GL String and Project Account Entry

GL String Entry:

- If you need to change the GL account being charged, click the *blue icon* next to account field and the full string will show in a separate box.

- Change the value in each box corresponding to the appropriate string segment. You can also use the dropdown menu and the search feature. Click *OK* to keep changes.

Project Account Entry:

- Six digit project numbers can be entered into the appropriate field or can be found using the search feature. When entered, a task number will prepopulate. Depending on the type of account a contact number and funding source will as well. Projects also have a string associated with the number. If the string segments in the project number differ from those in the GL string account box, *DO NOT CHANGE*. Project string will be charged.

- Click the *magnifying glass* icon to open the search. Click on a value to select it, then click *OK.* If needed fill in the other project related fields i.e., Expenditure Organization, Project Transaction Location, Project Transaction Business Line. These fields are not required. *DO NOT USE Expenditure Organization RUTGERS BU.*