ChartFields - Finding Account Codes

Account codes classify financial activity within the general ledger. There are 8 main categories of 6-digit Account codes used at UF:

1xxxxx   Assets
2xxxxx   Liabilities
3xxxxx   Equity
4xxxxx   Operating Revenues
5xxxxx   Non-Operating Revenues
6xxxxx   Payroll and Benefits
7xxxxx   Operating Expenses
8xxxxx   Non-Operating Expenses

Scenario: This example demonstrates how to find values for the **Account** ChartField. It will lead you through the steps to: (1) find all Account code values; (2) narrow the search to find a specific range of values.

Navigate through **Nav Bar** > **Main Menu** > **Financials** > **Set Up Financials/Supply Chain** > **Common Definitions**> **Design ChartFields** > **Define Values** > **ChartField Values**

Finding all Account code values:

Account

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300
SetID: = ▾   UFLOR   🔍
Account: begins with ▾   🔍
Description: begins with ▾
Account Type: begins with ▾   🔍
☐ Include History   ☐ Case Sensitive

Search   Clear   Basic Search   Save Search Criteria

1. Notice **SetID** field defaults to UFLOR

2. Click the **Search** button.

3. Note that search results display a scrollable list of the first 300 Account values. Adding additional search criteria will displays more focused results.

Finding all 7xxxxx (Operating Revenue) Account code values:

4. Click in the **Account** field.

5. Enter "**7**" into the **Account** field.

6. Click the **Search** button.

7. Notice the list of accounts all begin with "7" for Operating Expenses (7xxxxx).

Finding all 74xxxx (Operating Revenue – Repairs and Maintenance) Account code values:

This example will display **Account** values that begin with "74" (Repairs and Maintenance subset of Operating Expenses).

8. Click in the **Account** field.

9. Enter "**74**" into the **Account** field.

10. Click the **Search** button.

11. Notice the list of Operating Revenue accounts all begin with "74" (Repairs and Maintenance).

Finding all 7xxxxx (Operating Revenue) Account code values with "TEL" in the Description field:

12. Click in **Account** field and remove the "**4**".

13. Enter "**tel**" into the Description field to narrow the search.

14. Click the **Search** button.

15. Note that this ChartField combination finds entries where the Description starts with "TEL" and the Account begins with "7".

16. Click the **Clear** button.

In this simulation you learned how to search for **Account** ChartField values by defining the search command using:

If you need help with…

• Technical issues, contact the UF Help Desk:
  392-HELP
  helpdesk@ufl.edu

• Policies and Directives, contact the General Accounting Office:
  392-1326
  GLjournal@admin.ufl.edu
  http://www.fa.ufl.edu/departments/general-accounting/

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