Chartfields
Webinar Format

• 60 minutes
  • 45 minutes for the presentation
  • 15 minutes for Q&A

• Use the chat window to type your questions

• We will stop several times to ask a review question
Where We’ve Been

Some of you attended our webinar on chartfields last year.

Since last year’s webinar, we made a couple changes to the chartfields. These changes:
  • Increase flexibility
  • Reduce the total number of codes
  • Enhance reporting capability

This webinar explains the current chartfield structure in its entirety.
...and our objective for today
Objective of Today’s Webinar

At the end of this webinar, you should be able to describe the meaning of each chartfield.
What today’s Webinar is NOT

You are not expected to know the specific chartfields for your job from this webinar.
How will I find the chartfields I use for my job?

You will work together with your ConnectCarolina Lead, department business manager, or TIP/trainer to identify the chartfields you use on a regular basis.

You will have a quick reference card to use at your desk.

The system has a lookup feature to help find chartfields.
Golden rule for entering chartfields

Never guess!
Why are Chartfields Important?
All purchases, large and small

Travel vouchers

Receiving & distributing scholarship money

Creating & managing budgets

Preparing reports to the State required by law

Paying employees

Tuition deposits

AND MORE
Three Chartfield Categories

• Core

• Contracts & Grants; Capital Improvement Projects

• Department-specific
FRS vs. ConnectCarolina
Current System (FRS)

Create a Check Request

You must press a Save Button to keep the Check Request Number

Check Request Number: K502302
Department: 2231
Type: Individual
Status: Incomplete

<table>
<thead>
<tr>
<th>Issue Check To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Id : ******4108</td>
</tr>
<tr>
<td>Name: TROY . . . .</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City: DURHAM</td>
</tr>
<tr>
<td>State: NC</td>
</tr>
<tr>
<td>Zip: 27707</td>
</tr>
<tr>
<td>Foreign Country: USA</td>
</tr>
</tbody>
</table>

[Image of a screenshot of a Check Request form from The University of North Carolina at Chapel Hill, showing the details of a check request with specific information.]
### What you enter in FRS:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FRS Account</strong></td>
<td>2-32654</td>
</tr>
<tr>
<td><strong>Object Code</strong></td>
<td>2311</td>
</tr>
</tbody>
</table>

### Information provided by the FRS Account and Object Code

- **What major fund group** is the money coming from?
- **What is the general purpose** for the funds?
- **Within the major fund group, where is the money coming from specifically?**
- **What** is the accounting classification?
- **Who** is spending the funds?

### New chartfields

- **Business Unit**
- **Fund Purpose**
- **Source**
- **Account**
- **Dept**
Example
Example

Tim from the Chemistry Department needs you to order educational supplies for the upcoming semester.

ConnectCarolina chartfields

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Fund</th>
<th>Source</th>
<th>Account</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNCCH</td>
<td>20101</td>
<td>12001</td>
<td>537210</td>
<td>318300</td>
</tr>
</tbody>
</table>
Chartfield: Business Unit
The business unit defaults in the system based on your user setup.

There are three categories of business units:

1. **UNCCH** for all University transactions
2. **Foundations**
   - Each foundation has its own business unit
   - Most begin with “CH” followed by three unique letters for the foundation
3. **UNCGA** for General Administration transactions only
Chartfields – Fund

What major fund group is the money coming from?

Examples:
• State Funds
• Endowment
• Contract or Grant

What is the general purpose for the funds?

Examples:
• Instruction
• Research
• Financial Aid

The Fund chartfield has five characters.

The Fund chartfield has five characters.
Examples of Fund

Examples:

<table>
<thead>
<tr>
<th>Fund</th>
<th>What <strong>major fund group</strong> is the money coming from?</th>
<th>What is the <strong>general purpose</strong> for the funds?</th>
</tr>
</thead>
<tbody>
<tr>
<td>20101</td>
<td>State Funds Academic Affairs</td>
<td>Regular Term Instruction</td>
</tr>
<tr>
<td>20102</td>
<td>State Funds Academic Affairs</td>
<td>Summer Term Instruction</td>
</tr>
<tr>
<td>27152</td>
<td>Overhead F&amp;A</td>
<td>General Academic Support</td>
</tr>
</tbody>
</table>
### Chartfields – Fund

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Fund</th>
<th>Purpose</th>
<th>Source</th>
<th>Account</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNCCH</td>
<td>20101</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **State Funds – Academic Affairs**
- **Regular Term Instruction**

**Example Number:** 201 01
Great News!

• The system has a lookup feature to help you find your chartfield

Typing “201” in the Fund field:

Returns all the funds that begin with “201”
Stop and Check #1: Fund

1. What do the first three digits of the Fund chartfield tell you?
   a. Who entered the transaction
   b. The date and time the transaction was entered
   c. The major fund group the money is coming from
   d. How the funds are being spent
Stop and Check #1: Fund

1. What do the first three digits of the Fund chartfield tell you?
   a. Who entered the transaction
   b. The date and time the transaction was entered
   c. The major fund group the money is coming from
   d. How the funds are being spent

Stop and Check #1: Fund

2. What do the last two digits of the Fund chartfield tell you?
   a. Who entered the transaction
   b. The date and time the transaction was entered
   c. The general fund group
   d. The general purpose for the funds
Stop and Check #1: Fund

2. What do the last two digits of the Fund chartfield tell you?
   a. Who entered the transaction
   b. The date and time the transaction was entered
   c. The general fund group
   d. The general purpose for the funds
   ✓
Chartfield: Source
Chartfields – Source

The **Source** chartfield has five characters.

Within the major fund group, *where is the money coming from specifically?*
Chartfields – Source

The Fund and Source chartfields work together to identify where the money is coming from.

- The Fund designates the major Fund group
- The Source provides more detail about where the money is coming from

<table>
<thead>
<tr>
<th>Fund</th>
<th>Source</th>
<th>Source ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Endowment – Restricted</td>
<td>29800</td>
<td>Gillings Professorship 70853</td>
</tr>
<tr>
<td>Endowment – Restricted</td>
<td>29800</td>
<td>John Smith Scholarship Fund 70111</td>
</tr>
<tr>
<td>State Funds – Academic Affairs</td>
<td>20101</td>
<td>Appropriations 12001</td>
</tr>
<tr>
<td>State Funds – Academic Affairs</td>
<td>20101</td>
<td>Receipts 12500-12999</td>
</tr>
</tbody>
</table>
Fund /Source Combinations

Funds have designated number ranges that match a specific set of Source number ranges.

Examples:

<table>
<thead>
<tr>
<th>The number range in this Fund</th>
<th>Match these Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Funds – Academic Affairs 20100 – 201xx</td>
<td>12001 12002 12003 12100-12499 12500-12999</td>
</tr>
<tr>
<td></td>
<td>Appropriations – Academic Affairs</td>
</tr>
<tr>
<td></td>
<td>Appropriations – Soc Work-Dist Learn</td>
</tr>
<tr>
<td></td>
<td>Appropriations – Misc Fees</td>
</tr>
<tr>
<td></td>
<td>School Based Tuition (SBTI) Receipts</td>
</tr>
<tr>
<td>State Funds – Health Affairs 21000 – 211xx</td>
<td>13001 13003 13100-13499 13500-13999</td>
</tr>
<tr>
<td></td>
<td>Appropriations – Health Affairs</td>
</tr>
<tr>
<td></td>
<td>Appropriations – Misc Fees</td>
</tr>
<tr>
<td></td>
<td>School Based Tuition (SBTI) Receipts</td>
</tr>
</tbody>
</table>
Fund /Source Combinations

An Endowment might use various Fund codes depending on the transaction, but the Source code will be the same.

<table>
<thead>
<tr>
<th>Foundation Endowment:</th>
<th>Fund</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Phyllis Mitchell Fellowship Fund</td>
<td>29910</td>
<td>C0120</td>
</tr>
<tr>
<td>Foundation Endowment</td>
<td>29920</td>
<td>C0120</td>
</tr>
<tr>
<td>Foundation Endowment Income</td>
<td>29920</td>
<td>C0120</td>
</tr>
<tr>
<td>University Restricted Allocation</td>
<td>29230</td>
<td>C0120</td>
</tr>
</tbody>
</table>
Sources used for foundations

Sources for foundations are identified by an alpha prefix.

Examples:

<table>
<thead>
<tr>
<th>Foundation</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Sciences Foundation</td>
<td>C</td>
</tr>
<tr>
<td>Business Foundation</td>
<td>B</td>
</tr>
<tr>
<td>Dental Foundation</td>
<td>D</td>
</tr>
<tr>
<td>Public Health Foundation</td>
<td>H</td>
</tr>
<tr>
<td>Journalism Foundation</td>
<td>J</td>
</tr>
</tbody>
</table>
# Chartfields – Source

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Fund</th>
<th>Source</th>
<th>Account</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNCCH</td>
<td>20101</td>
<td>12001</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12001 - Appropriations – Academic Affairs
Stop and Check #2: Source

1. What does the Source chartfield tell you?
   a. When the funds will be spent
   b. Within the major fund group, where the money is coming from specifically
   c. What the funds are for
   d. Who entered the transaction
Stop and Check #2: Source

1. What does the Source chartfield tell you?
   a. When the funds will be spent
   ✔️ b. Within the major fund group, where the money is coming from specifically
   c. What the funds are for
   d. Who entered the transaction
Chartfields - Account

- The **Account** chartfield has six characters and identifies the accounting classification.
- Similar to Object Code in FRS
- **First digit** indicates the accounting classification at the highest level:
  - ✓ 1 = Asset
  - ✓ 2 = Liability
  - ✓ 3 = Fund Balance
  - ✓ 4 = Revenue
  - ✓ 5 = Expense

Most commonly used by campus

- The subsequent digits classify the Account into further subgroups.
Revenue and Expense Accounts

Subgroups for Revenue and Expense:

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 = Grants</td>
<td>51 = Personnel</td>
</tr>
<tr>
<td>43 = Investments</td>
<td>52 = Purchased Services</td>
</tr>
<tr>
<td>44 = Sales, Services &amp; Rentals</td>
<td>53 = Supplies and Materials</td>
</tr>
<tr>
<td>45 = Fees, Licenses &amp; Fines</td>
<td>54 = Property, Plant and Equipment</td>
</tr>
<tr>
<td>46 = Gifts, Contributions &amp; Donations</td>
<td>55 = Other Expenses &amp; Adjustments</td>
</tr>
<tr>
<td>47 = Miscellaneous</td>
<td>56 = Aid and Public Assistance</td>
</tr>
<tr>
<td>48 = Transfers</td>
<td>57 = Reserves</td>
</tr>
<tr>
<td>49 = Appropriations</td>
<td>58 = Transfers</td>
</tr>
</tbody>
</table>
# Chartfields – Account

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Fund</th>
<th>Source</th>
<th>Account</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNCCH</td>
<td>20101</td>
<td>12001</td>
<td>537210</td>
<td></td>
</tr>
</tbody>
</table>

- 537210 – Supplies-Education/Research

- 5 = Expense
- 53 = Expense - Supplies
Chartfield: Department
Chartfields – Department

- The **Department** has six digits and indicates who is spending the funds.
- Departments are organized in number ranges.

**Examples:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics</td>
<td>270000 to 279999</td>
</tr>
<tr>
<td>School of Law</td>
<td>360000 to 364999</td>
</tr>
<tr>
<td>School of Dentistry</td>
<td>430000 to 439999</td>
</tr>
<tr>
<td>School of Nursing</td>
<td>440000 to 449999</td>
</tr>
</tbody>
</table>
Chartfields – Department

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Fund</th>
<th>Source</th>
<th>Account</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNCCH</td>
<td>20101</td>
<td>12001</td>
<td>537210</td>
<td>318300</td>
</tr>
</tbody>
</table>

318300 – Chemistry Department
Stop and Check #3: Account and Department

1. What does the Account chartfield tell you?
   a. The bank account where the money is deposited
   b. The bank account of the donor
   c. The accounting classification of the transaction
   d. Who is spending the funds
Stop and Check #3: Account and Department

1. What does the Account chartfield tell you?
   a. The bank account where the money is deposited
   b. The bank account of the donor
   c. The accounting classification of the transaction
   ✔️  c. The accounting classification of the transaction
   d. Who is spending the funds
Stop and Check #3: Account and Department

2. What does the Department chartfield tell you?
   a. Who is spending the funds
   b. What the funds are for
   c. The general fund group
   d. The purpose of the funds
Stop and Check #3: Account and Department

2. What does the Department chartfield tell you?
   a. Who is spending the funds
   [✓] b. What the funds are for
   c. The general fund group
   d. The purpose of the funds
Let’s Recap

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Fund</th>
<th>Purpose</th>
<th>Source</th>
<th>Account</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNCCH</td>
<td>Which <strong>major fund group</strong> is the money coming from?</td>
<td>Within the major fund group, <strong>where is the money coming from specifically?</strong></td>
<td>The accounting classification</td>
<td>Who is spending the funds?</td>
<td></td>
</tr>
<tr>
<td>UNCGA foundations</td>
<td><strong>20101</strong></td>
<td>12001</td>
<td>537210</td>
<td>318300</td>
<td></td>
</tr>
<tr>
<td>University</td>
<td>State Funds – Academic Affairs <strong>Regular Term Instruction</strong></td>
<td>Appropriations – Academic Affairs</td>
<td>Expense/Supplies/Education-Research</td>
<td>Chemistry Department</td>
<td></td>
</tr>
</tbody>
</table>
More Examples
Example 1:

- NCIPH State fund for EPA teaching

<table>
<thead>
<tr>
<th>FRS Account &amp; Object Code</th>
<th>Business Unit</th>
<th>Fund</th>
<th>Source</th>
<th>Account</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-46251 1312</td>
<td>UNCCH</td>
<td>21101</td>
<td>13001</td>
<td>513120</td>
<td>468520</td>
</tr>
<tr>
<td></td>
<td></td>
<td>State Funds-Health Affairs</td>
<td>Appropriations-Health Affairs</td>
<td>EPA Teaching</td>
<td>NCIPH</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Regular Term Instruction</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Example 2:
- Receipt of gift for Friends of the Library (restricted gift)

<table>
<thead>
<tr>
<th>FRS Account &amp; Object Code</th>
<th>Business Unit</th>
<th>Fund</th>
<th>Source</th>
<th>Account</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-68076 4219</td>
<td>UNCCH</td>
<td>29200</td>
<td>51452</td>
<td>462160</td>
<td>550515</td>
</tr>
</tbody>
</table>

- Trust - Restricted
- Friends of the Library Foundation
- Gifts-Non Alumnus
- University Libraries Department

General Control Fund
Chartfields for:

- Contracts & Grants and Capital Improvement Projects
- Department-specific Chartfields
Contracts & Grants and Capital Improvement Projects

1. PC (Project Costing) Business Unit:
   - **CHOSR** for Office of Sponsored Research
   - **CHCIP** for Capital Improvement projects

2. Project ID
   - Identifies the specific project or grant

3. Activity
   - always “1”
Example: Disbursement for scientific supplies from a research grant for Epidemiology

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Fund Purpose</th>
<th>Source</th>
<th>Account</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNCCH</td>
<td>25210</td>
<td>49000</td>
<td>537110</td>
<td>463500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PC Business Unit</th>
<th>Project ID</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHOSR</td>
<td>5033746</td>
<td>1</td>
</tr>
</tbody>
</table>
Department-specific Chartfields

• Department-specific chartfields
  ✓ Program → Five digits, beginning with a letter designating the school or division, such as “N” for School of Nursing.
  ✓ Cost Code 1
  ✓ Cost Code 2
  ✓ Cost Code 3 → Ten digits, beginning with the same alpha prefix.

• Used by departments as needed to track specific activities. Examples:
  ✓ Funds related to a particular professor
  ✓ Funds related to a sponsored activity

• Could be used instead of a shadow system
Example: Travel expenses for development purposes for the Provost office. Provost office is using the Program chartfield to track development.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Fund</th>
<th>Source</th>
<th>Account</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNCCH</td>
<td>20152</td>
<td>12001</td>
<td>526210</td>
<td>520100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PC Business Unit</th>
<th>Project ID</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Cost Code 1</th>
<th>Cost Code 2</th>
<th>Cost Code 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1002</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Stop and Check #4:
Contracts & Grants – Capital Improvement; Department-specific

1. What chartfields in addition to the core chartfields are used for transactions related to a project or grant?
   a. PC Business Unit, Project ID, Activity
   b. PC Business Unit, Project ID
   c. PC Business Unit, Activity
   d. Activity
Stop and Check #4: Contracts & Grants – Capital Improvement; Department-specific

1. What chartfields in addition to the core chartfields are used for transactions related to a project or grant?
   a. PC Business Unit, Project ID, Activity
   b. PC Business Unit, Project ID
   c. PC Business Unit, Activity
   d. Activity
Stop and Check #4:
Contracts & Grants – Capital Improvement; Department-specific

2. Which of the following is true about the Program, Cost Code 1, Cost Code 2, and Cost Code 3 chartfields?
   a. They are the same for all departments
   b. They are department-specific
   c. They all begin with “1”
   d. All of the above
Stop and Check #4: Contracts & Grants – Capital Improvement; Department-specific

2. Which of the following is true about the Program, Cost Code 1, Cost Code 2, and Cost Code 3 chartfields?
   a. They are the same for all departments
   b. They are department-specific
   c. They all begin with “1”
   d. All of the above
Let’s Review
Summary Review

Core chartfields:
- Business Unit
- Fund – the major fund group the money is coming from and the purpose of the funds
- Source – within the major fund group, where is the money coming from specifically
- Account – the accounting classification
- Dept – who is spending the funds

The Contracts & Grants; Capital Improvement chartfields:
- PC Business Unit
- Project ID
- Activity

The department-specific chartfields:
- Program
- Cost Code 1
- Cost Code 2
- Cost Code 3
For More Information

• Finance Training Website  
  http://finance.unc.edu/training/

• ConnectCarolina Website  
  http://connectcarolinaportal.sites.unc.edu
Thank You!