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.

Account 9	00.1530.724	0.0001.100	.8300.56080.(🗟
Account			×
Hide Segment	s		
	Unit	900 🔻	Central Units
	Division	1530 🔻	University Procurement Services
	Organization	7240 🔻	Procurement General
	Location	0001 🔻	University Wide
	Fund Type	100 🔻	Unrestricted Operating General
	Business Line	8300 🔻	G&A Finance & Accounting
	Account	56080 -	 Travel Lodging & Accommodations Domestic
	Activity	0000 🔻	None
	IntraUnit	000 🔻	Unit Default
	Future	00000 •	None
		Sea <u>r</u> ch R	Reset O <u>K</u> <u>C</u> ancel

• Change the value in each box corresponding to the appropriate string segment. You can also use the dropdown menu and the search feature. Click <u>OK</u> to keep changes.

Unit	900	Central Units	Search and Select: Unit	
ision	100	CMD Chancellor	Search	Adva
ation	110	CMD FASC Faculty of Arts & Sciences C		
ation	120	CMD CLAW School of Law Camden		
auon	130	CMD SBC School of Business Camden	Value 900	
Туре	140	CMD SON School of Nursing Camden	Description	
Line	150	CMD Athletics Division III Intercollegiate		
count	155	CMD Bookstore & Campus Retail		Search R
	160	CMD Dining	Value Description	
tivity	165	CMD Housing	No rows to display	
aUnit	170	CMD Parking		
uture	Search			окс

Project Account Entry:

Organization RUTGERS BU.

Search	Advanc	Expenditure Organization	
Match 💿 All 🔵 Any	** At least one is req	Funding Source	
** Value		RU Initiative	
** Description		Project Transaction Location	
	Search	Project Transaction Business Line	
	Jouren Inc	Project Transaction Activity	
Value	Description		

12.21.23

University Procurement Services Training

• 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 <u>magnifying glass</u> 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