ChartField Descriptions

myUFL ChartField Descriptions

BUSINESS UNIT		
PURPOSE	**VALUES**	**DESCRIPTION/NOTES**
Represents a legal entity for reporting and audit purposes	5 alpha characters = UFLOR	The default value is "UFLOR". Accounts Payable Business Unit (vouchers): Separate bank account requires separate Accounts Payable Business Unit. UF's is "UFLOR" for vouchers.
	4 numeric characters for Purchasing (first 4 digits of DeptID)	Purchase Order Business Unit (Procuring goods and services - requisitions and purchase orders): represents a purchasing unit and has no bearing on the distribution. The business unit here is the first four digits of department IDs, but not always.
	4 numeric characters for Deposits	Accounts Receivable Business Unit (Depositing money): Deposit BU represents department's "home/administrative Accounts Receivable department." For example, most colleges/departments have one central deposit office that handles the Accounts Receivable transactions for the entire area.

DEPTID		
PURPOSE	**VALUES**	**DESCRIPTION/NOTES**

Identifies organizational structure and designates the accountable unit
 	
Required ChartField
	8 numerical characters	The 8-digit DeptID ChartField identifies your department's organization structure.
		
		The first 2 digits represent the college.
		The second two digits are for the department.
		The last four digits may be used for divisions and subdivision.
		
		For example,
		
		28092700
		28 College of Vet Med
		  09 Small Animal Clinical Sciences
		    2700 Vet Med Cardiology
		
		16120700
		16 College of Liberal Arts and Sciences
		  12 Chemistry
		    0700 Inorganic Division

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FUND CODE		
PURPOSE	**VALUES**	**DESCRIPTION/NOTES**
Identifies what type of money you are spending Allows for managing revenues and expenditures of similar activities Required ChartField	3 numerical characters There are 104 valid Fund Codes; for example: 101 E&G Gen Rev, Main Campus 102 E&G Gen Rev, HSC 103 E&G Gen Rev, IFAS 171 Transfer from Component Units 201 C&G Federal Restricted 209 C&G Other Restricted	Answers the question: "Where does this money come from?" A fund holds your money and its description indicates the source of the money. Each fund has its own rules for spending and for receiving money. There are 104 valid Fund Codes available. Grouping per source of funds: Appropriations 101-122, 132, 221-222 Auxiliary 141 - 163 Component Unit 171 Miscellaneous/Incidental 179 - 186 Contracts and Grants 201 - 213 Agency 901, 910, 991 **Common Errors Associated with Fund Code** • **Misunderstanding year-to-date (YTD) funds and life-to-date (LTD) funds**. Funds 171 and 201-213 are considered LTD funds; all others are YTD funds. The distinction affects what users can do after we close a fiscal year. For LTD funds, they may make prior year corrections. (Post expense refunds to the original expense accounts.) For year-to-date funds, there should be no change in revenues and expenses (no E2E, for example) after the year is closed. If a year-to-date fund receives an expense refund, then the refund should be posted to account 530000 • **Misunderstanding budget-based funds and cash-based funds**. Budget based funds are APPROP funds (101-103, 221-222), student government fund (191) and two CG funds (201 and 209). Cash-based funds are 131, 141-186, 251, 901, 910 and 991. In the budget-based funds, departments can spend up to the allocated budget amounts. Spending authority in KK is updated by only expenses, so recording revenue in these funds will not change how much a department can spend. In order to increase or decrease the spending authority, budget should be transferred or adjusted in the budget based funds. Cash-based fund spending authority is revenue minus expense. So, by making revenue transactions, departments will automatically have more money to spend; by making expenses, the departments will have less money to spend.

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PROGRAM CODE		
PURPOSE	**VALUES**	**DESCRIPTION/NOTES**
References the primary mission of the department. Required ChartField for revenue and expense transactions.	4 numerical characters	A Program Code refers to the primary mission of the department, specifically the Department ID code. The mission categories (Program Codes) correspond to the NACUBO (National Association of College and University Business Officers) classifications such as instruction, research, clinical, service, institutional support, and so on. Academic departments may use Program Code 1100 for General Academic Instruction. If a department contains a Dept ID that is an auxiliary, then the auxiliary's mission would reflect a different Program Code when using that Dept ID. For sponsored projects, the Program Code is assigned by the appropriate contracts and grants office. Refer to the Project Budget in myUFL (Grants > Award > Project Budget) to identify the Program Code for a specific Project ID. The first two digits of a Program Code represent the program as reported "externally." The last two digits are used for further break-down. **01**00 Physical Plant Administration **05**00 Custodial Services **11**00 Academic Instruction **21**00 Institute and Research Centers **22**00 Individual or Project Research **31**00 Patient Services **32**00 Community Services **33**00 Cooperative Extension Services

BUDGET REFERENCE		
PURPOSE	**VALUES**	**DESCRIPTION/NOTES**
Specifies the period to which the activity belongs. Required ChartField	5 alpha characters **CRRNT** = Current fiscal year **CYFWD** = Carry forward from previous FY	Answers the question: "When were the funds allocated?" Revenue and expense transactions require Bud Ref in UFLOR. Only Appropriation funds can have money that carries forward to the next fiscal year, CYFWD. All other funds should use CRRNT, current fiscal year. **CRRNT** - When spending State Appropriations in the year in which it was budgeted, use a Budget Reference ChartField value of "CRRNT" **CYFWD** - Unexpended balances at June 30 of each year are carried forward and budgeted in the next fiscal year. Same restrictions as state appropriations but usually not used for recurring expenses (i.e., salaries)

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ACCOUNT CODE		
PURPOSE	**VALUES**	**DESCRIPTION/NOTES**
Classifies financial activities and balances within the General Ledger Required ChartField	6 numerical characters Main account designations at UF: **1**xxxxx Assets **2**xxxxx Liabilities **3**xxxxx Equity **4**xxxxx Operating Revenue **5**xxxxx Non-operating Revenue **6**xxxxx Payroll and Benefits **7**xxxxx Operating Expenses **8**xxxxx Non-operating Expenses	Answers the question: "What are you doing?" Second digit of the account code further defines the transaction; for example (7xxxxx Operating Expenses): **71**xxxx: Contractual and Professional Services (non-employees) **72**xxxx: Utilities and Communications **73**xxxx: Materials and Supplies **74**xxxx: Repairs and Maintenance **75**xxxx: Scholarship, Fellowship, Student Loans **77**xxxx: Travel Expenses **78**xxxx: Capital Asset Purchases **79**xxxx: Other Operating Expenses Note: When viewing departmental ledgers you will only see account designations beginning with 4 through 8 **Common Errors Associated with Account Code** • **Using revenue accounts for expenses**. Note that the first digit of the account represents a type of financial activity (In AP, accounts 1, 2, 3, most of 5 accounts and 8 have been blocked. Account 4 is still available for revenue refunds.) • **Choosing a wrong account subcategory**. The second digit of account is the subcategory of transactions (see above examples for 7xxxxx operating expenses). For example, operating expenses are grouped like below. Without understanding this grouping, a user is more likely to choose a wrong account (For example, choosing 791200 (Professional Licenses) for software licenses purchase (734200 is appropriate if software is under $1,000 and 782400 is appropriate if the software needs to be capitalized.)

myUFL ChartField Descriptions

<table>
<tr><td colspan="3" align="center">SOURCE OF FUNDS</td></tr>
<tr><td>PURPOSE</td><td>VALUES</td><td>DESCRIPTION/NOTES</td></tr>
<tr><td>Used to track both revenue and expense transactions related to a specific outside funding source (subset within a fund)</td><td>8 alphanumerical characters</td><td>Source of Funds value is used to track transactions related to a specific outside funding source (subset within a fund). For example, G000400 is used for Florida Department of Health and this Source of Fund is used with Fund 209.

First letter identifiers:

F = UF Foundation   Used with fund 171
G = Granting agent   Used with funds 201, 209
H = AEF Source of Fund   Used with fund 171 and 910
R = Royalties   Used with fund 213</td></tr>
</table>

<table>
<tr><td colspan="3" align="center">DEPT FLEX</td></tr>
<tr><td>PURPOSE</td><td>VALUES</td><td>DESCRIPTION/NOTES</td></tr>
<tr><td>An optional field used by some departments to further classify revenue or expense transactions.</td><td>10 alpha-numerical characters</td><td>In general, Dept Flex is an optional Chartfield designed for departmental use. Department can choose to use the Dept Flex field in order to meet their own reporting requirements.

Dept Flex may be required for certain funds, e.g., SFA funds or DOCE.

Dept Flex must be requested from General Accounting.</td></tr>
</table>

<table>
<tr><td colspan="3" align="center">PROJECT</td></tr>
<tr><td>PURPOSE</td><td>VALUES</td><td>DESCRIPTION/NOTES</td></tr>
<tr><td>Allows for tracking project and grant activity across the fiscal year.</td><td>8 numerical characters</td><td>Required only for sponsored projects and construction funds. Allows for segregation and tracking of projects

Revenue and expense accounts with Contract and Grants funds should have:

PC BU = "GRANT" (PC is Project Costing)
Activity ID = "1"
Analysis type
Project ID

Asset, Liability and Equity accounts should have no value in PC BU, Activity and Analysis fields, but should use Project ID with grant and construction funds.</td></tr>
<tr><td>PURPOSE</td><td>VALUES</td><td>DESCRIPTION/NOTES</td></tr>
</table>

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Optional field used to track financial information by individual faculty member or employee	8 numerical characters	EmplID can be used to track financial information by an individual faculty member or employee. EmplID = UFID Optional field

CRIS		
PURPOSE	**VALUES**	**DESCRIPTION/NOTES**
Designed to meet the Federal reporting requirements for units that cross funds, departments, and projects	6 alphanumeric characters	CRIS = Current Research Information System Required field for IFAS departments.

SETID		
PURPOSE	**VALUES**	**DESCRIPTION/NOTES**
Identifies the set of tables that define accounting structure and rules, such as the chart of accounts and accounting calendars.	5 numerical characters UFLOR	Only SetID currently being used is UFLOR. Required – will default to UFLOR.