




# Chart of Accounts: ChartFields

## Understanding ChartFields in the Chart of Accounts

This document provides a quick overview of the purpose and function of ChartFields in the Chart of Accounts.

### What is a ChartField?

- Financial information at UGA is tracked using a **chart of accounts**, which is a listing of all categories (such as a fund, class, department, account, or project ID) with which the university records accounting entries.
- In PeopleSoft applications (such as the UGA Financial Management System), each chart of account category is represented by an alpha-numeric **ChartField**.
- ChartFields create the basis for storing and categorizing transactional and statistical data used for reporting, management decisions and regulatory compliance.
- Individual ChartFields are combined into **chartstrings** to process financial transactions.
- The **Chart of Account Report**  is a comprehensive list of all ChartFields used by UGA.

### Why use ChartFields?

1. **Enhanced reporting and decision-making:** Stores, categorizes, structures, and segregates transactional and statistical data for management decisions and financial reporting.
2. **Creates transparency and accountability:** Provides stakeholders and others with “at-a-glance” means to evaluate fiscal stewardship and trends.
3. **Standardized Fiscal Reporting:** University System of Georgia (USG) created standardized Chart of Accounts structure to comply with national guidelines and reporting requirements.
4. **Simplifies appearance of financial statements:** All funding and capital sources, cash flow and expenditures in one composite format. Eliminates duplicate reporting procedures and associated costs.

### ChartField Names

There are five ChartFields that form the core for financial reporting:



The remaining ChartFields provide additional reporting information:



### Additional Resources

- For more information, consult the [University of Georgia Chart of Accounts Policy](#) or the [OneSource Chart of Accounts Resource](#) page.
- If you have questions, please contact the OneSource Service Desk at [onesource@uga.edu](mailto:onesource@uga.edu) or 706-542-0202 (option 2).