The Financial System General Ledger ChartFields

<table>
<thead>
<tr>
<th>Fund</th>
<th>DeptID</th>
<th>Program</th>
<th>PCBU</th>
<th>Project</th>
<th>Activity</th>
<th>Account</th>
<th>CF1</th>
<th>CF2</th>
<th>FinEmplID</th>
<th>CS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(4 # characters)</td>
<td>(5 # characters)</td>
<td>(6 # characters)</td>
<td>PCBU (5 alpha characters)</td>
<td>Project (8 # characters)</td>
<td>Activity (1 # character)</td>
<td>Account (6 # characters)</td>
<td>CF1</td>
<td>CF2</td>
<td>FinEmplID</td>
<td>CS</td>
</tr>
</tbody>
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**Fund**
- (4 # characters)
  - Identifies source of money and restrictions on use.

**DeptID**
- (5 # characters)
  - Identifies the unit/fiscal area responsible for financial activity.

**Account**
- (6 # characters)
  - Identifies nature of the transaction (expense, revenue, asset, etc.).

**PCBU**
- (Project Costing Business Unit)
  - (5 alpha characters)
  - Identifies type of project: Sponsored or Construction in Progress.
  - Values: UMSPR, UMCIP

**Project**
- (8 # characters)
  - Identifies sponsored projects and select nonsponsored activities.

**Activity**
- (1 # character)
  - System requires use of this field when Project field is used.
  - Value: 1

**Program**
- (5 alpha/# characters)
  - Describes the activity being done, e.g., credit instruction, community outreach, departmental research, etc. Program is required whenever the Project is not applicable.
  - REQUIRED ON ALL NONSPONSORED ACTIVITY

**Fin EmplID**
- (7 # characters)
  - EmpID used to track activity to employee, required with certain Program values.

**ChartField 1**
- (10 alpha/# characters)
  - Centrally-defined field used to track presidential initiatives.
  - Optional/Conditional

**ChartField 2**
- (10 # characters)
  - User-defined field used to track activity by college or department.
  - Optional

**Cost Share**
- (2 alpha characters)
  - Identifies cost share transactions on nonsponsored funds.
  - Conditional, Value: CS

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*FUNCTION – An attribute of every Program and Project value. Function identifies the purpose of the Program or Project, e.g., instruction or research.

*REQUIRED ON ALL NONSPONSORED ACTIVITY

*REQUIRED ON ALL SPONSORED TRANSACTIONS

*CONDITIONAL / OPTIONAL
The Financial System General Ledger ChartFields (cont.)

REQUIRED CHARTFIELDS PER TRANSACTION TYPE

There are three primary types of transactions: Nonsponsored, Sponsored, and Cost Share. Depending on the type of transaction, certain ChartField values must be populated. An example and definition of each type is listed below and the minimum fields that are required have an X in each field*.

**Nonsponsored**
Funds available for use on activities that are not externally-sponsored research (e.g., funds from state appropriations, tuition, and auxiliaries).

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<tr>
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**Sponsored**
Money received by the University from an external party to fund a sponsored project. Sponsored projects are governed by specific terms and conditions, and are separately budgeted and accounted for in accordance with OMB Federal Regulations 2 CFR 200 (also known as Uniform Guidance), University policies governing sponsored projects, and/or the terms of the sponsoring entity. Sponsored funds may include money received to fund grants, contracts, and cooperative agreements for research, training, and other public service activities.

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**Cost Share**
The portion of the sponsored project’s costs that are not borne (paid for) by the sponsor. The University (department) typically pays for these costs via a nonsponsored funding source.

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*Conditional/optional ChartFields: CF1, CF2, FinEmplID, CS can be used separately or in combination with the minimum values required for the transaction.