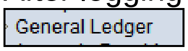
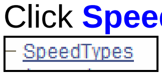
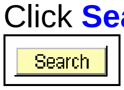
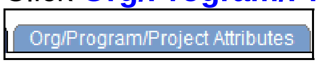
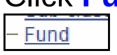
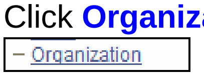
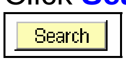
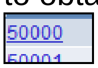
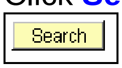
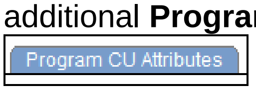
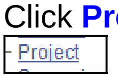
Chartfield Inquiry

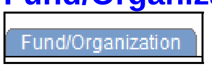
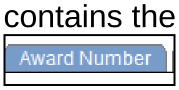
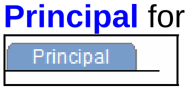
1.	After logging in to the Finance System, click **General Ledger**. 
2.	Click **Chartfields.** 
3.	**Decision:** There are several ways to view Chartfield information. Please select one of the options below. • SpeedType Go to step 4 on page 1 • Fund Go to step 15 on page 2 • Organization Go to step 20 on page 2 • Account Go to step 26 on page 3 • Program Go to step 31 on page 5 • Project Go to step 37 on page 5
4.	A **SpeedType** is a unique FOPPS combination of **F**und, **O**rganization, and **P**rogram *or* **P**roject, and, where applicable, **S**ub-class. The SpeedType is an eight-digit number with the following format: Position 1 = Campus Position 2 & 3 = Fund Positions 4-8 = Values assigned by the Finance System
5.	Click **SpeedType.** 
6.	Enter the information you have about your SpeedType in the appropriate fields. If your search produces a list of values, select the desired value from the list by clicking on it. For this example, enter ***SpeedType begins with*** using ***51024769.***
7.	Click **Search**. 

8.	The FOPPS information appears on the SpeedType page. In this example, the SpeedType is in Fund 10, Organization 50026, and Program Code 10007. There is no Sub-class associated with this SpeedType.
9.	To view additional SpeedType attributes, click **Add'l SpeedType Attributes**. 
10.	This page contains the effective date and status of the SpeedType.
11.	Click **Org/Program/Project Attributes.** 
12.	This page contains the Fiscal Responsibility and Ownership of the SpeedType.
13.	Click **Fiscal Staff.** 
14.	This page contains the primary contact information for the SpeedType. **End of Procedure.** Remaining steps apply to other paths.
15.	Click **Fund.** 
16.	The two-digit **Fund** identifies the source of the money being used for a transaction, such as ***10*** for tuition monies or ***30*** for sponsored projects.
17.	Enter the search criteria for the fund code. For this example, use fund code ***10.***
18.	Click **Search.** 
19.	The effective date, status, and description of the Fund code appears upon the search. **End of Procedure.** Remaining steps apply to other paths.
20.	Click **Organization.** 

21.	The **Organization** ChartField indicates the unit within the University that is receiving or spending the funds. This ChartField is often referred to as the “Org” and the terms “Organization” and “Department” are often used interchangeably. The first digit of the Organization ChartField identifies the campus: 1xxxx = Boulder 2xxxx = Health Sciences Center Campus of UCDHSC 3xxxx = Downtown Denver Campus of UCDHSC 4xxxx = Colorado Springs 5xxxx = System Administration.
22.	Enter the information you have regarding the **Organization** in the appropriate fields. If your search produces a list of values, select the desired value from the list by clicking on it. For this search, type ***50*** in the **Organization** field.
23.	Click **Search.** 
24.	A list of all organization codes beginning with ***50*** will appear. Click **50000** to obtain information about that specific organization. 
25.	The organization detail appears on this screen, listing fiscal responsibility and contact information. **End of Procedure.** Remaining steps apply to other paths.
26.	Click **Account.** 

27.	The **Account** ChartField describes the activity being done by classifying the transaction as an Asset, Liability, Net Asset, Revenue, Expense, or Transfer. All financial transactions must be designated by one of these categories. Frequently used Accounts include: **Asset Account Range: 000000-099999** An Asset is tangible or intangible personal and real property such as cash, investments, inventory, accounts receivable, loans receivable, prepaid expenses, equipment, building, etc. Assets are found on the Balance Sheet. **Liability Account Range: 100000-199899** A Liability is an amount owed. Liabilities are found on the Balance Sheet. **Net Assets Account Range: 199900-199999** Net Assets equal Assets minus Liabilities or A - L = NA. Net Assets are found on the Balance Sheet. Net Assets represent the residual earnings or deficit of a unit. Net Assets include encumbrances, which are Net Assets set aside for future commitments. **Revenue Account Range: 200000-399999** Revenue results from the sale of goods or the rendering of services. It is measured by the charge made to customers for the goods or services furnished to them. The university records revenue when it is earned - that is when the goods or services are furnished - regardless of when the payment is actually received from the customer. **Expenses Account Range: 400000-989999** Expenses are the costs incurred to provide goods or services to others. Salaries, fringe benefits, office supplies, travel, depreciation, etc. are examples of expenses. The university recognizes expense at the time the goods or services are incurred, regardless of when the actual payment is made. **Transfer Account Range: 990000-999999** A transfer occurs when cash is moved from one SpeedType to another SpeedType, and no exchange of goods or services is provided in exchange for the cash. It is critical that both the fund transferring out the cash, as well as the fund receiving the cash, use a transfer code. Transfers must offset one another.

28.	Enter the information you have about your **Account** in the appropriate fields. If your search produces a list of values, select the desired value from the list by clicking on it. For this example, enter ***7*** in the **Account** field.
29.	Click **Search.** 
30.	All **Accounts** beginning with 7 are returned. To obtain more information regarding a specific **Account**, click on it from the table of values returned. **End of Procedure.** Remaining steps apply to other paths.
31.	Click **Program.** 
32.	The **Program** ChartField identifies a specific activity within the University. A **Program** is used to track the finances of a specific activity during a fiscal year. This means that, on July 1st, the actual revenues and expenditures for the **Program** are set to zero, and a new annual budget is established.
33.	Enter the information you have about your **Program** in the appropriate fields. If your search produces a list of values, select the desired value from the list by clicking on it. For this example, type ***30025*** in the **Program Code** field.
34.	Click **Search.** 
35.	There are two tabs that appear. The **Program** tab indicates the effective date and status of the **Program.** Click **Program CU Attributes** for additional **Program** information. 
36.	The Fiscal Responsibility and Management information will appear. **End of Procedure.** Remaining steps apply to other paths.
37.	Click **Project.** 
38.	Similar to the Program ChartField, the **Project** ChartField identifies a specific activity within the University. A project differs from a program, however, in that a project is not fiscal year based. Rather, a project is based upon the period of an award or contract, and revenues and expenses accumulate throughout the entire project period. The Project ChartField is typically used with Funds 30 (Grants & Contracts) and 71 (Capital Construction).

39.	Enter the information you have about your **Project** in the appropriate fields. If your search produces a list of values, select the desired value from the list by clicking on it. For this example, type ***1234567*** in the **Project** field.
40.	Click **Search.** 
41.	The **Project** tab will appear. This tab contains the effective date, description, and status of the **Project.** Click **Description** for more information. 
42.	The **Description** tab contains a long description of the **Project.** Click **Fund/Organization** for more information. 
43.	The **Fund/Organization** tab contains the financial source of the **Project** (Fund) and the fiscal owner of the **Project** (Organization). Click **Sponsor** for more information. 
44.	The **Sponsor** tab contains the sponsor information (for a Grant). It also contains the Grant amount. Click **Award Number** for more information. 
45.	The **Award Number** tab contains specific grant information. Click **Reports/Dates** for more information. 
46.	The **Reports/Dates** tab is to track any financial reports associated with the **Project.** Click **Manager** for more information. 
47.	The **Manager** tab indicates the fiscal manager for the **Project.** Click **Principal** for more information. 
48.	The **Principal** tab indicates the **Principal** on the Grant, including contact information. **End of Procedure.**