### Restructured Chartfield String (Sep. 24, 2013)

#### REQUIRED

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Fund Code</th>
<th>Fund Code</th>
<th>Account</th>
<th>Dept ID</th>
<th>Class</th>
<th>Source of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXXXX</td>
<td>XXXX</td>
<td>XXXX</td>
<td>XXXXXXX</td>
<td>XXXXXX</td>
<td>XXXX</td>
<td>XXXX</td>
</tr>
</tbody>
</table>

#### WHICH

- **legal entity?**
  - The University
  - Foundations
  - GA
  
  *Required on all transactions (defaults)*

#### WHERE

- **are we spending from?**
  - State
  - Trust
  - Grants, etc.
  
  *Required on all transactions*

#### WHICH

- **major fund group are we spending from?**
  - Office Supplies
  - Travel
  - Salaries, etc.
  
  *Required on all transactions*

#### WHAT

- **are we spending the funds on?**
  - Pediatrics
  - Art
  - Biostatistics, etc.
  
  *Required on all transactions*

#### WHO

- **is spending the funds?**
  - Instruction
  - Research
  - Financial Aid, etc.
  
  *Required on all non-foundation expenditure transactions and state fund revenues*

#### HOW

- **are we spending the funds?**
  - Contract /Grant
  - Capital Projects
  - Cost Share
  
  *Required when a contract, grant or capital improvement fund is used on transaction or when cost sharing*

#### WHOSE

- **funds are we spending?**
  - Named Professorship
  - Individual Scholarship
  - Specific Conference
  - Dept. Auxiliary
  
  *Required on all transactions*

#### REQUIRED, when a contract, grant or capital improvement fund is used on transaction

<table>
<thead>
<tr>
<th>PC Business Unit</th>
<th>Project ID</th>
<th>PC Activity ID</th>
<th>Program</th>
<th>Cost Code</th>
<th>Cost Code 2</th>
<th>Cost Code 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXXX</td>
<td>XXXXXXXXX</td>
<td>XXXXXXXX</td>
<td>XXXX</td>
<td>XXXXXXX</td>
<td>XXXXXXXXXX</td>
<td>XXXXXXXXXX</td>
</tr>
</tbody>
</table>

#### The business unit that applies to projects.

- Required when a contract, grant or capital improvement fund is used on transaction

#### WHY

- **are we spending the funds?**
  - Contract /Grant
  - Capital Projects
  - Cost Share
  
  *Required when a contract, grant or capital improvement fund is used on transaction or when cost sharing*

#### WHY

- **are we spending the funds?**
  - Common
  - Shared with external depts/MOUs
  - MOU/dept-defined
  
  *Not required, use if needed*

#### OPTIONAL

<table>
<thead>
<tr>
<th>Program</th>
<th>Cost Code</th>
<th>Cost Code 2</th>
<th>Cost Code 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXX</td>
<td>XXXXXXX</td>
<td>XXXXXXXXXX</td>
<td>XXXXXXXXXX</td>
</tr>
</tbody>
</table>

#### WHEN

- **are we spending the funds?**
  - Instruction
  - Research
  - Financial Aid, etc.
  
  *Required on all non-foundation expenditure transactions and state fund revenues*

#### WHERE

- **are we spending from?**
  - State
  - Unrestricted
  - Restricted
  
  *Required on all transactions*

#### WHAT

- **are we spending the funds on?**
  - Office Supplies
  - Travel
  - Salaries, etc.
  
  *Required on all transactions*

#### WHO

- **is spending the funds?**
  - Pediatrics
  - Art
  - Biostatistics, etc.
  
  *Required on all transactions*

#### HOW

- **are we spending the funds?**
  - Contract /Grant
  - Capital Projects
  - Cost Share
  
  *Required when a contract, grant or capital improvement fund is used on transaction or when cost sharing*

#### WHOSE

- **funds are we spending?**
  - Named Professorship
  - Individual Scholarship
  - Specific Conference
  - Dept. Auxiliary
  
  *Required on all transactions*