

Using Index Codes

Find the GL Details section on the PO and open it so it expands.

Locate and click on the plus circle icon, which is to the right of the Account Code/Favorite field.

Checkout

General Details View

✓ Delivery Details Attn : Tricia Tiekem Location : Support Services Dock (8 AM to 4 PM CST MON-FRI) View

✓ Billing Details Attn : UofSouthernIndiana@easyaccessap.com Location : (PURCHASE ORDER # REQUIRED ON ALL INVOICES) View

GL Details

Account Code/Favorite
Select Account Code +

Item Split Details:
NOTE: Remaining % Split must be 0.00 in order to apply account(s) to transaction. Currency splits can be applied in Line Item Details.

Chart	Index	Account Code	Description	USD Split	% Split	Action
			Remaining:	5,500.00	100.00	

Continue

An expanded window opens.

Find and then click in the “Index Code” field, which is located under “Chart of Accounts.”

Insert in this field the coordinating index code for the FOAP you will use.

- Index codes are located on the spreadsheet provided and on the Financial Manager’s Spreadsheet, to the right of the FOAP column. The spreadsheet is linked on the shop page of BuyUSI under the General Information panel. Alternatively, users may use the following URL: [Financial Managers - University of Southern Indiana \(usi.edu\)](https://www.usi.edu/financial-managers).

GL Details

Account Code/Favorite
Select Account Code +

* Chart of Accounts: U

Index Code: Select Index

* Fund: Search/Select

* Organization: Search/Select

* Account: Search/Select

* Program: Search/Select

Activity: Search/Select

Apply Cancel

When the index code is highlighted in blue, click on it.


GL Details

Account Code/Favorite

Select Account Code +

* Chart of Accounts: U

Index Code: 03090

* Fund: **03090** 

* Organization: Search/Select

* Account: Search/Select

* Program: Search/Select

Activity: Search/Select

Apply Cancel

The fund, org, and program codes will populate for you.

GL Details

Account Code/Favorite

Select Account Code +

* Chart of Accounts: U

Index Code: 03090

* Fund: 10001 - General Fund

* Organization: 03090 - Procurement

* Account: Search/Select

* Program: 1400 - Institutional Support Services

Activity: Search/Select

Apply Cancel

Insert the account code in the Account field.

- The list of account codes may be found on the Shop Page of BuyUSI under the General Information panel.
- If you are unsure which account code to use, then contact your department accountant. This information is listed on the Financial Manager’s Spreadsheet by FOAP. The spreadsheet is linked on the shop page of BuyUSI under the General Information panel. Alternatively, users may use the following URL: [Financial Managers - University of Southern Indiana \(usi.edu\)](https://www.usi.edu/financial-managers).