



ChartFields and ChartField Strings
APM's 3.50.10 – 3.50.60

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Learning Objectives

- To discuss:
 - Definition of ChartFields, including:
 - Purpose
 - Requirements and limitations
 - ChartField usage at the University
 - Examples of ChartFields

Overview

- ChartFields are labels or codes allowing for:
 - categorization,
 - tracking,
 - managing and
 - reportingof financial accounting transactions.

Example – Business Unit

- How to track financial activity by campus
- Include a campus code with each transaction.
- This code is a **Business Unit** ChartField

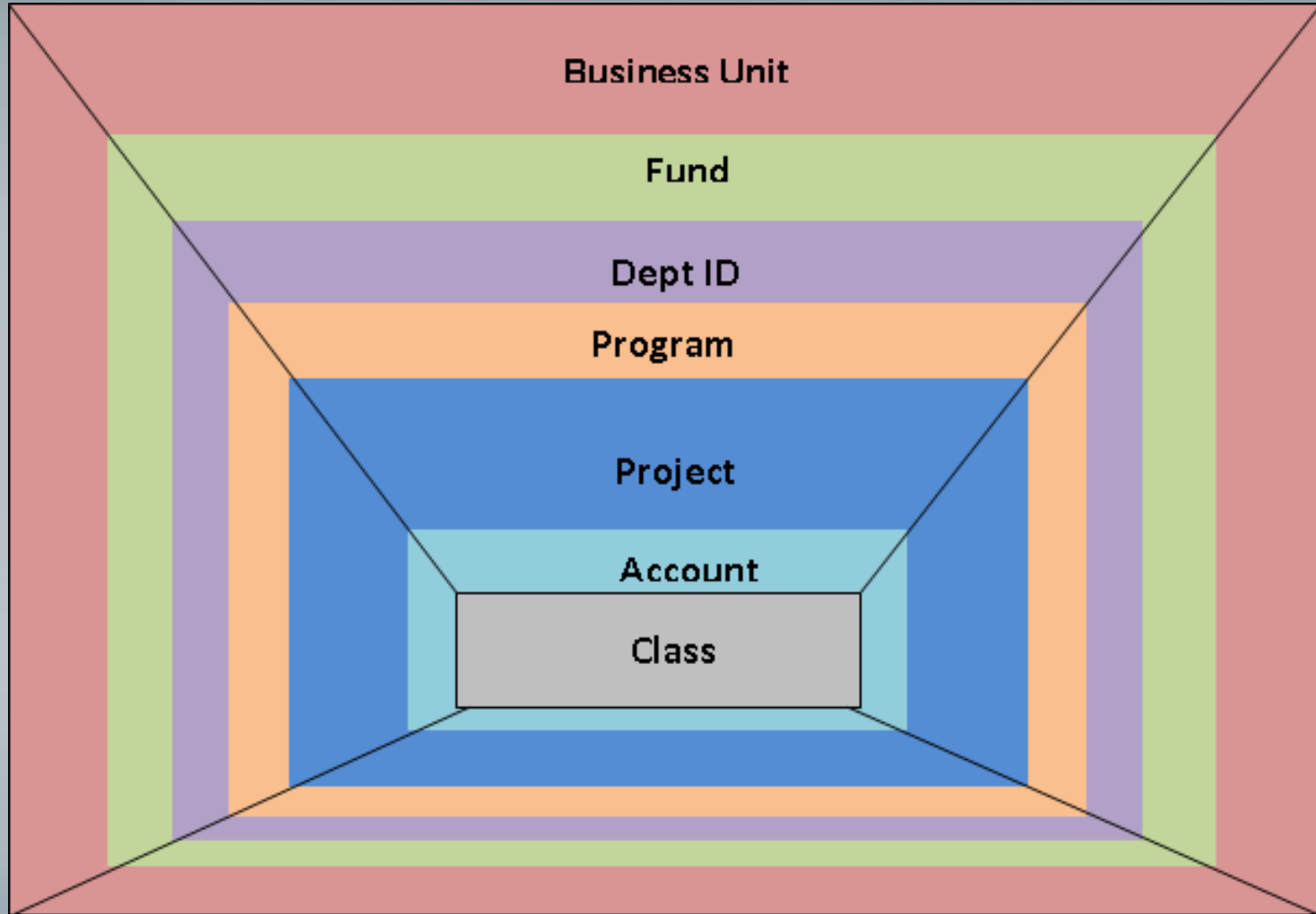
Example – Account

- How to track a transaction by accounting classification
- Include an account number with each transaction
- This account number is the **Account ChartField**

Example – ChartField String

- When all the ChartFields are combined, the result is a **ChartField String**
 - Business Unit + Account + all the other ChartFields

ChartField String



ChartField String

- Minimum requirements include:
 - Business Unit +
 - Fund +
 - DeptID +
 - Account +
- Program, Project, and Class when not needed, use a default value of zero

ChartFields - Purpose

Business Unit	Ownership Or Responsibility
Fund	
DeptID	
Program	
Project	
Account	Accounting Classification

ChartField String - Example

Business Unit	COLUM
Fund – General Operating Fund 00	0000
DeptID Mark Twain Dining	C0705020
Program -	0
Project	00
Account – Payroll Expense	704000
Class	0

ChartField - Business Unit

Business Unit + Fund + DeptID + Program + Project + Class + Account

- Required on all transactions
- 5 alphabetic characters long

ChartField - Business Unit

Alpha Characters	Business Unit	Alpha Designation
COLUM	Columbia	C
KCITY	Kansas City	K
ROLLA	Rolla	R
STLOU	St. Louis	S
UOEXT	University Outreach/Extension	E
UMSYS	System Administration	A
UWIDE	University Wide Resources	U
WORKC	Working Capital	W
HOSPT	University Hospital	H
HELTH	UMC Health System	Z

ChartField Example- Business Unit

Business Unit	Fund	DeptID	Program	Project	Class	Account
COLUM						

ChartField - Fund

Business Unit + **Fund** + DeptID+ Program + Project + Class + Account

- Required on all transactions
- 4 numeric characters long

ChartField - Fund

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Fund Type

Unrestricted Funds 0000-12xx

Fund Range

Operations	0000-0089
Clearing	0090
Auxiliary Operations	0100-06xx
Service Operations	07xx-08xx
Self-insurance Funds	09xx
Unrestricted Plant Funds	10xx
Unrestricted Loan Funds	11xx
Unrestricted Quasi Endowment	12xx

ChartField - Fund

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Fund Type

Restricted Expendable 2000-24xx

Fund Range

Expendable Gifts and Endowment Income

2000

State Appropriations

20xx

Restricted Grants

21xx-22xx

Restricted Expendable Plant Funds

23xx

Restricted Expendable Debt service

24xx

Restricted Non-Expendable 300-60xx

Fund Range

Endowment funds

30xx-33xx

Restricted non-Expendable Loan Funds

34xx

Investment in Plant

4xxx

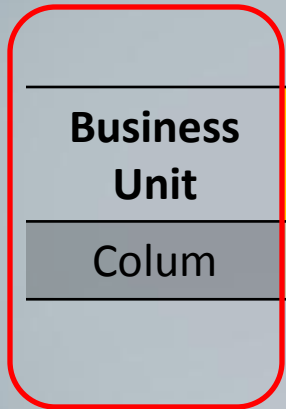
Retirement Funds

5xxx

Agency Funds

6xxx

ChartField Example - Fund



Business Unit	Fund	DeptID	Program	Project	Class	Account
Colum	0000					

ChartField - DeptID

Business Unit + Fund + **DeptID** + Program + Project + Class + Account

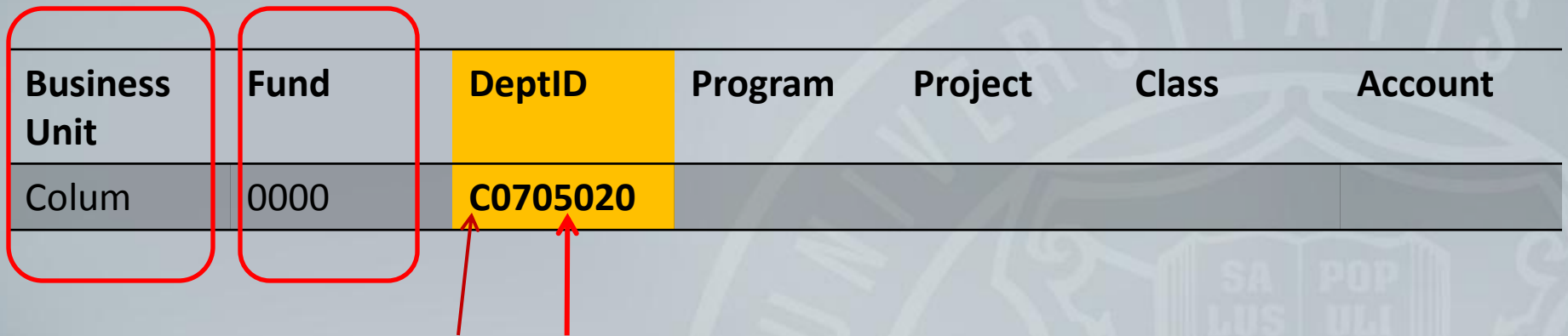
- Required on all transactions
- 8 alpha-numeric characters long
- First character relates to Business Unit

ChartField - DeptID

Business Unit	Number
Columbia	C NNNNNNNN
Kansas City	K NNNNNNNN
Rolla	R NNNNNNNN
St. Louis	S NNNNNNNN
University Outreach/Extension	E NNNNNNNN
System Administration	A NNNNNNNN
University Wide Resources	U NNNNNNNN
Working Capital	W NNNNNNNN
University Hospital	H NNNNNNNN
UMC Health System	Z NNNNNNNN

ChartField Example - DeptID

Business Unit	Fund	DeptID	Program	Project	Class	Account
Colum	0000	C0705020				



ChartField - Program

Business Unit +Fund +DeptID+ **Program** +Project +Class +Account

- A unique value is not required
- If a detail program is not used, zero is required
- 5 alpha-numeric characters long

ChartField - Program

Program # Range	Program Description
L0000-L3999	Endowments, Additional Endowment Income Accounts
L4000-L5999	Expendable Gift Accounts
L6000-L6999	Loans
L7000-L7999	Agency
L8000-L8099	Extension/College of Agriculture
L8100-L8299	State Appropriation
L8300-L8399	Bond Proceeds
L8400-L8499	Capital Grants
L8500-L8599	Capital Gifts
L8600-L8699	System Facilities Plant Funds
L8700-L9999	Campus Initiatives (e.g. Food for 21 st Century), Reserves, other Programs not yet defined for a single campus
X8700-X9999	Campus Initiatives, Reserves, other Programs not yet defined that affect multiple campuses

L- the Alpha Designation from Business Unit

ChartField Example - Program

Business Unit	Fund	DeptID	Program	Project	Class	Account
Colum	0000	C0705020	C8761			

ChartField - Project

Business Unit + Fund + DeptID+ Program + **Project** + Class + Account

- A unique value is not required for all transactions
- If detail project is not used, “00” must be entered
- The most common use of project is on grants
- 8 alpha-numeric characters long

ChartField - Project

Project	Project Number
Construction	LCxxxxxx or LPxxxxxx
Departmental	LDxxxxxx
Continuing Education	LExxxxxx
Student Organizations	LSxxxxxx
Research Board	LBxxxxxx
University Research Council	LRxxxxxx
Grants	LGxxxxxx, L0000000-L9999999, or 00000000-99999999
Missouri Alzheimer Program	LAxxxxxx

L- the Alpha Designation from Business Unit

ChartField - Project

- Detailed Project number is required on all transactions using these funds:
 - 1000-1024
 - 1051-1099
 - 2100-2324
 - 2326-2399

ChartField Example - Project

Business Unit	Fund	DeptID	Program	Project	Class	Account
Colum	0000	C0705020	C8761	CB000387		

ChartField - Class

Business Unit + Fund + DeptID+ Program + Project + **Class** + Account

- A unique value is not required on transactions
- When detail not necessary a value of 0 required
- 5 alpha numeric characters long

ChartField - Class

Class	Class Value
EMployee	EMxxx
ACtivity	ACxxx
LOcation	LOxxx
CLinic	CLxxx
OTHer	OTxxx

ChartField - Class

Business Unit	Fund	DeptID	Program	Project	Class	Account
COLUM	0000	C0705020	C8761	CB000387	0	

ChartField - Account

Business Unit + Fund + DeptID+ Program +Project +Class + **Account**

- Required on all transactions
- 6 numeric characters long

ChartField - Account

Account	Account Number
Assets	1XXXXX
Liabilities	2XXXXX
Net Assets	3XXXXX
Revenues	4XXXXX-5XXXXX
Expenditures	6XXXXX-9XXXXX

ChartField Example - Account

Business Unit	Fund	DeptID	Program	Project	Class	Account
COLUM	0000	C0705020	C8761	CB000387	0	704000

MoCode

- An abbreviation of ChartField String
 - Business unit + Fund + DeptID + Program + Project + Class
 - Account not included
- Five Alpha-numeric characters
- First character is business unit
- Next 4 numbers are sequentially assigned

MoCode vs. ChartField?

- Required in some applications
 - CRR (Cash Receipt Reports)
- Optional in other transactions
 - Vouchers
 - Journal Entry

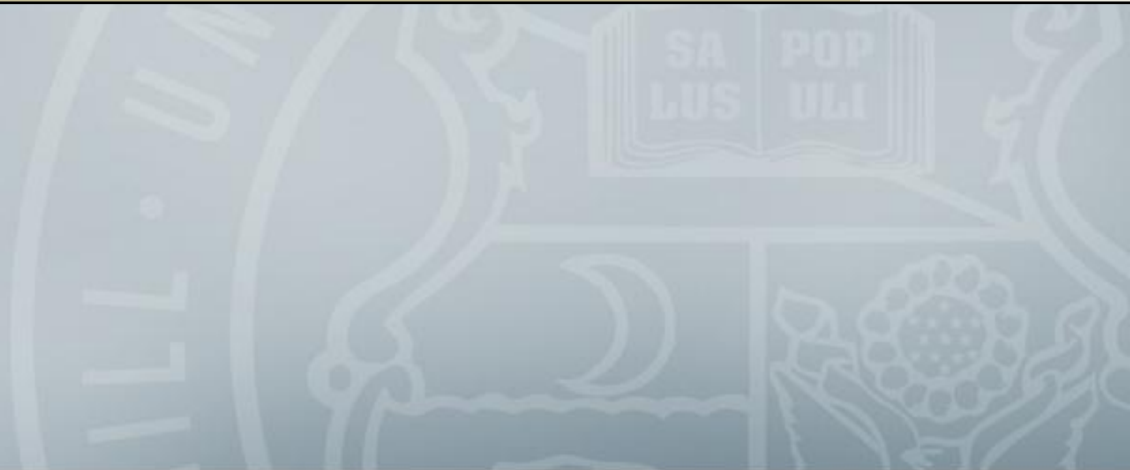
MoCode – Business Unit Code

Business Unit	Alpha Designation
Columbia	C or D
Kansas City	K
Rolla	R
St. Louis	S
University Outreach/Extension	E
System Administration	A
University Wide Resources	U
Working Capital	W
University Hospital	H
UMC Health System	Z

MoCode

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PeopleSoft ChartFields						MoCode
Business						
Unit	Fund	DeptID	Program	Project	Class	MoCode
UMSYS	3000	A0201014	A0001	00	0	A0336
COLUM	2235	C1537100	0	CG000099	0	C0380



Knowledge Check

- The following three questions are to reinforce the concepts of this session.



Question 1

- A ChartField String includes: Business Unit + DeptID + Program + Project + Class + Account.
 - True
 - False

Question 2

- The first character of a DeptID indicates which of the following:
 - a. Business Unit
 - b. Fund
 - c. Program
 - d. Account



Question 3

- A MoCode includes the entire ChartField String?
 - True
 - False



Additional Information

- [Accounting Policy Manual – Section 3 – General Ledger](#) – additional information on ChartFields and MoCodes.
- Other related training available:
 - [Financial Compliance Training Website](#)
 - Contact your Sponsored Programs Office for departmental training sessions or further discussion

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