

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:

1 12000

Current Assets

Revenue Account Example:

6 15001

Revenue

Expense Account Example:

7 22501

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

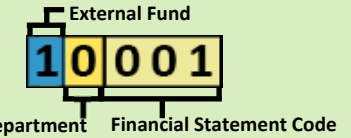
External Funds

- | | |
|---|--------------------------------|
| 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) |

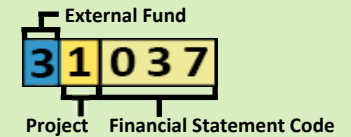
Second Digit

- | | |
|---|------------|
| 0 | Department |
| 1 | Project |

Fund Code Example (Currently Unrestricted):



Fund Code Example (Loan):



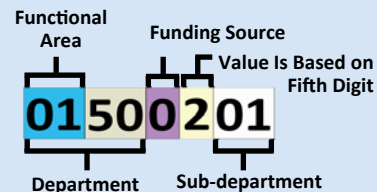
DEPARTMENT

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:



Funding Sources

- | | |
|-----|---|
| 0 | Operational
<u>6th digit of department code</u>
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
<u>6th digit of department code</u>
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 | For Future Use |
| 4 | Match, Overhead, Balance Accounts
<u>6th digit of department code</u>
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

- | | |
|-------|--------------------------------|
| 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)
<u>6th-8th digits of project code</u>
000-899 – Sponsored Awards
900-999 – Match Projects |
| 7 | State C&G Funding* (UCF)
<u>6th-8th digits of project code</u>
000-899 – Sponsored Awards
900-999 – Match Projects |
| 8 | Private Funding* (UCF), All RFD01 Funding*
<u>6th-8th digits of project code (UCF only)</u>
000-899 – Sponsored Awards
900-999 – Match Projects |
| 9 | University C&G Funding*
<u>6th-8th digits of project code</u>
000-899 – Sponsored and Spinoff Awards
900-999 – University Match Projects
(Reserved for Fund Code 21089)
<i>*Currently Restricted</i> |

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:

- List of Accounts
- List of Departments/Projects with Attributes
- Helpful Resources (tab link on left of screen)

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