



DEPARTMENT OF COMMERCE

GL Additional Information and Talking Points

Commerce Business Solutions (CBS) Users Only

▶ Accounting Code Classification String Architecture

- ▶ Default G/L is the Default Accounting Code Classification String (ACCS) for a cardholder.

DEFAULT G/L

BUREAU CODE	FUND_CODE_FISCAL_YEAR	PROJECT_TASK	ORGANIZATION1-7	OBJECT_CLASS1-4	BARCODE
57	2019	1931960000	1019019300000000	25990000	
UNIT PRICE	BUILDING CODE	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	ACCEPT DATE
0000000000					00000000
PROPERTY FLAG					FILLER
N					

CANCEL

- ▶ **Bureau Code** is the CBS Bureau Code. 57 is for NIST as shown in the above example.
- ▶ **Fund_Code_Fiscal_Year** is the CBS Fund Code Fiscal Year (2019 in the above example). This value should be the current fiscal year.
- ▶ **Project_Task** is the combined CBS Project Code and Task Code. The field is 10 characters (1931960000).
 - ▶ Digits 1-7 (1931960) are the Project Code
 - ▶ Digits 8-10 (000) are the Task Code
- ▶ **Organization1-7** is the combined code for Org 1 through Org 7 in CBS without dashes. The 16 digit code (1019019300000000) is comprised of:
 - ▶ Digits 1-2 (10) are Org1
 - ▶ Digits 3-4 (19) are Org2
 - ▶ Digits 5-8 (0193) are Org3
 - ▶ Digits 9-10 (00) are Org 4
 - ▶ Digits 11-12 (00) are Org5
 - ▶ Digits 13-14 (00) are Org6
 - ▶ Digits 15-16 (00) are Org7

DEFAULT G/L

BUREAU CODE	FUND_CODE_FISCAL_YEAR	PROJECT_TASK	ORGANIZATION1-7	OBJECT_CLASS1-4	BARCODE
57	2019	1931960000	1019019300000000	25990000	
UNIT PRICE	BUILDING CODE	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	ACCEPT DATE
0000000000					00000000
PROPERTY FLAG					FILLER
N					

CANCEL

- ▶ **Object_Class1-4** is the combined code for Object 1 through Object 4 in CBS without dashes. The 8 digit code is comprised of:
 - ▶ Digits 1-2 (25) are Object 1
 - ▶ Digits 3-4 (99) are Object 2
 - ▶ Digits 5-6 (00) are Object 3
 - ▶ Digits 7-8 (00) are Object 4
- ▶ The following fields are **not** to be entered for the Default G/L:
 - ▶ Barcode
 - ▶ Unit Price (default 0000000000)
 - ▶ Building Code
 - ▶ Manufacturer
 - ▶ Model Number
 - ▶ Serial Number
 - ▶ Accept Date (default 00000000)
 - ▶ Property Flag (default N)
 - ▶ Filler
- ▶ These fields will **only** be completed during the **re-allocation** process.

Allocation

BUREAU CODE	FUND_CODE_FISCAL_YEAR	PROJECT_TASK	ORGANIZATION1-7	
57	2019	6443001000	3063064400000000	
OBJECT_CLASS1-4	BARCODE	UNIT PRICE	BUILDING CODE	MANUFACTURER
31490000	TINA RIEGER	0000002.00	224	ABC TEST INC
MODEL NUMBER	SERIAL NUMBER	ACCEPT DATE	PROPERTY FLAG	FILLER
A1000	B1000	02282019	Y	

CANCEL

- ▶ The Allocation Screen allows a user to change the ACCS for a given transaction
- ▶ The screen will be populated with the default G/L. The user will reallocate to change the ACCS
- ▶ **Bureau Code** is the CBS Bureau Code. 57 is NIST as shown in the above example.
- ▶ **Fund_Code_Fiscal_Year** is the CBS Fund Code Fiscal Year (2019 in the above example). This should be the current fiscal year.
- ▶ **Project_Task** is the combined CBS Project Code and Task Code. The field is 10 characters (6446001000).
- ▶ Digits 1-7 (6446001) are the Project
- ▶ Digits 8-10 (000) are the Task

Allocation

BUREAU CODE	FUND_CODE_FISCAL_YEAR	PROJECT_TASK	ORGANIZATION1-7
57	2019	6443001000	3063064400000000

OBJECT_CLASS1-4	BARCODE	UNIT PRICE	BUILDING CODE	MANUFACTURER
31490000	TINA RIEGER	0000002.00	224	ABC TEST INC

MODEL NUMBER	SERIAL NUMBER	ACCEPT DATE	PROPERTY FLAG	FILLER
A1000	B1000	02282019	Y	

CANCEL

- ▶ **Organization1-7** is the combined code for Org 1 through Org 7 in CBS without dashes. The 16 digit code (3063064400000000) is comprised of:
- ▶ Digits 1-2 (30) are Org1
- ▶ Digits 3-4 (63) are Org2
- ▶ Digits 5-8 (0644) are Org3
- ▶ Digits 9-10 (00) are Org 4
- ▶ Digits 11-12 (00) are Org5
- ▶ Digits 13-14 (00) are Org6
- ▶ Digits 15-16 (00) are Org7

Allocation

BUREAU CODE	FUND_CODE_FISCAL_YEAR	PROJECT_TASK	ORGANIZATION1-7
57	2019	6443001000	3063064400000000

OBJECT_CLASS1-4	BARCODE	UNIT PRICE	BUILDING CODE	MANUFACTURER
31490000	TINA RIEGER	0000002.00	224	ABC TEST INC

MODEL NUMBER	SERIAL NUMBER	ACCEPT DATE	PROPERTY FLAG	FILLER
A1000	B1000	02282019	Y	

CANCEL

- ▶ **Object_Class1-4** is the combined code for Object 1 through Object 4 in CBS without dashes. The 8 digit code is comprised of:
 - ▶ Digits 1-2 (31) are Object 1
 - ▶ Digits 3-4 (49) are Object 2
 - ▶ Digits 5-6 (00) are Object 3
 - ▶ Digits 7-8 (00) are Object 4

Allocation

BUREAU CODE	FUND_CODE_FISCAL_YEAR	PROJECT_TASK	ORGANIZATION1-7
57	2019	6443001000	3063064400000000

OBJECT_CLASS1-4	BARCODE	UNIT PRICE	BUILDING CODE	MANUFACTURER
31490000	TINA RIEGER	0000002.00	224	ABC TEST INC

MODEL NUMBER	SERIAL NUMBER	ACCEPT DATE	PROPERTY FLAG	FILLER
A1000	B1000	02282019	Y	

CANCEL

- ▶ If the transaction is a personal property record the following fields must be completed to the extent possible. If the transaction is not a personal property record, leave the fields as defaulted.
 - ▶ **Barcode** - 20 character open text field designed to capture barcode numbers from personal property. The field is optional. There are no validations on the field
 - ▶ **Unit Price** - 10 digit optional numeric field designed to capture the unit price from personal property. The only validation is to reject alpha characters
 - ▶ **Building Code** - 5 character optional text field designed to capture the Building where the personal property is located. There are no validations on the field
 - ▶ **Manufacturer** - 25 character optional text field designed to capture the Manufacturer of the personal property. There are no validations on the field
 - ▶ **Model Number** - 20 character optional text field designed to capture the Model Number of the personal property. There are no validations on the field
 - ▶ **Serial Number** - 20 character optional text field designed to capture the Serial Number of the personal property. There are no validations on the field
 - ▶ **Accept Date** - Optional numeric field designed to capture the date of acceptance of the personal property. Date format **must be**: MMDDYYYY
 - ▶ **Property Flag** is a Yes/No field that is used to identify if the record is a personal property record. Yes means personal property information is entered in the Barcode, Unit Price, Building Code, Manufacturer, Model Number, Serial Number or Accept Date fields. No means it is not personal property record
 - ▶ **Filler** is an optional field that should be left empty. Do not enter anything in this field