

Chartfields

Connect
CAROLINA

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.

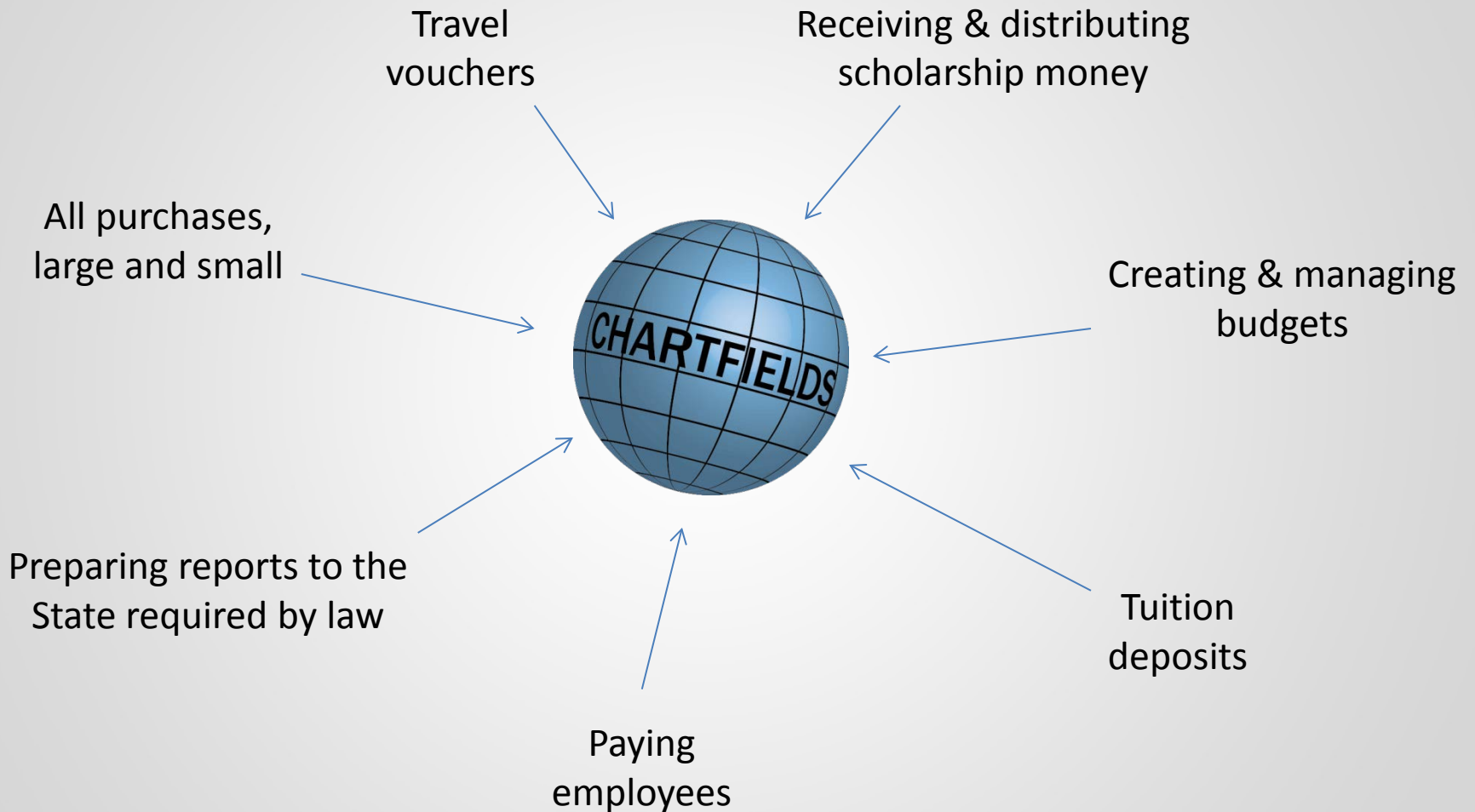
The system has a lookup feature to help find chartfields.

Golden rule for entering chartfields

Never guess!



Why are Chartfields Important?



AND MORE

Three Chartfield Categories

- Core 
- Contracts & Grants;
Capital Improvement Projects
- Department-specific

FRS vs. ConnectCarolina

Current System (FRS)



Check Request THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

[Create](#) [User Info](#) [Reports](#) [Help](#) [Exit](#)

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

Issue Check To:	
Tax Id	****4108
Name	TROY
Address	
City	DURHAM
State	NC
Zip	27707
Foreign Country	USA

What you enter in FRS:	
FRS Account	2-32654
Object Code	2311

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

Business Unit	Fund Purpose	Source	Account	Dept
UNCCH	20101	12001	537210	318300

Chartfield: Business Unit

Chartfields – Business Unit

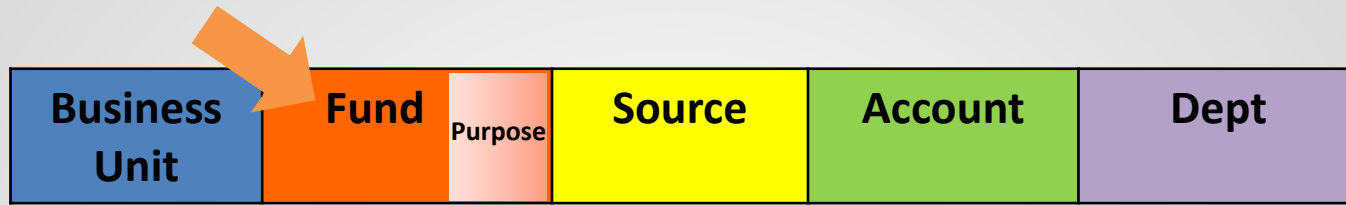


Business Unit	Fund	Purpose	Source	Account	Dept
UNCCH					

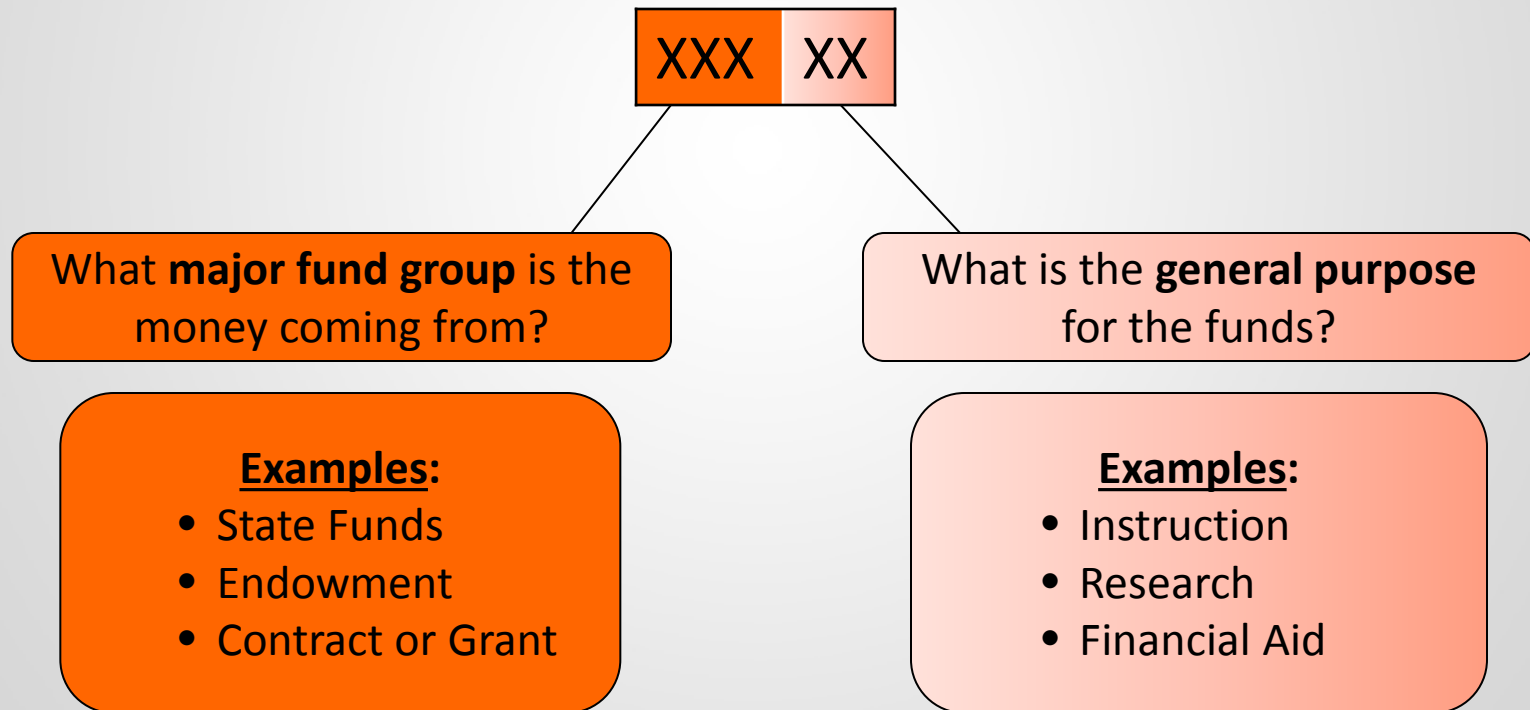
- The business unit defaults in the system based on your user setup.
- There are three categories of business units:
 1. **UNCCH** for all University transactions
 2. **Foundations**
 - Each foundation has its own business unit
 - Most begin with “CH” followed by three unique letters for the foundation
 3. **UNCGA** for General Administration transactions only

Chartfield: Fund

Chartfields – Fund

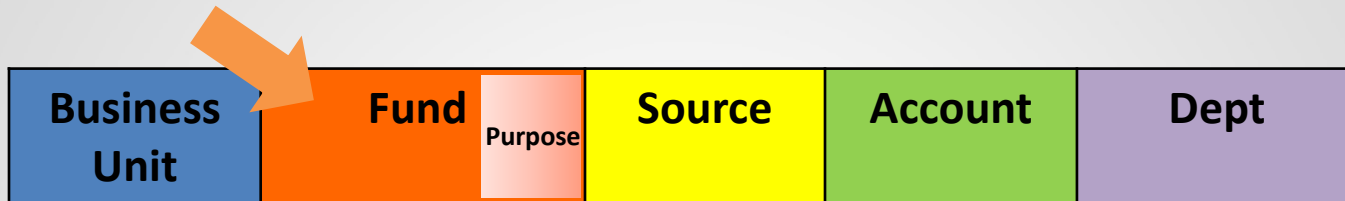


The **Fund** chartfield has five characters.



Note: There are a few exceptions to the Purpose code which will be covered in another webinar.


Examples of Fund



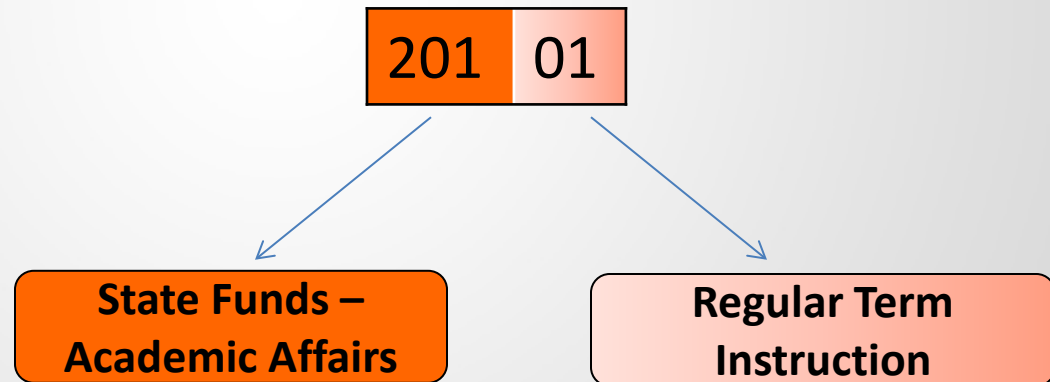
Examples:

Fund	What major fund group is the money coming from?	What is the general purpose for the funds?
201 01	State Funds Academic Affairs	Regular Term Instruction
201 02	State Funds Academic Affairs	Summer Term Instruction
271 52	Overhead F&A	General Academic Support

Chartfields – Fund



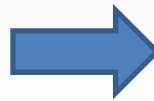
Business Unit	Fund	Purpose	Source	Account	Dept
UNCCH	20101				



Great News!

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

Typing "201" in
the Fund field:



Look Up Fund

SetID: UNCCH

Fund: begins with

Budgetary Only

Look Up Clear Cancel [Basic Lookup](#)

Returns all the
funds that begin
with "201"



Search Results


View 100 First 1-1

Fund	Description
20100	Acad Affairs - Gen Fund Ctrl
20101	Acad Affairs - Req Term Instr
20102	Acad Affairs - Sum Term Instr
20103	Acad Affairs - Extention Instr
20105	Acad Affairs - Instit of Govt
20109	Acad Affairs Federal ARRA
20110	Acad Affairs - Organized Res
20130	Acad Affairs - Student Fin Aid

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

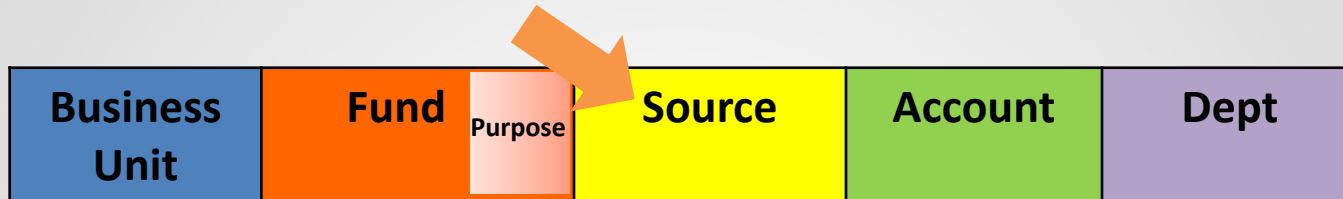
2. What do the last two digits of the Fund chartfield tell you?
 - a. Who entered the transaction
 - b. The date and time the transaction was entered
 - c. The general fund group
 - d. The general purpose for the funds

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

Fund		Source	
Endowment	29800	Gillings Professorship	70853
Endowment	29800	John Smith Scholarship Fund	70111
State Funds – Academic Affairs	20101	Appropriations	12001
State Funds – Academic Affairs	20101	Receipts	12500-12999

Note: Whether a gift is restricted or unrestricted depends on the donor’s intended purpose. Most gifts are classified as restricted because they are intended for a specific school. Only funds available for any purpose as determined by the Chancellor or her designee are unrestricted.

Fund /Source Combinations

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

Examples:

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

Fund /Source Combinations

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

Foundation Endowment:	Fund	Source
The Phyllis Mitchell Fellowship Fund		
Foundation Endowment	29910	C0120
Foundation Endowment Income	29920	C0120
University Restricted Allocation	29200	C0120


Sources used for foundations

Sources for foundations are identified by an alpha prefix.

Examples:

Foundation	Source
Arts & Sciences Foundation	C
Business Foundation	B
Dental Foundation	D
Public Health Foundation	H
Journalism Foundation	J

Chartfields – Source



Business Unit	Fund	Purpose	Source	Account	Dept
UNCCH	20101		12001		




12001 - Appropriations – Academic Affairs

Stop and Check #2: Source

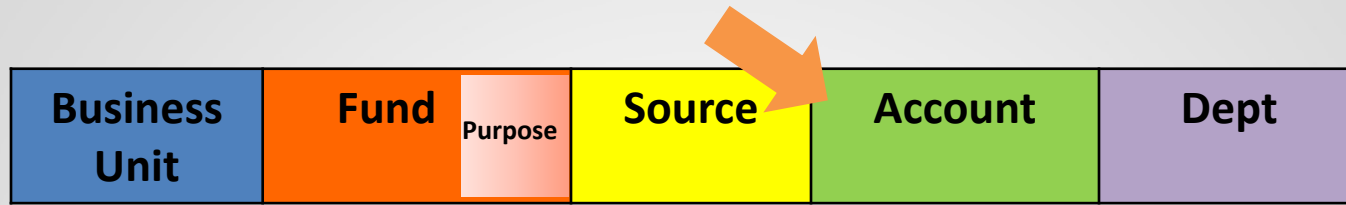
1. What does the Source chartfield tell you?
 - a. When the funds will be spent
 - b. Within the major fund group, where the money is coming from specifically
 - c. What the funds are for
 - d. Who entered the transaction

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

Chartfield: Account

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:

Revenue	Expense
42 = Grants	51 = Personnel
43 = Investments	52 = Purchased Services
44 = Sales, Services & Rentals	53 = Supplies and Materials
45 = Fees, Licenses & Fines	54 = Property, Plant and Equipment
46 = Gifts, Contributions & Donations	55 = Other Expenses & Adjustments
47 = Miscellaneous	56 = Aid and Public Assistance
48 = Transfers	57 = Reserves
49 = Appropriations	58 = Transfers

Chartfields – Account

Business Unit	Fund	Purpose	Source	Account	Dept
UNCCH	20101		12001	537210	



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:

Department	Description
Athletics	270000 to 279999
School of Law	360000 to 364999
School of Dentistry	430000 to 439999
School of Nursing	440000 to 449999

Chartfields – Department

Business Unit	Fund	Purpose	Source	Account	Dept
UNCCH	20101		12001	537210	318300




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
 - 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

Example
recap

Business Unit	Fund	Purpose	Source	Account	Dept
UNCCH UNCGA foundations	Which 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?	The accounting classification	Who is spending the funds?
UNCCH	201 01		12001	537210	318300
University	State Funds – Academic Affairs Regular Term Instruction		Appropriations – Academic Affairs	Expense/Supplies/ Education-Research	Chemistry Department

More Examples

Example 1:

- NCIPH State fund for EPA teaching

FRS Account & Object Code	Business Unit	Fund Purpose	Source	Account	Dept
2-46251 1312	UNCCH	<u>21101</u>	13001	513120	468520
		State Funds- Health Affairs	Appropriations- Health Affairs	EPA Teaching	NCIPH
		Regular Term Instruction			

Example 2:

- Receipt of gift for Friends of the Library (restricted gift)

FRS Account & Object Code	Business Unit	Fund	Purpose	Source	Account	Dept
0-68076 4219	UNCCH	<u>29200</u>		51452	462160	550515
		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

Business Unit	Fund	Purpose	Source	Account	Dept
UNCCH	25210		49000	537110	463500

PC Business Unit	Project ID	Activity
CHOSR	5033746	1

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

Department-specific Chartfields

- Some Program codes are used commonly across departments. These codes begin with 1.
- Examples:
 - ✓ 10000 – General Operating Expense
 - ✓ 10001 – Discretionary Funds
 - ✓ 10002 – Reserve Funds
- Some Fund types require a Program code. This is determined by either the Provost or a specific school.

Example: Travel expenses for development purposes for the Provost office. Provost office is using the Program chartfield to track development.

Business Unit	Fund	Purpose	Source	Account	Dept
UNCCH	20152		12001	526210	520100

PC Business Unit	Project ID	Activity

Program	Cost Code 1	Cost Code 2	Cost Code 3
P1002			


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>

Q&A

Thank You!