


# Create Chart of Accounts - FIN3100

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***Finance > Maintenance > Create Chart of Accounts***

This page is used to create, update, or delete the list of valid accounts in a chart of accounts for the logged-on file ID. No amounts are entered and no additional records are created when a new account is added. 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 can be set to the description for the object code if the description is left blank and the **Refresh Description** button is clicked. If the description for an existing account code record is deleted, the **Refresh Description** button can be used to populate it.
- 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.

Reference the following documents for additional information:

- Common Payroll/Subobject Codes Guide
- Debit/Credit Guide

❑ Under **Retrieval Options**, you can narrow the account codes displayed on the page by entering data in the following fields:

| Field | Description |
|---|---|
| **Account Code** | Type all or some of an account code, or click ⋮ in each field of the lookup to select the appropriate account code components from the Account Codes lookup. The selected account code component is populated in the corresponding **Account Code** field. |
| **Active/Inactive** | Click ⌄ to select *Active* or *Inactive* from the drop down. |
| **Description** | Type the account description. |

❑ Click **Retrieve**. A list of account codes matching your search criteria is displayed.

## Add an account:

❑ Click **+Add** to add a row to the current page of account codes.

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

❑ Click **Refresh Description** to update the **Description** field after entering an existing account code or after entering a new account code with a blank description. The description is populated from the **Object Description** field on the Finance > Tables > Account Codes > Object Code tab.

❑ Click **Save**.

## Other functions and features:

| | |
|---|---|
| **Retrieve** | The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost. |
| **Reset** | Click to clear the fields under **Retrieval Options**. |
| **Print** | Click to print the report. Review the report. |
| 🗑 | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**. |


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