# PURCHASE NON-STOCK ITEMS

This document is intended as a guide for non-finance staff. It covers the purchase of non-stock items and the use of expense codes (and some other commonly used codes) in the NAXT system.

In general, purchase orders must be raised for all non-stock items other than the supply of regular services such as rent, power and cleaning. A full list of the items that require a Purchase Order can be found in the quick reference guide, QFG – Direct expense coding for POs and other AP.

General ledger codes in NAXT consist of a main account with various dimensions attached. Normally for expenses, the **dimensions** required are:

* Department
* Cost centre
* Location
* Salesperson
* Project ID (where required). This is a project number or a service call number.

There are several areas where **codes** are required:

* Purchase Orders (POs)
* Travel and expense module for P-card transactions and employee expense claims, accessed via the employee portal
* Travel request forms forwarded to the Gough Travel team
* Large expense recurring invoices loaded using Atlas templates, for example: BP fuel, mobile
* Expense coding for regular supply of services such as power, cleaning etc

When working with purchase orders or the expense portal, the NAXT system will automatically place dimensions in the source document. The dimensions are driven by your order class. If the dimensions are incorrect, please notify IT support so that your order class can be checked. Only change dimensions with the help of your Business Unit accountant.

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| EXPENSE OR P CARD CLAIM | |
| **1.** | Complete the relevant steps in the following SOP:   * *ETC\_1.1(SOP) Expense and P Card Claims*   Expense or P Card claims do not require a Purchase Order |
| **2.** | Enter the appropriate coding, with reference to the following quick reference guide:   * *QFG – Direct expense coding for POs and other AP* * Use the TAE category (yellow tab, column H) |

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| PURCHASE NON-STOCK ITEMS DIRECTLY | |
| **1.** | For direct purchases, confirm whether the item requires a Purchase Order.  Refer to the quick reference guide:   * *QFG – Direct expense coding for POs and other AP* * See the list of items on the 2nd (yellow) tab, GL main acct, PO, TAE codes, columns B and E |
| **2.** | If item does not require a Purchase Order, ask the supplier to submit their invoice as usual.  Once the invoice is received, add the correct codes   * Refer to *QFG – Direct expense coding for POs and other AP* |
| **3.** | If item requires a Purchase Order, complete the relevant steps in the following SOP:   * *PUR\_1.1(SOP)Create and Manage Purchase Orders* |
| **4.** | Add the required coding to the PO   * The coding that is required on a PO is the purchase order service item code * *Refer to QFG – Direct expense coding for POs and other AP (yellow tab, column F)* |

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| TRAVEL REQUESTS, REGULAR SERVICE SUPPLIES OR EXPENSES ON ATLAS TEMPLATES | |
| **1.** | Travel requests, regular supplies of services such as power or cleaning and large expense recurring invoices loaded using Atlas templates such as BP fuel **do not require** a Purchase Order |
| **2.** | Include the dimensions in the coding given, i.e. add the full general ledger code to the main account   * Refer *QFG – Direct expense coding for POs and other AP* * *See Dimensions (green) tab* * If you require additional assistance, please contact your business unit accountant |

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| AX4 INTER-COMPANY ACCOUNT CODING | |
| **1.** | Please note as most NZ based business units are now on the NAXT system coding, the majority of expenses to inter-company accounts no longer occur. The only exception is GMH - Gough Materials Handling. Inter-company accounts for the Australian business units continue to exist. If an external or third party invoice is being coded that previously went to multiple business units via inter-company account, it should now be coded directly to the business unit. When doing this initially please contact the BU accountant or other suitable staff member to confirm the correct general ledger account to use. |