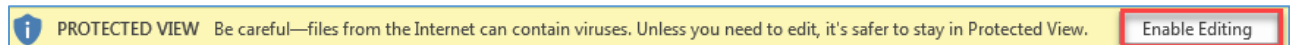# Chart of Accounts (COA) Crosswalk Tutorial

How to Find Your New BearTrax Charge Account Number
Using the COA Crosswalk Spreadsheet

1. **Open the COA Crosswalk Excel Sheet. Click Enable Editing to view the full document properly.**

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. **Enable Editing**
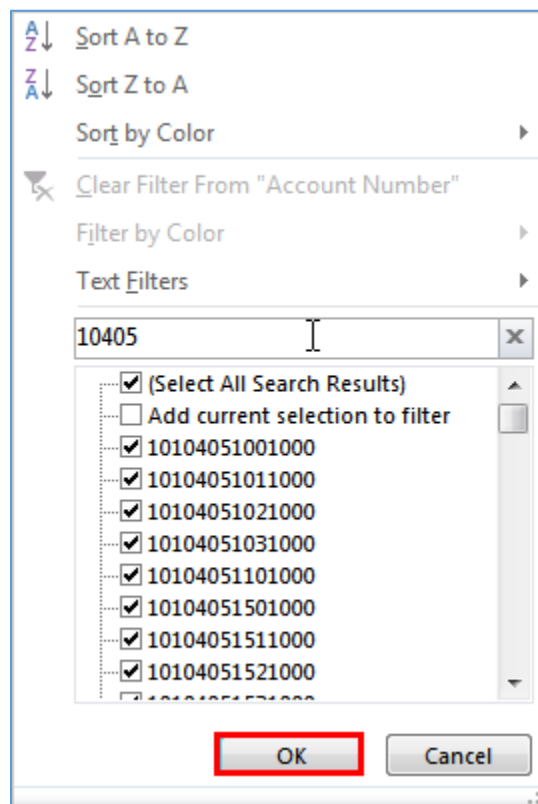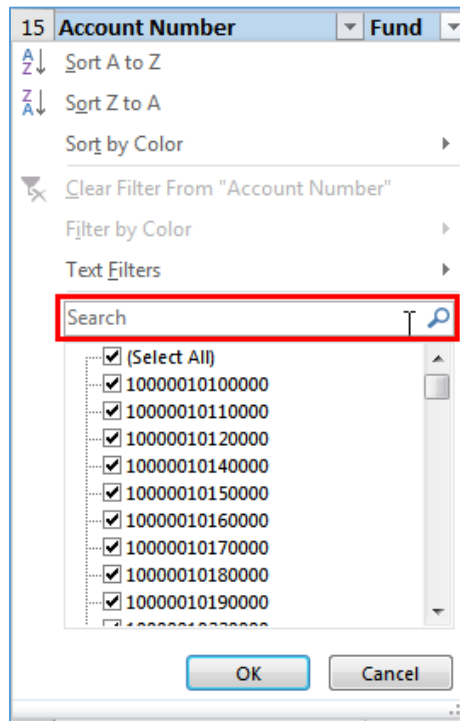
2. **Note the different tips highlighted within the document.**

3. **Click the drop-down menu on the left-hand side of the screen to open the Filter and Search options for the column.**

	A	B
1		
2		
3		
4		
5	To find your new BearTrax	
6	account numbers click on	
7	the lookup arrow below on	
8	the Jenzabar Account	
9	number column. In the	
10	search box enter an	
11	account number or partial	
12	account number and press	
13	enter. ↓	
14		
15	Account Number ▼	Fund ▼
16	10000010100000	10
17	10000010110000	10
18	10000010120000	10
19	10000010140000	10
20	10000010150000	10
21	10000010160000	10

The menu will open with different options to sort and search Account Numbers.

4. **Type in your Former Account Number in the search bar. Press "Enter" on your keyboard or click "OK" to add the filter.**

The system will show only the account number(s) that match what you typed in.

JENZABAR CHART OF ACCOUNT NUMBERS

	Account Number	Fund	Fund Text	Function	Function Text	Obj	Object Text	Proj	Project Text	BearTrax Account Numb
342	10104051001000	10	Current Unrestricted	1040	Mathematics	5100	Professor	1000	ACADEMIC AFFAIRS DIV	101010101000551101100
343	10104051011000	10	Current Unrestricted	1040	Mathematics	5101	Associate Professor	1000	ACADEMIC AFFAIRS DIV	101010101000551102100
344	10104051021000	10	Current Unrestricted	1040	Mathematics	5102	Assistant Professor	1000	ACADEMIC AFFAIRS DIV	101010101000551103100
345	10104051031000	10	Current Unrestricted	1040	Mathematics	5103	Senior Instructor	1000	ACADEMIC AFFAIRS DIV	101010101000551104100
346	10104051101000	10	Current Unrestricted	1040	Mathematics	5110	FTI - Full Time Instruct	1000	ACADEMIC AFFAIRS DIV	101010101000551107100
347	10104051501000	10	Current Unrestricted	1040	Mathematics	5150	Summer/Full Session Facu	1000	ACADEMIC AFFAIRS DIV	101010101000551201100
348	10104051511000	10	Current Unrestricted	1040	Mathematics	5151	Overload/Full Srvce Facl	1000	ACADEMIC AFFAIRS DIV	101010101000551202100
349	10104051521000	10	Current Unrestricted	1040	Mathematics	5152	Summer/First Session Fac	1000	ACADEMIC AFFAIRS DIV	101010101000551203100
350	10104051531000	10	Current Unrestricted	1040	Mathematics	5153	Summer/2nd Session Facul	1000	ACADEMIC AFFAIRS DIV	101010101000551204100
351	10104051601000	10	Current Unrestricted	1040	Mathematics	5160	Temporary Full Srvce Fac	1000	ACADEMIC AFFAIRS DIV	101010101000551108100
352	10104051701000	10	Current Unrestricted	1040	Mathematics	5170	Adjunct Faculty	1000	ACADEMIC AFFAIRS DIV	101010101000551301100
353	10104051721000	10	Current Unrestricted	1040	Mathematics	5172	Summer/1st Session Adjun	1000	ACADEMIC AFFAIRS DIV	101010101000551303100
354	10104051801000	10	Current Unrestricted	1040	Mathematics	5180	Credit-By-Arrangement In	1000	ACADEMIC AFFAIRS DIV	101010101000551205100
355	10104052701000	10	Current Unrestricted	1040	Mathematics	5270	Academic Dept. Chair	1000	ACADEMIC AFFAIRS DIV	101010101000552201100
356	10104054001000	10	Current Unrestricted	1040	Mathematics	5400	Clerical/Secretarial	1000	ACADEMIC AFFAIRS DIV	101010101000554101100
357	10104055001000	10	Current Unrestricted	1040	Mathematics	5500	Regular Student Employee	1000	ACADEMIC AFFAIRS DIV	101010101000555101100
358	10104055201000	10	Current Unrestricted	1040	Mathematics	5520	Graduate Assistant	1000	ACADEMIC AFFAIRS DIV	101010101000555103100
359	10104058001000	10	Current Unrestricted	1040	Mathematics	5800	STRS	1000	ACADEMIC AFFAIRS DIV	101010101000558101100
360	10104058011000	10	Current Unrestricted	1040	Mathematics	5801	STRS - ARP	1000	ACADEMIC AFFAIRS DIV	101010101000558102100
361	10104058101000	10	Current Unrestricted	1040	Mathematics	5810	PERS	1000	ACADEMIC AFFAIRS DIV	101010101000558103100
362	10104058201000	10	Current Unrestricted	1040	Mathematics	5820	ARP - STRS	1000	ACADEMIC AFFAIRS DIV	101010101000558105100
363	10104058511000	10	Current Unrestricted	1040	Mathematics	5851	Medicare	1000	ACADEMIC AFFAIRS DIV	101010101000558201100
364	10104058521000	10	Current Unrestricted	1040	Mathematics	5852	Unemployment Comp	1000	ACADEMIC AFFAIRS DIV	101010101000558202100
365	10104058531000	10	Current Unrestricted	1040	Mathematics	5853	Workers Compensation	1000	ACADEMIC AFFAIRS DIV	101010101000558203100

COA Jenzabar to Oracle

5. **Find the specific account number you were searching for, then scroll to the right along the same row to view the new BearTrax Account Number that matches your former account number.**

To find your new BearTrax account numbers click on the lookup arrow below on the Jenzabar Account number column. In the search box enter an account number or partial account number and press enter.   ↓

		JENZABAR CHART OF ACCOUNT NUMBERS					
Account Number	**Fund**	**Fund Text**	**Function**	**Function Text**	**Obj**	**Object Text**	**Proj**
10104051001000	10	Current Unrestricted	1040	Mathematics	5100	Professor	1000
10104051011000	10	Current Unrestricted	1040	Mathematics	5101	Associate Professor	1000
10104051021000	10	Current Unrestricted	1040	Mathematics	5102	Assistant Professor	1000
10104051031000	10	Current Unrestricted	1040	Mathematics	5103	Senior Instructor	1000
10104051101000	10	Current Unrestricted	1040	Mathematics	5110	FTI - Full Time Instruct	1000

To find your old Jenzabar account numbers click on the lookup arrow below on the Beartrax Account number column. In the search box enter an account number or partial account number and press enter.   ↓

			BEARTRAX CHART OF ACCOUNT NUMBERS								
Proj	**Project Text**		**BearTrax Account Number**	**Entit**	**Fund**	**Functi**	**Unit**	**Unit Text**	**Object**	**Projec**	**Future**
1000	ACADEMIC AFFAIRS DIV		10101010100055110110000000000	10	1010	10	10005	Mathematics	51101	10000	00000
1000	ACADEMIC AFFAIRS DIV		10101010100055110210000000000	10	1010	10	10005	Mathematics	51102	10000	00000
1000	ACADEMIC AFFAIRS DIV		10101010100055110310000000000	10	1010	10	10005	Mathematics	51103	10000	00000
1000	ACADEMIC AFFAIRS DIV		10101010100055110410000000000	10	1010	10	10005	Mathematics	51104	10000	00000
1000	ACADEMIC AFFAIRS DIV		10101010100055110710000000000	10	1010	10	10005	Mathematics	51107	10000	00000