Chart of Account Codes (COA) in BearBuy

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. Principle Investigator).

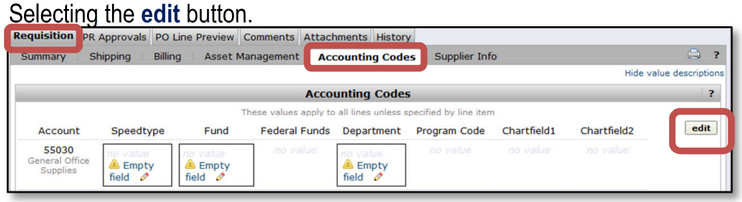
The SpeedType Field

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

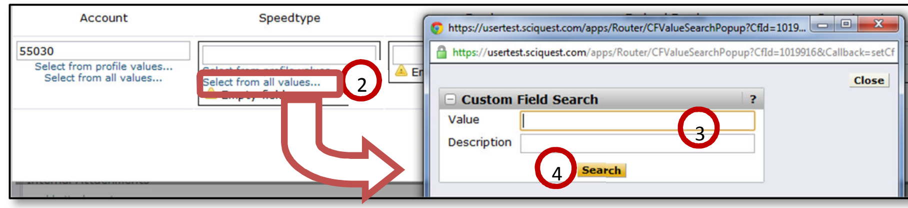
1. On the transaction. Navigate to **Requistion/PO/Voucher>Accounting Codes** sub-tab.
2. Selecting the **edit** button.



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'

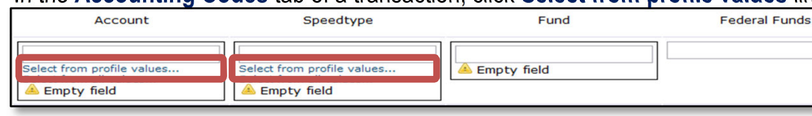
1. Navigate to the **chartstring field value** you wish to edit.
2. Click the **Select from all values…** link
3. From the pop-up window, search for the field you wish to use.
   a. **Value:** Type in the partial field value
   b. **Description:** Enter the field value description
4. Click the **Search**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



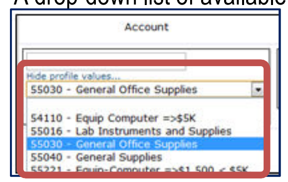
5. The results of your search are shown, choose the desired value and click **Select**.
6. Once selected, the field is updated.

Select from Profile Values

1. In the **Accounting Codes** tab of a transaction, click **Select from profile values** link.



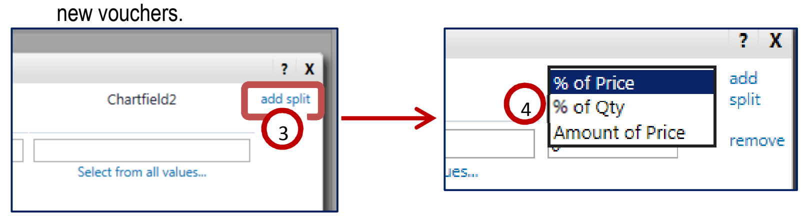
2. A drop-down list of available values for that field will appear. *Up to 50* values are shown.



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**.