

EXAMPLES OF DESCRIPTION OF SERVICES/ARTICLES AND THEIR INTERACTION WITH SGL ACCOUNTS AND OBJECT CLASS CODES

EXAMPLE 1:

Item No.	Brief Description	Quantity	Estimated Cost
01	Copier, Super Deluxe	1	\$27,500.00
02	Freight Charges	N/A	500.00
03	Toner Cartridges	5	1,500.00
		Total	\$29,500.00

SGL Account & Object Class Breakout

SGL Account	Object Class Code	Amount	Remarks
175002	31011 (Office Equipment)	\$28,000.00	Items 01 and 02
610001	26011 (Supplies)	1,500.00	Item 03
	Total	\$29,500.00	

Note: In Example 1, the three key principles to note are:

1. The freight charges are added to the cost of the copier.
2. The sum of the two are charged to an asset SGL account because it is equipment and the sum exceeds the \$25,000 threshold for the "other PP&E" category .
3. The toner cartridges are expendable supplies and charged to an expense SGL account because expendable supplies are not capitalized, regardless of amount..

EXAMPLE 2:

Item No.	Brief Description	Quantity	Estimated Cost
01	Copier	1	\$10,500.00
02	Finisher	1	3,000.00
03	Freight Charges	N/A	500.00
04	Toner Cartridges	5	1,500.00
		Total	\$15,500.00

SGL Account & Object Class Breakout

SGL Account	Object Class Code	Amount	Remarks
610001	31011 (Office Equipment)	\$14,000.00	Items 01, 02 and 03
610001	26011 (Supplies)	1,500.00	Item 04
	Total	\$15,500.00	

Note: In Example 2, the three key principles to note are:

1. The finisher and freight charges are added to the cost of the basic copier.
2. The sum of the three are charged to an acquisition of asset object code but an expense SGL account because the sum is under the \$25,000 threshold for the "other PP&E" category.
3. The toner cartridges are expendable supplies and charged to an expense SGL account because expendable supplies are not capitalized, regardless of amount.

PP&E Related SGL Accounts

SGL Account	Description
175002	Other PP&E
175003	Vehicles
175004	IT Hardware and Telecommunications Equipment
182001	Leasehold Improvements
183001	Software
610001	Operating Expenses