# KEAN

## World-Class Education

# 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**

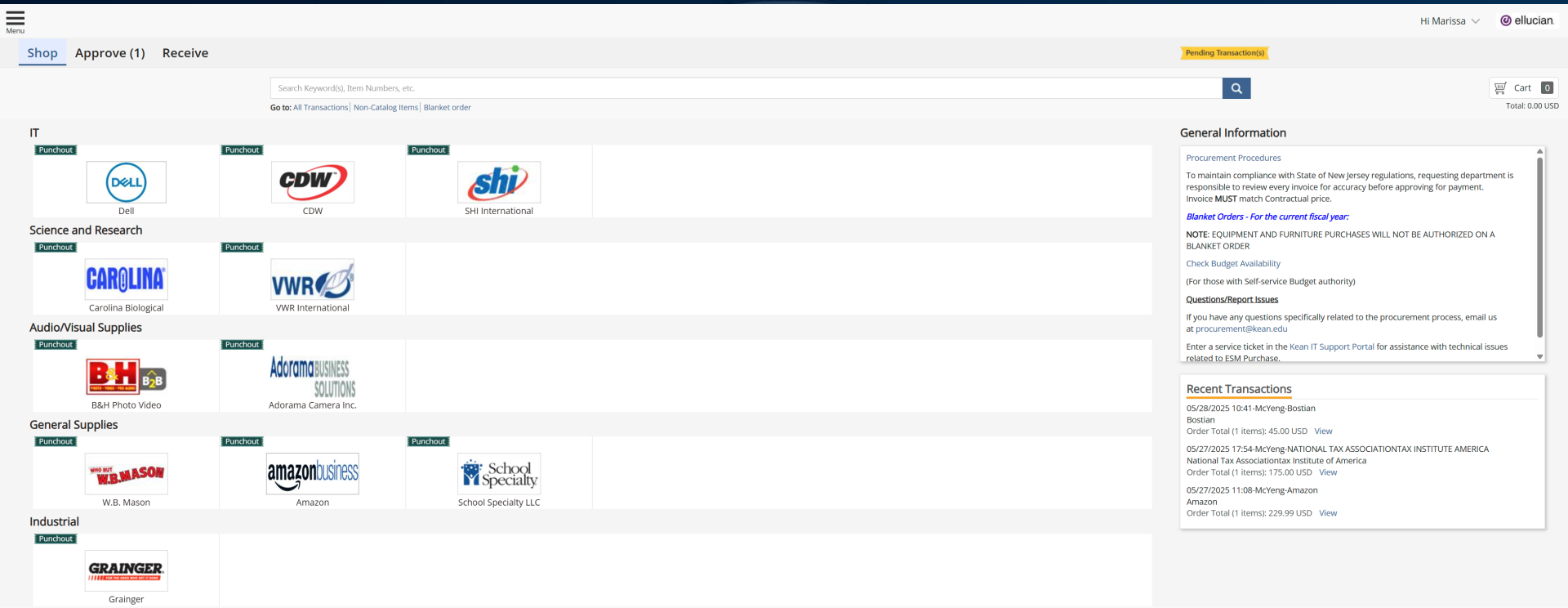
- Previously, General Details did not require a **Project ID**.
- Now, **Project ID** is **mandatory** in the **General Details** section.

**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**

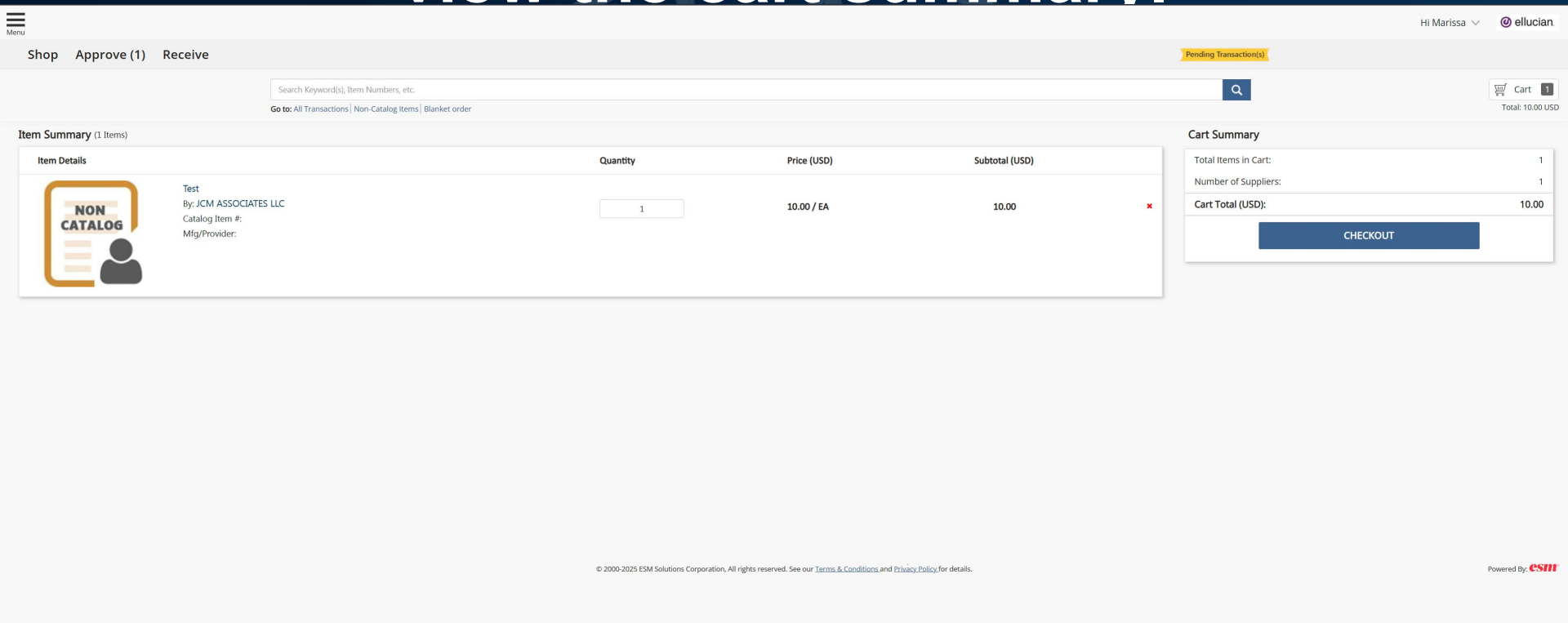
**Summary:**
The main change is that Project Accounting enforces stricter accounting alignment by requiring the **Project ID** in both **General Details** and **GL Details**, along with **Fund, Cost Center, and Object Code** in GL Details. It also requires using the **SaaS Chart of Accounts** for coding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

# Let's Shop



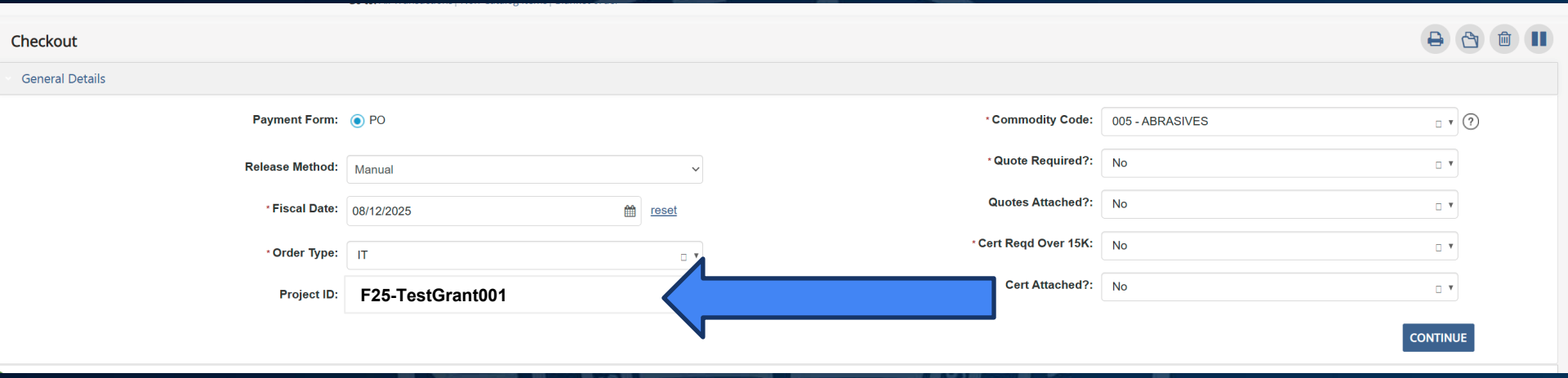

# No changes to shopping

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



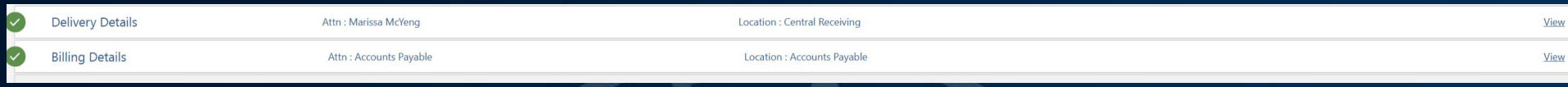

No changes to the cart summary

# Checking out

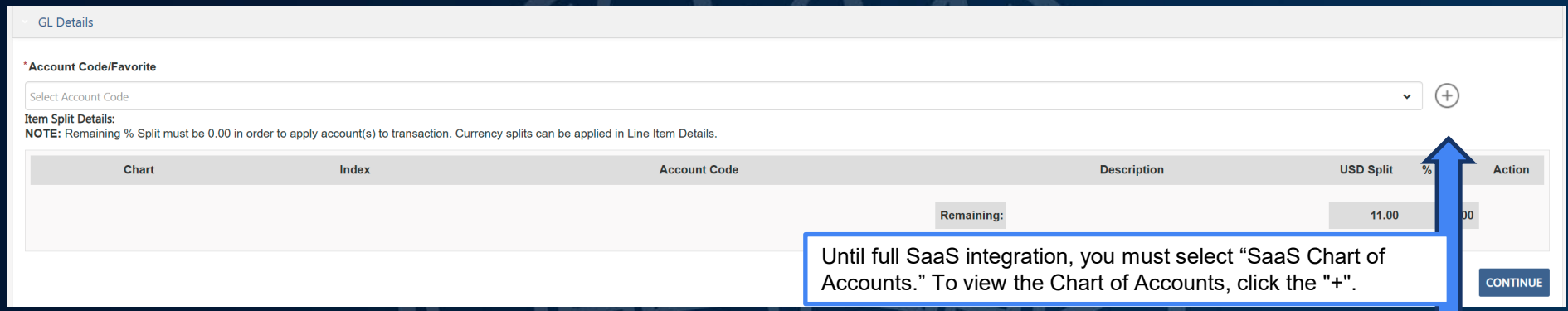



**General Details**
**Project ID is mandatory in the General Details section.**

# Checking out Continued




No changes to Delivery Details or Billing Details




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

Using the Chart of Accounts drop down, select “SaaS Chart of Accounts.”

Required
Fund
Cost Center
Object Code
Project ID

**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!