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:

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 display more focused results.

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**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).

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**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).

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**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

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