

University of Calgary GENERAL LEDGER CHARTFIELDS

GL BUSINESS UNIT	FUND	DEPT ID	ACCOUNT	PROGRAM	INTERNAL	PROJECT
aaaaa	xx	xxxxx	xxxxx	See program section below	aaaxxxxxx	See project section below

*where a=alpha; x=number

ChartField	Format	Description
GL Business Unit	<ul style="list-style-type: none"> 5 alpha characters 	Designates a separate legal entity <ul style="list-style-type: none"> FHOB0 = Funds Held on Behalf of Others UCALG = University of Calgary
Fund	<ul style="list-style-type: none"> 2 numeric characters 	Segregates financial information to reflect the nature and restrictions of funding <ul style="list-style-type: none"> 05 = Carryover 10 = Operating General 11 = Operating Projects Research 12 = Operating Projects Non-Research 13 = Internally Restricted Capital 14 = Internally Restricted IT Capital Projects 15 = Ancillary 50 = Externally Restricted Capital 60 = Externally Restricted Research 70 = Externally Restricted Non-Research 80 = Endowments
DeptID	<ul style="list-style-type: none"> 5 numeric characters 	Designates a cost centre. Used to manage workflow within PeopleSoft (PS) and to support internal reporting requirements.
Account	<ul style="list-style-type: none"> 5 numeric characters 	Designates balance sheet or income statement account <ul style="list-style-type: none"> 1xxxx = Asset 2xxxx = Liability 3xxxx = Net Assets 4xxxx = Revenue 5xxxx = Salary & Benefit Expenses 6xxxx = Other Expenses 7xxxx = Internal Transactions
Program	<ul style="list-style-type: none"> 5 characters - numeric or alpha or combination of both 	Activity across faculties or departments such as a building, initiative, or academic session.
Internal	<ul style="list-style-type: none"> 3 alpha characters followed by 6 numeric characters 	Activity specific to one faculty or department.
Project	<ul style="list-style-type: none"> 2 alpha characters followed by 6 numeric characters OR 8 numeric characters (for new projects set up after 2011) 	Designates a project having a specific purpose and/or scope; will have a start and end date. Is used to segregate accounting transactions for purpose of internal and external reporting requirements. May be classified as Research, Capital, IT or Other. Will be either restricted or unrestricted. Requires use of PC Business Unit: PER01 – Professional Expense Reimbursement projects UCP01 – non PER projects set up after 2011 RESRC – non PER projects set up prior 2011
Activity	<ul style="list-style-type: none"> 5 alpha or numeric characters 	Segregates different types of activity within a project.