[ChartFields – Understanding PeopleSoft General Ledger Accounts]

Use this instruction guide to ensure your careful and correct use of the Account.

- PeopleSoft Accounts are divided into eight basic groups, indicated by the leading digit. They are:
  1. Assets
  2. Liabilities
  3. Equity
  4. Operating Revenues
  5. Non-Operating Revenues
  6. Payroll Expenses
  7. Operating Expenses
  8. Non-Operating Expenses

- Transactions should not be input into any 3xxxxx Accounts and rarely into 1xxxxx and 2xxxxx Accounts. The 6xxxxx Accounts are used to record Payroll and Payroll related expenditures. Only specifically designated users ever use 5xxxxx and 8xxxxx Accounts.

- **TRAVEL** – One of the rare occasions is when inputting a travel expense line into a travel expense report where the payment type is UF PCard, Direct Payment or AVIS ACTO. With these payment types, the billing type of PC/PP Expense defaults into the report and prevents your account from being double charged. This combination populates the account with 170000 and can be seen by clicking on the "accounting for this expense" link in the report. DO NOT change this account! The 170000 account is the proper account in this situation.

- **AR/BILLING** – If you process cash deposits in the AR sub-system, you will almost always use an Operating Revenue Account (4xxxxx). Rarely should you use anything else. If you believe that you should use an Account other than 4xxxxx, contact University Accounting Services at 392-1326 before you proceed.

  Exception: Deposits of vendor refunds will not be recorded to a 4xxxxx Revenue Account.

  - If the refund is received for overpayments made in the prior fiscal year, use Account 530000 for non-grant funds
  - If the refund is received for overpayments made in the current fiscal year, or at any time in a grant fund, use the same 7xxxxx Account used in the original expenditure.

- **AP VOUCHER PROCESSORS** – If you process invoices for payment to outside vendors through the AP sub-system, you will almost always use an Operating Expense Account (7xxxxx). Rarely should you use anything else. If you believe that you should use an Account other than 7xxxxx, contact University Accounting Services at 392-1326 before you proceed.

- **AR/BILLING** – Account 469000, for Other Operating Revenue, is ONLY to be used when no other appropriate 4xxxxx Account is available and the amount is insignificant. If you believe that you should use Account 469000 for an amount in excess of $5,000, contact University Accounting Services at 392-1326 before you proceed.

  For example: It is okay to use Account 469000 for recording a $50 deposit, but not for $50,000.

- **PCARD, AP VOUCHER PROCESSORS, PO INITIATORS** – Account 799900, for Other Operating expenses, is ONLY used when no other appropriate 7xxxxx Account is available and the amount is insignificant. If you believe that you should use Account 799900 for an amount in excess of $5,000, contact University Accounting Services at 392-1326 before you proceed.

  For example: It is okay to use Account 799900 for recording a $50 expenditure, but not for $50,000.

  Note: P-Card transactions automatically default to Account 799900. To prevent an excessive balance from accumulating in this default Account, care should be taken to change the default Account 799900 to a more appropriate Account for each of your purchases.

- Account mapping documentation can be found here:
- From http://www.purchasing.ufl.edu, select the PeopleSoft link at the left and click the PeopleSoft Category Codes & Corresponding Buyers link
- From http://www.purchasing.ufl.edu, select Staff and Functions, scroll down to the bottom and select Alphabetical Listing of PeopleSoft Category Codes & Corresponding Buyers
- PCard Category, Purchasing Category and Account:
  - From http://www.purchasing.ufl.edu/ select Purchasing Cards scroll down to the link and select Category/Account Reference spreadsheet for PCard Reconciler/Approvers

**CAPITALIZED ASSETS** – Accounts that begin with a 78XXX are reserved for Capitalized Assets such as Buildings and Moveable Equipment. These accounts must include an asset profile which tells PeopleSoft to capitalize the expenditure.
- Note: Capitalized Assets must not be purchased using a pcard or vouchered unencumbered.
- Please contact Asset Management at 392-2556 if you need assistance.