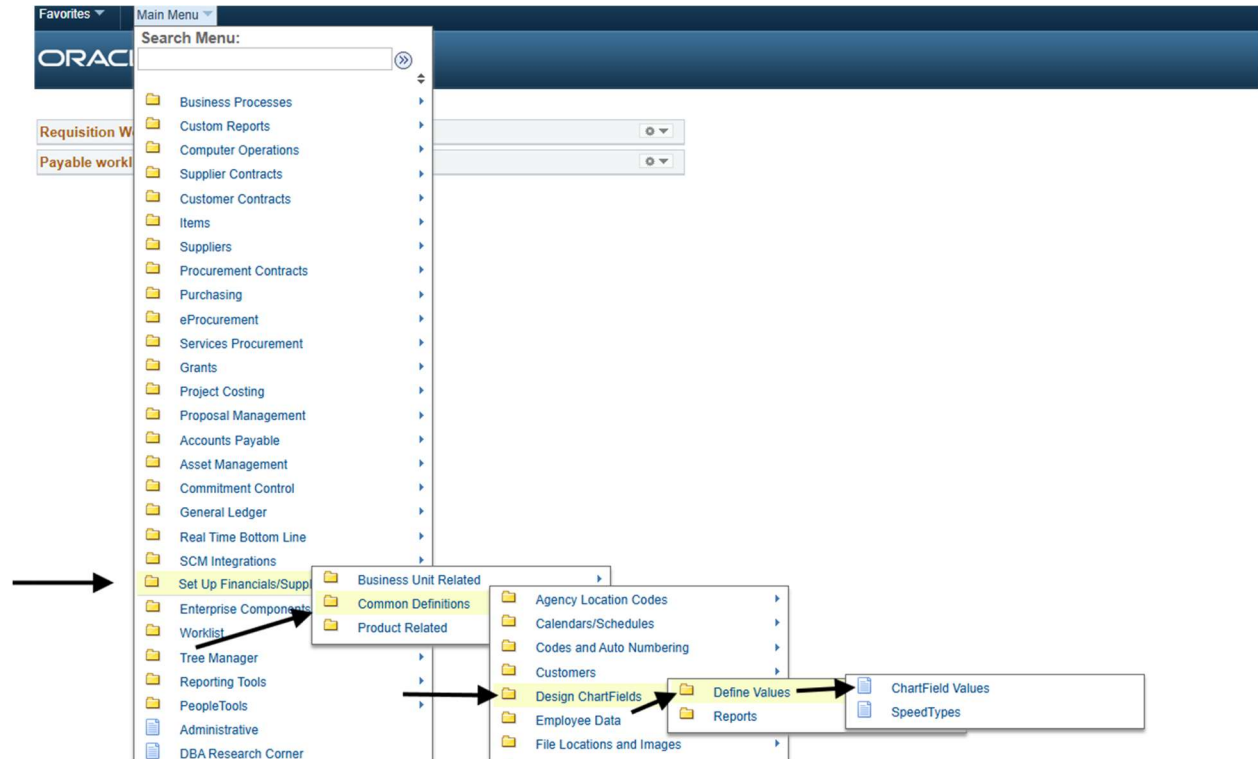


Look Up an Account in Peoplesoft

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: 🔍

^ Show fewer options

☐ 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: 09/01/2024 **Status: Active** Find | View All First 1 of 1 Last

Description: TOOLS, FURNISHINGS & EQUIPMENT

Short Description: TOOLS, FUR

☐ Statistical Account

Monetary Account Type: Expense

Balance Sheet Indicator:

VAT Account Flag: ☐ Non-VAT Related ☐ OpenItem Account

Edit Record:

Prompt Table:

Reconcile Tolerance:

☐ Control Account

☐ Budgetary Only

UOM:

Book Code:

☒ Allow Book Code Override

Physical Nature:

☐ Reconcile on Base Amount

VAT Default:

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: 09/01/2024 Title: TOOLS, FURNISHINGS & EQUIPMENT Find | View All First 1 of 1 Last

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