

**STATE OF MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION**

TOPIC	EXPENDITURES	SUB-SECTION 09.20.20
SECTION	DOCUMENT TYPES	EFFECTIVE DATE JULY 1, 1998
SUB-SECTION	ESTABLISHING DETAIL EXPENDITURE CODE	REVISED - 2018

ESTABLISHING DETAIL EXPENDITURE CODE

When an agency is preparing the payment document to be sent to the Bureau of Financial Control (BFC) for a warrant to be written for payment, it becomes necessary to determine which detail expenditure code(s) to use. The action sequence to follow in making that determination is:

Refer to the Chart of Accounts by using T-Code S_ALR_87012325 - Chart of Accounts in MAGIC to identify the proper expenditure general ledger account for items on the invoice document.

After determining the correct general ledger code, the PO for the goods or services should be checked to see if the same code was used. If an incorrect general ledger code is referenced on the PO, the agency will need to ensure that the correct NIGP is being used and that it is mapped correctly to the general ledger code. If mapping of the NIGP to the general ledger codes needs to be updated, please email MASH at: <mailto:mash@dfa.ms.gov>.