

Los Angeles City College Administrative Services "How To" Book	Accounts Numbers	I
		B-7
How Do I Find A General Ledger (G/L) or Commitment Item Number?		

A. Brief Description

Below are the commonly used General Ledger (G/L) or Commitment Item Numbers. Other G/L numbers can be located by following the instructions below:

Account Description	G/L Number
Books	422100
Instructional Media Materials (for classroom use only)	442000
Supplies	452100
Printing	453100
Contract-Personal Service-Workshop Presenters, Performers, etc.	562100
Other Expenses - License Fees etc.	589000
Low Value Assets - Equipment cost equal to \$250 but less than \$5000	642300
Equipment Cost equal to or greater than \$5000.00	640100

B. How To

Those employees that have access to SAP, the list of General Ledger Numbers or Commitment Items can be generated by executing the following after logging into SAP.

1. Select or click on the link **ZLAC-LACCD Reports**
2. Next, select the link **Funds Management**
3. Next, select the link **Master Data**
4. Next, select the link **Index of Commitments Items**
5. Finally, select the execution tab or button to generate the list of G/L numbers or Commitment Items
6. If the Cost Centers or WBS Numbers are desired, select the link **Index of Fund Centers** in lieu of **Index of Commitment Items** and then execute step #5.