# Project ChartFields Reference Sheet

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

16228A01

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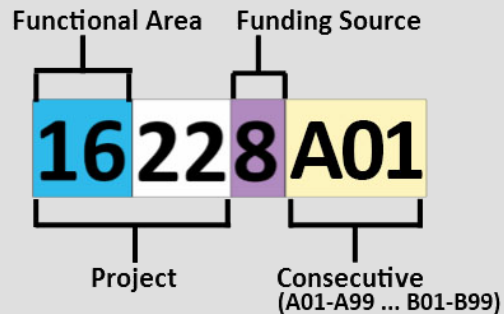
FUNCTIONAL AREA

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*

PC Bus Unit

PC Bus Unit organizes project activity independently of standard accounting procedures for financial posting and reporting. It gathers and groups all transactions for an organizational unit. UCF Financials uses this ChartField only for projects. PC Bus Unit = 5 characters

UCF uses two—RFD01 and UCF01.

Activity

The Activity field represents activities—specific tasks that make up a project. Costs are organized and analyzed by activity. Activities are used in conjunction with project ChartFields.

Contracts and Grants uses nine activities:

1. Labor	4. Direct Expense	7. Tuition
2. Consulting	5. Travel	8. Stipend
3. Subcontractors	6. Equipment	9. Indirect Expense

Specialized areas use other activities.

Analysis Type

Assigned to individual transactions to identify different transaction types, such as estimated costs, budgeted amounts, actual costs, and billed costs. Analysis Type is used only with project ChartFields.

Contracts and grants (C&G) uses many Analysis Types. Most populate automatically. When creating a journal, you may select from the following:

- **GLE**, General Ledger Expense
- **GLP**, General Ledger Payroll
- **GLR**, General Ledger Revenue

*Although **PAY** is available, do not use it. **PAY** is solely used for the payroll journal interfaced from the Human Resources Department.*

Resources

Visit **www.financials.ucf.edu** for the following:

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.

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