PCard Works
User Training Aids
GL Values Cheat Sheet

GL Value	Title	Description	Example
GL01	Description (16 characters)	Override the information provided to enter an updated description. Employee travel charges must include the STMS Master Trip Number. Add traveler name here for non-employees.	STMS Master Trip# 123456789 Joan Q. Traveler
GL02	Vendor ID (FLAIR Equation)	Assign the Vendor ID using values from the Statewide Vendor File (SWVF). Drop-down menu available.	F123456789001
GL03	Organization-EO (FLAIR Equation))	Select or verify that the Organization and EO combination is correct. Pre-populated. Drop-down menu available.	21300000000-XX
GL04	Object Code (FLAIR Equation)	Select the Object Code based on the commodity or service that was purchased.	262506 – Out-of-State Witness Airfare 341018 – Office Supplies
GL05	Sub-Vendor	Travel-related charges for individual users will have their own PeopleFirst ID number in this field. For non-travel-related purchases, assign the double asterisk (**) value to indicate "no value". Travel Liaisons will enter the traveler's Sub-Vendor ID if they are an employee only. Otherwise Travel Liaisons will use their own PeopleFirst ID and will add the traveler name only in the Description field.	2100E000123456 2100E001234567 **
GL06	Appropriation Category (FLAIR Equation)	Select the category in which the funds have been budgeted to be spent.	040000- Expenses
GL07	FY	"Fiscal Year". The value of this field is defaulted to 00.	00
GL08	OCA	JAC does not use this field. It is defaulted to the double asterisk (**) to indicate "no value".	**
GL09	Contract	JAC only uses this when a contract is signed (i.e. rent, copier, online legal research. Enter FACTS 5-digit contract number if applicable. It is defaulted to the double asterisk (**) to indicate "no value".	**
GL10	Grant	JAC does not use this field. It is defaulted to the double asterisk (**) to indicate "no value".	**
GL11	Project ID	JAC does not use this field. It is defaulted to the double asterisk (**) to indicate "no value".	**
GL12	Category (The Other Category)	Select CFI – Current Year Funding from the current year funding.	CFI – Current Year Funding
GL13	Notes (11 Characters)	Add additional information necessary for the Approver and Accountant to process the transaction	Rental Agreement Number (RA#) Travel dates