

**PeopleSoft Source Create Category Matrix**

**UNCCH**

As of: 3/14/2024

Business Unit	Source Request Category	Source Category Description	Source Request Type	Description	Who can Submit	Add'l Info Needed	Type of Attachment Needed
UNCCH		<b>Central Offices, Unrestricted, Assets and Liabilities</b>					
UNCCH	00		00	N/A	University Controller	N/A	N/A
UNCCH	01		01	N/A	University Controller	N/A	N/A
UNCCH	018		018	N/A	University Controller	N/A	N/A
UNCCH	019		019	N/A	University Controller	N/A	N/A
UNCCH	02		02	N/A	University Controller	N/A	N/A
UNCCH	05		05	N/A	University Controller	N/A	N/A
UNCCH	100	<b>Petty Cash or Imprest Checking</b>	100	Petty cash funds	University Departments	N/A	Finance Form 304.1.1f and 2f.
UNCCH			103	Imprest Checking: Departmental checking accounts primarily geared toward paying study subject populations that cannot accept other forms of payment like electronic rewards or gift cards.	University Departments	N/A	Finance form 306.1.1f and 2f
UNCCH	110	<b>Other Assets and Liabilities</b>	110	Other Assets and Liabilities	University Controller	N/A	N/A
UNCCH	142	<b>Student Fees</b>					
UNCCH			142a	Fees collected by a Central office and distributed to university departments, to support extracurricular activities of students.	Cashiers Office	Indicate purpose of funds	Memo indicating Board approval for the student fee
UNCCH			142b	Fees collected directly by the departments, to support extracurricular activities of students	University Departments	Indicate purpose of funds	Memo indicating Board approval for the student fee
UNCCH			142c	Fees collected by the departments under the Board of Governor's Directive, to support extracurricular activities of students	University Departments	Indicate purpose of funds	Memo indicating Board approval for the student fee
UNCCH	149	<b>USO Fees</b>	149	Student Activity Fee revenue managed by Student Affairs.	Student Affairs	N/A	Memo indicating University Controller's approval.
UNCCH	15	<b>Unrestricted Gifts, Devises, or Bequests</b>	15	Monies received by the University as gifts, devises, or bequests that are not presumed designated to be gifts, devises, bequests to the endowment fund of the University, and which have no external restrictions placed on their use by the donors	University departments	University Development Office places gift designation on each gift source.	Donor Letter/ Agreement (if applicable), memo indicating purpose and source of monies
UNCCH	160	<b>Residuals</b>	160	Funds remaining after a contract or Grant (OSR or non-OSR) has expired and where these funds are not required to be returned to the grantor.	University departments	Original contract or grant chartfield Source number that expired.	Copy of contract or grant document indicating funds do not need to be returned, or statement from OSR indicating there are no further claims on the funds
UNCCH	165	<b>Conferences, Study Abroad, Admin Fees (inc. clinical trials)</b>					
UNCCH			165a	University study abroad programs	Study Abroad Office, College of Arts & Sciences Dean's Office	N/A	Memo indicating purpose
UNCCH			165b	University conference, special event, workshop, or seminar registrations fees or sponsorships. Use State Funds for classes offering educational credits.	University departments	Expected type of income: registration fees, internal support, external support	Website address, copy of flyer , or registration form
UNCCH			165c	Internally charged fees to other University Departments for services rendered; approved by University Controller.	University departments	Purpose of the fee	Memo indicating approval of the fee by University Controller
UNCCH	170	<b>UNC FP - Clinical, Patients, Receipts</b>	170	Health Care System (HCS) Enhancements UNCFP Clinics UNCFP Community Based Practices	UNCFP	N/A	Memo indicating the clinic & practice.
UNCCH	177	<b>UNC FP-General Admin</b>	177	UNCFP general administration.	UNCFP	N/A	Memo indicating purpose and funding source.
UNCCH	178	<b>UNC FP-Hospital Contracts</b>	178	Receipts from UNCFP contracts with hospitals	UNCFP	N/A	Copy of Hospital Contracts.

Business Unit	Source Request Category	Source Category Description	Source Request Type	Description	Who can Submit	Add'l Info Needed	Type of Attachment Needed
UNCCH	179	Dental - Faculty Practice and Clinics	179	Receipt supported Dental Faculty Practice Clinics	School of Dentistry	N/A	Memo indicating the clinic & practice.
UNCCH	18	Athletic Department	18	University Athletic programs	Athletic Business office	N/A	Memo indicating purpose and funding source.
UNCCH	190	University Auxiliary					
UNCCH			190a	Other receipt supported services such as Energy Services, Parking, Utilities.	University departments	Goods and/or services provided.	Memo indicating purpose and fees charged
UNCCH			190b	Receipt supported services, managed by third party. Examples are Carolina Inn and Rizzo Center.	University departments	Goods and/or services provided.	Memo indicating purpose and fees charged
UNCCH			190c	Receipt supported student housing/health services	Student housing/health services	Goods and/or services provided.	Memo indicating purpose and fees charged
UNCCH	194	Departmental Auxiliary					
UNCCH			194x	Receipt supported internal billing operations within the same campus unit. Departmental oversight.	University departments	Indication of charges and oversight.	Memo indicating oversight authority and approval of the charges.
UNCCH			194y	Receipt supported internal service operations. Approval required by both Budget Director & OSP Director.	University departments	N/A	Memo indicating fees officially approved.
UNCCH			194z	Receipt supported internal recharge operations. OSP compliance/analysis oversight.	OSP compliance and Analysis unit, University departments	N/A	Fully executed MOU, Operating Plan, Fund Balance report, Rate Development Worksheet
UNCCH	40	Capital Improvements	40	University capital improvement projects	Accounting Services CI unit	N/A	OSBM approval
UNCCH	46	Contracts and Grants - Non-OSP (Contract Trusts)	46	Non-OSP contractual agreements or grants, such as Federal grants, state grants, private grants or other contractual agreements to provide goods and/or services.	University departments	Preview by OSP team confirm the grants or awards are not sponsored projects.	Fully executed contract, grant award documents
UNCCH	5	Restricted Gifts, Devises, Bequests, and Grants from Foundations	5	Money, received by the University as gifts, devises, or bequests that are not presumed designated to be gifts, devises, bequests to the endowment fund of the University, which have restrictions placed on their use by the donor.  Restricted funds transferred from University affiliated Foundations.	UNCCH Development Office, Accounting Services, University departments	N/A	Donor Agreement, memo indicating purpose, restrictions, and source of monies
UNCCH	7	Endowment - University	7	Endowment funds result from donations to the university where the principal shall remain intact and is to be invested to produce income which may be expended or reinvested.  Occasionally if a substantial gift fund balance occurs, the department may choose to move part of those funds to an endowment.	UNCCH Development Office, University departments	Permanent vs Quasi	Donor Agreement or memo indicating where funds will be obtained.
UNCCH	790	Endowment - Properties	790	Real property received by the University as gifts, devises, or bequests that are designated to be gifts, devises, bequests to the endowment fund of the University, and which may or may not have restrictions placed on their use by the donor.	UNC Real Estate and Campus Enterprise.	N/A	Donor Agreement or Bequest or Will, and Property Appraisal. Deed if available.
UNCCH	791	Endowment - Trust Agreements	791	Endowed Funds are pooled separately from the other category 7 university endowment funds.	UNCCH Development Office	N/A	Copy of Donor Agreement or memo indicating where funds will be obtained
UNCCH	796	Endowment - Living Trust	796	Funds received for participation in a pooled income fund to benefit the donor during their lifetime.	UNCCH Development Office	N/A	Copy of Donor Trust Agreement.
UNCCH	800	Plant Funds					
UNCCH			800	Unexpended Plant Funds Bond & Debt Proceeds: Funds borrowed for large construction projects	University Controller	N/A	Debt documents
UNCCH			810	Unexpended Plant Funds -Gift and UNC Designated: Funds from within the University, affiliated entities, or direct gifts to later use for major construction projects.	University departments	N/A	Gift Agreement or bequest or will or memo indicating where fund will be obtained, Property Appraisal.
UNCCH			820	Investment in Plant - Buildings: Record Initial investment in real property.	University Controller	N/A	Memo indicating where property was obtained and project information

Business Unit	Source Request Category	Source Category Description	Source Request Type	Description	Who can Submit	Add'l Info Needed	Type of Attachment Needed
UNCCH			827	Investment in Plant - Infrastructure and Other	University Controller	N/A	Memo indicating where property was obtained and project information
UNCCH			828	Investment in Plant - Intangibles	University Controller	N/A	Memo indicating where property was obtained and project information
UNCCH			829	Investment in Plant - Construction in Progress	University Controller	N/A	Memo indicating project information
UNCCH			830	<b>Debt Service:</b> Debt retirement funds as required by the debt the University has incurred for capital projects.	University Controller	N/A	Memo indicating project information
UNCCH			832	<b>Maintenance Reserves:</b> Record funding for maintenance	University Controller	N/A	Memo indicating project information
UNCCH			833	<b>Bonds Payable:</b> Record issuance of bonds	University Controller	N/A	Memo indicating project information
UNCCH			835	<del>Capital Lease Payable:</del> Record Capital Lease [Source category 835 Not In Use]	University Controller	N/A	<del>Memo indicating project information</del>
UNCCH	90	<b>Student Loans - Financial Aid - Federal, State, Private, Matching, and Departmental</b>	90	Record student loan funds	University departments	N/A	memo indicating source of funds, and terms for borrower
UNCCH	91	<b>Other Agency Funds</b>	91	Record funds that university collects on behalf of other entities and pays to that entity (non payroll) including key deposits, damage deposits, agency gifts, etc.	University departments	Entity contact information, copy of agreements used	Memo from requesting department Source of funding

*Note: State funds, F&A funds, OSP funds are not managed under the Source Create Module.*

PeopleSoft Source Create Category Matrix

Foundations

Updated: 3/14/2024

Source Request Category	Source Category Description	Source Request Type	Request Type Description	Foundation Business Unit	Foundation Business Unit	Source Prefix	Description	Who can Submit	Type of Attachment Needed
P	Foundation Endowment	CHASF		CHASF	Arts & Sciences Foundation	C	Endowment funded by contributions from donors and invested for growth to provide income. Income is used for operating cost, and to support University needs, per donor restrictions	Designated Foundation Representative	Gift Agreement, donor letter, bequest or will, trust document, memo from foundation
		CHATH		CHATH	Educational Fdn (Athletics)	A			
		CHBOT		CHBOT	Botanical Garden Foundation	FG			
		CHBUS		CHBUS	Business Foundation	B			
		CHCFK		CHCFK	Carolina for Kibera, Inc.	FK			
		CHDAA		CHDAA	Dental Alumni Association	FD			
		CHDEN		CHDEN	Dental Foundation	D			
		CHEDU		CHEDU	UNCCH Fdn FBO Sch of Education	E			
		CHFDN		CHFDN	UNC-CH Foundation, Inc.	N			
		CHGLD		CHGLD	Golden Fleece Foundation	FF			
		CHGLM		CHGLM	General Alumni Association	FA			
		CHGOV		CHGOV	School of Gov't Fdn, Inc.	G			
		CHJRN		CHJRN	Journalism Foundation	J			
		CHLAW		CHLAW	Law Foundation	X			
		CHMCF		CHMCF	Morehead-Cain Foundation	FC			
		CHMED		CHMED	UNC Health Foundation, Inc.	M			
		CHMSF		CHMSF	Morehead Scholarship Fdn	FM			
		CHNCS		CHNCS	North Caroliniana Society	FN			
		CHNRS		CHNRS	Nursing Foundation	N			
		CHOGV		CHOGV	Order of Grail Valkyries	FV			
		CHPHF		CHPHF	Public Health Foundation	H			
		CHPRM		CHPRM	Pharmacy Foundation	R			
		CHSSW		CHSSW	Social Work Foundation	S			
WUNCR		WUNCR	WUNC Public Radio, LLC	W					
E	Foundation Expendable	CHASF		CHASF	Arts & Sciences Foundation	C	Gifts, devises, bequests, and other donations made to the Foundation, with or without donor restrictions	Designated Foundation Representative	Gift Agreement, donor letter, bequest or will, trust document, memo from foundation
		CHATH		CHATH	Educational Fdn (Athletics)	A			
		CHBOT		CHBOT	Botanical Garden Foundation	FG			
		CHBUS		CHBUS	Business Foundation	B			
		CHCAN		CHCAN	Carolina Angel Network LLC	FP			
		CHCFK		CHCFK	Carolina for Kibera, Inc.	FK			
		CHDAA		CHDAA	Dental Alumni Association	FD			
		CHDEN		CHDEN	Dental Foundation	D			
		CHEDU		CHEDU	UNCCH Fdn FBO Sch of Education	E			
		CHEXE		CHEXE	KFBS Executive Ed Program, LLC	FE			
		CHFDN		CHFDN	UNC-CH Foundation, Inc.	N			
		CHGBL		CHGBL	UNC Global Projects, LLC	GB			
		CHGLD		CHGLD	Golden Fleece Foundation	FF			
		CHGLM		CHGLM	General Alumni Association	FA			
		CHGOV		CHGOV	School of Gov't Fdn, Inc.	G			
		CHHVP		CHHVP	HVPV Holding, LLC	FH			
		CHJRN		CHJRN	Journalism Foundation	J			
		CHLAW		CHLAW	Law Foundation	X			
		CHMBA		CHMBA	KFBS MBA@UNC Program, LLC <b>(Do Not Use - Inactive)</b>	FB			
		CHMCF		CHMCF	Morehead-Cain Foundation	FC			
		CHMED		CHMED	UNC Health Foundation, Inc.	M			
		CHMSF		CHMSF	Morehead Scholarship Fdn	FM			
		CHNCS		CHNCS	North Caroliniana Society	FN			
		CHNRS		CHNRS	Nursing Foundation	N			
		CHOGV		CHOGV	Order of Grail Valkyries	FV			
		CHPHF		CHPHF	Public Health Foundation	H			
		CHPRM		CHPRM	Pharmacy Foundation	R			
		CHRED		CHRED	UNC READDI, Inc.	RD			
		CHRVF		CHRVF	Carolina Research Venture Fund	FI			
		CHSSW		CHSSW	Social Work Foundation	S			
		WUNCR		WUNCR	WUNC Public Radio, LLC	W			

U	UNCCH Foundation Other Account	UA	Foundation - Regular Annuity	CHFDN	UNC-CH Foundation, Inc.	UA	Gifts, devises, bequests, and other donations made to the Foundation, with or without donor restrictions	Designated Foundation Representative	Gift Agreement, donor letter, bequest or will, trust document, memo from foundation
		UB	Foundation - Florida Annuity	CHFDN	UNC-CH Foundation, Inc.	UB			
		UK	Foundation - Property	CHFDN	UNC-CH Foundation, Inc.	UK			
		UT	Foundation - CRAT	CHFDN	UNC-CH Foundation, Inc.	UT			
		UU	Foundation - CRUT	CHFDN	UNC-CH Foundation, Inc.	UU			
SC	UNCCH Foundation Invest Fund	SC		CHINV	UNC CH Foundation Investment Fund	SC	Used to record pooled investment activity.	Restricted for central office use only.	UNC Finance authorized memo.
SF	UNC Investment Fund, LLC	SF		UNCIF	UNC Investment Fund, LLC	SF	Used to record pooled investment activity.	Restricted for central office use only.	UNC Finance authorized memo.
SG	Granville Towers, LLC	SG		CHGTL	Granville Towers LLC	SG	For Granville Tower operations.	Restricted for central office use only.	UNC Finance authorized memo.
SP	UNC Intermediate Pool	SP		UNCIP	UNC Intermediate Pool	SP	Used to record pooled investment activity.	Restricted for central office use only.	UNC Finance authorized memo.
SR	Real Estate Holding	SR		CHREH	CH FDN Real Estate Holdings	SR	For Real Estate Holding operations.	Restricted for central office use only.	UNC Finance authorized memo, or closing statement for property purchase.
SRP	Real Estate Holding Property	SR	Real Estate Holding Property	CHREH	CH FDN Real Estate Holdings	SR	Gift properties to Real Estate Holding.	Restricted for central office use only.	Gift Agreement, donor letter, bequest or will.
SV	CRV Investment Fund, LLC	SV		CRVIF	Carolina Research Venture LLC	SV	Used to record pooled investment activity.	Restricted for central office use only.	UNC Finance authorized memo.
WC	WUNC Contracts and Grants	WC		WUNCR	WUNC Public Radio, LLC	W	For WUNC operations.	Designated Foundation Representative	Contracts & Grants agreement, trust document, memo from foundation

Notes for Foundation Source Postfix:

"FV" --- Investment Fund - Fair Value Allowance (Ranged by Foundation)

"IN"--- Investment Fund - Income (Ranged by Foundation)

"PR" --- Investment Fund - Principle (Ranged by Foundation)