### Chartfield String (Dec. 9, 2013)

#### REQUIRED

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Fund</th>
<th>Source</th>
<th>Account</th>
<th>Dept ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXXX</td>
<td>XXXXX</td>
<td>XXXXX</td>
<td>XXXXXXX</td>
<td>XXXXXXX</td>
</tr>
</tbody>
</table>

**WHICH**
- Legal entity?
  - The University
  - Foundations
  - GA

**WHICH**
- Fund group are we spending from?
  - State
  - Unrestricted
  - Restricted
  - Endowments

**HOW**
- Are we spending the funds?
  - Instruction
  - Research
  - Financial Aid
  - Required on all non-foundation expenditure
  - Required on transaction and state fund revenues

**WHO**
- Funds are we spending?
  - Named Professorship
  - Individual Scholarship
  - Specific Conference
  - Dept. Auxiliary

**WHAT**
- Are we spending the funds on?
  - Office Supplies
  - Travel
  - Salaries, etc.

**WHO**
- Is spending the funds?
  - Pediatrics
  - Art
  - Biostatistics, etc.

**REQUIRED, when a contract, grant or capital improvement fund is used on transaction**

<table>
<thead>
<tr>
<th>PC Business Unit</th>
<th>Project ID</th>
<th>PC Activity ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXXX</td>
<td>XXXXXXXX</td>
<td>XXXXXXXX</td>
</tr>
</tbody>
</table>

**WHY**
- Are we spending the funds?
  - Contract / Grant
  - Capital Projects
  - Cost Share

**WHY**
- When project is a contract or grant, the value will always be 1. Capital Projects will enter values centrally.

**WHY**
- Required when a contract, grant or capital improvement fund is used on transaction or when cost sharing

**OPTIONAL**

<table>
<thead>
<tr>
<th>Program</th>
<th>Cost Code 1</th>
<th>Cost Code 2</th>
<th>Cost Code 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXXX</td>
<td>Xxxxxxxxxx</td>
<td>Xxxxxxxxxx</td>
<td>Xxxxxxxxxx</td>
</tr>
</tbody>
</table>

**WHY**
- Are we spending the funds?
  - Common
  - Shared with external depts/MOUs
  - MOU/dept-defined

**WHY**
- Not required, use if needed

**WHY**
- Not required, use if needed