General Ledger Values Descriptions

Special characters should not be used in any field

General Ledger Values	Description	Example
Description	The prepopulated information must be updated or overridden. Enter description of goods or services that were received. Follow agency guidance for specific information that must be entered in this field.	Master Trip# 123456789; Office Supplies: Pens, pencils, etc.
Organization-EO	Assign or verify the Organization and EO combination that pertains to the transaction.	43500000000-XX
Vendor ID	Assign the Vendor ID using values from the Statewide Vendor File (SWVF). If the Vendor information is not on the SWVF, contact agency's Scoped Administrator to have it added.	F123456789001
Object Code	The Object Code identifies what was purchased for your agency. Select the Object Code based on the commodity or service that was purchased.	261038 – In-State Car Rental 341018 – Office Supplies
Sub-Vendor	For all travel related purchases, assign the People First ID number of the Accountholder. If the transaction is not travel related, the double asterisk (**) value can be assigned to indicate "no value". If the Accountholder is acting as a Travel Agent, the Sub-Vendor ID should be the Accountholder's (Travel Agent's) Sub-Vendor ID.	4300E000123456
Appropriation Category	Assign category code. This field indicates the category in which the funds have been budgeted to be spent.	040000- Expenses
FY	FY represents "Fiscal Year". The value of this field will most often be 00.	00 or 18
OCA	Assign the OCA value if the transaction requires a specific OCA code. The double asterisk (**) value can be assigned to indicate "no value" if this field does not apply.	430012345 – Executive Direction
Contract	Assign the contract number if the transaction should be paid out of specific contract funds. The double asterisk (**) value can be assigned to indicate "no value" if this field does not apply.	4300D1234 – OFFE Training
Grant	Assign the grant number if the transaction should be paid out of specific grant funding. The double asterisk (**) value can be assigned to indicate "no value" if this field does not apply.	4300EMW00 – Grant
Project ID	Assign the project ID if the transaction should be paid out of specific project funds. The double asterisk (**) value can be assigned to indicate "no value" if this field does not apply.	430012345678901
Category	Select CFI – Current Year Funding to pay transaction from the current year funding or CFI – "C" – Prior Year Funds for certified forwards. Agencies will provide guidance when to designate a transaction with "C"- Prior Year Funds.	CFI – Current Year Funding or CFI – "C" – Prior Year Funds
Notes	Add additional information necessary for the process the transaction. Follow agency guidance for specific information that may be required.	Rental Agreement Number (RA#), Travel dates, Date goods were received