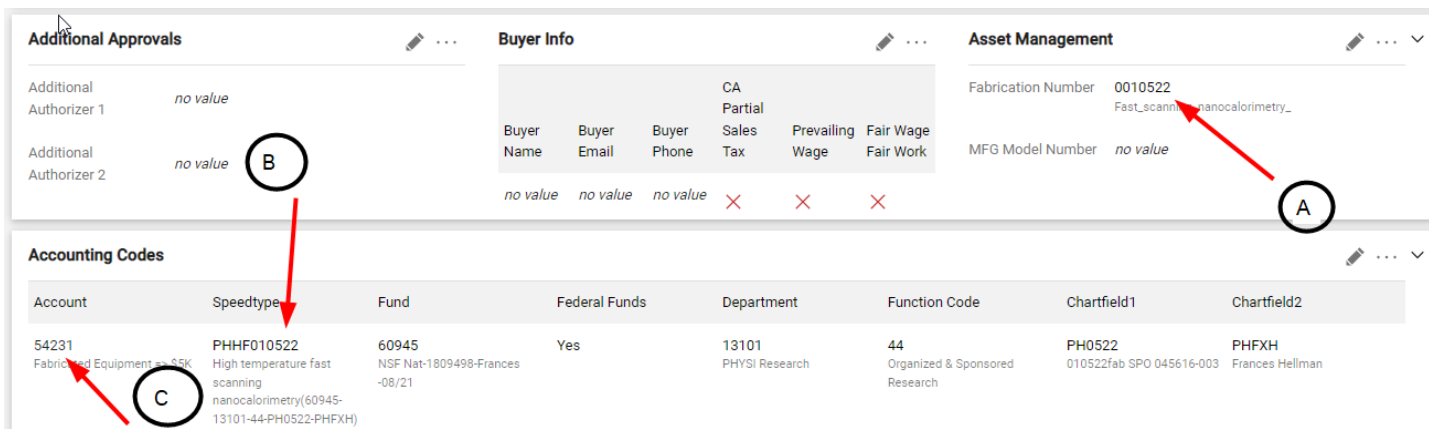# PHYSICS FAQs: *Using Your Fab Account in BearBuy*

What is a fab account?

A fab account is created when a piece of equipment is being built here at the University. The purpose of the account is to track all expenses associated with the building of the equipment. Therefore, a fab account should not be used to purchase something that is not being attached to the fabricated equipment.

How to enter a fab account number into Bear Buy:

A. Enter the fab account as a 7-digit number in the Fabrication Number field of the Asset Management section;
B. Enter the customized fab speedtype in the Speedtype field of the Accounting Codes section – the last 5 digits of the speedtype should match exactly the last 5 digits of the Fabrication Number
C. Enter 54231 in the Account field of the Accounting Codes section. CSS usually asks us to leave this field blank, but this is an exception. (*Never enter 54231 in the Account field if you're not also entering the fab number and speedtype as described in steps A & B.*)

Do's & Don'ts:

When entering your speedtype and fab account information into a BearBuy cart, it's important to be consistent and use the correct information. The Physics RAs have set up special speedtypes that correspond to the fab accounts. Do not enter a fab account in the Asset Management section of the cart unless you are using the corresponding speedtype. Do not enter the special speedtype without also entering the corresponding fab account in Asset Management. If your order is not part of a fabrication, you need a speedtype or chartstring that's not linked to a fab account.

It's important that we do our best to enter this information correctly in our carts to avoid bad accounting problems down the road. If you have any questions about this, please ask Stephen Pride Raffel, spride@berkeley.edu.

How to use Bear Buy:

For information on how to use Bear Buy, please go to: https://supplychain.berkeley.edu/campus/bearbuy