

How to Input Accounting Codes

UCSB Physics Department · Purchasing Cheat Sheet

1. Determine if the Account Is a Project or GL

Account codes come to you in different ways and formats. To tell whether yours is a GL or Project account, check the code itself for letters.

Quick check — read the code itself

- ✓ Any letter appears anywhere in the code → it's a PROJECT account
- ✓ The code is entirely numbers, no letters at all → it's a GL account

Example	Result
1811.19900.2413001.000000.68.000.0000000.101055.00000	All numbers → GL account
1811-20701-2413002-000000-44-000-E100588-000000-00000	Contains letters (E100588) → Project account
Ent (4): 1811 Fund (5): 20001 FRU (7): 2413002 Acct (6): 30100000 Purp (2): 44 Prog (3): 000 Proj (7): E002065 Act (6): 000000 Commit (5): 00000	Contains letters (E002065) → Project account

Note: the code you're given may not always have the same number of segments — the letter rule still applies regardless of length.

2. Entering Accounting Codes in Gateway

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

All ▾

Search (Alt+Q)

5.39 USD

111

6

Assign Cart

Finalize Cart

Summary →

Details ▾

Step 2 — Click the pencil icon in the corner to begin entering 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 Required	no value Required	no value Required	no value Required	no value Required	no value Required	no value	no value	no value Required	no value	no value Required	no value Required	no value	no value	no value	no value

Step 3 — Click “Type of CCOA” and choose GL or Project. (If you're not sure which one applies, revisit Section 1 above.)

GL Accounts

GL Account

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 Required	Search Required	Search Required	Search Required	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 X Q		00000 - GL - Not Required	0000000 X Q	No Value	No Value		No Value

★ Required fields Save Close

- Fill in CCOA Fund
- Fill in CCOA Level 7 FRU
- Fill in CCOA Purpose (if no purpose code is listed for your account, use the purpose code lookup resource)
- Fill in CCOA Program (if none is listed, use “000”)
- Enter CCOA Activity if your account has an activity code
- Click “Save”

Project Accounts

Project Account

The image displays two screenshots of the "Edit Accounting Codes" form, which is used for entering CCOA (Campus Commitment Code) information.

Top Screenshot: The form is titled "Edit Accounting Codes". The "CCOA" section is active, and the "Standard Entry" tab is selected. The "Type of CCOA" dropdown is set to "Project". This selection auto-populates the "CCOA Entity" field with the value "1811". Other fields like "CCOA Fund", "CCOA Level 7 FRU", "CCOA Purpose", "CCOA Program", and "CCOA Commitment" are also visible, with some containing values like "000000" and "00". A "Profile Values" dropdown is open, showing "GL" and "Project" options. The "Project" option is selected. The "Save" button is highlighted in red.

Bottom Screenshot: The form is titled "Edit Accounting Codes". The "CCOA" section is active, and the "Standard Entry" tab is selected. The "CCOA Activity" field is highlighted with a red border and contains a search box. The "CCOA Project" field is also highlighted with a red border and contains a search box. The "Award" field is empty. The "CCOA Funding Source" field is empty and marked as "Required". The "CCOA Project Owning Organization" field is empty and marked as "Required". The "Award Type" field is empty and marked as "Required". The "Award End Date" field is empty. The "Fund Type" field is empty. The "FundingSourceFlag" field is empty and marked as "Required". The "Save" button is highlighted in red.

- Fill in CCOA Project — most remaining fields will auto-populate
- Enter CCOA Activity if your account has an activity code
- Click “Save”