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.

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

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