

Chartfield Structure Overview

Financial transactions are all recorded into two key fields: Accounts and Projects.

Accounts

What type of activity is it?

- 1xxxx - Assets (cash, accounts receivables, etc.)
- 2xxxx - Liabilities (accounts payable, etc.)
- 3xxxx - Fund Equity
- 4xxxx - Revenues (tuition, fees, auxiliary revenues, etc.)
- 5xxxx - Expenses (salaries, benefits, supplies, services, fixed charges, equipment, etc.)

Projects

Structured in 3 Levels (Grandparent, Parent, Child)

- Reference (012345) – Can have many segments reporting to it, receives no direct entries, and used for reporting rollup purposes only
- Segment (234567) – Reports to one Reference and can have many Phases reporting to it
- Phase (234567-99999) – Reports to one Segment, is the lowest level, and has the same chartfields as the Segment. Not all projects (segments) have phases.

Each project has four specific Chartfields associated with it that do not change:

- **Fund** - What is the source of the funds?
 - 16030 = Academic Affairs, 16031 = Agricultural Research Service, 16032 = Cooperative Extension Service, 91000 = Trust, etc.
- **Class** – Adds more granularity about the source of the funds.
 - 212 = 16030 - State Appropriated, 23376 = 16030 Appropriated Receipts, 501 = C&G Federal, 502 = C&G State, 71 = Loan Funds, 73 = Gift Accounts, etc.
- **Program** – For what purpose are the funds used?
 - 101 = Regular Term Instruction, 102 = Summer Term Instruction, 110 = Organized Research, 142 = Community Services, 205 = Housing Services, etc.
- **Department** - Also called OUC (Organization Unit Code) - Who is using the funds?
 - First 2 digits indicate college/unit – 10 = Athletics, 12 = College of Design, etc.
 - Full 6 digits indicate department – 100159 = Softball, 120501 = Art and Design, etc.

Types of Funding – Project ID Ranges – Responsible Central Offices

Types of Funding	Project ID Ranges	Central Office
16030 - Academic Affairs	200000-249999 and 300000-349999	Budget
16031 - Agricultural Research Service	400000-439999	Budget
16032 - Cooperative Extension Service	440000-499999	Budget
91000 Trust - F&A Receipts	250000-299999	Budget
91000 Trust – Auxiliary Sales and Service, Student Fees	350000-399999	Cost Analysis
91000 Trust - Contracts & Grants	5XXXXX	Contracts & Grants
91000 Trust - Foundations	6XXXXX	Foundations
078XX - Foundations	6XXXXX-F	Foundations
91000 Trust - Endowments	7XXXXX AND Class = 72XX	Foundations
91000 Trust - Gifts/Loans/Awards	7XXXXX AND Class NOT 72XX	Cost Analysis
4XXXX - Capital Improvements	8XXXXX AND Fund Code = 4XXXX	Budget
91000 Trust - Debt Service	8XXXXX AND Fund Code NOT 4XXXX	Controllers
91000 Trust - University Clearing	95XXXX	Controllers
91000 Trust - Agency Funds	9XXXXX AND Projects NOT 95XXXX	Cost Analysis