About Accounting Codes

Overview of Usage
- Individuals using accounting codes are responsible for:
  - Compliance with the laws and regulations, University policies, and terms and conditions of funding sources.
  - Maintaining sound financial condition and following good business practices.
  - Following internal controls that identify and manage risks.

Additional Chart of Account resources
- If you need specific Chart of Account (COA) guidance, including understanding the proper usage of chartfields, review the Chart of Accounts training materials.

Understanding Each Part of Accounting Codes

Required Fields:
- The Account field classifies the type of accounting transaction.
- The Speedtype field is shorthand for an entire chartstring so that you don’t need to remember all of the fields. Selecting a SpeedType will default to the string. If the SpeedType is only a partial string, for example the Chartfield 1 or Chartfield 2 must be added, the Accounting Codes section can be edited, and the additional values specified.
- The Fund field explains the source of funds or the use of funds.
- The Department field represents the cost center to which financial transactions are recorded.
- The Program Code field identifies financial control points designated by UCOP.

Optional Fields:
- The Chartfield 1 and Chartfield 2 fields identify activities or classify transactions that are important to the campus or department.

Example Chartstring
- An example Chartstring, (all the numbers together), might be: 56411-19900-12307-40-{blank}-IBBIO
  - This chartstring would be a payment related to photocopying for a class offered by the Integrative Biology Department. “56411” represents copying charges, “19900” represents General fund from the state, “12307” identifies Instructional support for the Integrative Biology Department, “40” identifies Instruction, and in Chartfield 2 “IBBIO” tracks expenditures for a particular undergraduate class offered by Integrative Biology.
Using Accounting Codes – Job Aid

Select from all Values

- Choosing Select from all Values provides a means to search and select from all available values for the selected field.

1. You can also select the all values link to perform a custom field search:

   ![Custom Field Search](image)

   - When you click Select from all values, the Custom Field Search pop-up is shown.
   - In the Value field you can type in the first couple of numbers and select search.
   - In the Description, a portion of the description of the value can be entered as well.
     a. For example, let's say you are looking for a SpeedType starting with a value of 'JB9' and a Description containing the word 'NASA'. You would type 'nasa' and click the Search button.

2. The results of your search are shown, choose the desired value and click Select.

About Profile Management

- Profile Management is a feature in BFS that is used to maintain user profile information.
- Access to manage user profiles will be granted via SARA.
- Profile Management functionality is designed to populate user profile values in BearBuy.

User Profile Settings Available in BFS Profile Management

- Org Node
- SpeedTypes
- Individual Chartstring values
- Additional Authorizers
- Ship To
- Final Destination

How it works

- Multiple values can be populated in each area and designate one value as the default value
- Values can be deleted from the profile or inactivated in the profile
- Profile values are active in BearBuy upon save in BFS
- If a value becomes invalid (such as fund) the system will mark that value as not active in Profile Management