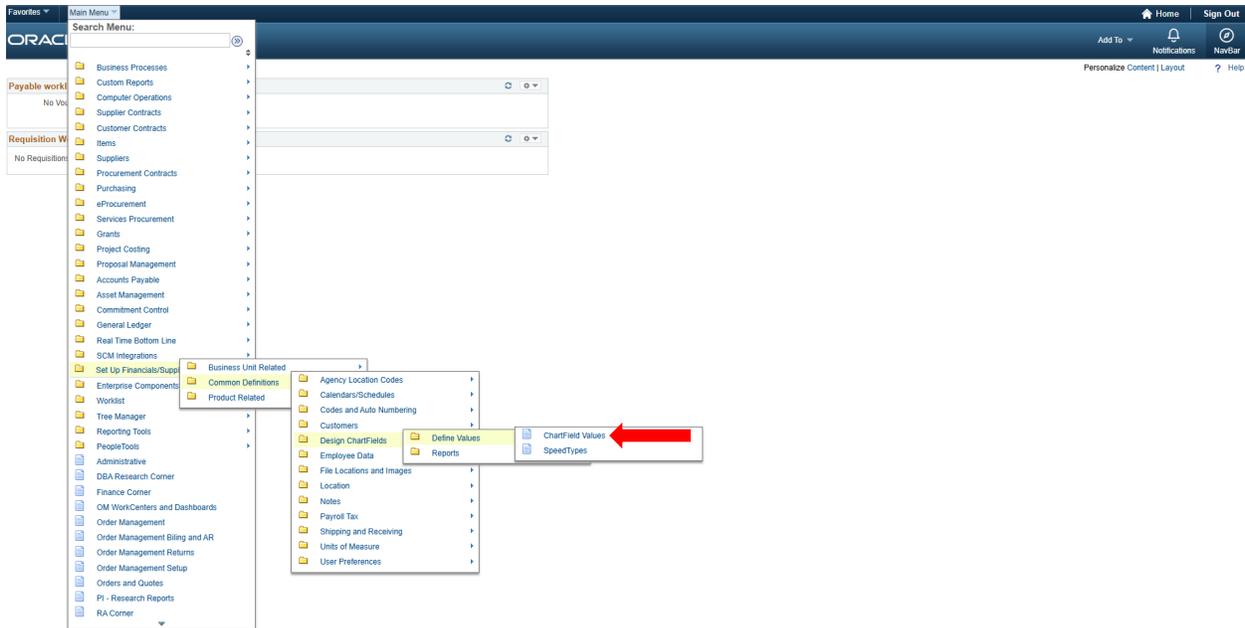


Account Look Up in PeopleSoft

1. Once logged into PeopleSoft, follow this path: Main Menu → Set Up Financials/Supply → Common Definitions → Design ChartFields → Define Values → ChartField Values



2. 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](#)

3. Enter the **Account** or **Description** (ex: 53900, Office Supplies) 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: ← or

Account Type:

[Show fewer options](#)

Case Sensitive Include History

4. Check the **Status** to ensure the Account is **Active**

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

SetID 00797 Account 53900

Effective Date 09/01/2021 Status Active ← Attributes Long Description

Description OFFICE SUPPLIES Control Account Commitment Control Override

Short Description OFFICE SUP Budgetary Only

Statistical Account UOM

Monetary Account Type Expense Book Code

Balance Sheet Indicator Allow Book Code Override

VAT Account Flag Non-VAT Related Physical Nature Reconcile on Base Amount VAT Default

OpenItem Account

Edit Record Edit Field

Prompt Table Description of OpenItem

Reconcile Tolerance Reconcile Currency

Performance Measurement

General Ledger Account Performance Measurement Acct ABM Account

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

5. Click on the **Description** tab to view Account description

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

SetID: 00797 Account: 53900

Effective Date Find | View All First ◀ 1 of 1 ▶ Last

Effective Date: 09/01/2021 Title: OFFICE SUPPLIES

Description:

GOODS PURCHASED FOR ADMINISTRATIVE USE TO BE CONSUMED WITHIN THE YEAR.
NOT TO INCLUDE: TELECOMMUNICATIONS SUPPLIES, SHOP SUPPLIES, OR BOTTLED
WATER (USE 53901).

 Save  Return to Search  Notify  Update/Display  Include History

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