ChartField Use Matrix

Required ChartFields by Transaction

ChartFields are values that represent individual funds, departments, accounts, etc. combined into chartstrings, providing an alpha-numeric value that represents a funding distribution. ChartFields create the basis for storing and categorizing transactional and statistical data used for reporting, management decisions and regulatory compliance. This matrix explains what fields are required by different transaction types.

X indicates that the ChartField is required by the Transaction Type.

* *indicates that the ChartField is recommended due to carryforward considerations.*

Transaction Type	Fund	Program	Class	Department	PC Business Unit	Project ID	Activity ID	Operating Unit	Chartfield 1	Budget Reference	Account Code
ChartField Format	5 numeric digits	5 numeric digits	5 alphanumeric digits	8 alphanumeric digits	5 numeric digits	Up to 15 alphanumeric digits	3 alphanumeric digits	3 alphanumeric digits	Up to 10 alphanumeric digits	4 numeric digits	6 numeric digits
Expense	X	X	X	X						X	X
Revenue	X	*	X	X						X	X
Project Expense	X	X	X	X	X	X	X			X	X
Project Revenue	X		X	X	X	X	X			X	X

Additional Information

For more information:
- View the training materials for Working with ChartFields, Understanding Chart of Accounts, and Working with SpeedType and Accounting Tags in the OneSource Training Library at training.onesource.uga.edu (under Financials Topics by Module).
- Contact the OneSource Service Desk at onesource@uga.edu or 706-542-0202 (option 2).

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