What is an Account code?

Account codes are used for accounting purposes to identify WHAT has been purchased or define the nature of the expense.

Account Codes being recorded in the General Ledger are auto populated within the various modules based on user input to specific fields:

> **Expense Module:**
> Template + Expense Type determine the Account Code
>
> **Procurement/Requisition Module:**
> Procurement Category determines the Account Code
>
> **Payroll Module:**
> Assignment Category determines the Account Code

Items being recorded in the PPM Subledger are NOT auto populated but selected by the user.

Expenditure types are mapped to specific account codes. The current PPM Expenditure Type listing is available on the Ignite website: https://ignite.web.baylor.edu/sites/g/files/ecbvkj1136/files/2022-12/ppm_expenditure_types.pdf

Where can I look up COA values?

Although COA values will often be provided as defaults when Ignite users are entering transactions, there may be times when there is a need to look up a specific value such as the designation number for an endowment or the purpose code for a type of activity. Two methods have been provided to give users access to the values for each of the seven COA segments.

- The most recent lists of values are available in tables below:
  - Entity
  - Departments
  - Funds
  - Designations
  - Accounts
  - Purpose
  - Activity
  - PPM Expenditure Types

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