Create Chart of Accounts - FIN3100

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This page is used to create, update, or delete the list of valid accounts in a chart of accounts. No amounts are entered and no additional records are created when the account is built. Accounts can be deleted if there are no transactions. The **Description** and **Active/Inactive** fields can be changed.

Notes:

- When creating the new funds for the next year, do not duplicate any funds that are inactive here. (An option is available in the Budget application when updating from the general ledger to use active only or active and inactive).
- When adding an account, the account description is set to the description for the object code.
- If the first digit of the object code is 6, the function code cannot be 00.
- Alphanumeric code components can be used in subobject, educational span, and project detail components of the account code.

See common payroll/subobject codes.

Sort the chart of accounts:

Field	Description
Account Code	Type all or some of the desired account code.
Active/Inactive	Click ⌄ to select *Active* or *Inactive* from the drop down.
Description	Type the account description.

Add an account:

+Add	Click to add a row to the last page of account codes.

Account Code	Type the new account number, or click ⋮ to select an account code component from the corresponding lookup. Click ⋮ in each field of the lookup to select the appropriate account code components. Click **Cancel** to return to the Chart of Accounts page.
Description	Type the new account description.
Active/Inactive	Click ⌄ to select *A Active* or *I Inactive* from the drop down.

Refresh Description. Click to update the **Description** field after enter an existing account code or after entering a new account code with a blank description. The object code description is populated from the Object tab.

Click **Save**.

Other functions and features:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print	Print data. **Review the report using the following buttons**: Click to go to the first page of the report. Click to go back one page. Click to go forward one page. Click to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.