



## *Financial Services – Frequently Asked Questions*

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### **Contents** ([Click topic question to link to information](#))

#### **GL Accounts**

How can I determine the correct GL account to use?

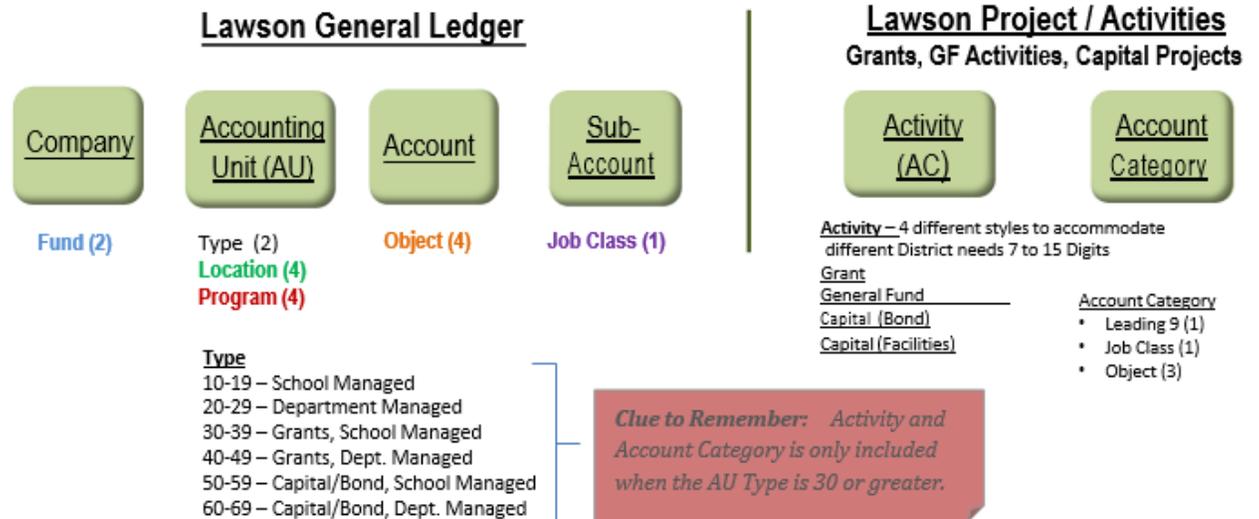
#### **Account Structure**

How can I determine the correct subaccount on an account?

### GL Accounts

#### How can I determine the correct GL account to use?

The Lawson account structure is made up of 4 general ledger fields and 2 project/activity fields. See the **Lawson Financials Account Code Structure** document found on the Financial Services resource center for more details.



To determine the correct GL account to use, third field above, you can view all available Lawson GL accounts by running the report named **“FM-BI10 Account Description”** on the Daily Admin dashboard under section **Forms and Lookup**. For expenditures you will only charge Income Statement (IS) accounts that begin with a 9xxx. For example, if ordering general office supplies you would choose account 9610 (General Supplies). If unsure please discuss with your financial partner.

When entering a requisition, see the accounting tab, there you can search for the GL account which pertains to the type of purchase you are making.

If your order pertains to a capital project you should choose a 97xx series account. A capital project is defined as an activity with a budget of \$5,000 or more. If unsure please discuss with your financial partner.

**Note: 97xx series accounts are capital accounts with the exception of 9735 (Non-Capital Equipment).**

### Account Structure

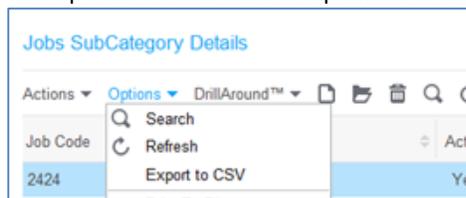
#### How can I determine the correct subaccount on an account?

Human Resources assigns a three-digit subcategory (Job Classification) to every active job code. The first digit of this code should align to the subaccount component within the distribution account for salary expenses to designated employee positions.

**Note: All non-salary/benefit related expenses have a subaccount of “0”.**

A cross reference table is available for your use within Lawson Infor (Job Requisition) to verify and ensure the correct subaccount is used within the account structure. The table is titled “Jobs SubCategory Details” and can be found in GHR using the following steps.

1. Click the  button in the top right corner of the screen.
2. In the Report section, scroll down to find report “Jobs SubCategory Details”
3. Once the report is open you can scroll through to find the appropriate Job Code and **Job Sub Category**.
4. The Options button can be expanded to also export the report to a CSV file



5. This report can be used to determine the subaccount. The first digit of the job SubCategory is the Subaccount component for a salary related expense account as noted in the example below.  
**(Note: All non-salary/benefit related expenses have a subaccount of “0”.)**

**Example:** SubCategory to Subaccount cross reference

Jobs SubCategory Details Report			
Job Code	Description	Job SubCategory	Job Category
7330	Bookkeeper	501	Office Admin Support



First Digit HR SubCategory = Finance Subaccount



Company	Acct Unit	Account	Subaccount	Acct Activity	Category
XX	X00XXXXXXXX	9110	5	XXXXXXXXXXXXXXXXXX	95110