

WHAT IS A CHARTFIELD? A chartfield is a string of numbers to identify source of funding and to describe an expense.

WHY DO I NEED TO SUPPLY A CHARTFIELD TO PLACE AN ORDER OR REQUEST TRAVEL? Our Accounting Office (and the University) needs to know where to charge an expense.

Your research supervisor or program coordinator should know the answer to this. If this is a department supported expense, the Accounting Office can help.

PROJECTS: Projects (synonymous with grants) are 8-digit numbers beginning with a 5. These are externally sponsored research or training grants.

ACTIVITIES: These are 5-digit numbers that come from University funds.

ACCOUNT: "Accounts" (synonymous with Expense Type or Account Code) are 5-digit numbers that correspond to an expense description.

BU	ORGID	FUND	ACTIVITY	PROJECT	"ACCOUNT"	AU	YEAR
Business Unit	Dept. ID	Type of \$	University \$	Sponsored projects	Expense description	Allowable or Unallowable	Fiscal year
We are Academic Campus	Physics & Astronomy	Varies—ask supervisor or Accounting	Specific pot of cash	Specific project number based on particular award	See commonly used "Accounts"	This primarily refers to alcohol purchased for a business meal	July 1 to June 30
01	00127	Projects = 5000 Activities = varies	Ask supervisor	Ask supervisor	See commonly used "Accounts"	Projects: 1 or blank Activities: 1 or 0 for alcohol	Jul-Dec = next year Jan-Jun = current year

DO I NEED ALL THOSE NUMBERS TO PLACE AN ORDER?: When placing an order directly on campus, you will need the whole string. Examples include ordering posters at Print & Mail Services, setting up a profile in the Nanolab, making a purchase at the Chemistry Stockroom

Example: 01-00127-aaaa-bbbbbb-63000-1-2019 This tells the Print Shop to charge activity bbbbbb, which is associated with fund aaaa, and that the expense type ("account") is Printing and Photocopying

Example: 01-00127-5000-yyyyyyyy-64300-1-2019 This chartfield lets the Nanofab know to charge project yyyyyyyy for University Services

Example: 01-00127-5000-zzzzzzzz-62600-1-2019 The Chemistry stockroom will know to charge project zzzzzzzz for lab supplies

Ordering for the department is different than research grants. Often we just need to know what Department budget category this purchase has been approved for.

Example: If you have an award, just tell us. For example, Graduate School travel award, Department scholarship, student club

DO I ALWAYS USE THE SAME NUMBER?: No. Check with your supervisor. Grants end, funding runs out, etc. Be sure to **Stop before you Shop** and ask about funding updates.

Commonly Used "Accounts"				
*** don't see what you're looking for? Ask Accounting				
Expense Type	Account		Expense Type	Account
Lab & Technical Supplies	62600		Other Services	66300
Shipping/Freight	63700		Space Rental	65500
Value \$1,000-\$5,000	61400	<i>See Procurement Guidelines</i>	Equipment Rental	65400
Equipment over \$5,000	61000	<i>See Procurement Guidelines</i>	Publishing/Page Charges	63100
Fabricated Equipment	61100	<i>Include Asset # with order</i>	Business Meals	65900
Repairs & Maintenance	65300		Travel (in state) also Conf. fees	60100
University Services	64300		Travel (out-of-state) also Conf. fees	60000
Printing/Photocopying	63000		Travel (foreign) also Conf. fees	60200
Books/Subscriptions	67000	<i>1st time charge to U must be pre-approved</i>	Memberships	64600