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Chart of Accounts
Transaction Instructions

Purpose

Instructions for SAP Transaction Code ZCOA

How to look up accounts
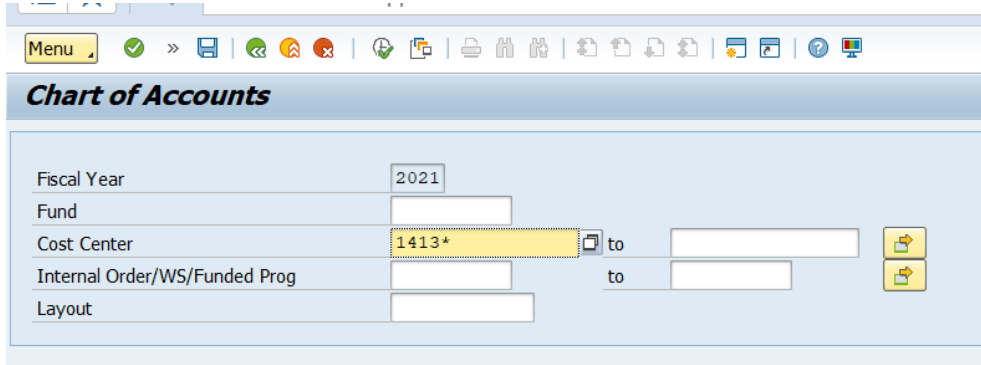
Chart of Accounts-Transaction Code: ZCOA

Purpose: Use this transaction code (t-code) to look up a list of accounts in your area or a list of accounts associated with a particular account manager.

Account Defined: An account is a combination of a fund, fund center and potentially a funded program (FP). For grants it would be a grant fund and grant internal order (IO). Account managers responsibility lies at the Funded Program/IO level or if none exist then at the cost center level. Cost Centers and Funded Programs/IO can be mapped to multiple funds.

Two Methods for Running Report:

- Filter on Cost Center or Cost Center range for your area
- Run wide open and filter once inside the report.

Method One-Filter By Cost Center or Cost Center Range:

Entry Parameters:

- **Fiscal Year:** Enter in the current fiscal year. In this example 2021.
- **Fund:** Leave blank unless you only want to look at accounts within a particular fund.
- **Cost Center:** Enter a cost center or cost center range using a wild card in to pull in all associated accounts.
    - Example:
        - 1413000000 will only pull in this one cost center.
        - 1413* would pull in all other cost centers in this range including 1413000002, 1413100000, 1413120000, 1413130000 etc...
    - Pulling in at the cost center level will also pull in all funds, grants, and funded programs associated with that cost center or range of cost centers.
- **Internal Order/Fund Program:** Leave blank, using the cost center range will automatically pull in all associated funded programs.
- **Layout:** Leave blank unless you have created a layout for yourself that you like to use for this report.

Click the execute icon **to run the report.**

Method Two-Run the Report Wide Open:

Chart of Accounts

Fiscal Year	2021
Fund	
Cost Center	[ ] to [ ]
Internal Order/WS/Funded Prog	[ ] to [ ]
Layout	[ ]

Entry Parameters:

- Execute the report without any entry parameters except the fiscal year as shown above.
- This will generate all valid accounts.

Click the execute icon ⊕ to run the report.

Once you have received the full list of valid account you can then filter on your cost center range, IO's (for grants), or a User ID to find accounts associated with your area or account manager.

Executed Report:

SAP

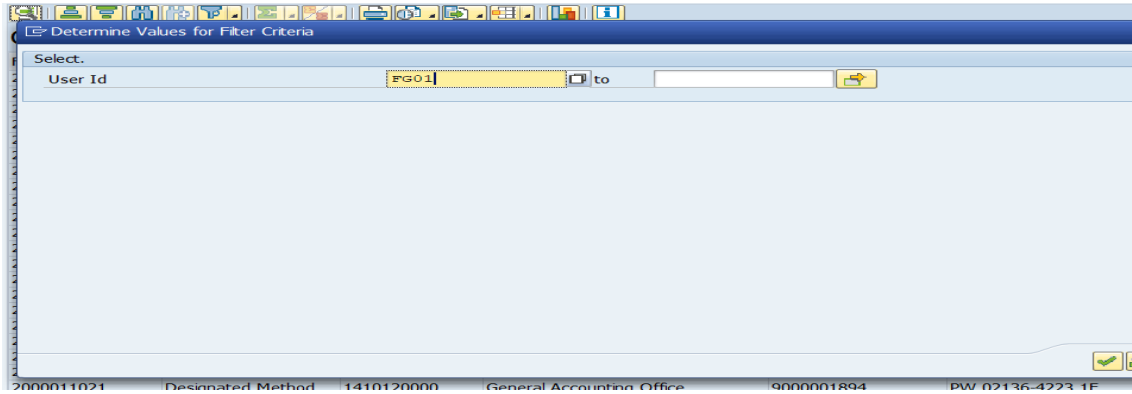Chart of Accounts Date: 03/22/2021 FY: 2021 User: TR15

Fund	Fund Text	Cost Center	Cost Center Name	IOrder/WBS/Funded...	Order/FP/Grant Description	Functional Area	Person Responsible	User Id
1000060021	E&G Space Support	1413000000	Facilities			1800	Shewan, Thomas F	TFS21
	E&G Space Support	1413100000	Facilities Administrative			1800	McKay, Brian R	B_M212
	E&G Space Support	1413100001	Facilities-Gas Leak			1800	Harvey, Edith	EH26
	E&G Space Support	1413110000	Building Maintenance			1800	Bynum, Douglas L	DB13
	E&G Space Support	1413120000	Custodial Operations			1800	Harvey, Edith	EH26
	E&G Space Support	1413130000	Grounds and Waste Management Operations			1800	Lawrence, Nathan R	NL12
	E&G Space Support	1413150000	Campus Construction			1800	Bohmfalk, Gordon	GFR11
2000011021	Designated Method	1413100001	Facilities-Gas Leak			1700	Harvey, Edith	EH26
	Designated Method	1413000000	Facilities			1800	Shewan, Thomas F	TFS21
	Designated Method	1413000001	Facilities Fuel			1800	McKay, Brian R	B_M212

Column Definitions:

- **Fund:** Fund number associated with that account combination.
- **Fund Text:** Name of the fund
- **Cost Center:** Cost Center number associated with that account combination
- **Cost Center Text:** Name of the Cost Center
- **IOrder/WBS/Funded Program:** IO/Funded Program number associated with the account.
  - Note: will be blank if there is not an IO or Funded Program associated with the account.
- **Order/FP/Grant Description:** Name of IO or Funded Program
- **Functional Area:** Number which identifies NACUBO function for reporting purposes.
- **Person Responsible:** Name of the account manager for that cost center, or if there is an IO/FP associated then it would be the account manager of the IO/FP.
- **User ID:** User ID for the person responsible

Filtering by Cost Center or Cost Center Range Within the Executed Report:

Highlight the Cost Center Column by clicking in the header. The column should turn yellow:

Click on the filter icon:

A selection box will pop up. Enter what you want to filter on. For example, I filtered on 1410*:

Click the green check in the lower right corner to process your filter choice.

This filtered my report down to just accounts within the 1410* cost center range:

Filter on the Account Manager to generate a list of accounts associated with one person:

- You would filter on User ID instead of Cost Center column.
- Highlight the User ID column
- Choose the Filter icon
- Enter the User ID in the User ID field in the Selection box and hit the green check box

Now report is just down to accounts for account manager FG01.

Chart of Accounts Date: 03/25/2021 FY: 2021 User: TR15

| Fund	Fund Text	Cost Center	Cost Center Name	Person Responsible	User Id
2000011021	Designated Method	1410130002	AFROTC Property Custodian	Gonzalez, Frank M	FG01
2000011021	Designated Method	1410130000	Materials Management & Logistics	Gonzalez, Frank M	FG01
2000011021	Designated Method	1410130003	Property Management	Gonzalez, Frank M	FG01

Filter by Grant IO's:

- You would filter on the IO/WBS/Funded Program column or you could filter on the Fund column
- Highlight the fund column, choose the filter icon and enter 8*
- Or highlight the IO/WBS/Funded Program column, choose the filter icon and enter 8*
- Click the green check mark in the bottom right corner.
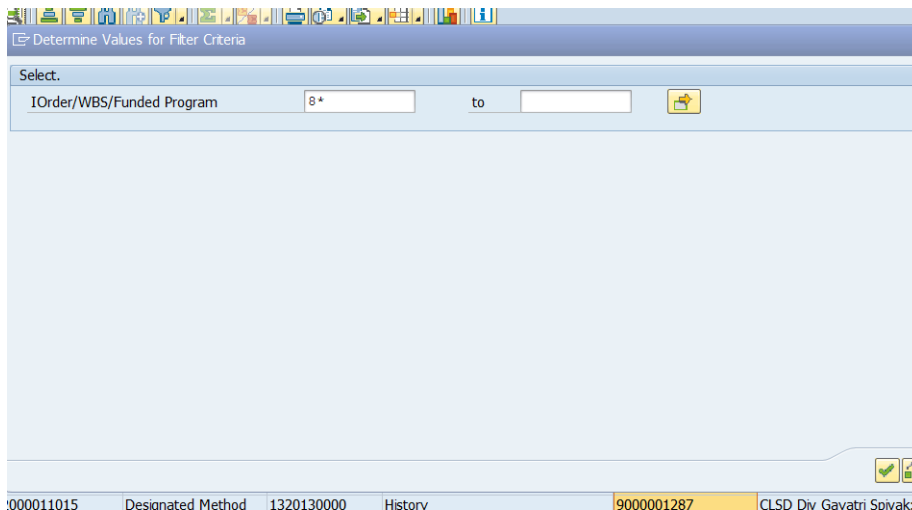
Exporting to Excel:

Use this procedure to export SAP data to a local file such as a Microsoft Excel spreadsheet.

1. In a drill-down view *within* a report, the "Local File" button [icon] on the toolbar should be used.
2. Click on the little black arrow on the bottom right corner.
3. Click on the spreadsheet option. ⦿ Spreadsheet
4. A box will appear allowing you to choose where to save your file:
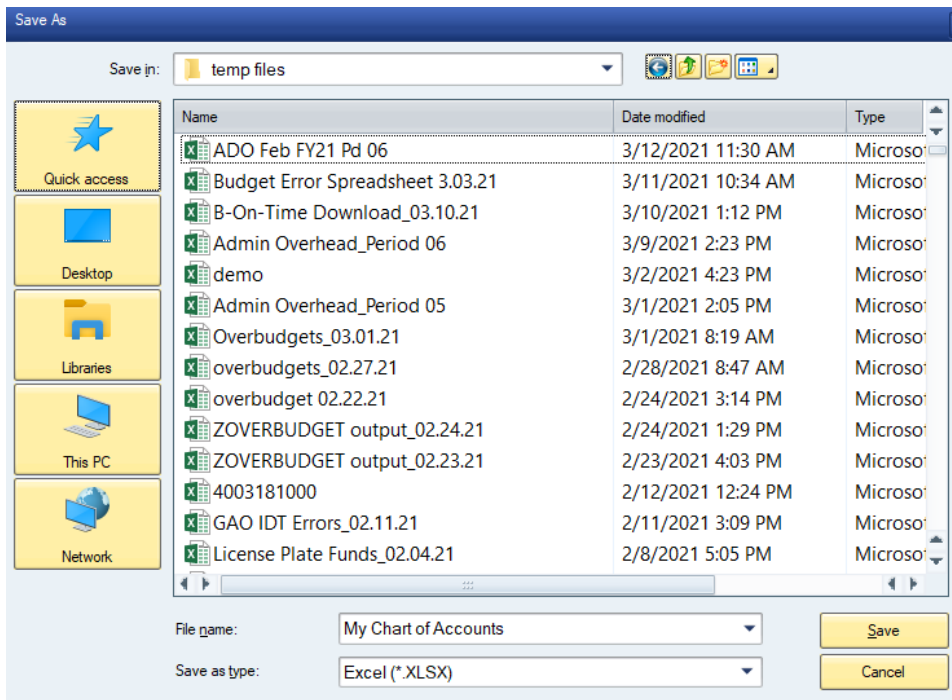
5. Enter a name in the File Name box for your file

6. Save as Type: Chose Excel (*.XLSX) so that you will be saving the file in excel.

> [warning icon] You must add the proper file extension to the name of your file (.xls for Excel, .rtf for Rich Text, .html for HTML). The file extension tells your computer what program to open the file with. If you do not include an appropriate file extension, you are unlikely to be able to access whatever you have saved.

7. Click [Save] to continue.

8. After you hit save, if you get security questions (two boxes) answer "Allow" to both.

9. Once you have done that the system will start opening your file in excel for you.