How to Find a GL Number on the Comptroller's Website

If you cannot find an appropriate GL number (GL) at <u>AP Commonly Used or Specially Used GL's</u>, the <u>Texas Comptroller Manual of Accounts</u> website is a helpful tool available to search for the correct expense GL.

Click on the link above and enter a key word that describes the expense or the first four digits of a GL if already known (e.g. from the AP lists above). Note that the Comptroller accounts only use four-digit GL numbers vs. the six digits that Texas Sate uses in SAP. The first four digits are pertinent for this website search, and typically translate to the first four of the SAP GL number. The website search will provide the GL, definition, and clarification of allowed usage for the GL.

The following screen will appear when clicking on the above link.



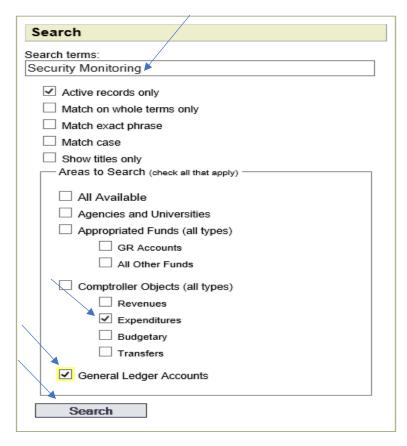
Texas Comptroller Manual of Accounts

A detailed chart of accounts for the Uniform Statewide Accounting System (USAS) Fiscal Year 2020

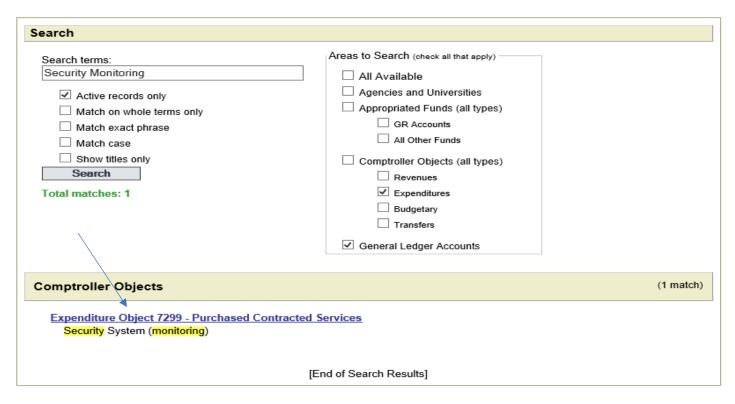
Browse		
State Agencies		
Appropriated Funds / General Revenue Accounts		
Comptroller Object Codes:		
<u>Expenditures</u>		
Revenues		
<u>Budgetary</u>		
<u>Transfers</u>		
General Ledger Accounts Function Codes, Source Codes and Object Groups		
Ad Hoc Reports		
Create a customized report with <u>Ad Hoc Reports</u> .		
Substantive Changes		
A list of <u>substantive changes</u> to this manual is compiled periodically. To receive a notification when the list is published, please subscribe to <u>FMXtra</u> .		

Search		
Search terms:		
✓ Active records only		
☐ Match on whole terms only		
☐ Match exact phrase		
☐ Match case		
☐ Show titles only		
Areas to Search (check all that apply)		
✓ All Available		
Agencies and Universities		
Appropriated Funds (all types)		
☐ GR Accounts		
☐ All Other Funds		
☐ Comptroller Objects (all types)		
Revenues		
☐ Expenditures		
☐ Budgetary		
☐ Transfers		
☐ General Ledger Accounts		
Search		

- ➤ Enter a description of the Goods or Service in the Search terms field.
- > Check the Expenditures box.
- Check the General Ledger Accounts box.
- Click the Search bar for the results.



The screenshot below is an example of the GL result from a search. Review and ensure the GL is appropriate.



The SAP GL six-digit number can be determined by reviewing the SAP GL Listing. The file has a tab for each type of GL with the first digit of the GL listed in the tab name. The numbers in each tab are in numerical order. For an expense, you will select the Expenses (7) tab and the scroll down to the GL from the Comptroller's website search. Note that on all tabs, GL's that start with CLSD in the name are closed GL's and cannot be used. The following shows the six-digit number for the example above (729900) and a closed GL account (730001) from the GL listing.

729500	Investigation Expenses
729900	Purchased Contracted Services
730000	Consumable Supplies
730001	CLSD Consumable Supplies - Local Funds
730002	Lab Supplies - Biology/Chemistry/Physics

Contact <u>purchasing@txstate.edu</u> if you have any issues with the GL you are trying to enter in SAP for your requisition or <u>payables@txstate.edu</u> if related to an e-NPO.