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	• 5 alpha characters	Designates a separate legal entity • ARCTC = Arctic Institute of North America • FHOBO = Funds Held on Behalf of Others • UCALG = University of Calgary
Fund	• 2 numeric characters	Segregates financial information to reflect the nature and restrictions of funding • 05 = Carryover • 10 = Operating General • 11 = Internally Restricted Research • 12 = Internally Restricted Non-Research • 13 = Internally Restricted Capital • 14 = Internally Restricted IT Projects • 15 = Ancillary • 18 = Internally Restricted Directed Research • 19 = Internally Restricted Directed Non-Research • 50 = Externally Restricted Capital • 60 = Externally Restricted Research • 70 = Externally Restricted Non-Research
DeptID	• 5 numeric characters	Designates a cost centre. Used to manage workflow within PeopleSoft (PS) and to support internal reporting requirements.
Account	• 5 numeric characters	Designates balance sheet or income statement account • 1xxxx = Asset • 2xxxx = Liability • 3xxxx = Net Assets • 4xxxx = Revenue • 5xxxx = Salary & Benefit Expenses • 6xxxx = Other Expenses • 7xxxx = Internal Transactions
Program	• 5 characters - numeric or alpha or combination of both	Activity across faculties or departments such as a building, initiative, or academic session.
Internal	• 3 alpha characters followed by 6 numeric characters	Activity specific to one faculty or department.
Project	• 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	• 5 alpha or numeric characters	Segregates different types of activity within a project.