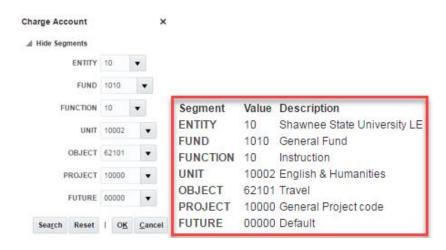
New SSU Account Structure

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

Old account structure

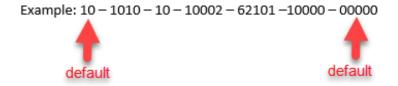


New BearTrax Account Structure



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.



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 10**10** 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 **5**510 in CARS, the new function will be **5**0.

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.