Column D** contains a description of the *suggested* GL account noted in Column C.
- **Column E** holds a notation for each line, showing whether the NIGP code has been reviewed yet or not.

Because it is published online in Excel format, SCEIS users can download and save a copy of the spreadsheet to their computers, then filter and sort the local copy to display the NIGP code and GL account data in whatever way is most useful to them.

The SCEIS Team will re-publish this spreadsheet with updates as additional NIGP codes are reviewed and recorded. The Work Group tasked with reviewing the NIGP codes has suspended meetings to shift their focus on fiscal year end tasks, and will resume their reviews in early September. They anticipate having additional NIGP codes reviewed and ready for publication on the SCEIS and CG's Office websites by mid-September.

To help the Work Group develop the best resource spreadsheet possible, the SCEIS Team encourages users to submit your feedback on the initial version (linked below) via the SCEIS Service Desk. Please submit your feedback to the Service Desk via the email form at the following link: <http://www.sceis.sc.gov/requests/>.

The resource spreadsheet is available [here](#). Users may also access it on the SCEIS website and the CG's Office website at the locations described below:

- **On the SCEIS website:**
 - Go to the SCEIS home page: www.sceis.sc.gov.
 - Point your mouse to "Materials Management" in the left-hand navigation bar, then select "MM Publications" from the menu that appears.
 - The resource spreadsheet is available on the "MM Publications" page.

- **On the CG's Office website:**
 - Go to the CG's Office home page: <http://www.cg.sc.gov>.
 - Click on "Publications" in the left-hand navigation bar.
 - Scroll to the bottom of the "Publications" page; the resource spreadsheet is listed under the following title: "NIGP Codes Mapping to GL Accounts Resource Spreadsheet."

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.