

# What in the Chartfield?!

## Making Sense of the Chartfield String Without Losing Your Cool

May 6, 2024

# Chartfield Strings

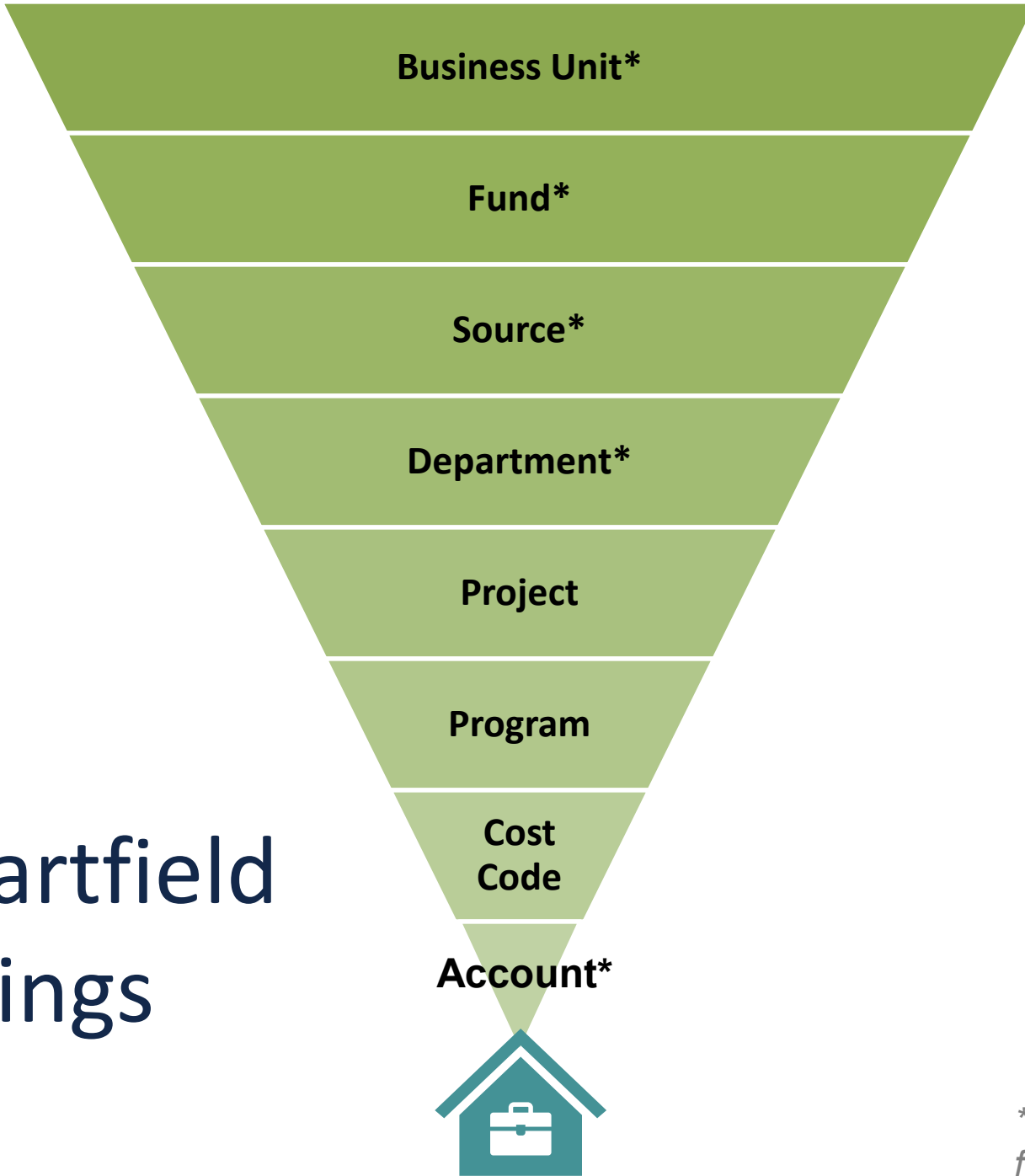
# Chartfield Strings:

Chartfields are the mechanism for categorizing and tracking all University financial transactions. A series of chartfields makes up a chartfield string, which is required on every transaction. A chartfield string answers several questions, including:

- Where is the money coming from?
- What is the general purpose for the funds?
- Who is spending the funds?



# Chartfield Strings



**\*Corresponds to the unique business entity**

**\*Indicates the general purpose of the funds**

**\*Identifies where the money is coming from**

**\*Indicates who is using the funds**

**Unique ID for an OSP managed grant/project**

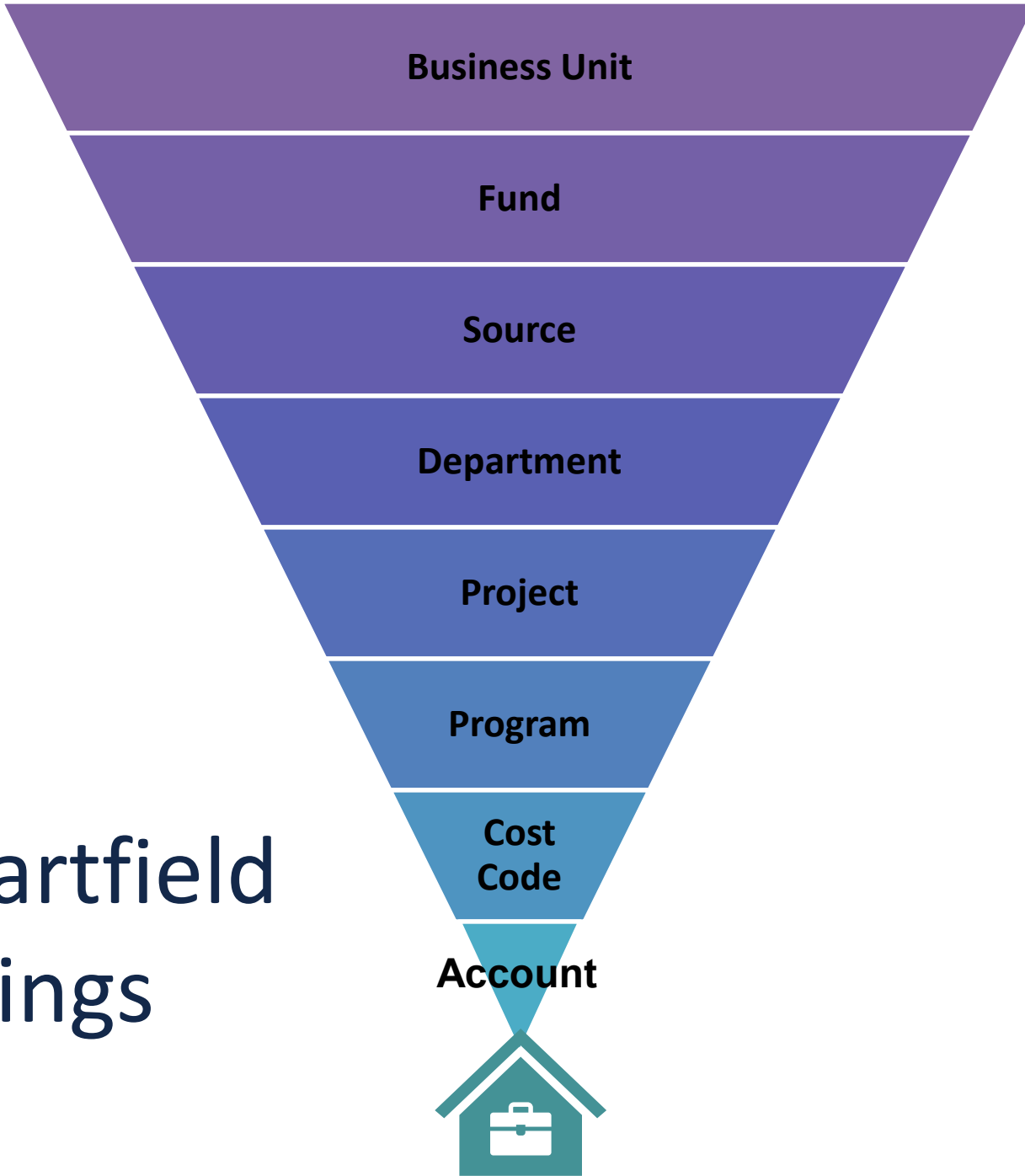
**Identifies a special purpose/project of SOG**

**Identifies a very narrow purpose, like a course, service agreement, etc.**

**\*Reflects what is being purchased**

*\*Core chartfield string component that must be entered for every transaction.*

# Chartfield Strings



**UNCCH**

**UNC Chapel Hill**

**29205**

**School of Government**

**G5023**

**SOG General Operating**

**375102**

**Strat Comm**

**N/A**

**Not a grant**

**GMKBX**

**Marketing Budget**

**N/A**

**No cost code**

**531110**

**Supplies-Office**

# Chartfield String Components

# Business Unit



# Business Unit

## CONVEYS THE UNIQUE BUSINESS

- UNCCH – University Transactions
- CHGOV – SOG Foundation and SOG Services





# THREE BUSINESSES, ONE SCHOOL

## UNC School of Government

- Established in 1931 as the Institute of Government, the School provides educational, advisory, and research services for state and local governments. The School carries out its mission through three separate but related avenues: teaching, research and writing, and advising. Each of these avenues is supported through a unique mix of funding.

**UNCCH**

UNC SCHOOL OF GOVERNMENT

## School of Government Foundation, Inc.

- Established in 1996 to help strengthen financial support for faculty teaching and research, statewide education programs, student scholarships, staff development, and general operating needs. Funding for The School of Government Foundation is provided through gifts from private donors in support of the School, as well as membership dues paid by local governments in North Carolina.

**CHGOV**

## School of Government Services, Inc.

- Established in 2021, SOGS assists faculty and staff at the UNC School of Government in carrying out its important mission: to improve the lives of North Carolinians by engaging in practical scholarship that helps public officials and citizens understand and improve state and local government. It is a non-profit corporation and an official associated entity of the School of Government at The University of North Carolina at Chapel Hill. Funding for School of Government Services, Inc. is provided through course registration fees and contracts for services.

Fund

## FUND AND SOURCE

*“The bond between dragon (fund) and rider (source) is forged in fire and unbreakable.”*



# Fund

## HIGH LEVEL PURPOSE OF FUNDS

- Major fund group, such as state funds or endowment funds
- General purpose of the funds (for SOG, for example)



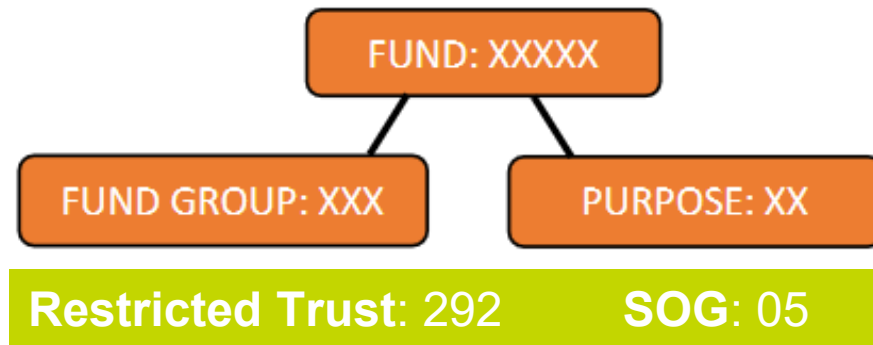


# Fund

## HIGH LEVEL PURPOSE OF FUNDS

- Cracking the code:

The Fund has five digits: the first three identify the fund group and the last two identify the purpose.





# Fund

## HIGH LEVEL PURPOSE OF FUNDS

- Cracking the code:

Fund	Description
20105	State Appropriations
49xxx	Sponsored Projects (OSP)
14101	Overhead/F&A
29519	Auxiliary Funds (UNC Press)
29205	Restricted Trust (Restricted to SOG)
29920	Endowment Income
29910	Endowment Principal
29930	Foundations and Other Agency Funds





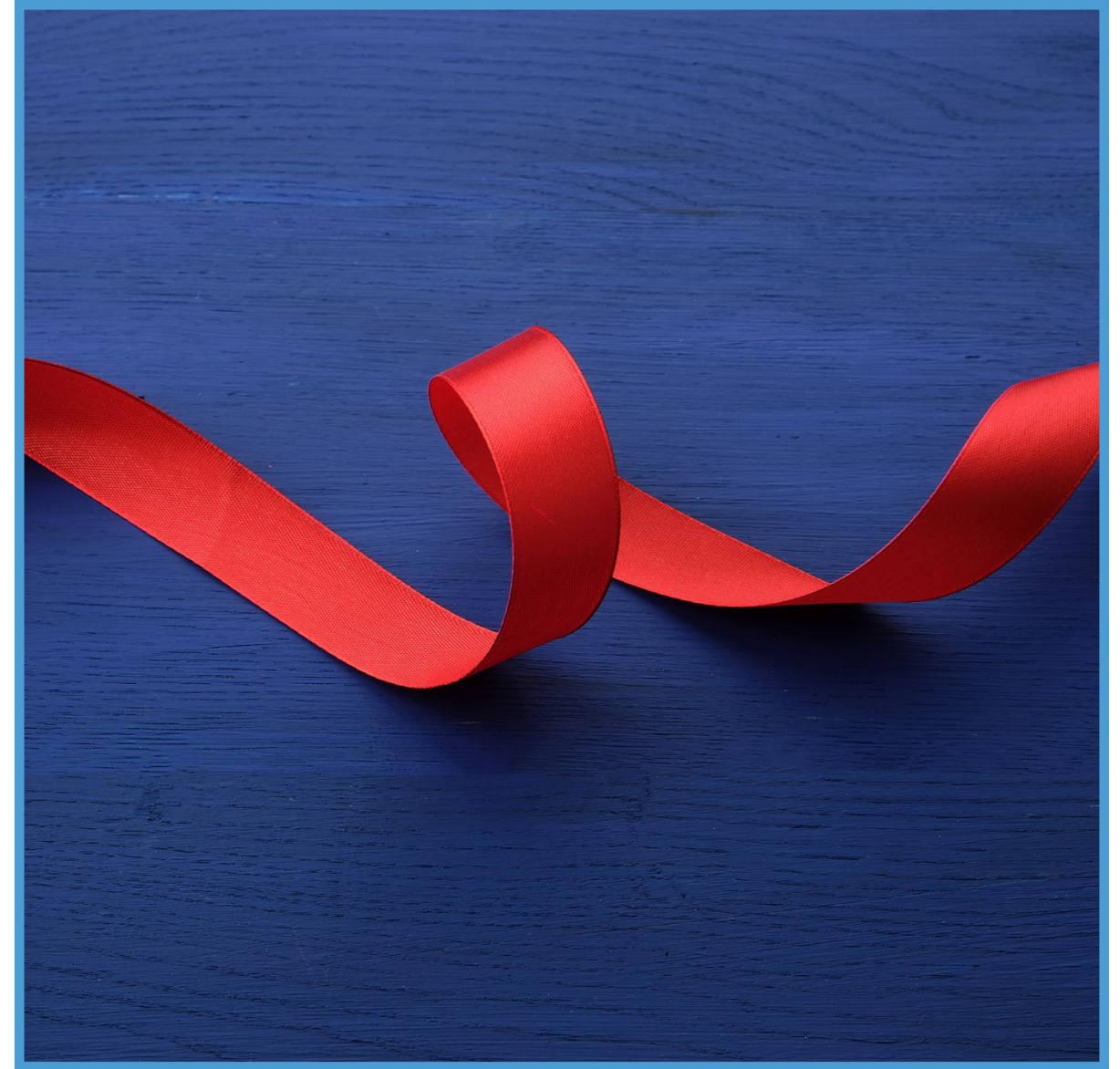


Source

# Source

## WHERE THE MONEY IS COMING FROM

- Source of funds with greater detail, such as an individual gift, an individual scholarship, or a specific activity
- General purpose of the funds (for SOG, for example)

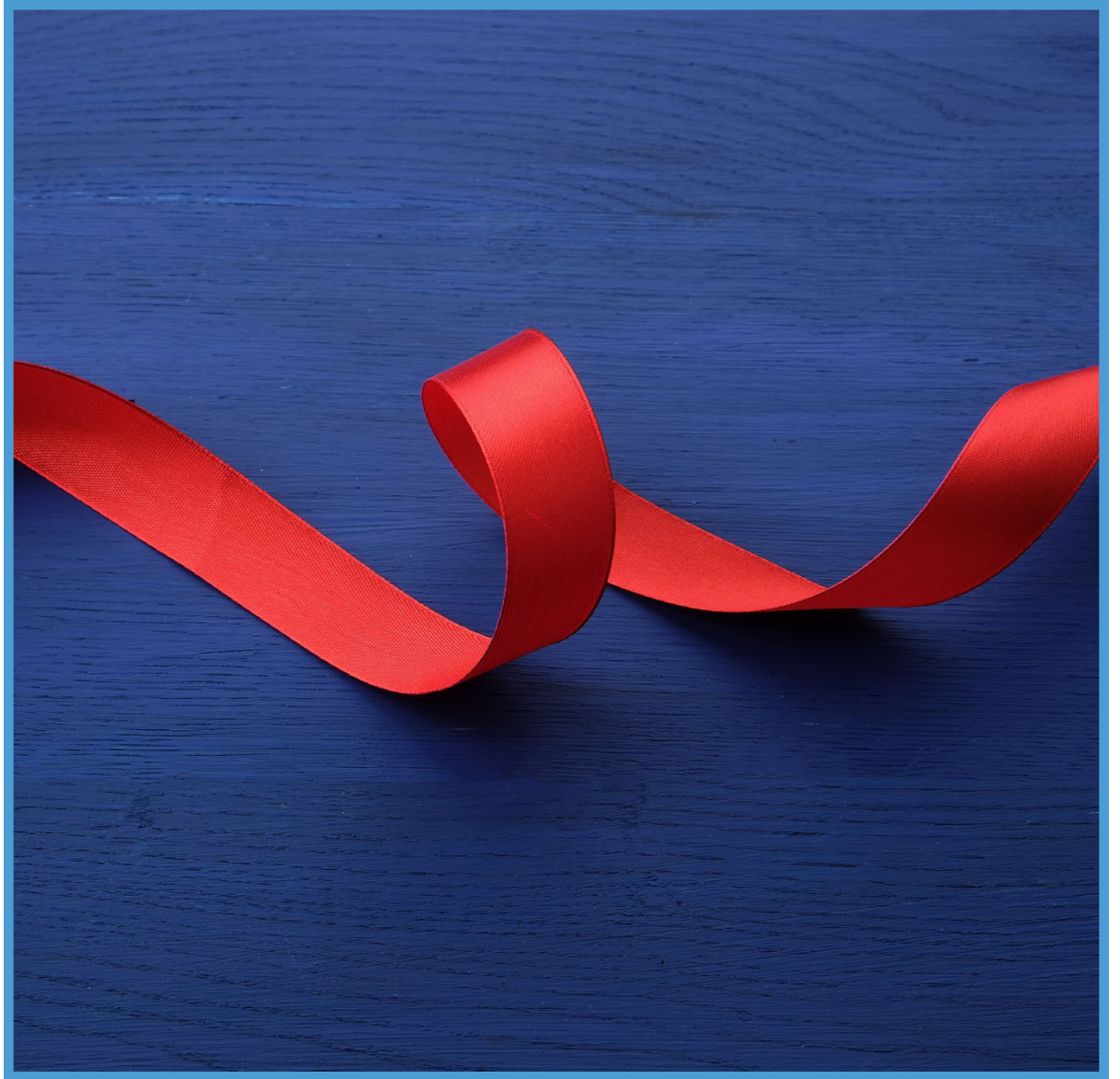


# Source

## HIGH LEVEL PURPOSE OF FUNDS

- Cracking the code:

Fund	Source	Description
20105	12001	State Appropriations
49xxx	252xx	Sponsored Projects (OSP)
27105	14101	Overhead/F&A
29519	19625	Auxiliary Funds (UNC Press)
29205	46xxx 5xxxx G5xxx	Contracts Trust (non-OSP) Restricted Gifts SOG Foundation Gifts
29920	G0xxx	SOG Foundation Endowment Income
29910	G0xxx	SOG Foundation Endowment Principal
29930	G5xxx	SOG Foundation and SOG Services



# Departments



# Department

## WHO IS SPENDING THE FUNDS

- Generally tracks the School and division organization structure
- First 3 digits: 375 for School of Government
- Last 3 digits: Unique department of SOG



# Department

## WHO IS SPENDING THE FUNDS

- Cracking the code: **SOG General**

Fund	Description
375100	General SOG Operations and Leadership Team
375200	SOG Foundation





# Department

## WHO IS SPENDING THE FUNDS

- Cracking the code: **SOG Operations**

Fund	Description
375101	Programs Division
375102	Strategic Communications
375103	Business Office and HR
375104	IT
375105	Advancement
375107	Facilities
375109	Library



# Department

## WHO IS SPENDING THE FUNDS

- Cracking the code: **SOG Faculty Divisions and Internal Initiatives**

Fund	Description
375106	Courts Division
375108	Management and Leadership Division
375110	Law and Finance Division
375500	Judicial College
375501	Center for Public Leadership and Governance
375600	Legislative Reporting Services
375800	Center for Public Technology



# Department

## WHO IS SPENDING THE FUNDS

- Cracking the code: **SOG Entrepreneurial Initiatives**

Fund	Description
375503	Public Defense Education
375505	ncIMPACT
375506	Criminal Justice Innovation Lab
375507	PSM - Lead for North Carolina
375509	Benchmarking Project
375700	Environmental Finance Center
375900	Development Finance Initiative



# Department

## WHO IS SPENDING THE FUNDS

- Cracking the code: **MPA**

Fund	Description
375300	MPA On Campus
375400	MPA Online





# Account

## WHAT IS BEING PURCHASED

- There are hundreds of potential account numbers, but they are broken into subgroups:

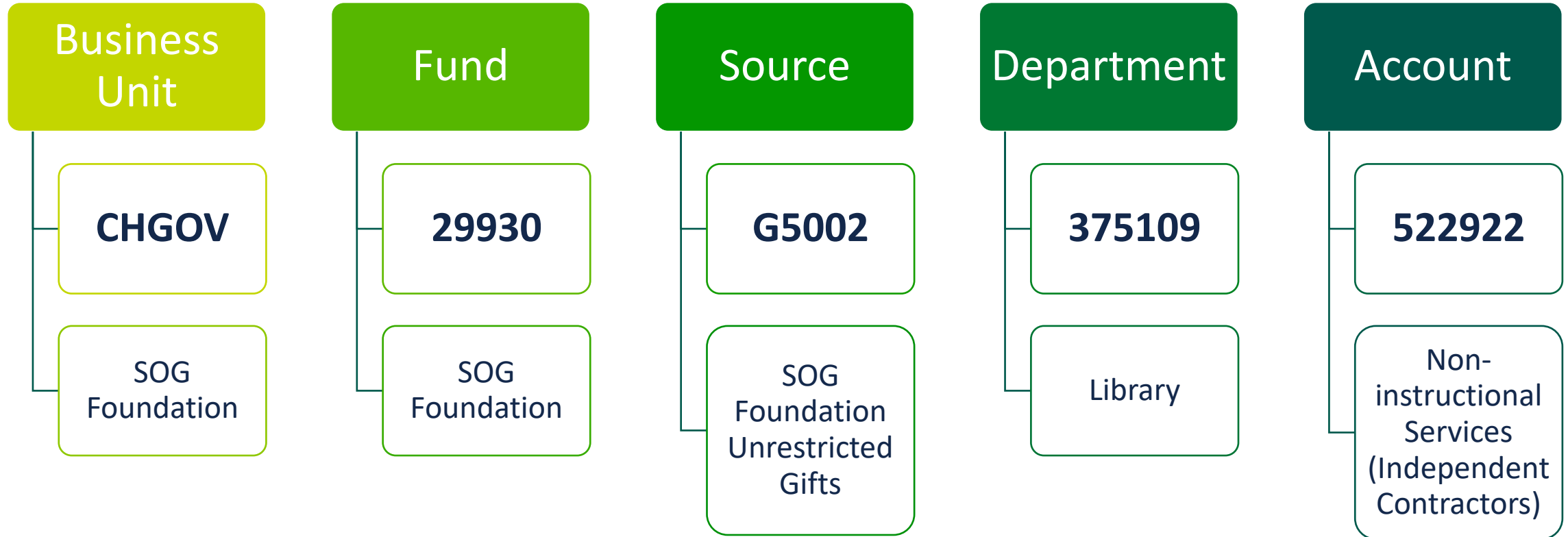
Revenue	Expense
Begins with:	Begins With:
42 = Grants	51 = Personnel
43 = Investments	52 = Purchasing Services
44 = Sales, Services & Rentals	53 = Supplies and Materials
45 = Fees, License & Fines	54 = Property, Plant, and Equipment
46 = Gifts, Contributions & Donations	55 = Other Expenses and Adjustments
47 = Miscellaneous	56 = Aid Public Assistance
48 = Transfers	57 = Reserves
49 = Appropriations	58 = Transfers



# Knowledge Check!



# Let's decode together



This is the chartfield string we would use to pay an independent contractor working for the Library!

# Other puzzle pieces: Program, Cost Code, and Project

# Why use Project, Program, or Cost Code?

## REPORTING!

- These are often the only elements that allow us to answer questions like:
  - “How much money did my department spend on professional development this year?”
  - “How much money do I have left on my grant from the NC Department of Justice”
  - “How much did the MPA program spend on curriculum development this year?”
  - “How much did Essentials of County Government cost this year?”



# Project

## UNIQUE ID FOR AN OSP MANAGED GRANT/PROJECT

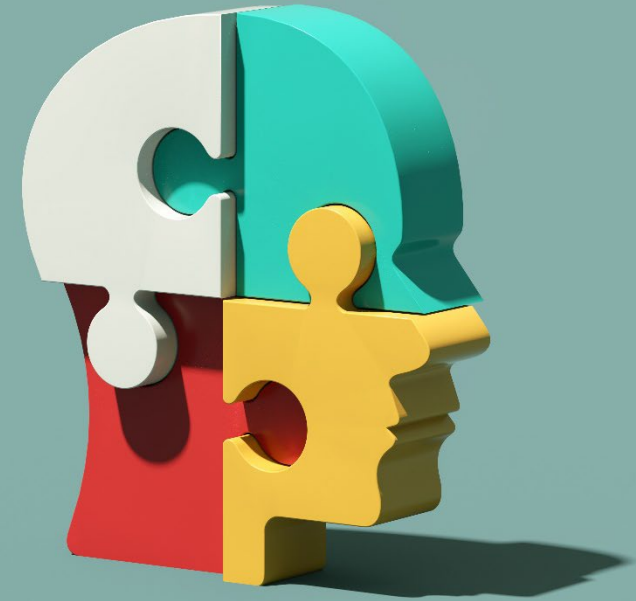
- Assigned by OSP for each unique grant award
- Always starts with “5”
- Along with project ID, you must also use PC Business Unit “CHOSR” and Activity “1”. These remain the same for every grant



# Program Code

## IDENTIFIES A SPECIAL PURPOSE/PROJECT OF SOG

- Always starts with G
- Each department has its own structure depending on their needs
- Some school-wide program codes exist to track common activities:
  - Ex: GSDVX for staff development



# Cost Code

IDENTIFIES A VERY NARROW PURPOSE, LIKE A COURSE, SERVICE AGREEMENT, ETC.

- Always starts with G
- Three major categories:
  - 1. Courses**

G + two digit fiscal year + G for general or C for courts + unique identifier numbers  
Find in the Master Course Document or Tableau
  - 2. Service Agreements**

G + two digit FY + SA + unique identifier numbers



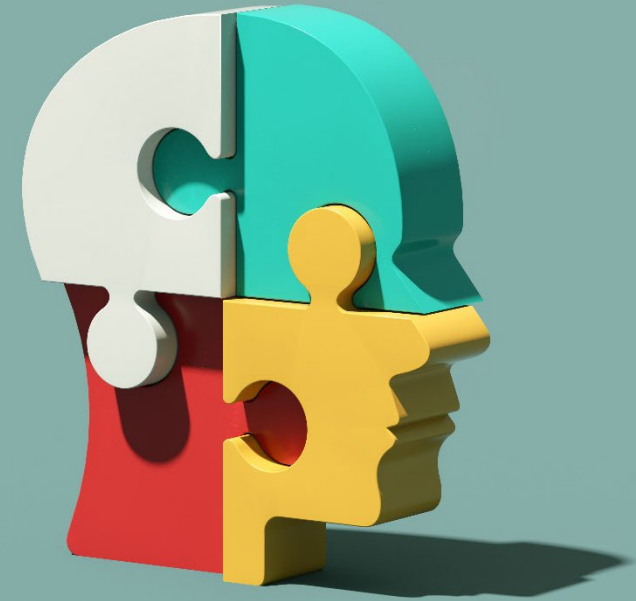


# Cost Code

IDENTIFIES A VERY NARROW PURPOSE, LIKE A COURSE, SERVICE AGREEMENT, ETC.

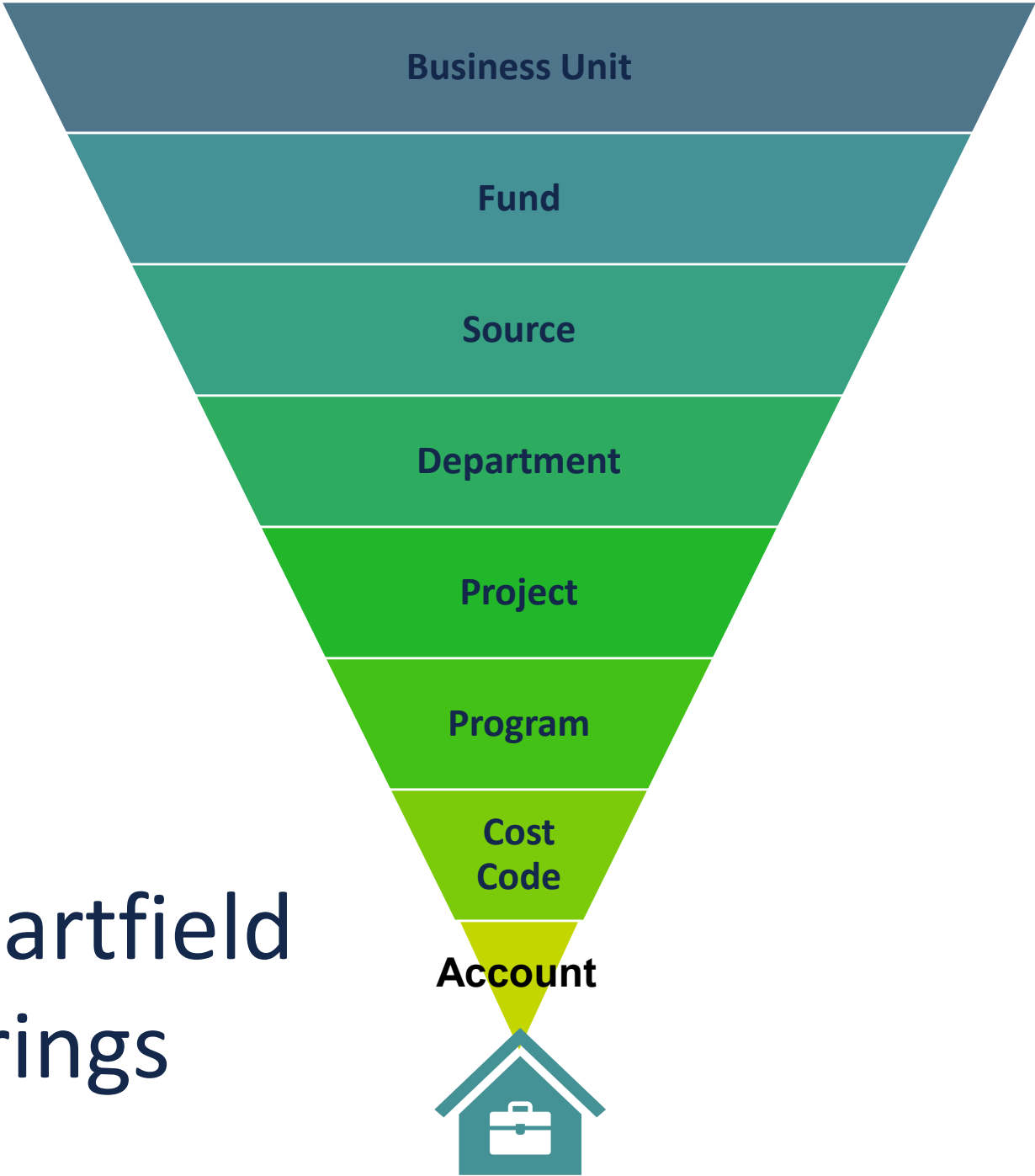
## 3. Special Projects

- Created and defined by departments
- Ex: GCX100PRO1 for Carolina Across 100 program 1



# Knowledge Check!

# Chartfield Strings



CHGOV  
29930  
G5002  
375505  
N/A  
GCA10  
GCX100PRO2  
522922

SOG Foundation  
Unrestricted gift  
SOG General Operating  
ncIMPACT  
Not a grant  
Carolina Across 100  
Program 2  
Independent Contractor

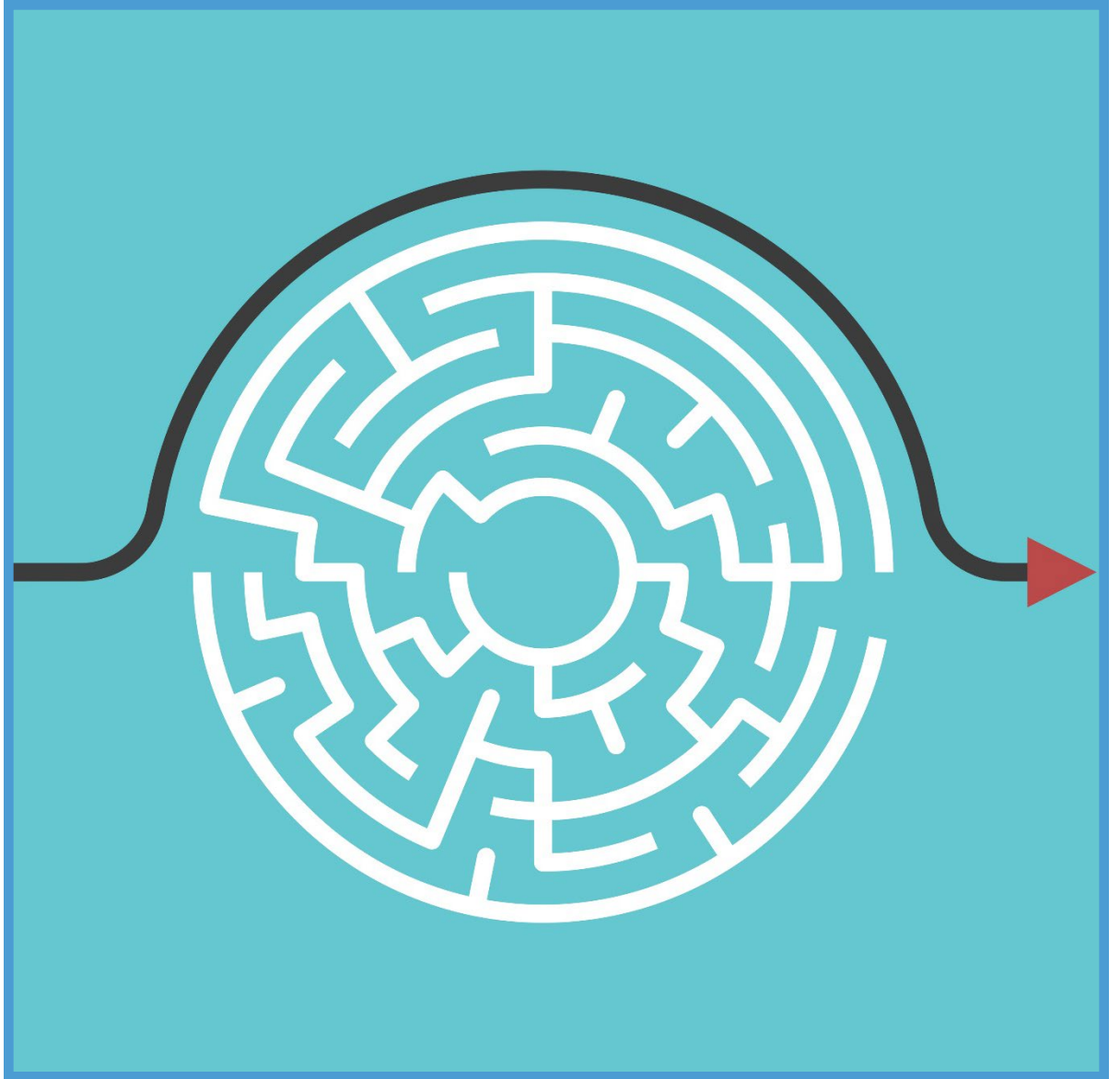


What do you really need to know?

# Bottom Line:

## TELL US WHAT YOU KNOW!

- In general, when given the specific purpose of the expense and information on funding, if any, we can piece together the rest of the chartfield string for you!
  - For courses, give us the name of the course or the cost code, if you have it
  - For grants, give us the name of the project or the Project ID, if you have it
  - For general expenditures, ie. those without any special funding, just tell us so
- If there are special projects or designations you want to be able to track and report on, let us know so we can help!

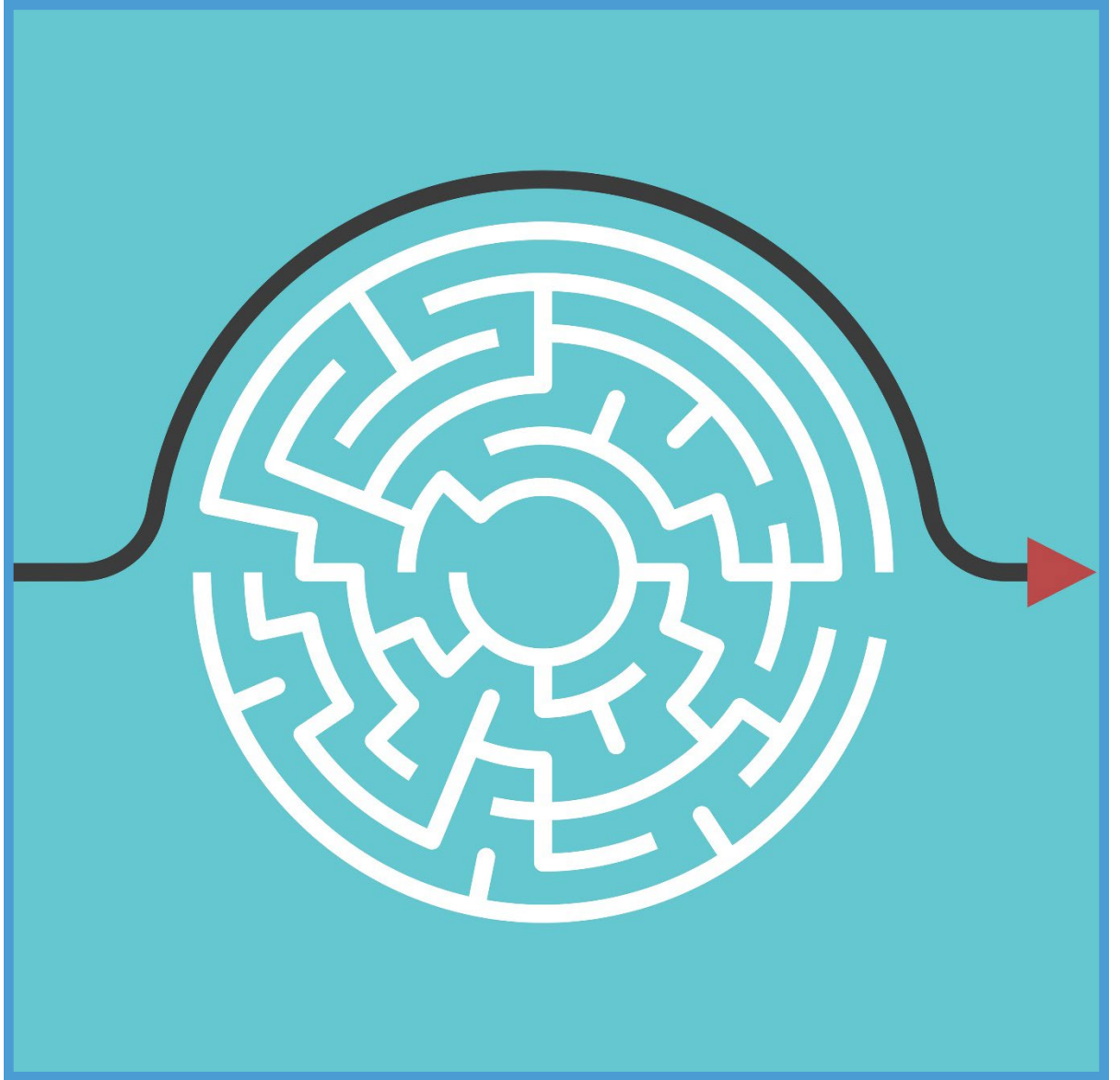




# A note on SOG Services

## THE MAJORITY OF SOG SERVICE BUSINESS IS DONE IN QUICKBOOKS

- **Quickbooks generally follows the same structure as UNC**, but some elements are not used
- Ramp cards are connected to Quickbooks:
  - Customer = cost code or program code



# Resources

# Resources

[Chartfields 101 – Understanding ConnectCarolina Chartfields](#)

**Chartfield QRC**

<https://ccinfo.unc.edu/wp-content/uploads/sites/219/2014/05/Chartfield-QRC.pdf>

[Chartfield Structure Booklet](#)

[Funds and Matching Source Ranges](#)

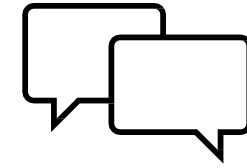
[Chartfields Webinar: Finding Your Chartfield Codes in ConnectCarolina](#)

**Chartfield checker:**

<https://ccinfo.unc.edu/finance/chartfield-checker/>  
[Using the Chartfield Checker Tool](#)



# We're here to help!



Message us on Teams



Email us



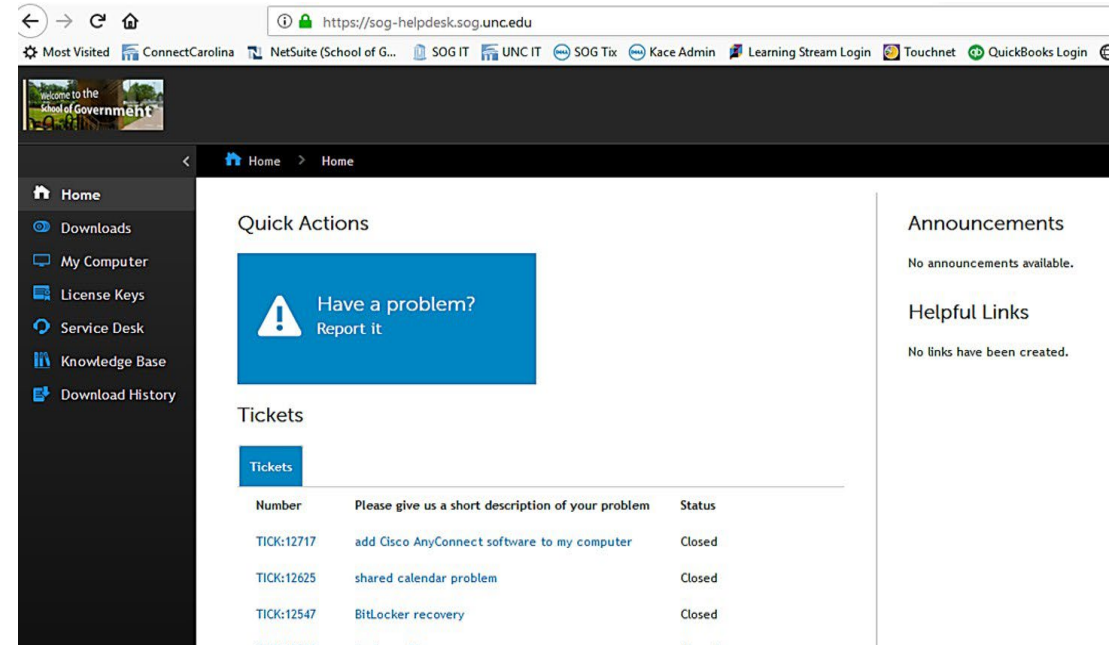
Create a Help Ticket

# We're here to help!

## TICKETING SYSTEM



- Create a Help Ticket Online
  - <https://sog-helpdesk.sog.unc.edu>
- Create a Help Ticket via Email
  - [sog\\_bod\\_tickets@sog.unc.edu](mailto:sog_bod_tickets@sog.unc.edu)
- [Ticketing System FAQ](#)

A screenshot of a web browser displaying the Sog Helpdesk website. The browser's address bar shows the URL 'https://sog-helpdesk.sog.unc.edu'. The website has a dark navigation bar with a 'Home' link. A sidebar on the left contains links for Home, Downloads, My Computer, License Keys, Service Desk, Knowledge Base, and Download History. The main content area features a 'Quick Actions' section with a blue button that says 'Have a problem? Report it'. Below this is a 'Tickets' section with a table of open tickets. The table has columns for 'Number', 'Please give us a short description of your problem', and 'Status'. Three tickets are listed, all with a status of 'Closed'. On the right side of the page, there are sections for 'Announcements' (stating 'No announcements available.') and 'Helpful Links' (stating 'No links have been created.').

Number	Please give us a short description of your problem	Status
TICK:12717	add Cisco AnyConnect software to my computer	Closed
TICK:12625	shared calendar problem	Closed
TICK:12547	BitLocker recovery	Closed



# Questions