

## Chartfields - Formatted for Journal Entries

	(5)	(7)	(5)	(2)	(2)	(5)	(7)	(3)		
	<b>Business Unit*</b>	<b>Amount*</b>	<b>Department*</b>	<b>Account*</b>	<b>Class</b>	<b>Fund*</b>	<b>Program</b>	<b>Project/Grant ID</b>	<b>Operating Unit</b>	
	Campus			Object (7)						Total: 36 (19 Required)

### DESCRIPTION of Chartfields:

**Business Unit\*** Fixed at **UMS06** - Replaces the Campus 6 in our current 10 digit Account Number: **6-X-XXXXX-XXX**

**Department\*** Replaces the middle 5 positions of the current 10 digit Account Number: **X-X-XXXXX-XXX**. It is used to indicate who is responsible for or affected by a transaction. It has the manager's ID/name and other attributes attached. There is a unique code for each functional area. The **Operating Unit** field can be used to indicate the physical location of the department.

**Account\*** This, along with **Class**, replaces the current 3 digit object code: **X-X-XXXXX-XXX**. It classifies the nature of accounting transactions.

**Class** Optional Field that can be used by departments to more specifically identify **Account**. (01-99)

**Fund\*** Used primarily for reporting categories for GASB accounting or grouping that require self-balancing funds. (Unrestricted, Restricted Expendable, Restricted Non-expendable, Perkins Loan, Nursing Loan, University Loan). **The default is 00**

**Program** Sometimes Required to track revenue, expenditures and balances for programs within each campus or across the System. Used to identify reserves, endowments, loans and other sources of funds that need to be tracked across multiple departments or projects.

**Project/Grant ID** Required for all capital projects, grants & contracts and any other project with specific begin and end dates.

**Operating Unit** Optional field that can be used with **Department** to indicate a location, such as Lewiston/Auburn, Gorham, Portland etc. as determined by the Chief Financial Officers.

Code **RED\*** = Required Field. The size of field is indicated in brackets above the field name.

### Example of charging office supplies to a particular account:

Using a fictitious FAST account 6-2-55551-420, the charge currently appears as follows:

<b>6</b>	<b>2</b>	<b>55551</b>	<b>420</b>
Campus	Ledger	Department	Object Code

The example below does not show all eight chartfields. Only four are required. The other chartfields are necessary only if the particular type of transaction requires them. In the example, the PeopleSoft chartfield combination would appear as follows:

<b>UMS06</b>	<b>5556666</b>	<b>61000</b>	<b>00</b>
Business Unit	Department	Account Number	Fund