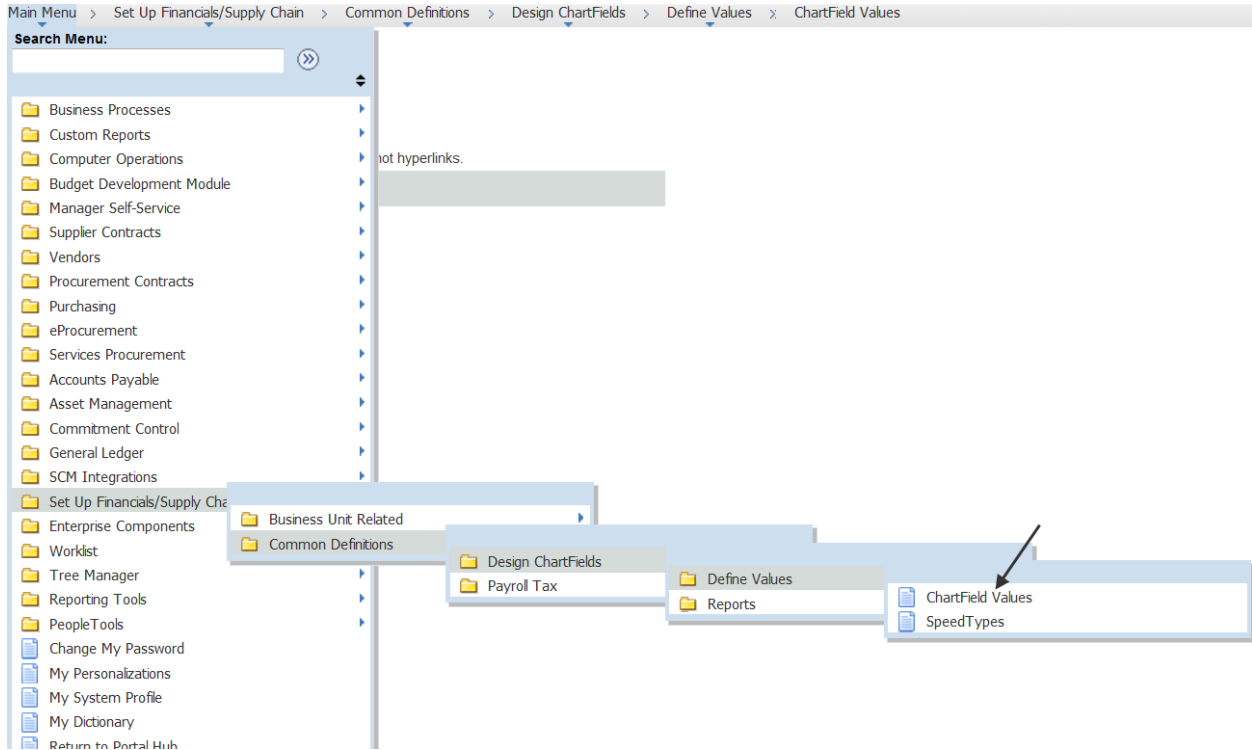
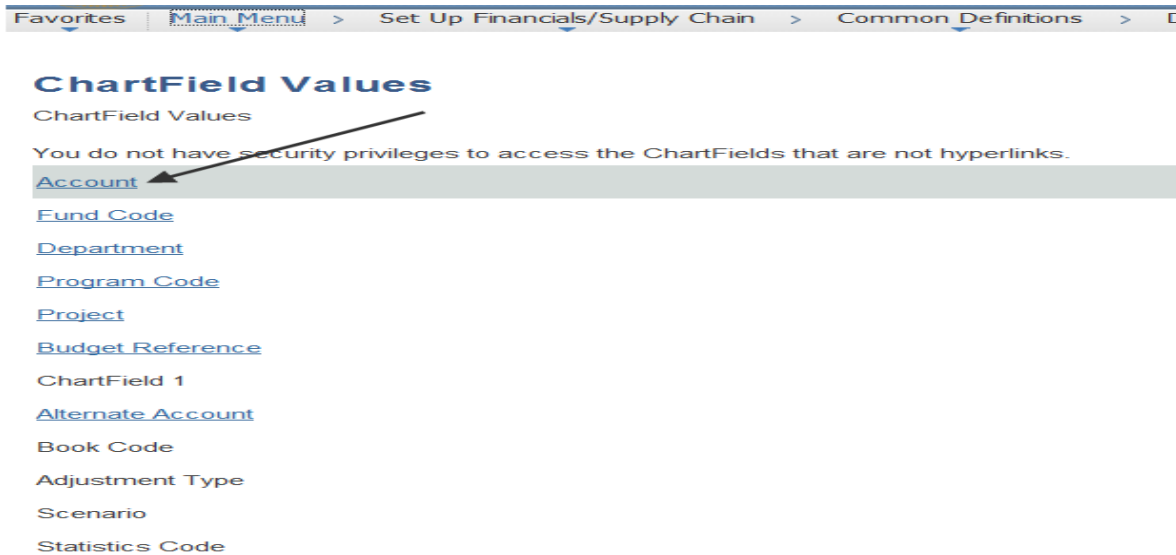


Account Look Up in PeopleSoft

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



1. Next click on [Account](#)



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

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions

Account

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

SetID: = 00797

Account: begins with 54952

Description: begins with

Account Type: begins with

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

3. Check Status to ensure the Account is Active.

Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

Account | Map to Alternate Account | Description

SetID: 00797 Account: 54952

Effective Date 09/01/2010 Status: Active

Description: CDV-BUSINESS MEALS

Short Description: CDV-BUSMEA

Statistical Account UOM:

Monetary Account Type: Expense

Balance Sheet Indicator:

VAT Account Flag: Non-VAT Related

OpenItem Account Reconcile on Base Amount

Control Account Commitment Control Override

Budgetary Only

Book Code: Allow Book Code Override

Physical Nature: VAT Default

General Ledger Account Performance Measurement Acct ABM Account

Save Return to Search Notify Update/Display Include History

Account | Map to Alternate Account | Description

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

Navigation: Favorites | Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

Tabs: Account | Map to Alternate Account | **Description**

SetID: 00797 Account: 54952

Effective Date: 09/01/2010 Title: CDV-BUSINESS MEALS

Description: DINING EXPENSES/MEAL REIMBURSEMENTS FOR BUSINESS MEETINGS DIRECTLY SUPPORTING UNIVERSITY'S OBJECTIVES AND GOALS. DOES NOT INCLUDE BUSINESS MEALS WITH PROSPECTIVE EMPLOYEES; NOT FUND RAISING OR PROMOTION.
FOR UHC, UHD OR UHV USE ONLY.

Buttons: Save | Return to Search | Notify | Update/Display | Include History

Footer: Account | Map to Alternate Account | Description