

How to Input Accounting Codes

- **Determining if the Account is a Project or GL**

1. Navigate to the “Legacy to CCOA Chartstring” (your PI should share this with you)
2. Look at the “Legacy Chartstring” to determine which fund source you want to use

Legacy Chartstring				
Entity	Account to FRU Lookup	Fund Lookup	Project Lookup	PI
Loc	Account	Fund	Project	PI
8	403763	19900	SUIJ1V	Incandela
8	404063	41168	DPCHB1	Incandela
8	444063	59290	IJFL1J	Incandela
8	444063	59629	IJSL82	Incandela
8	444063	22425	LXDEIF	Luo
8	444063	22425	RJDE7W	Richman
8	444063	22425	RJDEJA	Richman
8	444063	59543	IJFRT4	Incandela
8	444063	59543	3P714	Incandela
8	444063	59543	3P715	Incandela
8	444063	59629	3P629	Incandela
8	444063	59290	3P595	Incandela

If you do not have access to your PIs “Legacy to CCOA Chartstring” please reach out to your PI to get access

3. Once you choose a project, follow that row to the “Common Chart of Accounts” (each account has an individual row)

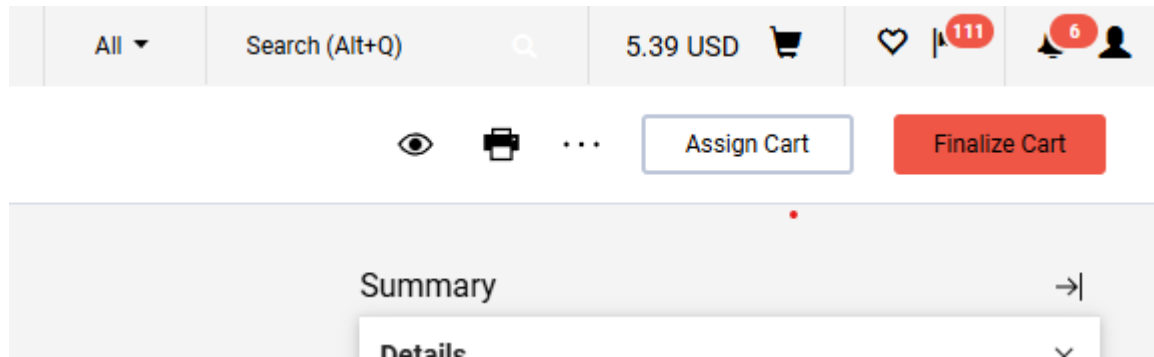
Legacy Chartstring						Common Chart of Accounts (CCOA/GL Chartstring)								
Entity	Account to FRU Lookup	Fund Lookup	Project Lookup	PI	Fund Manager	Entity	Fund Lookup	Account to FRU Lookup	Object Code to Account Lookup	Purpose Code	Program Hierarchy	Project Lookup	Activity Lookup	Commitment Hierarchy
Loc	Account	Fund	Project	PI	Fund Manager	Entity	Fund	FRU	Account	Purpose	Program (3)	Project (7)	Activity (6)	Commitment (5)
8	403763	19900	SUIJ1V	Incandela	Tara	1811 - Campus	19900	2413003				S001048		
8	404063	41168	DPCHB1	Incandela	Tara	1811 - Campus	70555	2413003						
8	444063	59290	IJFL1J	Incandela	Rob	1811 - Campus	20701	2413002				E000051		
8	444063	59629	IJSL82	Incandela	Rob	1811 - Campus	20701	2413002				E000053		
8	444063	22425	LXDEIF	Luo	Heather	1811 - Campus	20001	2413002				E000231		
8	444063	22425	RJDE7W	Richman	Rob	1811 - Campus	20001	2413002				E002106		
8	444063	22425	RJDEJA	Richman	Rob	1811 - Campus	20001	2413002				E002107		
8	444063	59543	IJFRT4	Incandela	Rob	1811 - Campus	20701	2413002				E004313		

4. Is there a code in “project (7)”
- Yes - This a project account
 - No - This is a GL account

In the example above, “DPCHB1” is the only GL account.

- **Entering Accounting Codes in Gateway**

1. Navigate to your Gateway cart and click “Finalize cart”



2. Click the pencil symbol in the corner to begin enter the accounting codes

Accounting Codes															
Type of CCOA	CCOA Entity	CCOA Fund	CCOA Level 7 FRU	CCOA Purpose	CCOA Program	CCOA Commitment	CCOA Activity	CCOA Project	Award	CCOA Funding Source	CCOA Project Owning Organization	Award Type	Award End Date	Fund Type	FundingSourceFlag
no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value	no value
✖ Required	✖ Required	✖ Required	✖ Required	✖ Required	✖ Required	✖ Required		✖ Required	no value	✖ Required	✖ Required	no value	no value	no value	

3A. Click “Type of CCOA” and choose GL or Project (if uncertain on this revisit page 1 & 2)

Edit Accounting Codes ✕

CCOA ☐ Standard Entry

Type of CCOA ★	CCOA Entity ★	CCOA Fund ★	CCOA Level 7 FRU ★	CCOA Purpose ★	CCOA Program ★	CCOA Commitment	CCOA Activity
GL ▼	1811	Search 🔍	Search 🔍	Search 🔍	Search 🔍	No Value 🔍	Search 🔍
Profile Values							
GL							
Project							

+ ✓

★ Required fields

Save Close

Edit Accounting Codes ✕

CCOA ☐ Standard Entry

CCOA Project ★	Award	CCOA Funding Source ★	CCOA Project Owning Organization ★	Award Type	Award End Date	Fund Type	FundingSourceFlag
0000000 ✕ 🔍		00000 - GL - Not Required ▼	0000000 ✕ 🔍	No Value	No Value		No Value

★ Required fields

Save Close

GL Accounts

Fund Manager	Entity	Fund Lookup	Account to FRU Lookup	Object Code to Account Lookup	Purpose Code	Program Hierarchy	Project Lookup	Activity Lookup	Commitment Hierarchy
Fund Manager	Entity	Fund	FRU	Account	Purpose	Program (3)	Project (7)	Activity (6)	Commitment(5)
Tara	1811 - Campus	70555	2413003						

1. Fill in the required fields on Gateway

- a. CCOA Fund
- b. CCOA Level 7 FRU
- c. CCOA Purpose
 - i. If there is no purpose code listed for your account please visit this [link](#) to determine the purpose code
- d. CCOA Program
 - i. If there is no program code listed it will be "000"
- e. CCOA Activity
 - i. If your account has an activity code make sure to enter it on Gateway
- f. Click "Save"

3B. Click “Type of CCOA” and choose GL or Project (if uncertain on this revisit page 1 & 2)

Edit Accounting Codes

CCOA ☐ Standard Entry

Type of CCOA ★	CCOA Entity ★	CCOA Fund ★	CCOA Level 7 FRU ★	CCOA Purpose ★	CCOA Program ★	CCOA Commitment
Project	1811	00000	0000000	00	000	00000 - Campus_Commitment Code Not Applicable
Profile Values GL Project						

★ Required fields

SaveClose

Edit Accounting Codes

CCOA ☐ Standard Entry

CCOA Activity	CCOA Project ★	Award	CCOA Funding Source ★	CCOA Project Owning Organization ★	Award Type	Award End Date	Fund Type	FundingSourceFlag
000000	Search		No Value		No Value	No Value		No Value
	Required		Required	Required				

★ Required fields

SaveClose

Project Accounts

Fund Manager	Entity	Fund Lookup	Account to FRU Lookup	Object Code to Account Lookup	Purpose Code	Program Hierarchy	Project Lookup	Activity Lookup	Commitment Hierarchy
Fund Manager	Entity	Fund	FRU	Account	Purpose	Program(3)	Project(7)	Activity(6)	Commitment(5)
Tara	1811 - Campus	19900	2413003				S001048		

1. Fill in "CCOA Project" on Gateway
 - a. Once the project is entered most of the remaining fields should auto-populate
2. If your account has an activity code make sure to enter it in the "CCOA Activity" field
3. Click "Save"