



## **ChartFields - Finding Account Codes**

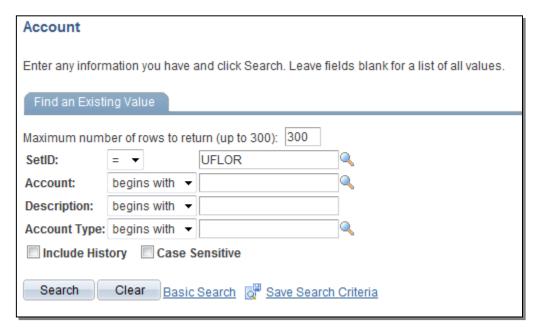
Account codes classify financial activity within the general ledger. There are 8 main categories of 6-digit Account codes used at UF:

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:



Notice SetID field defaults to UFLOR

### **Instruction Guide**



- 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.

## **Instruction Guide**

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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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