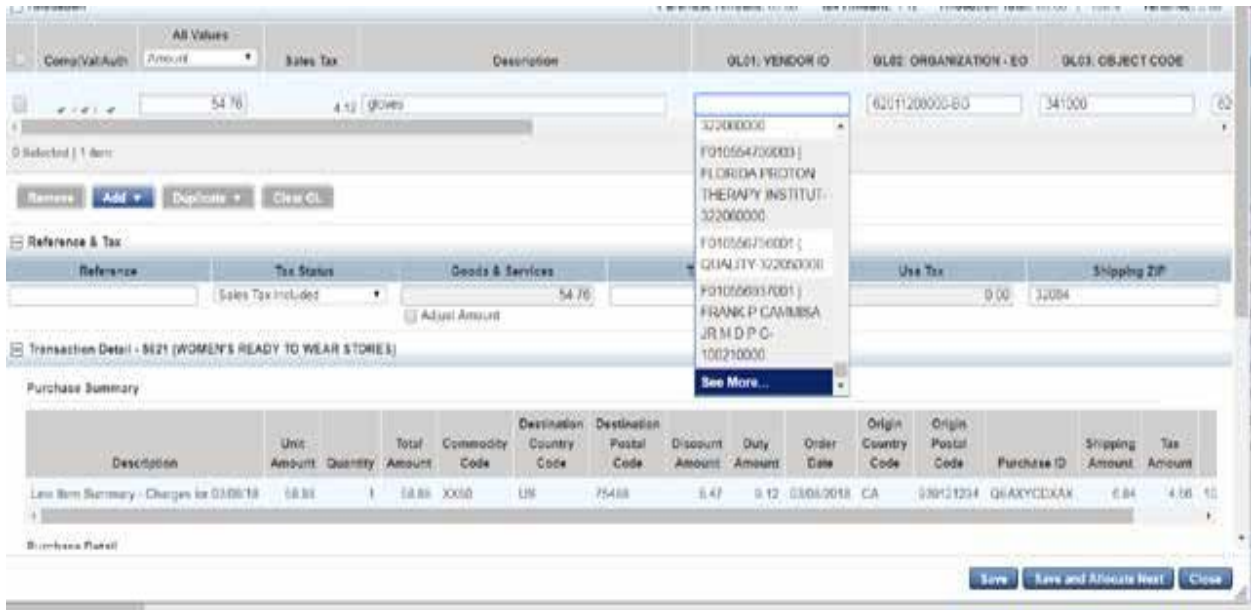# WHAT ARE GL VALUES AGAIN?

Before users process a charge, it's crucial to understand the general ledger fields, called GL Values that are required for each transaction.

There are 13 information fields to code each charge in Works. **DON'T PANIC!** Many of these are already pre-populated or have a drop-down menu to change the information if necessary. Only two fields require user-determined information. Some of these fields are not used by our agency.

The system makes populating these fields easier, the following are provided for user convenience:
- Searchable drop-down menus enable users to quickly locate information. Each field is serviced by the JAC Title Files from FLAIR that are refreshed daily.
- To use the search function, scroll down to the bottom of the drop-down menu and select "See More".
- To narrow the options, enter a search word or phrase.
- To select an option, click the radial button.

Examples of search function

WHAT ARE GL VALUES AGAIN?

What GL fields are the most important?
There are field combinations that tie together to create a correct funding source in order to sign-off on a charge. These are called the **"FLAIR Equation."**

The FLAIR Equation consists of the following:
Vendor ID + Org-EO + Object Code + App. Category

These are the most important data elements for every charge, because they tell FLAIR which pot of money to pull from to pay the charge

We will provide "cheat sheets" for your agency to modify for individual users for all of these data elements for charges.

13 GL Value fields:

1. **Vendor ID** - The user must assign a Vendor ID using the Statewide Vendor File (SWVF-VS file).

   - If the Vendor ID is not on the SWVF, please contact JAC: VendorProcessing@JusticeAdmin.Org
   - Please provide as much information as possible, such as the name, address, phone number, and vendors tax ID. The Vendor Add requires overnight processing in FLAIR.
   - Send question to Vendor Processing email or to the Pcard@JusticeAdmin.org

2. **Organization-EO** - The user must select or verify that the Organization and EO combination is correct.

   - This field is pre-populated with the user's default settings.
   - For Dual Process Operations cards, users must change this field to code the charge only if it is different from the default for Operations, Due Process, or Appellate combinations for charges.

3. **Object Code** -The user must select the object code based on the commodity or service that was purchased.

   - The object code is really important for non-employee travel, because we cannot use the Sub-Vendor field to distinguish who is traveling. This is one of the only indicators of non-JRO employee travel.

   - Common Examples include:
     131418 for Court Reporting/Transcription - Appeal Transcript
     134200 for Mailing/Delivery Services (mail couriers)
     134800 for Linen/Laundry Services (dry cleaning)
     221100 for Communications - Telephone – Cellular (cell phone payments)
     261038 for Travel - In State - Car Rental (Enterprise)
     262506 for Travel - Out Of State - Airfare - Non Emp (out-of-state witness airfare)
     341018 for Supplies - Office - Consumable (pens)

4. **Description** - Works auto populates this field description based on the information provided by the merchant.

   - The Accountholder MUST override this information and enter an updated description.
   - Only the first 16 characters in this field are captured by FLAIR, but there is space for 100 characters in this field.
   - This field is the same as the old FLAIR Description field.
   - If the charge is employee-related travel, the user must enter their Master Trip Number from the STMS travel system.
   - If the charge is non-employee related travel, the travel liaison must enter the first and last name of the traveler. Please DO NOT add a SSN here!
   - Other possible non-travel information includes: case numbers, account numbers, invoices, other identifiers for the charge. This is an individual agency-directed policy decision.

5. **Sub-Vendor** - travel-related charges for individual users will have their own PeopleFirst ID number in this field.

   - If the purchase is not travel related, assign the double asterisk (**) value to indicate "no value".
   - The Sub-Vendor lookup only shows the agencies employees. Works separates the employee IDs by adding the agency ID to the field (2100).
     Each field is comprised of:

     The Agency ID + E + 3 zeros + 6-digit PeopleFirst employee login ID.
     Or the Agency ID + E + 2 zeros + 7-digit PeopleFirst employee login ID.

   - This 14-digit ID number uses the following formats:
     2100E000123456
     2100E001234567
   - Travel Liaisons will enter the traveler's Sub-Vendor ID if they are an employee only. Otherwise, the Travel Liaison's Sub-Vendor ID goes in this field, and the non-employee name only is noted in the description field.
   - Works cannot access the Statewide Vendor File (VS file) for this field, only the Employee Vendor File (VE file), which is the reason that non-employee information cannot be added here.

6. **Appropriation Category** - This field shows the category where the funds have been budgeted to be spent. Users must verify or assign a category.

   - This field is pre-populated with the user's default settings.
   - For Dual Process Operations cards, users must change this field to code the charge only if it is different from the default for Operations, Due Process, or Appellate combinations for charges.

7. **FY** - "Fiscal Year". This field is defaulted to 00.

8. **Category** – Works has two categories- Appropriation Category and (the other) Category.

   - The other Category field is where users will select from the current-year funding or prior-year funding.
   - Two Choices:
     1. CFI- Current Year Funding **PICK THIS ONE**
     2. CFI – Certified Funding NOT THIS ONE
   - Your approver or accountant will change it during Certified Forward (Fiscal Year End) if necessary

9. **Notes** – The field formerly-known as ODN
   - Only the first 11 characters in this field are captured by FLAIR, but there is space for 100 characters in this field.
   - If the charge is travel-related, add the vehicle Rental Agreement Number (RA#), the travel dates, or any other travel information not in the Description field.
   - Other information to add could be a vehicle # for repairs and maintenance. This is an individual agency-directed policy decision.

10. **Contract** – This field is ONLY used when the JRO contracts for services such as a copier, online legal research, rent or other services requiring a contract. Enter the FACTS 5-digit contract ID, if applicable. It is defaulted to the double asterisk (**) to indicate "no value".

There are 3 default fields. These can be changed, but shouldn't be unless the user knows a specific purpose (normally JRO specific) for using the field:

11. **OCA** – JAC does not use this field. It is defaulted to the double asterisk (**) to indicate "no value".

12. **Grant** - JAC does not use this field. It is defaulted to the double asterisk (**) to indicate "no value".

13. **Project ID** - JAC does not use this field. It is defaulted to the double asterisk (**) to indicate "no value".