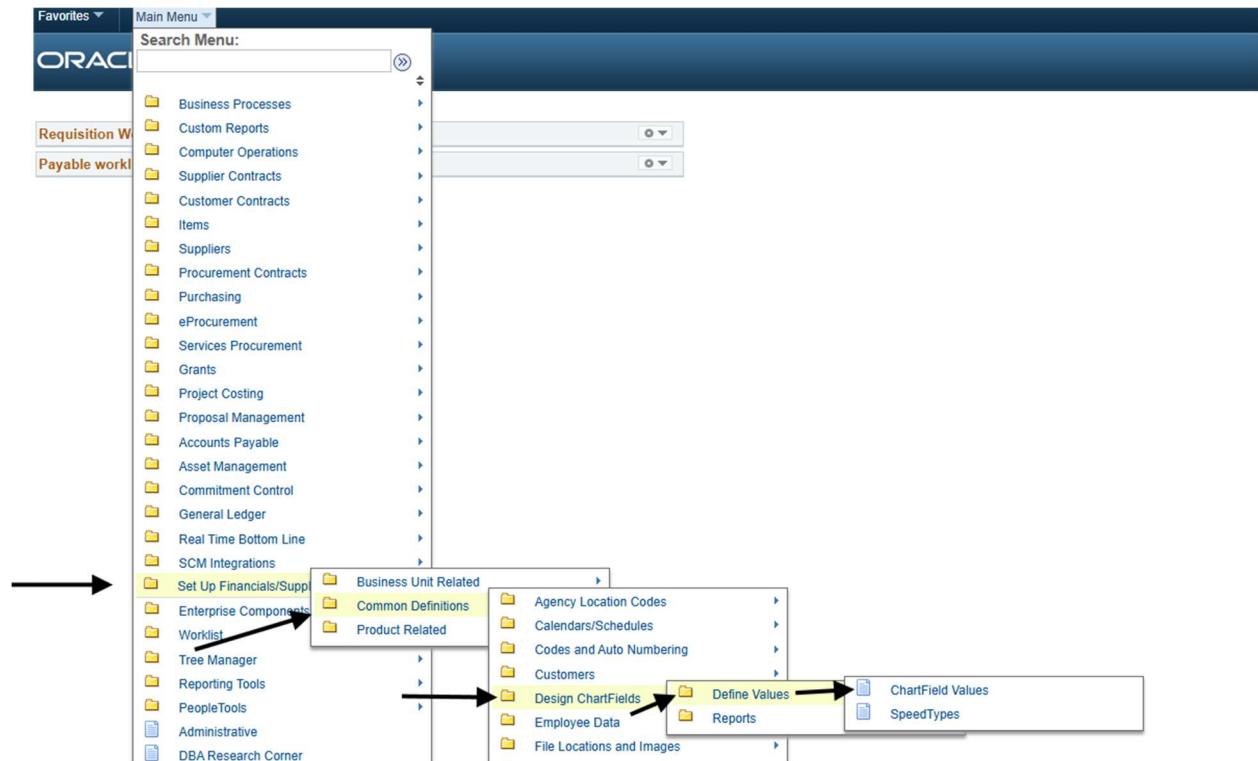


Look Up an Account in Peoplesoft

In Peoplesoft Finance, follow this path: Main Menu → Set Up Financials/Supply → Common Definitions → Design ChartFields → Define Values → ChartField Values



Next, select **Account**

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

Ensure that “00797” is entered in the **SetID** field. Enter the account number or description (ex. TOOLS, FURNISHINGS & EQUIPMENT) in the respective fields and **Search**

Account

Find an Existing Value

▼ Search Criteria

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

Recent Searches Saved Searches

*SetID:

Account:

Description:

Account Type:

Case Sensitive Include History

Check the **Status** to ensure the account is active

Account | Map to Alternate Account | Description

SetID 00797 Account 54361

Effective Date

Effective Date 09/01/2024 → **Status Active**

Description TOOLS, FURNISHINGS & EQUIPMENT

Short Description TOOLS, FUR

Monetary Account Type Expense

Balance Sheet Indicator

VAT Account Flag Non-VAT Related

Edit Record

Prompt Table

Reconcile Tolerance

Attributes

Control Account

Budgetary Only

UOM

Book Code

Allow Book Code Override

Physical Nature

Reconcile on Base Amount

VAT Default

Long Description

Commitment Control Override

Performance Measurement

General Ledger Account

Performance Measurement Acct

ABM Account

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

[Account](#) | [Map to Alternate Account](#) | [Description](#)

Check the **Description** tab to view the account description

Account | Map to Alternate Account | **Description** ←

SetID: 00797 Account: 54361

Effective Date

Effective Date: 09/01/2024 Title: TOOLS, FURNISHINGS & EQUIPMENT

Description: EXPENDABLE FURNISHINGS, EQUIPMENT, INCLUDING AUDIO/VISUAL EQUIPMENT, AND TOOLS COSTING LESS THAN \$10,000 OR WITH A USEFUL LIFE OF LESS THAN ONE YEAR, USED IN CLASSROOMS AND OFFICES, LABORATORIES, SHOPS, OR FOR CLEANING, SUCH AS STAPLERS, TAPE DISPENSERS, BROOMS, LABORATORY GLASSWARE, ANIMAL CARE EQUIPMENT, AND SAFETY SHOES. SEE ACCOUNT 54354 FOR SPECIFIC STATE CONTROLLED EQUIPMENT VALUED BETWEEN \$500 AND \$9,999.99

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

[Account](#) | [Map to Alternate Account](#) | [Description](#)