



Using the Campus Journal Entry Chartfield Matrix

What is the purpose of the Matrix?

The Campus Journal Entry Chartfield Matrix provides you with the funds, sources, and accounts that can be used for each campus journal type. The campus journal pages are organized by transaction groups, which identify the various reasons for creating the campus journal.

Transaction Group	Abbreviations
Billing	JBL, JBS
Cash Advance Settlement	JCA
Correcting JE	JCR
Office of Sponsored Research	JSR
Other Campus JE	JOT
Trust & Special Fund Transfer	JAP, JFA, JGG, JUI, JUP

The transaction groups contain one or more transaction types that identify the nature of the transaction at a further level of detail. Most of these journal pages have built-in business rules, except for the Other Campus JE (JOT) which is a free-form campus journal. The Other Campus JE is only used when a journal doesn't fit the description of any other transaction types.

How do I use the Matrix?

The matrix shows a complete list of allowable chartfield funds, sources, and accounts. However it doesn't show the correct pairing of chartfield strings, such as correct fund and source combination.

You can use the matrix in the following two ways:

- For Correcting Journals (JCR)**

The left side of the matrix (under the blue ribbon) provides chartfield values that are available to retrieve the original transaction posted in Connect Carolina.

Note: You still need to consider the combo edit rules so that your combination of funds, source and account do not fail combo edit. See the [Fund Ranges with their Matching Source Ranges](#) document on ccinfo.unc.edu for combo edit rules.

The right side of the matrix (under the green ribbon) provides chartfield values that are allowable to select for the correct journal lines.

Journal Source	Purpose	Chartfield Search Criteria to Retrieve Original Transactions				Allowable Chartfield to be entered by User			
		BU	Fund	Source	Account	BU	Fund	Source	Account
JCR	Correcting Journal	All Business Units	241XX	14200 - 14999	All accounts are allowed except the following: 1XXXXX (Balance Sheet Asset) *1(Cash advance account 113910 is allowed) 2XXXXX (Balance Sheet Liability) 3XXXXX (Fund Balance) 48XXXX (Transfer In)	All Business Units	241XX	14200 - 14999	All accounts are allowed except the following: 1XXXXX (Balance Sheet Asset) *1(Cash advance account 113910 is allowed) 2XXXXX (Balance Sheet Liability) 3XXXXX (Fund Balance) 48XXXX (Transfer In)
			252XX	15000 - 15999			252XX	15000 - 15999	
			265XX	16000 - 16499			265XX	16000 - 16499	
			27XXX	16500 - 16999			27XXX	16500 - 16999	
			281XX	17000 - 19999			281XX	17000 - 19999	
			282XX	40000 - 45999			282XX	40000 - 45999	
285XX	46000 - 48999	285XX	46000 - 48999						

- For Non JCR Journals** *Example below is of JBL.*

The left side of the matrix (under the blue ribbon) provides chartfield values that are allowable to record the debit side of the journal entry.

The right side of the matrix (under the green ribbon) provides chartfield values that are allowable to record the credit side of the journal entry.

Journal Source	Purpose	BU	Debit			Credit			
			Fund	Source	Account	BU	Fund	Source	Account
JBL	Campus Billing for Trusts	UNCCH	252XX	16000 - 16499	527240 (Computer/Data process Service)	UNCCH	265XX	19000 - 19999	441827 (Sales - Health Fee To CHS)
			252XX	16500 - 16999	527420 (Freight and Express)		28507	18000 - 18999	441828 (Sales - Rx Outpatient or DTC)
			265XX	17000 - 19999	527610 (Printing and Binding Design)		291XX	18000	441829 (Sales - General Clinics)
			27XXX	46000 - 48999	527610 (Advertising)		295XX	17900	441830 (Sales - Counseling Clinic Rev)
			281XX	49000 - 49999	528310 (Regist Fees In State - OSR Only)				441833 (Sales - Guest Housing)
					528420 (Employee Other Edu Exp)				

Note: The Campus Journal Entry Chartfield Matrix will be periodically updated to reflect most current business rules.