

Chartfields Required for Contracts & Grants and Capital Improvement

The three chartfields listed below are additional chartfields required for transactions tied to a project (Capital Improvement) or grant (Office of Sponsored Research).

PC Business Unit. There are two PC Business Units:

- **CHOSR** for OSR projects and grants
- **CHCIP** for capital improvement projects

Project ID specifies the unique ID assigned by either OSR for a grant, or Accounting Services for a capital improvement project.

Please note:

- Clinical trial projects start with 4
- Grants start with 5

Activity is a one-digit chartfield that always has the value of 1.

Program and Cost Code Chartfields

The Program and Cost Code chartfields are used at each department's discretion to track the cost of specific activities. For example, the Athletics Department may use a Cost Code chartfield to track a particular aspect of the basketball program, such as "travel costs to Wake Forest". Departments are not required to use the Program or Cost Code chartfields.

The Program chartfield has five digits, and the Cost Code chartfields have ten. Your Business Manager will let you know if you need to enter information in these fields, and what information to enter.

The Program and Cost Code chartfields begin with one or two letters that identify the school or division, such as "H" for the School of Public Health. The table to the right lists the initial letters for each division.

Search tip:

If you do not know a chartfield value, you can use the ConnectCarolina lookup feature. Click the lookup button, enter the first one to three characters, and click lookup. Use the search results to find the value and make a selection.

Program/Cost Code Prefixes

| School/Division | Prefix |
|--|--------|
| General Administration | - |
| Chancellor | F |
| Vice Chancellor & Administration | F |
| Associate Vice Chancellor Campus Services | K |
| Associate Vice Chancellor Administration & Business Services | K |
| Associate Vice Chancellor Facilities Services | K |
| Associate Vice Chancellor Finance | F |
| Vice Chancellor Advancement | Q |
| Vice Chancellor Human Resources | F |
| Athletics | A |
| Central Accounts | F |
| Arts & Sciences | C |
| School of Business | B |
| School of Education | E |
| School of Journalism | J |
| School of Law | X |
| Information and Library Sciences | E |
| School of Government | G |
| School of Social Work | W |
| Graduate School | E |
| Summer School | P |
| School of Medicine | M |
| School of Dentistry | D |
| School of Nursing | N |
| School of Pharmacy | R |
| School of Public Health | H |
| Provost | P |
| Libraries | L |
| Vice Chancellor, Information Technology & CIO | T |
| Vice Chancellor of Research | V |
| Vice Chancellor of Student Affairs | S |

Connect CAROLINA

University of North Carolina Chartfield Structure

Introduction to Chartfields

Chartfields are the mechanism for categorizing and tracking all University financial transactions. A series of chartfields makes up a chartfield string, which is required on every transaction. A chartfield string answers several questions, including:

- Where is the money coming from?
- What is the general purpose for the funds?
- Who is spending the funds?

Understanding the chartfield structure helps you identify valid chartfield combinations for your transactions. Incorrect chartfield values will result in processing delays and inaccurate data.

The Chartfields

Core chartfields. There are five core chartfields entered on every transaction at the University.

- **Business Unit**
- **Fund**
- **Source**
- **Account**
- **Department**

An additional three chartfields are used for Contracts & Grants and Capital Improvement transactions.

- **PC Bus Unit**
- **Project ID**
- **Activity**

An additional four chartfields are used at the discretion of each department.

- **Program**
- **Cost Code 1**
- **Cost Code 2**
- **Cost Code 3**

Business Unit Chartfield

The Business Unit contains five characters and typically defaults on the page for you.

There are three categories of Business Units:

| Use this business unit... | ...for these types of transactions |
|---------------------------|-------------------------------------|
| UNCCH | University transactions |
| UNCGA | General Administration transactions |
| CHxxx | Foundation transactions |

Each foundation has its own business unit. Most begin with CH followed by three letters identifying the foundation.

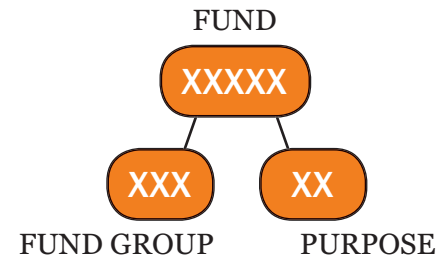
Examples of Business Units for foundations include:

- CHBUS - Business Foundation
- CHLAW - Law School Foundation
- CHJRN - Journalism Foundation
- CHDEN - Dental Foundation

Fund Chartfield

The Fund chartfield identifies two things: 1) the major fund group, which is a high-level grouping of funds such as State funds or Endowment funds, and 2) the general purpose for the funds. The Fund is needed to meet State reporting requirements.

The Fund has five digits: the first three identify the fund group and the last two identify the purpose.



Source Chartfield

The Source identifies where the money is coming from within the major fund group. It identifies the source of the funds at a greater level of detail, such as **a named individual gift, an individual scholarship, and a specific activity.**

Each Fund has a specific range of numbers, and those numbers only work with a specific range of Sources. The insert shows the Fund ranges and the corresponding range of Sources.

Purpose Codes (see * note below)

| Code | Description | Code | Description |
|------|---------------------------|------|------------------------------|
| 00 | Gen Fund Ctrl | 51 | Libraries |
| 01 | Reg Term Instr | 52 | Gen Acad Supt |
| 02 | Sum Term Instr | 57 | Salary Related Reserves |
| 03 | Extension Instr | 58 | Other Reserves |
| 05 | School of Govt | 60 | Student Services |
| 07 | Distance Lrn | 70 | Institut Supt |
| 09 | Federal ARRA | 80 | Phys Plant Op |
| 10 | Organized Res | 90 | Multi-Activity |
| 19 | Other Auxiliary Operation | 91 | AHEC Operations |
| 30 | Student Fin Aid | 92 | AHEC Residency Training |
| 36 | Educ Agreemt | 93 | AHEC Health Sciences Support |
| 42 | Community Svcs | | |

Proprietary Auxiliary Funds (295xx)

| Code | Description |
|------|-----------------------------|
| 00 | Proprietary Funds - Unrestr |
| 02 | Campus Center |
| 03 | Food Services |
| 04 | Health Services |
| 05 | Housing Services |
| 06 | Laundry Services |
| 07 | Recreational Services |
| 08 | Student Stores |
| 12 | Central Stores |
| 15 | Rental Property |
| 16 | Vehicle Registration |
| 17 | Utilities Operations |
| 19 | Other Auxiliary Operations |
| 42 | Aux - Community Services |

* Purpose codes for Funds beginning with 295 (Proprietary Auxiliary) are listed in the table to the right.

Alpha Prefixes for Foundation Sources

Sources for foundations begin with an alpha prefix identifying the foundation, as noted in the table below.

| Foundation Name | Source Prefix |
|--------------------------------|---------------|
| Education Foundation | A |
| Athletics | A |
| Arts & Sciences Foundation | C |
| Business Foundation | B |
| School of Education Foundation | E |
| Journalism Foundation | J |
| Law Foundation | X |
| School of Government | G |
| Social Work Foundation | W |
| Medical Foundation | M |
| Dental Foundation | D |
| Nursing Foundation | N |
| Pharmacy Foundation | R |
| Public Health Foundation | H |
| UNC Chapel Hill Foundation | U |

Note: There are smaller foundations that begin with F followed by a letter to identify the foundation.

Account Chartfield

The Account chartfield contains six digits and identifies the accounting classification of the transaction. The first digit of the Account identifies the broadest level of classification, as shown below:

- 1 = Asset
- 2 = Liabilities
- 3 = Fund Balance
- 4 = Revenue
- 5 = Expenses

Note: Most campus transactions use revenue (4) or expense (5) accounts.

After the first digit, the remaining digits of the Account chartfield break down the Account type into further subgroups. The table below shows how the second digit breaks down the revenue and expense accounts into further subgroups.

| Revenue | Expense |
|---------------------------------------|-------------------------------------|
| Begins with: | Begins with: |
| 42 = Grants | 51 = Personnel |
| 43 = Investments | 52 = Purchasing Services |
| 44 = Sales, Services & Rentals | 53 = Supplies and Materials |
| 45 = Fees, Licenses & Fines | 54 = Property, Plant, and Equipment |
| 46 = Gifts, Contributions & Donations | 55 = Other Expenses and Adjustments |
| 47 = Miscellaneous | 56 = Aid and Public Assistance |
| 48 = Transfers | 57 = Reserves |
| 49 = Appropriations | 58 = Transfers |

Department Chartfield

The Department chartfield contains six digits and indicates who is using the funds. Departments generally reflect the University's school and division organization structure, but are sometimes also used to track other groups.

The first three digits of the Department specify the high-level organizational unit, such as 270 - 279 for the Athletics Department. The table below lists the department ranges.

| School/Division | Dept. Range |
|--|------------------|
| General Administration | 100000 to 199999 |
| Chancellor | 200000 to 207499 |
| Vice Chancellor & Administration | 210000 to 211999 |
| Associate Vice Chancellor Campus Services | 230000 to 239999 |
| Associate Vice Chancellor Administration & Business Services | 220000-229999 |
| Associate Vice Chancellor Facilities Services | 240000 to 249999 |
| Associate Vice Chancellor Finance | 213000 to 213999 |
| Vice Chancellor Advancement | 250000 to 259999 |
| Vice Chancellor Human Resources | 260000 to 269999 |
| Athletics | 270000 to 279999 |
| Central Accounts | 280000 to 289999 |
| Arts & Sciences | 300000 to 329999 |
| School of Business | 330000 to 334999 |
| School of Education | 340000 to 344999 |
| School of Journalism | 350000 to 354999 |
| School of Law | 360000 to 364999 |
| Information and Library Sciences | 370000 to 374999 |
| School of Government | 375000 to 379999 |
| School of Social Work | 380000 to 384999 |
| Graduate School | 390000 to 394999 |
| Summer School | 395000 to 399999 |
| School of Medicine | 400000 to 429999 |
| School of Dentistry | 430000 to 439999 |
| School of Nursing | 440000 to 449999 |
| School of Pharmacy | 450000 to 459999 |
| School of Public Health | 460000 to 469999 |
| Provost | 500000 to 549999 |
| Libraries | 550000 to 559999 |
| Vice Chancellor, IT & CIO | 600000 to 619999 |
| Vice Chancellor of Research | 620000 to 639999 |
| Vice Chancellor of Student Affairs | 640000 to 659999 |