About

Individuals using COA codes are responsible for:
- Compliance with the laws and regulations, UC policies & terms and conditions of funding sources.
- Maintaining sound financial condition and following good business practices.

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

Accounting Code Fields:
- **Account**: Classifies the type of accounting transaction, i.e. office supplies, furniture, etc.
- **Speedtype**: Shorthand for an entire or partial chartstring.
- **Fund**: Explains the source of funds or the use of funds.
- **Department**: Represents the cost center to which financial transactions are recorded.
- **Program Code**: Identifies financial control points designated by UCOP (i.e. instruction).
- **Chartfield 1 & Chartfield 2**: Identify activities or classify transactions for tracking that are important to the campus or department (i.e. Principal Investigator).

The SpeedType Field

*SpeedType* is shorthand for a chartstring.
- Not using *SpeedType*: ‘none’ must be entered in this field. Omitting ‘none’ will cause auto-return.
- Using a *SpeedType*: Select or enter the desired SpeedType.

Entering Accounting Codes on a transaction
1. On the transaction. Navigate to **Requistion/PO/Voucher>Accounting Codes** sub-tab.
2. Selecting the **edit** button.
3. Fields have three choices to select from: enter a code manually, **Select from profile values** and **Select from all values**.
   a. **Select from profile values**: Gives you the available accounting codes associated with your BearBuy user profile.
   b. **Select from all values**: Gives you all available codes for that field.
4. Once completed, click **Save**.

Selecting Fields from ‘all Values’
1. Navigate to the **chartstring field value** you wish to edit.
2. Click the **Select from all values…** link
3. From the pop-up window, search for the field you wish to use.
   a. **Value**: Type in the partial field value
   b. **Description**: Enter the field value description

4. Click the **Search** button.

5. The results of your search are shown, choose the desired value and click **Select**.
6. Once selected, the field is updated.

Select from Profile Values
1. In the **Accounting Codes** tab of a transaction, click **Select from profile values** link.
2. A drop-down list of available values for that field will appear. *Up to 50* values are shown.
3. Once the value is **selected**, the field is updated.

Adding Splits
1. On the transaction, navigate to **Requistion/PO/Voucher>Accounting Codes** sub-tab.
2. Selecting the **edit** button.
3. In the pop-up window, scroll to the right of the screen and select **add split**.
4. From the resulting page, scroll to the right of the screen and select either split by % of Price or split by Amount of Price.
   a. If there are multiple lines on the PO, split by % of Price only.
   b. If splitting by Amount of Price, you will experience export issues with the PO and any new vouchers.
5. Update all desired fields, click **Save**.

Select from all Values... link

**% of Price or Split by Amount of Price** link

**% of Qty** link

**Amount of Price** link

**Select from all values** link

**Select from profile values** link

**Save** button

**Search** button

**Select** button

**Requistion/PO/Voucher>Accounting Codes** sub-tab

**Chart of Accounts training materials**

**Add split** button

**% of Price** field

**% of Qty** field

**Amount of Price** field