



KEAN

WORLD-CLASS EDUCATION

The background of the slide features a large, faint, circular seal of Kean University. The seal contains the university's name 'KEAN UNIVERSITY' around the perimeter and a central crest with a torch and the motto 'SEMPER DISCENS'.

ESM Requisition with Project Accounting Quick Guide

Office of Research & Sponsored Program

Key Differences with ESM Checkout & Project Accounting

Required Fields in ESM Checkout

General Details

- Previously, General Details did not require a **Project ID**.
- Now, **Project ID** is **mandatory** in the **General Details** section.

GL Details

- Previously, you did not need to select the chart of accounts.
- Until full SaaS integration, you **must** select “**SaaS Chart of Accounts**” from the Chart of Accounts dropdown before entering details.
- Previously, GL details could be entered without a project ID and link to GL segments
- Now, GL details require all of the following:
 - **Project ID**
 - **Fund**
 - **Cost Center**
 - **Object Code**

Summary:

The main change is that Project Accounting enforces stricter accounting alignment by requiring the **Project ID** in both **General Details** and **GL Details**, along with **Fund**, **Cost Center**, and **Object Code** in GL Details. It also requires using the **SaaS Chart of Accounts** for coding transactions.

Let's Shop



Menu

Hi Marissa ellucian

[Shop](#) [Approve \(1\)](#) [Receive](#)

Pending Transaction(s)

Search Keyword(s), Item Numbers, etc.



Go to: [All Transactions](#) | [Non-Catalog Items](#) | [Blanket order](#)

Cart **0**
Total: 0.00 USD

IT

Punchout Dell	Punchout CDW	Punchout SHI International	
-----------------------------	----------------------------	--	--

Science and Research

Punchout Carolina Biological	Punchout VWR International		
--	--	--	--

Audio/Visual Supplies

Punchout B&H Photo Video	Punchout Adorama Camera Inc.		
--	--	--	--

General Supplies

Punchout W.B. Mason	Punchout Amazon	Punchout School Specialty LLC	
-----------------------------------	-------------------------------	---	--

Industrial

Punchout Grainger			
---------------------------------	--	--	--

General Information

Procurement Procedures

To maintain compliance with State of New Jersey regulations, requesting department is responsible to review every invoice for accuracy before approving for payment. Invoice **MUST** match Contractual price.

Blanket Orders - For the current fiscal year:

NOTE: EQUIPMENT AND FURNITURE PURCHASES WILL NOT BE AUTHORIZED ON A BLANKET ORDER

Check Budget Availability

(For those with Self-service Budget authority)

Questions/Report Issues

If you have any questions specifically related to the procurement process, email us at procurement@kean.edu

Enter a service ticket in the Kean IT Support Portal for assistance with technical issues related to ESM Purchase.

Recent Transactions

05/28/2025 10:41-McYeng-Bostian

Bostian

Order Total (1 items): 45.00 USD [View](#)

05/27/2025 17:54-McYeng-NATIONAL TAX ASSOCIATION TAX INSTITUTE AMERICA

National Tax Association Tax Institute of America

Order Total (1 items): 175.00 USD [View](#)

05/27/2025 11:08-McYeng-Amazon

Amazon

Order Total (1 items): 229.99 USD [View](#)

© 2000-2025 ESM Solutions Corporation. All rights reserved. See our [Terms & Conditions](#) and [Privacy Policy](#) for details.

Powered By: **esm**

No changes to shopping

After adding your items to the cart, you view the cart summary.

Menu

Shop Approve (1) Receive

Search Keyword(s), Item Numbers, etc.

Go to: All Transactions | Non-Catalog Items | Blanket order

Pending Transaction(s)

Hi Marissa

Cart **1**
Total: 10.00 USD

Item Summary (1 Items)

Item Details	Quantity	Price (USD)	Subtotal (USD)
<div><div>Test By: JCM ASSOCIATES LLC Catalog Item #: Mfg/Provider:</div></div>	<input type="text" value="1"/>	10.00 / EA	10.00

Cart Summary

Total Items in Cart:1

Number of Suppliers:1

Cart Total (USD):10.00

CHECKOUT

© 2000-2025 ESM Solutions Corporation. All rights reserved. See our [Terms & Conditions](#) and [Privacy Policy](#) for details.

Powered By:

No changes to the cart summary


Checking out

Checkout

General Details


Payment Form: ☒ PO

Release Method:

* Fiscal Date:  [reset](#)

* Order Type:

Project ID:

* Commodity Code: 


* Quote Required?:

Quotes Attached?:

* Cert Req'd Over 15K:

Cert Attached?:

[CONTINUE](#)



General Details
Project ID is mandatory in the General
Details section.

Checking out Continued

Delivery Details

Attn : Marissa McYeng

Location : Central Receiving

[View](#)

Billing Details

Attn : Accounts Payable

Location : Accounts Payable

[View](#)

No changes to Delivery Details or Billing Details

GL Details

* Account Code/Favorite

Select Account Code



Item Split Details:

NOTE: Remaining % Split must be 0.00 in order to apply account(s) to transaction. Currency splits can be applied in Line Item Details.

Chart	Index	Account Code	Description	USD Split	%	Action
			Remaining:	11.00	00	

Until full SaaS integration, you must select "SaaS Chart of Accounts." To view the Chart of Accounts, click the "+".

CONTINUE

GL Details

* Account Code/Favorite

Select Account Code



* Chart of Accounts: SaaS Chart of Accounts

Fund: Search/Select

Cost Center: Search/Select

Object: Search/Select

Project: Search/Select

Required
Fund
Cost Center
Object Code
Project ID

Using the Chart of Accounts drop down, select "SaaS Chart of Accounts."

APPLY CANCEL

Item Split Details:

NOTE: Remaining % Split must be 0.00 in order to apply account(s) to transaction. Currency splits can be applied in Line Item Details.

NOTE: If your Project ID does not appear in both the General Details or GL Details drop down, contact IT and ESMlive@kean.edu to report the issue.

For any questions, please feel free to contact at:

Email: postaward@kean.edu

ORSP staff are available

Monday – Friday

9:00am-5:00pm

Thank You!