

UTSA Chart of Accounts Quick Reference

Structure and Examples

Chart of Accounts Chartfield Structure



UTShare Defined Values (UTSHR)

Campus Specific Defined Values (UTSA1)

* Chartfields only used with Capital Projects and Sponsored Programs

GL Unit	Account	Fund	Dept	Program	Function	PC Bus Unit	Project	Activity	Cost Centr
UTSA1									

What is a Chartfield ?

The individual component or field, which defines the accounting structure used in UTShare/PeopleSoft. The Chartfield string for UTSA consists of Account, Department, Project, Fund, Cost Center, and Function.

Speedtype?

Shortcut that populates data into a Chartfield String for budget transfers and creates both the Combo Code in HCM and SpeedChart in Financials within 48 hours of receiving all pertinent information.

Cost Center or Project ID = Speedtype/SpeedChart

Chartfield	Business Unit (GL)	Account	Department	Cost Center	Fund	Function	Business Unit (PC)	Project ID	Activity ID
Definition	Specifies the UT Institution	Nature of transaction	Organization structure Identifier	Designates non-sponsored or non-plant fund	Source of funds	NACUBO and A-21 Element	Designates Sponsored Research or Plant fund	Specific sponsored research or plant fund project	Specific tasks in a project
Configuration Owner	UT Share	UT Share	UT San Antonio	UT San Antonio	UT Share	UT Share	UT Share	UT San Antonio	UT San Antonio
Field Length	5	5	6	6	4	3	5	10 - Sponsored Programs 8 - Capital Projects	2

Chartfield String Examples See Page #2 for Details

Chartfield String Examples	Business Unit (GL)	Account	Department ID (DEPTID)	Cost Center	Fund	Function	Business Unit (PC)	Project ID	Activity ID
Non-Project	UTSA1 UT of San Antonio	63003 6#### = Expense 3003= System Assigned #	BAF231 BAF = Buss. Affairs	EGX023 EG = E & G X = Buss. Affairs 023=Assigned #	2100 2100 = E&G General Funds	700 Institutional Support	N/A	N/A	N/A
Sponsored Program (Non Cost Sharing)	UTSA1 UT of San Antonio	50101 5#### = Expenses-Payroll/Wages	AIT2306 AIT### = Information Technology	N/A	5100 Fed. Sponsored Program	200 Research	UTSSP UT of San Antonio Sponsored Programs	10025478512 10 digit Consecutive number assigned	1 All Sponsored Programs
Sponsored Programs (Cost Sharing—Converted)	UTSA1 UT of San Antonio	82541 8#### = Capital Asset	ASC2101 ASC ### = College of Sciences	DSC520 D = Designated S = Col. of Science C = Cost Sharing 520=Assign #	5100 Fed. Sponsored Program	200 Research	UTSSP UT of San Antonio Sponsored Programs	3260004580 3 = UTSA Component 26 = DEFINE Budget Group	1 All Sponsored Programs
Capital Projects (OFPC Project)	UTSA1 UT of San Antonio	N/A	UNW006 UNW### = University Wide Project	N/A	7100 Unexpended Plant	800 Operation & Main. of Plant	UTSPF UT of San Antonio (Capital Projects)	S401000A S = San Antonio Project 401-### = OFPC Project# A = Next Consecutive Alpha Letter	OM, IM or CI based on OSPF Project (See Back)
Capital Project (UTSA Project)	UTSA1 UT of San Antonio	N/A	May Vary Could be UNW####, BFA####, BFC#### based on Project	N/A	7100 Unexpended Plant	800 Operation & Main. of Plant	UTSPF UT of San Antonio (Capital Projects)	S0000001 S=San Antonio Project ##### = Next Consecutive Number	## 2 digit Based on Project Activities

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Chartfield Descriptions & Naming Conventions

Account: Nature of Transactions (UTSHR)				Speed Type Formats		Project ID & Activity ID (UTSA1)			
Account Code—GL		Budgetary - Expense Accts.		<i>Most begin with a prefix + a Unique Alpha/Numeric Character</i>					
1xxxx	Assets	A1000	Staff Salaries	Cost Center Speedtypes (6 digits) <ul style="list-style-type: none"> • E&G Funds begins with “EG” + College Reference + 3 digits (ex. <u>EG</u>B022) <ul style="list-style-type: none"> • Special References may be used after the department/college reference when appropriate (R=Reserves, F= Faculty Reserve Funding ex . <u>EG</u>B<u>R</u>02) • Designated Fund and Tuition begins with “D” for Designated + College Reference+ X + 3 digits (ex. <u>DB</u>X012) <ul style="list-style-type: none"> • Designated Service Centers begins with “RC” + 4 digits • Special Reference may replace the “X” when appropriate (R=Reserves, O= Official Occasions) ex. <u>DB</u>R012 • Auxiliary Enterprise Fund begins with “AX” + 4 digits • Restricted Funds: <ul style="list-style-type: none"> • Gift Funds begins with “G” + 5 numbers • Endowment Funds begin with “E” + 5 digits • Loan Funds will be short descriptive title • Unexpended Plant Funds begins with SC + 6 digits • Investment in Plant cost center will be “PLANT” • Agency Fund begins with “AG”+ 4 digits Project ID Speed Types: (See Sponsored Programs & Capital Projects for format) <ul style="list-style-type: none"> • Project ID and Activity ID will be the Speedtype for Capital Projects • Project ID will be the Speedtype for Sponsored Programs/ Grants • Cost Sharing Sponsored Programs will have both a Cost Center and a Project ID included in the Chartfield String. 		Sponsored Program Project ID (10 Digits) Grants will have generated sequential number starting with “1000000001”		Capital Projects Project ID (8 digits) • UTSA managed projects = ‘S’ + next consecutive number (S0000000001) • OFPC Projects = ‘S’+ OFPC project number (401#####) + Next consecutive letter (<u>S</u> 40100101A)	
2xxxx	Liabilities	A1200	Wages						
3xxxx	Fund Equity	A2000	Faculty & TA Salaries						
4xxxx	Revenue	A3000	Payroll Relate cost (Benefits)						
5xxxx	(Expense) Payroll, Salary, Wages	A4000	(M&O) Operating Expense including Travel						
6xxxx	Expenses	A6000	Debt Service						
7xxxx	Transfers	A7000	Expense Transfers						
8xxxx	Capital Assets	A9000	Reserve						
9xxxx	Clearing Accts—Accounting Use Only								
FUNCTION: NACUBO (UTSHR)									
UTSHARE		UTSHARE							
100	Instruction	600	Student Services						
200	Research	700	Institutional Support						
300	Public Service	800	Ops & Mtnc of Plant						
400	Academic Support	997	Scholarships & Fellowships						
500	Auxiliary Enterprises	999	Not Applicable						
						Sponsored Programs Activity ID for Grants is always ‘1’ . Activity ID for Sponsored Programs is not significant.			
						Capital Projects Activity ID Activity ID for Capital Projects will have 2 characters. Activity ID for Capital Projects is significant as each activity represents a different Budget.			

FUND(UTSHR) : Source of Funds (NOTE: This is not the complete list of UTShare funds used by other institutions, the Funds listed are used at UTSA)

UTSHARE		UTSHARE		UTSHARE		UTSHARE	
2100	General Funds	4100	Intercollegiate Ath-	5100	Fed. Sponsored Prog	7100	General Plant Funds
2110	Research Development	4200	Housing & Food Svcs.	5200	State Sponsored Prog.	7101	Perm. Univ. Funds
2115	Special Items (i.e. SALSI)	4300	Bookstore	5300	Local Sponsored Prog.	7102	Rev. Fin. Bonds Notes
2120	State Pass Through	4400	Parking & Traffic	5400	Private Sponsored Prog.	7103	Tuition Revenue Bond
2150	E & G Local Funds	4500	Student Health Ctr.	5500	Gifts and Other	7104	Other Sources
3100	Organized Ed Activities	4600	Student Service Fees	5515	Endowment clearing	7105	Int. Ernd. Const. Funds
3105	Designated Tuition	4800	Student Activities	5600	Endowment Expenditure	7108	Private Gifts
3115	Student Service Fees	4700	Other			7505	Investment in Plant
3200	Net Service Funds					8100	Loan Funds
						9200	Agency Funds
						9910	Clearing Accounts