UT Share ChartField Values
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UT Share 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 UT Share.

**SpeedType** (sometimes referred to as SpeedChart).

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.

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### Chartfield String Value Definitions

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Unit</strong></td>
<td>Specifies the UT institution. Example: UTARL is the University of Texas at Arlington.</td>
</tr>
<tr>
<td><strong>Account</strong></td>
<td>Identifies the nature or category of the transaction.</td>
</tr>
<tr>
<td><strong>Department</strong></td>
<td>Organization structure identifier.</td>
</tr>
<tr>
<td><strong>Cost Center</strong></td>
<td>Used to track financial activity for non-project accounts.</td>
</tr>
<tr>
<td><strong>Fund</strong></td>
<td>Specifies the source of funds.</td>
</tr>
<tr>
<td><strong>Function</strong></td>
<td>National Association of College and University Business Officers (NACUBO) expenditure classification code.</td>
</tr>
<tr>
<td><strong>Project Costing Business Unit</strong></td>
<td>Designates Sponsored Research (e.g. UTASP) or Plant Fund (e.g. UTAPF).</td>
</tr>
<tr>
<td><strong>Project</strong></td>
<td>Used to track financial activity for projects (e.g. Grant: 1261003380 or Plant Fund: AC500100).</td>
</tr>
<tr>
<td><strong>Activity</strong></td>
<td>Indicate a specific activity associated with a Project.</td>
</tr>
</tbody>
</table>
SpeedTypes
Use the SpeedType function in UT Share to view the ChartField values associated with chartfield string.

1. Click 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 = 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 UT Share. 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 UT Share to view a General Ledger description, and other basic information for a General Ledger Account. Navigate to **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 **blue 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. Click the **CharFieldt Values** from the breadcrumb trail menu path at the top of the screen.
Department Description

1. Click on the blue Department link.

2. UTARL defaults in the SetID field. Leave as is.

3. Enter the Department number in the Department field or use the search icon.

4. Click the Search button.

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

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

6. Click the CharField Values from the breadcrumb trail menu path at the top of the screen.

The Department page is used to view information about the department such as the Effective Date, Status, Description, and Short Description.
Cost Center Description
Use the Chartfield Values function in UT Share to view the Cost Center description.

1. Click on the blue Cost Center link.

2. UTARL defaults in the SetID field. Leave as is.

3. 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.

4. 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.

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

6. Click the CharFieldt Values from the breadcrumb trail menu path at the top of the screen.
Sponsored or Capital Project (Grant) Description

Use the Chartfield Values function in UT Share 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.

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

7. Click the Return to Search button to go back to the search page. Click the CharField Values from the breadcrumb trail menu path at the top of the screen.