

## Setting Your Department's Default Account String in the Gateway Management Console (GMC)

Department Purchasing Administrators are now required to select the department's default account string. The default account string will be used when an account string assigned to an invoice is no longer valid AND the department has not responded within 7 calendar days to a request for a valid account string.

To set the default account string: 1) log in to the GMC, select the "Accounts" tab and click on "Account Strings"; 2) on the "Manage Account Strings" screen, search for the account string; 3) under "Actions" click on "edit"; 4) on the "Edit Account String" screen, check the "Make Default" box and click save.

**Note:** Your default can be any unrestricted account string. This excludes Fund Type 13 (Federal Funded 100%), 14 (EARRA) or 5 (United States Government) in combination with Award Type 2 (Contract), or 3 (Grant). Invoices charged to the default account string can be re-allocated by transfer of expense (TOE).

### Edit Account String

**Department:** AAIT - ACADEMIC AFFAIRS IT

**Cost Center:** AA\_T

**LAF:** 8-660160-19900

**Project Code:** ATPC00

**Description:**

**Make Default:**

**Default can be selected.**

### Edit Account String

**Department:** CBER - CTR BIO&ECOLOGICAL RESTORATION

**Cost Center:** CBER

**LAF:** 8-448810-21880

**Project Code:** 000000

**Description:**

**Default selection not available.**

To view the default account string for a department, go to "Account Strings", select the department, check the "Show Default" box and click search.

### Manage Account Strings

**Department:**

**Cost Center:**

**LAF:**

**Project Code:**

**Show Disabled:**

**Show Default:**

Department ▲	Cost Center	LAF	Project Code	Description	Actions
AAIT - ACADEMIC AFFAIRS IT	AA_T	8-660160-19900	ATPC00	AAIT/STATE GENERAL FUNDS	<a href="#">Edit</a> <a href="#">Disable</a>

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