

Quick Reference

My Chart Values

Purpose

Use this quick reference to help build your chart of accounts values list for work.

Helpful Hints

- Ask your work colleagues for the values they use most often and why; your work may follow similar patterns.
- Collect the HUID numbers of personnel for whom you will be creating reimbursements; cross-reference these HUIDs when selecting in Web Voucher.
- If you deal with multiple funds (particularly sponsored funds), consider leaving the fund value blank when creating your system defaults. Leaving a blank fund value will serve as a reminder to double-check the value before submitting a payment or reimbursement.



My Chart Values Job Aid

1. Add your frequently used values below:

Segment	CoA Value	Naming Convention
TUB		
ORG		
OBJECT		
FUND		
ACTIVITY		
SUBACTIVITY		
ROOT		



2. Some commonly used values for your reference:

Segment	CoA Value	Naming Convention
TUB		
ORG		
OBJECT	6640	Office Supplies+Materials, GENERAL
	8060	Catering Svcs, GENERAL
	8510	Telephone+Telecommunications, GENERAL
	6630	Nonlibrary Books+Reprints+Subscriptions, GENERAL
	8450	Expenses Ineligible for Fed Reimbursement, GENERAL
FUND	000001	Unrestricted Undesignated
ACTIVITY	780001	CADM^(A1) Instr+Departmental Rsch <i>(example in CADM)</i>
SUBACTIVITY	0000	780001^Unspecified <i>(if used with the above activity value)</i>
ROOT	00000	Unspecified