

## To Access the Account Code Lookup Page

1. Login to PeopleSoft HR via AGORA
2. Navigate to: Home > BC Custom > Inquire > Account Code Lookup
3. Enter the Department Number (DeptID) with any combination of additional chartfield value(s) in the search fields.
4. Click Search to view a listing of HR Account Codes that match the search criteria.

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**Account Code Lookup**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Account Code: begins with

Description: begins with

Department: begins with

Fund Code: begins with

BC Fund Code: begins with

Program Code: begins with

Project/Grant: begins with

Property: begins with

Function: begins with

Account: begins with

**Chartfields**

[Basic Search](#)

5. Click on any hyperlink in the row for the HR Account Code you wish to select in the Search Results area.

**PEOPLE Soft**

[Home](#)

[Home](#) > [Bc Custom](#) > [BC Custom](#) > [Inquire](#) > **Account Code Lookup**

### Account Code Lookup

#### Find an Existing Value

HR Account Code:

Description:

Department:

Fund Code:

Fund Source:

Program Code:

Project/Grant:

Property:

Function:

Account:

[Basic Search](#)

#### Search Results

[View All](#)

HR Account Code	Description	Department	Fund Code	Fund Source	Program Code
<a href="#">53321-500-12010-53340G001</a>	<a href="#">Salary Grad Students Other</a>	<a href="#">053321</a>	<a href="#">500</a>	<a href="#">12010</a>	<a href="#">00000</a>
<a href="#">53321-500-12010-53340G002</a>	<a href="#">Salary Grad Students Other</a>	<a href="#">053321</a>	<a href="#">500</a>	<a href="#">12010</a>	<a href="#">00000</a>

6. The Account Code Detail page will open.

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Home

Home > Bc Custom > BC Custom > Inquire > Account Code Lookup

Account Code Detail

**HR Account Code:** 53321-500-12010-53340G001

**Account Code Details** View All First 1 of 1 Last

**Effective Date:** 07/09/2003 **Status:** Active

**Description:** Salary Grad Students Other

**Short Desc:** SALGRADOTH

**Chartfield Details**

DeptID	Fund	Fund Source	Program	Project/Grant	Property	Function	Account
053321	500	12010	00000	5000042	00000	301	53340

# Troubleshooting


1. Enter partial information pertaining to the start of the Account Code or Department Number to view a broader range of search results. If the Account Code is not listed or the message continues to appear then no existing HR Account Code meets your search criteria.

### Account Code Lookup

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Account Code:	begins with ▾	56001-100-10000-5300
Description:	begins with ▾	
Department:	begins with ▾	
Fund Code:	begins with ▾	
BC Fund Code:	begins with ▾	
Program Code:	begins with ▾	
Project/Grant:	begins with ▾	
Property:	begins with ▾	
Function:	begins with ▾	
Account:	begins with ▾	

[Basic Search](#)  [Save Search Criteria](#)

No matching values were found.

2. If none of the 45-character salary chartstrings associated with the HR Account Codes listed as the Search Results is the one which you are looking for, this means that no HR Account Code exists for this salary chartstring.

**Account Code Detail**

Account Code: 53321-500-12010-50100G006

**ChartField Detail** Find | View All First 1 of 1 Last

Effective Date: 05/01/2003 Status: Active

Description: Salary Professors FT Exempt

Short Desc: SALPRFS

**Chartfield Details**

DeptID	Fund	BC Fund Code	Program	Project/Grant	Property	Function	Account
053321	500	12010	00000	5000038	00000	301	50100

3. Contact the Budget Office at 2-3383 to request that the HR Account Code be created. You will have to provide the complete 45-character salary chartstring with which the new HR Account Code will be associated. Since the creation of HR Account Codes involves an overnight process, the new code will be available the day after the Budget Office fulfills your request.