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

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Finding all Account code values:

1. Notice SetID field defaults to FLPTU
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.