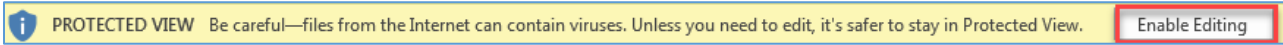


Chart of Accounts (COA) Crosswalk Tutorial

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.



2. Note the different tips highlighted within the document.

JENZABAR CHART OF ACCOUNT NUMBERS										BearTrax Account Number
Account Number	Fund	Fund Text	Function	Function Text	Obj	Object Text	Proj	Project Text		BearTrax Account Number
1000001010000	10	Current Unrestricted	0000	Central Account	1010	Cash	0000	No designated division		101010901000111101000
10000010110000	10	Current Unrestricted	0000	Central Account	1011	Cash in Drawer 1	0000	No designated division		101010901000111201000
10000010120000	10	Current Unrestricted	0000	Central Account	1012	Cash in Drawer 2	0000	No designated division		101010901000111202000
10000010140000	10	Current Unrestricted	0000	Central Account	1014	Cash Drawer 4	0000	No designated division		101010901000111204000
10000010150000	10	Current Unrestricted	0000	Central Account	1015	Cash Drawer 5	0000	No designated division		101010901000111205000
10000010160000	10	Current Unrestricted	0000	Central Account	1016	Cash Drawer 6	0000	No designated division		101010901000111206000
10000010170000	10	Current Unrestricted	0000	Central Account	1017	Cash Drawer 7	0000	No designated division		101010901000111207000
10000010180000	10	Current Unrestricted	0000	Central Account	1018	CASHNET	0000	No designated division		101010901000111215000
10000010190000	10	Current Unrestricted	0000	Central Account	1019	Cash Drawer 8	0000	No designated division		101010901000111208000
10000010220000	10	Current Unrestricted	0000	Central Account	1022	Cash Drawer 11	0000	No designated division		101010901000111211000
10000010230000	10	Current Unrestricted	0000	Central Account	1023	Cash Drawer 12	0000	No designated division		101010901000111212000
10000010250000	10	Current Unrestricted	0000	Central Account	1025	Cash Change Fund	0000	No designated division		101010901000111020000
10000010300000	10	Current Unrestricted	0000	Central Account	1030	Petty Cash	0000	No designated division		101010901000111103000
10000010380000	10	Current Unrestricted	0000	Central Account	1038	RESTRICT CASH VALIC FRFT	0000	No designated division		101010901000111304000
10000010400000	10	Current Unrestricted	0000	Central Account	1040	Emergency Loan Cash	0000	No designated division		101010901000111305000
10000010500000	10	Current Unrestricted	0000	Central Account	1050	EFT CASH	0000	No designated division		101010901000111306000
10000011100000	10	Current Unrestricted	0000	Central Account	1110	Money Market Funds	0000	No designated division		101010901000112101000
10000011110000	10	Current Unrestricted	0000	Central Account	1111	STAR OHIO	0000	No designated division		101010901000112102000
10000011210000	10	Current Unrestricted	0000	Central Account	1121	Investments - TIAA/AGIN	0000	No designated division		101010901000112104000
10000011220000	10	Current Unrestricted	0000	Central Account	1122	Investments - TAMRO	0000	No designated division		101010901000112201000
10000011230000	10	Current Unrestricted	0000	Central Account	1123	Invest-Manning Napier	0000	No designated division		101010901000112202000

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.

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.

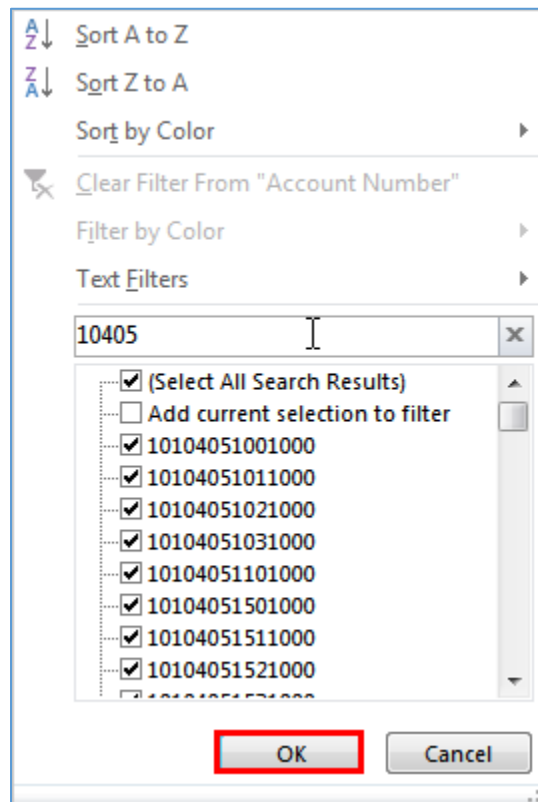
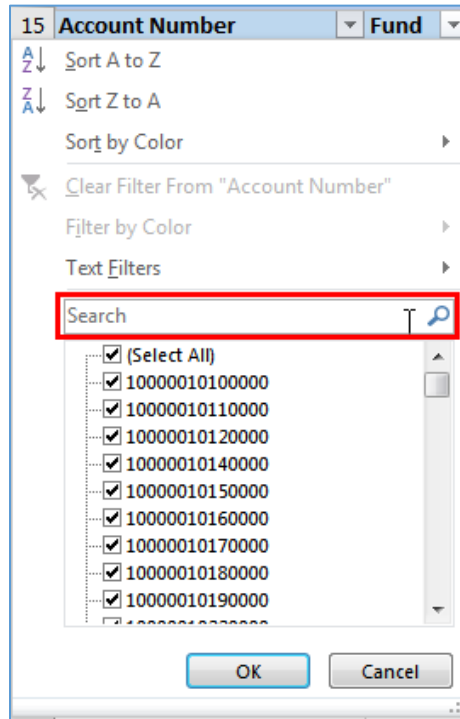
COA Jenzabar to Oracle

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	<p>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.</p> <p>↓</p>	
6		
7		
8		
9		
10		
11		
12		
13		
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 Number
342	10104051001000	10	Current Unrestricted	1040	Mathematics	5100	Professor	1000	ACADEMIC AFFAIRS DIV	1010101010005511011000
343	10104051011000	10	Current Unrestricted	1040	Mathematics	5101	Associate Professor	1000	ACADEMIC AFFAIRS DIV	1010101010005511021000
344	10104051021000	10	Current Unrestricted	1040	Mathematics	5102	Assistant Professor	1000	ACADEMIC AFFAIRS DIV	1010101010005511031000
345	10104051031000	10	Current Unrestricted	1040	Mathematics	5103	Senior Instructor	1000	ACADEMIC AFFAIRS DIV	1010101010005511041000
346	10104051101000	10	Current Unrestricted	1040	Mathematics	5110	FTI - Full Time Instruct	1000	ACADEMIC AFFAIRS DIV	1010101010005511071000
347	10104051501000	10	Current Unrestricted	1040	Mathematics	5150	Summer/Full Session Facu	1000	ACADEMIC AFFAIRS DIV	1010101010005512011000
348	10104051511000	10	Current Unrestricted	1040	Mathematics	5151	Overload/Full Srvc Fac	1000	ACADEMIC AFFAIRS DIV	1010101010005512021000
349	10104051521000	10	Current Unrestricted	1040	Mathematics	5152	Summer/First Session Fac	1000	ACADEMIC AFFAIRS DIV	1010101010005512031000
350	10104051531000	10	Current Unrestricted	1040	Mathematics	5153	Summer/2nd Session Facul	1000	ACADEMIC AFFAIRS DIV	1010101010005512041000
351	10104051601000	10	Current Unrestricted	1040	Mathematics	5160	Temporary Full Srvc Fac	1000	ACADEMIC AFFAIRS DIV	1010101010005511081000
352	10104051701000	10	Current Unrestricted	1040	Mathematics	5170	Adjunct Faculty	1000	ACADEMIC AFFAIRS DIV	1010101010005513011000
353	10104051721000	10	Current Unrestricted	1040	Mathematics	5172	Summer/1st Session Adjun	1000	ACADEMIC AFFAIRS DIV	1010101010005513031000
354	10104051801000	10	Current Unrestricted	1040	Mathematics	5180	Credit-By-Arrangement In	1000	ACADEMIC AFFAIRS DIV	1010101010005512051000
355	10104052701000	10	Current Unrestricted	1040	Mathematics	5270	Academic Dept. Chair	1000	ACADEMIC AFFAIRS DIV	1010101010005522011000
356	10104054001000	10	Current Unrestricted	1040	Mathematics	5400	Clerical/Secretarial	1000	ACADEMIC AFFAIRS DIV	101010101000554011000
357	10104055001000	10	Current Unrestricted	1040	Mathematics	5500	Regular Student Employee	1000	ACADEMIC AFFAIRS DIV	1010101010005551011000
358	10104055201000	10	Current Unrestricted	1040	Mathematics	5520	Graduate Assistant	1000	ACADEMIC AFFAIRS DIV	1010101010005551031000
359	10104058001000	10	Current Unrestricted	1040	Mathematics	5800	STRS	1000	ACADEMIC AFFAIRS DIV	1010101010005581011000
360	10104058011000	10	Current Unrestricted	1040	Mathematics	5801	STRS - ARP	1000	ACADEMIC AFFAIRS DIV	1010101010005581021000
361	10104058101000	10	Current Unrestricted	1040	Mathematics	5810	PERS	1000	ACADEMIC AFFAIRS DIV	1010101010005581031000
362	10104058201000	10	Current Unrestricted	1040	Mathematics	5820	ARP - STRS	1000	ACADEMIC AFFAIRS DIV	1010101010005581051000
363	10104058511000	10	Current Unrestricted	1040	Mathematics	5851	Medicare	1000	ACADEMIC AFFAIRS DIV	1010101010005582011000
364	10104058521000	10	Current Unrestricted	1040	Mathematics	5852	Unemployment Comp	1000	ACADEMIC AFFAIRS DIV	1010101010005582021000
365	10104058531000	10	Current Unrestricted	1040	Mathematics	5853	Workers Compensation	1000	ACADEMIC AFFAIRS DIV	1010101010005582031000

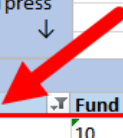
To find your new BearTrax account numbers click on the lookup arrow below on the Jenzabar Account number column. In the search box enter an account number or partial account number and press enter.

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.

COA Jenzabar to Oracle

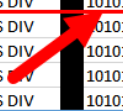
- Find the specific account number you were searching for, then scroll to the right along the same row to view the new BearTrax Account Number that matches your former account number.

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	
.000	ACADEMIC AFFAIRS DIV	1010101010005511011000000000	10	1010	10	10005	Mathematics	51101	10000	00000	
.000	ACADEMIC AFFAIRS DIV	1010101010005511021000000000	10	1010	10	10005	Mathematics	51102	10000	00000	
.000	ACADEMIC AFFAIRS DIV	1010101010005511031000000000	10	1010	10	10005	Mathematics	51103	10000	00000	
.000	ACADEMIC AFFAIRS DIV	1010101010005511041000000000	10	1010	10	10005	Mathematics	51104	10000	00000	
.000	ACADEMIC AFFAIRS DIV	1010101010005511071000000000	10	1010	10	10005	Mathematics	51107	10000	00000	