



KEAN

WORLD-CLASS EDUCATION

The background features a large, faint, circular seal of Keenan University. The seal contains the text "KEEAN UNIVERSITY" around the top and "UNIVERSITY" around the bottom. In the center, there is a shield with a cross and a banner below it with 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



Search Keyword(s), Item Numbers, etc.



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



Total: 0.00 USD

## IT

Dell	CDW	SHI International
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## Science and Research

Carolina Biological	VWR International
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## Audio/Visual Supplies

B&H Photo Video	Adorama Camera Inc.
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## General Supplies

W.B. Mason	Amazon	School Specialty LLC
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## Industrial

Grainger
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### 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](mailto: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](#)

# No changes to shopping


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


Menu

Shop Approve (1) Receive



Hi Marissa 

Pending Transaction(s)

Search Keyword(s), Item Numbers, etc. 

Go to: All Transactions | Non-Catalog Items | Blanket order  Cart **1**  
Total: 10.00 USD

### Item Summary (1 Items)


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

### Cart Summary

Total Items in Cart:	1
Number of Suppliers:	1
<b>Cart Total (USD):</b>	<b>10.00</b>

[CHECKOUT](#)

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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 Reqd 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	<a href="#">View</a>
✓ Billing Details	Attn : Accounts Payable	Location : Accounts Payable	<a href="#">View</a>

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](mailto:ESMlive@kean.edu) to report the issue.

**For any questions, please feel free to contact at:**

**Email: [postaward@kean.edu](mailto:postaward@kean.edu)**

**ORSP staff are available**

Monday – Friday

9:00am-5:00pm

**Thank You!**