

# How to Find a GL Number on the Comptroller's Website

If you cannot find an appropriate GL number (GL) at [AP Commonly Used or Specially Used GL's](#), the [Texas Comptroller Manual of Accounts](#) website is a helpful tool available to search for the correct expense GL.

Click on the link above and enter a key word that describes the expense or the first four digits of a GL if already known (e.g. from the AP lists above). Note that the Comptroller accounts only use four-digit GL numbers vs. the six digits that Texas Sate uses in SAP. The first four digits are pertinent for this website search, and typically translate to the first four of the SAP GL number. The website search will provide the GL, definition, and clarification of allowed usage for the GL.

The following screen will appear when clicking on the above link.



## Texas Comptroller Manual of Accounts

A detailed chart of accounts for the Uniform Statewide Accounting System (USAS)  
Fiscal Year 2020

### Browse

[State Agencies](#)

[Appropriated Funds / General Revenue Accounts](#)

Comptroller Object Codes:

[Expenditures](#)

[Revenues](#)

[Budgetary](#)

[Transfers](#)

[General Ledger Accounts](#)

[Function Codes, Source Codes and Object Groups](#)

### Ad Hoc Reports

Create a customized report with [Ad Hoc Reports](#).

### Substantive Changes

A list of [substantive changes](#) to this manual is compiled periodically. To receive a notification when the list is published, please subscribe to [FMXtra](#).

### Search

Search terms:

Active records only

Match on whole terms only

Match exact phrase

Match case

Show titles only

Areas to Search (check all that apply)

All Available

Agencies and Universities

Appropriated Funds (all types)

GR Accounts

All Other Funds

Comptroller Objects (all types)

Revenues

Expenditures

Budgetary

Transfers

General Ledger Accounts

- Enter a description of the Goods or Service in the Search terms field.
- Check the Expenditures box.
- Check the General Ledger Accounts box.
- Click the Search bar for the results.

**Search**

Search terms:

Active records only  
 Match on whole terms only  
 Match exact phrase  
 Match case  
 Show titles only

Areas to Search (check all that apply)

All Available  
 Agencies and Universities  
 Appropriated Funds (all types)  
      GR Accounts  
      All Other Funds  
 Comptroller Objects (all types)  
      Revenues  
      Expenditures  
      Budgetary  
      Transfers  
 General Ledger Accounts

The screenshot below is an example of the GL result from a search. Review and ensure the GL is appropriate.

**Search**

Search terms:

Active records only  
 Match on whole terms only  
 Match exact phrase  
 Match case  
 Show titles only

**Total matches: 1**

Areas to Search (check all that apply)

All Available  
 Agencies and Universities  
 Appropriated Funds (all types)  
      GR Accounts  
      All Other Funds  
 Comptroller Objects (all types)  
      Revenues  
      Expenditures  
      Budgetary  
      Transfers  
 General Ledger Accounts

**Comptroller Objects** (1 match)

[Expenditure Object 7299 - Purchased Contracted Services](#)  
 Security System (monitoring)

[End of Search Results]

The SAP GL six-digit number can be determined by reviewing the [SAP GL Listing](#). The file has a tab for each type of GL with the first digit of the GL listed in the tab name. The numbers in each tab are in numerical order. For an expense, you will select the Expenses (7) tab and the scroll down to the GL from the Comptroller's website search. Note that on all tabs, GL's that start with CLSD in the name are closed GL's and cannot be used. The following shows the six-digit number for the example above (729900) and a closed GL account (730001) from the GL listing.

729500	Investigation Expenses
729900	Purchased Contracted Services
730000	Consumable Supplies
730001	CLSD Consumable Supplies - Local Funds
730002	Lab Supplies - Biology/Chemistry/Physics

Contact [purchasing@txstate.edu](mailto:purchasing@txstate.edu) if you have any issues with the GL you are trying to enter in SAP for your requisition or [payables@txstate.edu](mailto:payables@txstate.edu) if related to an e-NPO.