CHARTFIELDS REFERENCE SHEET

ACCOUNT

Required field used to classify the nature of a financial transaction. Account field = 6 digits

UCF Financials uses five account types:
A – Asset, **L** – Liability, **Q** – Equity, **R** – Revenue, and **E** – Expense.

First Digit = Account Type

1	Current Assets
2	Non-current Assets
3	Current Liabilities
4	Non-current Liabilities
5	Equity Fund Balance
6	Revenue
7	Expenses
8	*Not Used*
9	*Not Used*

Asset Account Example:

112000

Current Assets

Revenue Account Example:

615001

Revenue

Expense Account Example:

722501

Expenses

FUND CODE

Aggregates departments and projects into major units for review of financial information. Fund Code field = 5 digits

Definition
- 1st digit = External fund
- 2nd digit = Indicates if associated with department or project (0 = department, 1 = project)
- 3rd-5th digits = Financial Statement Code, also called Other Cost Accumulator (OCA)
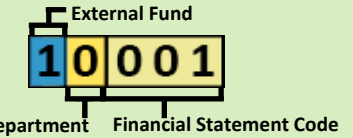- Research Foundation (RFD01) fund codes begin with 905XX, 915XX

External Funds

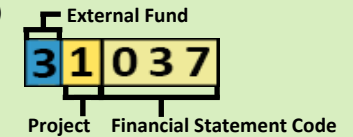|	
0	Component Units
1	Currently Unrestricted
2	Currently Restricted
3	Loan
4	Endowment
5	Unexpended Plant
6	Renewal & Replacement
7	Retirement of Indebtedness
8	Investment in Plant
9	Agency (Includes DSO01, RFD01)

Second Digit

0	Department
1	Project

Fund Code Example (Currently Unrestricted):

External Fund

10**001**

Department | Financial Statement Code

Fund Code Example (Loan):

External Fund

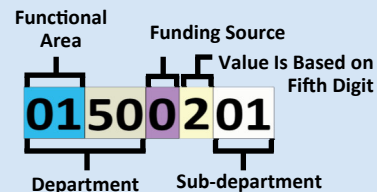**3**1**037**

Project | Financial Statement Code

DEPARTMENT

Required for transactions with fiscal year reporting or a departmental budget. Enter a department or project number when entering data. Department field = 8 digits

Definition
- 1st-4th digits = Functional area and department
- 5th digit = Funding source
- 6th digit = Based on fifth
- 7th-8th digits = Specific departmental number

Department Example:

Functional Area | Funding Source | Value Is Based on Fifth Digit

01 500 201

Department | Sub-department

Funding Sources

0 Operational
6th digit of department code
0 – Depts. Not Listed Below
1 – Budget Reserve Depts.
2 – Concession Depts.
3 – Auxiliary Depts.
4 – Allowance Depts.
5 – Organization, Agency, Misc. Depts.
6 – Federal College Work Study Depts.
7 – Carryforward
8 – Material & Supply, Equipment Fee Depts.
9 – Interest & Sinking, Renewal & Replacement Depts.

1 Area Campuses
6th digit of department code
0 – Campuses Not Listed Below
1 – Central Region
2 – Daytona Region
3 – Southern Region
4 – Western Region
5 – Seminole Region
6,8 – *For Future Use*
7 – Carryforward

2 Payroll
3
4 *For Future Use*

Match, Overhead, Balance Accounts
6th digit of department code
0 – Depts. Not Listed Below
*1 – Matching Depts. (Current Unrestricted)
2 – Overhead Depts. (OCA 00020)
3 – Balance Depts. (OCA 00029)
4 – Misc. Admin. Depts. for C&G
*5 – Matching Depts. (Current Restricted)
6 – Salary CAP Depts.
7-9 – *For Future Use*
*Being Phased Out, Match Are All Projects Now

5 *For Future Use*
6-9 Reserved for Projects & Grants

Functional Area

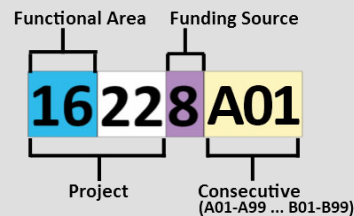|	
01-09	Administrative
10-19	Academic/Instructional
20-26	Research/Academic
27-29	*For Future Use*
30-39	Auxiliary
40-49	*For Future Use*
50-59	UCF Research Foundation
60-69	Research
70-79	Agency (SDES depts., also)
80-89	Scholarship & Loan
90-99	Construction Externally Funded

PROJECT

Collection of information with specific beginning and ending dates. Used for research contracts and grants, construction and other facility improvement projects, and some auxiliary activities. A project or department number is required when entering transaction data. Project field = 8 digits

Definition
- 1st-4th digits = Functional Area and Project
- 5th digit = Funding Source
- 6th-8th digits = Consecutive

Project Example:

Functional Area | Funding Source

16 228 A01

Project | Consecutive (A01-A99 ... B01-B99)

FUNCTIONAL AREA

01-09	Administrative
10-19	Academic/Instructional
20-26	Research/Academic
27-29	*For Future Use*
30-39	Auxiliary
40-49	*For Future Use*
50-59	UCF Research Foundation
60-69	Research
70-79	Agency (SDES depts., also)
80-89	Scholarship & Loan
90-99	Construction Externally Funded

FUNDING SOURCES

0	*Reserved for Departments*
1	*Reserved for Departments*
2	*Reserved for Departments*
3	*Reserved for Departments*
4	*Reserved for Departments*
5	*For Future Use*
6	Federal C&G Funding* (UCF)
7	State C&G Funding* (UCF)
8	Private Funding* (UCF), All RFD01 Funding*
9	University C&G Funding*

PROGRAM CODE

Used to sort transactions by primary budget categories. Program code = 2 digits

UCF uses "ZZ" as a placeholder and reserves the field for future use.

ALTERNATE ACCOUNT

Aggregates similar accounts to facilitate summarization and review of financial information. Accounts have a many-to-one relationship with an alternate account. When you enter an account value or one defaults, the alternate account automatically populates. Alternate Account field = 6 digits

RESOURCES

For the following, visit **www.financials.ucf.edu**:

1. List of Accounts
2. List of Departments/Projects with Attributes
3. Helpful Resources (tab link on left of screen)

Questions? Contact Financials Support Desk, fntrain@ucf.edu.

NOTE: Creation of UCF ChartFields generally adheres to the logic and naming conventions presented, but limited exceptions do exist.

Rev. 2/21/2020