Look up Attributes of an Account

In this example, we will search the Account in BFS in order to find the BFS Account codes that deal with "rentals". We will search by using a keyword in order to learn more about rental of computer equipment.

1. Your BFS (Berkeley Financial System) Home page might look different, depending upon your user access.
   
   Click the Set Up Financials/Supply Chain link.

2. The Set Up Financials/Supply Chain.

   Click the Common Definitions link.

3. The Common Definitions page opens.

   Click the Design ChartFields link.

4. Click the Define Values link.

5. Click the ChartField Values link.

6. The ChartField Values page appears.

   Click the Account link.

7. The Find an Existing Value page appears. In order to fully search the Logical Operators can be modified.

8. In this example, we will search by Description.

   Click the Description drop-down list button.

9. In order to obtain the greatest number of search items, the Logical Operator should be "contains".

   Click the contains list item.

10. Tab to the Description field.

    Press [Tab].
11. In this example, we will enter the description "rental".
   Enter the desired information into the Description field. Enter a valid value e.g. "rental".

12. Click the Search button.

13. The Search Results appear. All 9 results are displayed.

14. Our item is Rental of Computer Equipment.
   Click the Rental of Computer Equipment link.

15. Account 56320 documentation appears.

16. In this example, we want to view the Account Attributes.
   Click the UC Account Attributes tab.

17. The UC Account Attributes page appears, displaying the Long Description of this BFS Account Code.

18. End of Procedure.