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 State 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

- 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.
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 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.
Contact 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 if related to an e-NPO.