ChartField Definition

| ChartField	Characters (length)	Definition	Required on Transaction
Business Unit	5 (e.g. **COLUM** - Columbia University)	Legal entity for which financial statements are produced.	Yes
Account	5 (e.g. **40000** - TUITION)	Used to capture the natural classification of the transaction. Accounts begin with numbers 1-7: 1 = Assets 2 = Liabilities 3 = Fund Balances 4 = Revenue 5 = Salaries and Fringe 6 = OTPS 7 = Internal Transfers	Yes
Department	7 (e.g. **0102102** - PRE Office of the President)	Hierarchical breakdown to track financial activity within the organizational structure.	Yes
PC Business Unit	5 (e.g. **CAPTL** – Capital Projects)	High level project type. There are three PC Business Units to select from: • Capital • Sponsored Project • General	Yes
Project	8 (e.g. **CP001005** - AR AUDITORIUM)	Associates expenses with a specific funding source. Projects are set up for the following reasons: • Funding is externally restricted in purpose or time • Funding is unrestricted or internally restricted and is of a significant nature (e.g., used to fund several uses) and for which fund balance is carried forward Project to date reporting is required and is different from fiscal year reporting • Project has a defined beginning and end	Yes
Activity	2 (e.g. **01** – AR AUDITORIUM)	Work break down structure for the associated Project.	Yes **Note:** For fiscal year projects the activity will always be 01.

ChartField Definition (cont.)

ChartField	Characters (length)	Definition	Required on Transaction
Initiative	5 (e.g 41116 - BUS Master of Business Admin)	Used track financial activity related to Academic Programs or Business Activities.	Only required for revenue, expense, and internal transfer transactions *If the transaction does not call for a specific initiative, use the undefined initiative value: 00000
Segment	Max 8* *UNIs can be fewer than 8 characters (e.g. atj510 - Dr. Albert Jones; 51000105 - BUS London Intl Seminar)	Used to track components of Academic Programs or Business Activities, usually a person or thing.	Only required for revenue, expense, and internal transfer transactions *If the transaction does not call for a specific segment, use the undefined segment value: 00000000
Site	4 (e.g. 1002 - BROADWAY RESIDENCE HALL)	Building Number or Country Code	Only required for Capital projects but should be used when applicable
Fund	2 (e.g. 01 – General Unrestricted Fund)	Fund Type	Defaults from other ChartFields
Function	3 (e.g. 010 – TUITION)	Categorization of revenues, expenses, and internal transfers for all Profit and Loss (P&L) transactions. This is the COB line and the categorization of functional expense on the Financial Statements.	Defaults from other ChartFields

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ChartField Definition

Users with Procurement and/or Financial Inquiry Access can look up ChartField descriptions by following this navigation:

Main Menu > Setup Financials/Supply Chain > Common Definitions > Design ChartFields > Design Values > ChartField Values

This screen will then appear, and users can click on a particular ChartField link to see the descriptions.
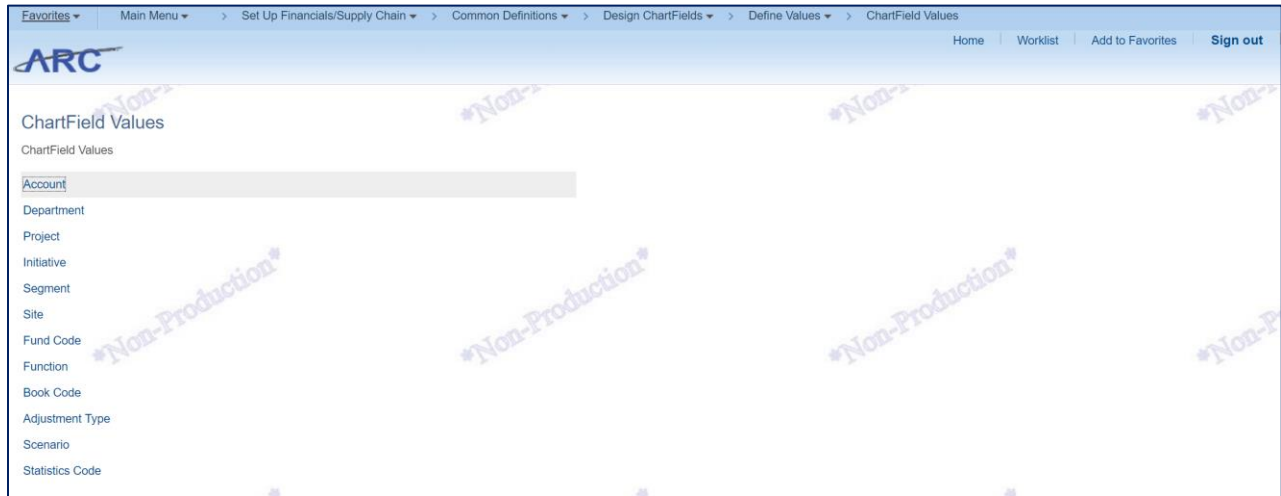
Getting Help

Please contact the Finance Service Center
http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now
https://columbia.service-now.com

Or, you can contact the Service Center by phone: (212) 854-2122