



UTShare ChartField Values Training Guide



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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.

ChartField String Value Definitions	
Business Unit	Specifies the UT institution. Example: UTARL is the University of Texas at Arlington.
Account	Identifies the nature or category of the transaction.
Department	Organization structure identifier.
Cost Center	Used to track financial activity for non-project accounts.
Fund	Specifies the source of funds.
Function	National Association of College and University Business Officers (NACUBO) expenditure classification code.
Project Costing Business Unit	Designates Sponsored Research (e.g. UTASP) or Plant Fund (e.g. UTAPF).
Project	Used to track financial activity for projects (e.g. Grant: 1261003380 or Plant Fund: AC500100).
Activity	Indicate a specific activity associated with a Project.

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.

The screenshot shows the 'Accounting Lines' interface in UTShare. At the top, there are dropdown menus for '*Distribute By' (set to 'Qty') and '*Liquidate By' (set to 'Amt'). A search bar for 'SpeedChart' contains the value '310172', which is highlighted with a red rectangular box. Below this, the 'Accounting Lines' table is visible with columns for Line, Status, Dist Type, *Location, Quantity, Percent, Merchandise Amt, GL Unit, and Entry Event. The first row shows Line 1, Status 'Open', Dist Type, *Location '642-202', Quantity '3.0000', Percent '100.0000', Merchandise Amt '1,800.00', and GL Unit 'UTARL'.

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.

SpeedTypes
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

*SetID = UTARL

SpeedType Key begins with 123456

User ID begins with

Primary Permission List begins with

*Type of SpeedType = Universal (All Users)

Case Sensitive

Search Clear Basic Search Save Search Criteria

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.

SpeedType

SetID UTARL

SpeedType Key 123456

Type of SpeedType Universal (All Users)

Description UTA Cost Center

Account

Fund Code	3100	DES Organized Act Rel to Instr
Department	654321	UTA Department
Cost Center	123456	UTA Cost Center
Function	400	Academic Support

Program Code

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

SpeedType

SetID UTARL Publish Data

SpeedType Key 1265001000

Type of SpeedType Universal (All Users)

Description Assistive Interface for Reserv

Account

Fund Code	5100	RES Federal Sponsored Programs
Department	625107	UTARI_UTA RESEARCH INSTITUTE
Cost Center		
Function	200	Research
Program Code		
PC Business Unit	UTASP	UT Arlington Sponsored Progs
Project	1265001000	Assistive Interface for Reserv
Activity	1	

Affiliate

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.

ChartField Values

ChartField Values

You do not have security privileges to access the ChartFields that are not hyperlinks.

[Account](#)

[Fund Code](#)

[Department](#)

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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.

Account

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

*SetID =

Account

Description

Account Type

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Note: *Can also use the Description field and Account Type field to search.*

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The Account page is used to view information about the general ledger account like Status, Description, and the Account Type.

The screenshot displays the 'Account' page for account 63003. The page is titled 'Account' and includes a 'Map to Alternate Account' link. The account information is organized into several sections:

- Effective Date:** 01/01/1902
- Description:** Office/Computer Supplies
- Monetary Account Type:** Expense
- Status:** Active
- Attributes:** Control Account, Budgetary Only, Commitment Control Override
- UOM:** UOM
- Book Code:** Allow Book Code Override
- Physical Nature:** Reconcile on Base Amount
- VAT Account Flag:** Non-VAT Related, OpenItem Account
- Performance Measurement:** General Ledger Account, Performance Measurement Acct, ABM Account

The 'Return to Search' button is highlighted with a red circle, and the 'Account 63003' link is also highlighted with a red box.

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.

The screenshot displays the 'ChartField Values' page. The page title is 'ChartField Values' and it includes a message: 'You do not have security privileges to access the ChartFields that are not hyperlinks.' The list of ChartField values is as follows:

- Account
- Fund Code
- Department
- Cost Center
- Function

The 'Department' link is highlighted with a red box.

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- UTARL defaults in the SetID field. Leave as is.
- Enter the Department number in the Department field or use the search icon.
- 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.

Department

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

SetID =

Department begins with

Description begins with

Case Sensitive

[Basic Search](#)

Department

SetID UTARL **Department 340301**

Effective Date 09/01/2020 [Find](#) | [View All](#) First 1 of 1 Last

Attributes Long Description

Budgetary Only

Status Active

Description OIT Continuous Improvement

Short Description OITContImp

Manager ID Manager Name

- 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.

- Click on the blue Cost Center link.

ChartField Values

ChartField Values

You do not have security privileges to access the ChartFields that are not hyperlinks.

[Account](#)

[Fund Code](#)

[Department](#)

[Cost Center](#)

[Function](#)

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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.

Cost Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

SetID

Cost Center

Description

Case Sensitive

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

Cost Center

SetID UTARL **Cost Center 313255**

Effective Date

Effective Date	Status	Description	Short Description	Budgetary Only	Attributes	Long Description
09/01/2020	Active	OIT OCI Communication	OITOCICCOM	<input type="checkbox"/>	Attributes	Long 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.

ChartField Values

ChartField Values

You do not have security privileges to access the ChartFields that are not hyperlinks.

[Account](#)

[Fund Code](#)

[Department](#)

[Cost Center](#)

[Function](#)

[Program Code](#)

[Project](#)

[Book Code](#)

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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.

The screenshot shows the 'Project ID' search interface. At the top, it says 'Project ID' and 'Enter any information you have and click Search. Leave fields blank for a list of all values'. Below this is a 'Find an Existing Value' button. Underneath is a 'Search Criteria' section with three input fields: 'SetID' with a dropdown menu and 'UTARL' entered, 'Project' with a dropdown menu set to 'begins with' and '1237606303' entered, and 'Description' with a dropdown menu set to 'begins with' and an empty field. There is a 'Case Sensitive' checkbox which is unchecked. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria'.

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

The screenshot shows the 'Project' details page. At the top, there is a 'Project' tab. Below it, the title 'Project' is displayed. The page shows several fields: 'SetID' with the value 'UTARL', 'Project' with the value '1237606303' (highlighted with a red box), 'Description' with the value 'Wind Tunnel Test and Analysis', 'Start Date' with the value '03/28/2016', and 'End Date' with the value '04/30/2016'. To the right, there is a 'Status' field with the value 'Inactive' and an 'Attributes' link. Below the status, there is an 'Integration' field with the value 'PC_INT' and a 'Summary Project' checkbox which is unchecked. At the bottom, there are three buttons: 'Save', 'Return to Search', and 'Notify'.

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