



Chartfield Spread	
	<p>BUSINESS UNIT</p> <p>OUHSC – The University of Oklahoma Health Sciences Center</p> <p>NORMN – The University of Oklahoma</p> <p>There are two Business Units. OUHSC represents The University of Oklahoma Health Sciences Center in Oklahoma City and NORMN represents The University of Oklahoma in Norman. While searching, doing data entry or approving, and running queries or reports, the user will need to make sure they are selecting the correct business unit.</p>
	<p>BUDGET DATE</p> <p>This field is used to identify the fiscal year in which a transaction is posted. The Budget year begins on July 1st and continues through the following June 30th. The system has been setup to recognize the date and apply the transaction to the correct budget year.</p>
	<p>ACCOUNT</p> <p>This field identifies the general ledger accounts that best describes each item in this transaction. The codes are found using the Chart of Accounts. These accounts include assets, liabilities, revenues, and expenses. Users can find the full list of the chart of accounts on the Financial Services website.</p> <p>Example: Cash 111701 (Asset), Office Supplies 600100 (Expense)</p>
	<p>FUND</p> <p>Fund represents the different checking accounts that we have on each campus and also identifies the type of source of fund for each transaction. Examples include EDGEN which stands for Education General, SPNSR which stands for Sponsored Grants, CAPTL which stands for Capital Projects, and AGENC which stands for Agency. There is a full fund listing out on the Financial Services website.</p> <p>Examples include: EDGEN, SPNSR, CAPTL, AGENC</p>
	<p>DEPARTMENT</p> <p>This field is used to identify the ownership of the transaction and is commonly referred to as ORG.</p> <p>Example: CAS01001 College Level – Arts & Sciences = CAS Department Level – Deans Office = 01001</p> <p>Within a College, a range of department numbers will be assigned to be used for department and section identification.</p>
	<p>FUNCTION</p> <p>This field is used to identify the purpose or function of a transaction. A full Function listing is out on the Financial Services website. Budget is determined by Fund, Department, and Function by fiscal year. We also have projects and sources that are required for budgeting purposes.</p> <p>Examples: Instruction = 00111, 00211, 00311 Institutional Support = 00116, 00216 Research = 00012</p>



	<p>ENTITY</p> <p>This field is user-defined. Departments can assign a value to identify a person in their department.</p> <p>This value is for reporting purposes. The minimum required entry is 00000.</p> <ul style="list-style-type: none"> • Particularly useful in tracking faculty/staff expenses and revenues across chartfield spreads. • Can be used to track all spending for a particular employee/faculty member (such as travel, supplies, etc)
	<p>SOURCE</p> <p>This field will used to track transactional information for an Endowed Chair, Service Unit, Auxiliary Enterprise, Student Fees processed through the Bursar, or optional value as established by a college/department.</p> <p>Source will be required when the following funds are used:</p> <ul style="list-style-type: none"> • EDWCH – Endowed Chairs • EGFEF – Education Fees • SVCCT – Service Contracts • SUAUX – Service Unit/Auxilliary <p><i>Source can also be used as optional field for reporting purposes.</i></p>
	<p>PURPOSE</p> <p>This field can be user defined to meet any additional reporting/tracking needs of the area. It is an optional field intended to be used for events, line of service, etc. Requested values will be 2 leading alpha to identify what college/area the value is used by. The 2 alpha will be followed by 6 numeric values.</p>
	<p>PROJECT</p> <p>This field will be used to track: Sponsored grants/contracts, Capital Projects, Federal Loans</p> <p>Will only be used when the following Funds are used:</p> <ul style="list-style-type: none"> • SPNSR • CAPTL • FEDLN <p><i>If these funds are used, then a value will be required in the Project field.</i></p>