## Account Look Up in PeopleSoft

Navigation: Set Up Financials/Supply-Common Definitions- Design ChartFields- Define Values-ChartField Values

Main Menu > Set Up Financials/Supply Chain >	Common Definitions > Design ChartFields > Define Values > ChartField Values
Search Menu:	•
Business Processes	
Computer Operations	<ul> <li>tot hyperlinks.</li> </ul>
Budget Development Module Manager Self-Service	
Supplier Contracts	
Procurement Contracts	
Purchasing	
Services Procurement	
Accounts Payable	
Commitment Control	
SCM Integrations	
Enterprise Components	Init Related
Worklist Common I Common I	Definitions
Reporting Tools	Payrol Tax ChartField Values
Change My Password	Speed types
My Personalizations	
My Dictionary	

## 1. Next click on Account

Favorites Main Menu > Set Up Financials/Supply Chain > Common Definitions >	C
ChartField Values	
ChartField Values	
You do not have security privileges to access the ChartFields that are not hyperlinks.	
Account	
Fund Code	
Department	
Program Code	
Project	
Budget Reference	
ChartField 1	
Alternate Account	
Book Code	
Adjustment Type	
Scenario	
Statistics Code	

Favorites Mai	n Menu > Set	Up Financials/Supply Chain > Comm	non Definitions
Account			
Account			
Enter any inform	ation you have a	and click Search. Leave fields blank for a	list of all values.
Find an Existin	ng Value		
🗢 Search Crite	eria		
SetID:	= 👻	00797	
Account:	begins with <	54952	
Description:	begins with 💌		
Account Type:	begins with 📼		
Include His	tory 🔲 Case	Sensitive	
Corret			
Search	Basi	Save Search Criteria	

## 2. Enter in Account number or Description (example: Business Meals) and Search

## 3. Check Status to ensure the Account is Active.

tID: 00797 Accou	nt: 54952		/		
ffective Date					Eind   View All - First 🖬 1 of 1 🖪
Effective Date:	09/01/2010	Status: Active	Attributes	Long Description	
Description:	CDV-BUSINESS MEA	LS		Control Account	Commitment Control Override
Short Description:	CDV-BUSMEA			Budgetary Only	
Statistical Account		UOM:			
Monetary Account Type:	Expense			Book Code:	
Balance Sheet Indicator:				Allow Book Code	Override
AT Account Flag:	Non-VAT Relate	ed		Physical Nature:	
Openitem Account	Reconcile on Base	e Amount			VAT Default
Edit Record:				Edit Field:	
Promot Table:				Description of OpenI	tem:
Reconcile Tolerance:				Reconcile Currency:	
Performance Measureme	ant				
General Ledger Ace	ount Reforma	nce Measurement Acc	ABM Account		

4. Click on the Description Tab to view Account description and verify the Account may be used UHD versus UH.

ffective Date	00/04/2040	Tida: CDV			Find View All Firs	t 🖸 1 of 1 🖸 1
Description:	DINING EXPENSES UNIVERSITY'S OB, PROSPECTIVE EN FOR UHC, UHD OF	S/MEAL REIMBURS JECTIVES AND GO IPLOYEES; NOT FU R UHV USE ONLY.	EMENTS FOR BUSINI ALS. DOES NOT INC JND RAISING OR PR(	ESS MEETINGS DIR LUDE BUSINESS M DMOTION.	ECTLY SUPPORTING	3