

## Introduction to Chartfields

Chartfields are the mechanism for categorizing and tracking all University financial transactions. A series of chartfields makes up a chartfield string, which is required on every transaction. A chartfield string answers several questions.

Including:

- Where is the money coming from?
- What is the general purpose for the funds?
- Who is spending the funds?

Understanding the chartfield structure helps you identify valid chartfield combinations for transactions. Incorrect chartfield values will result in processing delays and inaccurate data.

## The Chartfields

Core chartfields. There are five core chartfields entered on every transaction at the University.

- **Business Unit**
- **Fund**
- **Source**
- **Account**
- **Department**

An additional three chartfields are used for Contracts, Grants and Capital Improvement transactions.

- **PC Business Unit**
- **Project ID**
- **Activity**

An additional four chartfields are used at the discretion of each department

- **Program**
- **Cost Code 1**
- **Cost Code 2**
- **Cost Code 3**

## Business Unit Chartfields

The Business Unit contains five characters and typically defaults on the page for you.

There are three categories of Business Units.

Use this business unit...	... for these types of transactions
UNCCH	University Transactions
UNCGA	General Administration Transactions
CHxxx	Foundation Transactions

Each foundation has its own business unit. Most begin with CH followed by three letters identifying the foundation.

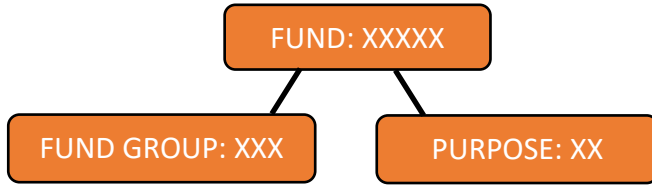
Examples of Business Units for foundations include:

- CHBUS—Business Foundation
- CHLAW—Law School Foundation
- CHJRN—Journalism Foundation
- CHDEN—Dental Foundation

## Fund Chartfield

The Fund chartfield identifies two things: 1) the major fund group, which is a high level grouping of funds such as State Funds or Endowment Funds, and 2) the general purpose for the funds. The Fund is needed to meet State reporting requirements.

The Fund has five digits: the first three identify the fund group and the last two identify the purpose.



## Source Chartfield

The Source identifies where the money is coming from within the major fund group. It identifies the source of the funds at a greater level of detail, such as **a named individual gift, an individual scholarship, and a specific activity.**

Each Fund has a specific range of numbers, and those numbers only work with a specific range of Sources. The insert shows the Fund ranges and the corresponding range of Sources.

## Alpha Prefixes for Foundation Sources

Sources for foundations begin with an alpha prefix identifying the foundation, as noted in the table below.

Foundation Name	Source Prefix
Education Foundation	A
Athletics	A
Arts & Sciences Foundation	C
Business Foundation	B
School of Education Foundation	E
Journalism Foundation	J
Law Foundation	X
School of Government	G
Social Work Foundation	W
Medical Foundation	M
Dental Foundation	D
Nursing Foundation	N
Pharmacy Foundation	R
Public Health Foundation	H
UNC Chapel Hill Foundation	U

**Note:** There are smaller foundations that begin with F followed by letter to identify the foundation.

## Purpose Codes (see \* note below)

Code	Description	Code	Description
00	Gen Fund Ctrl	51	Libraries
01	Reg Term Instr	52	Gen Acad Supt
02	Sum Term Instr	57	Salary Related Reserves
03	Extension Instr	58	Other Reserves
05	School of Govt	60	Student Services
07	Distance Lrn	70	Institut Supt
09	Federal ARRA	80	Phys Plant Op
10	Organized Res	90	Multi-Activity
19	Other Auxiliary Operation	91	AHEC Operations
30	Student Fin Aid	92	AHEC Residency Training
36	Educ Agreemt	93	AHEC Health Sciences Support
42	Community Svcs		

## Proprietary Auxiliary Funds (295xx)

Code	Description
00	Proprietary Funds—Unrestr
02	Campus Center
03	Food Services
04	Health Services
05	Housing Services
06	Laundry Services
07	Recreational Services
08	Student Stores
12	Central Stores
15	Rental Property
16	Vehicle Registration
17	Utilities Operations
19	Other Auxiliary Operations
42	Aux—Community Services

*\*Purpose codes for Funds beginning with 295 (Proprietary Auxiliary) are listed in the table to the right.*

## Account Chartfield

The Account chartfield contains six digits and identifies the account classification of the transaction. The first digit of the Account identifies the broadest level of classification, as show below.

1 = Asset

2 = Liabilities

3 = Fund Balance

4 = Revenue

5 = Expenses

**Note:** Most campus transactions use revenue (4) or expense (5) accounts.

After the first digit, the remaining digits of the Account chartfield break down the Account type into further subgroups. The table below shows how the second digit breaks down the revenue and expense accounts into further subgroups.

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

## Department Chartfield

The Department chartfield contains six digits and indicates who is using the funds. Departments generally reflect the University's school and division organization structure, but are sometimes also used to track other groups.

The first three digits of the Department specify the high-level organizational unit, such as 270-279 for the Athletics Department. The table below lists the department ranges.

School/Division	Dept. Range
General Administration	100000 to 199999
Chancellor	200000 to 211999
Vice Chancellor & Administration	210000 to 229999
Associate Vice Chancellor Campus	230000 to 239999
Associate Vice Chancellor	220000 to 229999
Associate Vice Chancellor Facilities	240000 to 249999
Associate Vice Chancellor Finance	213000 to 213999
Vice Chancellor Advancement	250000 to 259999
Vice Chancellor Human Resources	260000 to 269999
Athletics	270000 to 279999
Central Accounts	280000 to 289999
Arts & Sciences	300000 to 329999
School of Business	330000 to 334999
School of Education	340000 to 344999
School of Journalism	350000 to 354999
School of Law	360000 to 364999
Information and Library Sciences	370000 to 374999
School of Government	375000 to 379999
School of Social Work	380000 to 384999
Graduate School	390000 to 394999
Summer School	395000 to 399999
School of Medicine	400000 to 429999
School of Dentistry	430000 to 439999
School of Nursing	440000 to 449999
School of Pharmacy	450000 to 459999
School of Public Health	460000 to 469999
Provost	500000 to 549999
Libraries	550000 to 559999
Vice Chancellor, IT & CIO	600000 to 619999
Vice Chancellor of Research	620000 to 639999
Vice Chancellor of Student Affairs	640000 to 659999

## Chartfields Required for Contracts & Grants and Capital Improvement

The three chartfields listed below are additional chartfields required for transactions tied to a project (Capital Improvement) or grant (Office of Sponsored Research).

**PC Business Unit.** There are two PC Business Units:

- **CHOSR:** for OSR projects and grants
- **CHCIP:** for Capital Improvements

**Project ID** specific the unique ID assigned by either OSR for a grant, or Accounting Services for capital improvement project.

Please note:

- Clinical Trial projects start with 4
- Grants start with 5

**Activity** is one-digit chartfield that always has the value of 1.

## Program and Cost Code Chartfields

The Program and Cost Code Chartfields are used at each departments discretion to track the cost of specific activities. For example, the Athletics Department may use a Cost Code chartfield to track a particular aspect of the basketball program, such as “travel costs to Wake Forest”. Departments are not required to use the Program or Cost Code chartfields.

The Program chartfield has five digits, and the Cost Code chartfields have ten. Your Business Manager will let you know if you need to enter information in these fields, and what information to enter.

The Program and Cost Code chartfields begin with one or two letters that identify the school or division, such as “h” for the school of Public Health. The table to the right lists the initial letters for each division.

### Search Tip:

If you do not know a chartfield value, you can use the Connect Carolina lookup feature. Click the lookup button, enter the first one to three characters, and click lookup. Use the search results to find the value and make a selection.

## Program/Cost Code Prefixes

School/Division	Dept. Range
General Administration	-
Chancellor	F
Vice Chancellor & Administration	F
Associate Vice Chancellor Campus	K
Associate Vice Chancellor	K
Associate Vice Chancellor Facilities	K
Associate Vice Chancellor Finance	F
Vice Chancellor Advancement	Q
Vice Chancellor Human Resources	F
Athletics	A
Central Accounts	F
Arts & Sciences	C
School of Business	B
School of Education	E
School of Journalism	J
School of Law	X
Information and Library Sciences	E
School of Government	P
School of Social Work	M
Graduate School	D
Summer School	P
School of Medicine	M
School of Dentistry	D
School of Nursing	N
School of Pharmacy	R
School of Public Health	H
Provost	P
Libraries	L
Vice Chancellor, IT & CIO	T
Vice Chancellor of Research	V
Vice Chancellor of Student Affairs	S