UTShare ChartField Values
Training Guide
# Table of Contents

UTShare ChartField Values ................................................................................................................... 1
SpeedTypes .............................................................................................................................................. 1
GL Account Description ......................................................................................................................... 3
  Account .................................................................................................................................................. 3
  Department Description ...................................................................................................................... 5
  Cost Center Description ..................................................................................................................... 6
Sponsored or Capital Project (Grant) Description .................................................................................. 7
UTShare ChartField Values

The Chart of Accounts is the foundation of the accounting system. The chart of accounts provides a unique numbering system and a common language for identifying financial transactions.

The basic component of the chart of accounts is the chartfield. A chartfield is an individual field used to segregate transactional and budget data.

The combination or grouping of chartfields is called a chartfield String. The chartfield string provides financial information for departments and other units for reporting and tracking purposes. These values are necessary for viewing accounting details and/or processing transactions in UTShare.

<table>
<thead>
<tr>
<th>ChartField String Value Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Unit</strong></td>
</tr>
<tr>
<td><strong>Account</strong></td>
</tr>
<tr>
<td><strong>Department</strong></td>
</tr>
<tr>
<td><strong>Cost Center</strong></td>
</tr>
<tr>
<td><strong>Fund</strong></td>
</tr>
<tr>
<td><strong>Function</strong></td>
</tr>
<tr>
<td><strong>Project Costing Business Unit</strong></td>
</tr>
<tr>
<td><strong>Project</strong></td>
</tr>
<tr>
<td><strong>Activity</strong></td>
</tr>
</tbody>
</table>

**SpeedTypes**

A SpeedType (SpeedChart) value is used to quickly populate data into the chartfields and is generally the same as the Cost Center or Project ID and is associated with a specific chartfield string. SpeedTypes are used for creating journal entries and SpeedCharts are typically used on Requisitions and Vouchers.
Use the SpeedType function in UTShare to view the chartfield values associated with chartfield string.

1. Click **NavBar > Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > SpeedTypes.**

   The SpeedTypes search page is displayed.

2. The SetID field will default to "UTARL". Leave the default value.

3. Enter the desired SpeedType Key. This is the same as the Cost Center or Project ID associated with a specific chartfield string.

4. Type of SpeedType should be changed to “Universal (All Users)” from the drop-down list.

5. Click the Search button.

The SpeedType page is displayed. This page displays the ChartField values required for viewing or processing transaction details in UTShare. These will populate when the SpeedType (SpeedChart) is entered.

- **ChartField values for a Cost Center:** Unit (UTARL), Fund, Department, Cost Center, and Function.
• ChartField values for a Project: Business Unit (UTARL), Fund, Department, Function, PC Bus Unit, Project, and Activity.

6. Click the Return to Search button to go back to the main SpeedType page.

GL Account Description
Use the ChartField Values function in UTShare to view a General Ledger description, and other basic information for a General Ledger Account.

1. Click NavBar > Menu > Financials > Set-Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values.

   The ChartField Values screen displays.

This section will review the Account, Department, Cost Center, and Project information.

Account

1. Click on the “Account” link.
2. Enter UTSHR in the SetID field.

3. Enter the Account number to view in the Account field or use the search icon. Leaving the Account, Description, and Type fields blank is also an option to see a list of all GL Accounts.

4. Press Search.

Note: Can also use the Description field and Account Type field to search.
The Account page is used to view information about the general ledger account like Status, Description, and the Account Type.

5. Click the Return to Search button to go back to the search page.
6. Screenshot of chartfield values page with account link highlighted

**Department Description**

1. Click on the blue Department link.
UTARL defaults in the SetID field. Leave as is.
2. Enter the Department number in the Department field or use the search icon.
3. Click the Search button.

**Note:** Can perform a search by Department number or by Description.
The Department page is used to view information about the department such as the Effective Date, Status, Description, and Short Description.

5. Click the Return to Search button to go back to the search page.

**Cost Center Description**
Use the ChartField Values function in UTShare to view the Cost Center description.

1. Click on the blue Cost Center link.
UTARL defaults in the SetID field. Leave as is.

2. Enter the Cost Center number in the Cost Center field or use the search icon. Leaving the Cost Center and Description blank is also an option to see a list of department cost centers.

3. Click the Search button.

Note: Can perform a search by Cost Center number or by Description.

The Cost Center page is used to view general information about the cost center like Status and Description.

4. Click the Return to Search button to go back to the search page.

Sponsored or Capital Project (Grant) Description

Use the ChartField Values function in UTShare to view the Sponsored or Capital Project (Grant) description.

The ChartField Values screen displays.

1. Click on the blue Project link.
2. UTARL defaults in the SetID field. Leave as is.

3. Enter the Sponsored or Capital Project number in the Project field or use the search icon. Leaving the Project and Description blank is also an option to see a list of department Projects.

4. Click the Search button.

Note: Can perform a search by Project number or by Description.

5. The Project page is used to view general information about the Sponsored or Capital Project like Status, Description, Project Start, and End Date.

6. Click the Return to Search button to go back to the search page.