

# 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.

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.

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

## 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.

		Chart field Search Criteria to Retrieve Original Transactions (Debit/Credit)				Allowable Chartfield to be entered by User (Credit/Debit)			
Journal Source	Purpose	BU	Fund	Source	Account	BU	Fund	Source	Account
JCR	Correcting Journal	All Business Units	281XX 282XX 285XX 291XX	17000 - 19999 40000 - 45999 46000 - 48999 49000 - 49999	* (113920 Cash advance account is allowed) * (515540 Med. Insurance-Grad. Student account is allowed) 521XXX (Transit Fees & Core Data) Following GRADSTAR accounts are not allowed:	All Business Units	281XX 282XX 285XX 291XX	17000 - 19999 40000 - 45999 46000 - 48999 49000 - 49999	* (113920 Cash advance account is allowed) * (515540 Med. Insurance-Grad. Student account is allowed) 521XXX (Transit Fees & Core Data) Following GRADSTAR accounts are not allowed:

### For Non JCR Journals Example below is of JBL.

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

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

		Allowable Chart field to be entered by User (Debit)				Allowable Chart field to be entered by User (Credit)			
Journal Source	Purpose	BU	Fund	Source	Account	BU	Fund	Source	Account
JBL	Campus Billing for Trusts	UNCCH	265XX 27XXX 281XX 282XX	16000 - 16499 16500 - 16999 17000 - 19999 46000 - 48999	527510 (Printing and Binding Design) 527610 (Advertising) 528310 (Registration Fees In State - (OSR Grants Only) 528420 (Employee Other Training Expense)	UNCCH UNCCH	265XX 28507 291XX 295XX	16500 - 16999 17900 - 17999 18000 18003 - 18999 19000 - 19999	441845 (Sales - Intra University)

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