The University's Financial System provides 14 different major categories of expenditure accounts available to use when processing various types of transactions against a departmental budget. These 14 categories correspond to Statewide standard expense objects; and, that value for this account can be viewed under the Attributes link. Used in conjunction with a department or grant numbers, the expenditure accounts:

- Break down each type of expenditure into different expense categories grouped under ‘Pools’.
- Subtract the expense from the associated budget.

**The path to view the Account Chartfield Values:**
Set Up Financials->Common Definitions->Design Chartfields->Define Values->Chartfield Values.
Select the Account option to bring up the search parameters.

The SETID must be TOWSN.
Enter the Account value or click on the magnifying glass to look up the Account you wish to view.

Clicking Search brings up information for the Account value selected: [Note the two incorporated links]
Clicking on the “Attributes” link will bring up information relevant to the account. For the account value it is the STATE OBJECT. When our financial transactions are transmitted to the State, the account information is translated to the State Object value.

<table>
<thead>
<tr>
<th>ChartField Attribute Values</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SetID: TOWSN</td>
<td>ChartField Value</td>
<td>608223</td>
<td>Effective Date:</td>
<td>01/01/1901</td>
<td>Field Name: ACCOUNT</td>
<td>STATE OBJECT</td>
</tr>
<tr>
<td>Account:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0099</td>
<td>Other Contractual Services</td>
</tr>
</tbody>
</table>

Notice also the limited sight logic that was structured into the 6-digit PeopleSoft Account. In reviewing the listing of accounts [see link below] you will note that the second and third character spaces of the account number correspond to the Object Number. Additionally, the first character is associated with the type: for example Payroll Expense Accounts begin with ‘5’; Operating Expense Accounts begin with ‘6’.

Clicking on the “Long Description” link will bring up a more definitive description [compiled by the university budget office] of the account value that may assist in determining where an expense should be charged.

SetID: TOWSN
Account: 608223
Description: Includes outside consultants and companies for services, fees, misc. items not already assigned an account identification number for Auxiliary Departments Only

A complete listing [printable charts] of the Expenditure Account Categories can be found at:

http://www.towson.edu/financialsystems/peoplesoft/accounts.html