

## New SSU Account Structure

The SSU account structure has changed from 4 segments to 7 segments.

### Old account structure

Budget Review

File Edit Commands Help

10 1010 6210 1000 1617

English/Humanities

### New BearTrax Account Structure

Charge Account

Hide Segments

ENTITY 10

FUND 1010

FUNCTION 10

UNIT 10002

OBJECT 62101

PROJECT 10000

FUTURE 00000

Search Reset OK Cancel

Segment	Value	Description
ENTITY	10	Shawnee State University LE
FUND	1010	General Fund
FUNCTION	10	Instruction
UNIT	10002	English & Humanities
OBJECT	62101	Travel
PROJECT	10000	General Project code
FUTURE	00000	Default

Note:

- ALL VALUES ARE NUMERICAL. No alpha-numeric values may be entered.
- Entity value will always be 10 and Future value will always be 00000.
- Project value will always be 10000 unless a specific project is being tracked.

Example: 10 – 1010 – 10 – 10002 – 62101 – 10000 – 00000

↑  
default

↑  
default

Segments #	Segment	Segment	Segment	Segment	Segment	Segment	Segment
	1	2	3	4	5	6	7
Segment Description	Entity	Fund	Function	Unit	Object	Project	Future
# segment Characters	XX	XXXX	XX	XXXXX	XXXXX	XXXXX	XXXXX

## Segment Descriptions

### SEGMENT 1: ENTITY

**Entity** is a two digit value that designates the legal entity. Shawnee State University has only one legal entity, so the entity segment value is **10** for all accounts.

### SEGMENT 2: FUND

**Fund** is a four digit value that designates the source of funds.

In Jenzabar CX (CARS), SSU had funds running from 10 to 60. In BearTrax, the number 10 has been added to the front of these numbers. For example, if your account was in fund **10** in CARS, it is now fund **1010** in the new system.

### SEGMENT 3: FUNCTION

**Function** is a two digit segment with values ranging from 10-99. Function represents the different activities of SSU (e.g., instruction, public service).

In most cases, the function value for your account will be the first digit of the function/department code from CARS, with a zero added on the end. For example, if your function/department was **5510** in CARS, the new function will be **50**.

### SEGMENT 4: UNIT

**Unit** is a five digit value that represents departments or programs. This value is unique to the unit.

Because the unit value no longer includes information about function (see above), this value will not change over time.

### SEGMENT 5: OBJECT

**Object** is a five digit value that defines the nature of a transaction (e.g., revenue, type of expense), with values from 10000-99999.

Similar to the object values in CARS, BearTrax objects beginning with 5 represent compensation expenses, while values starting with 6 indicate non-compensation expenses.

### SEGMENT 6: PROJECT

**Project** is a five digit value for special projects that need to be tracked separately. Values run from 10000-99999.

If you are not tracking a special project in your account, this value will always be **10000**.

### SEGMENT 7: FUTURE

**Future** is a five digit value that is always **00000**. This extra segment gives us room to grow within the system. This segment may be used in the future as operational complexity and reporting requirements increase.