



## **UTShare ChartField Values Process Guide**

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## UTShare ChartField Values

The core of financial management is the **Chart of Accounts (COA)**. It provides a unique numbering system for identifying transactions in UTShare. The COA identifies the source of funds, the general purpose of the funds, and the spending entity. The different elements of the COA are used for budgeting, recording transactions, classifying the transactions, and for reporting purposes. This serves as the foundation of the UTA accounting system.

The COA values are used to populate fields in UTShare called **ChartFields**. A single ChartField is one field or box; for example, Account or Dept represent a ChartField.

The combination of ChartFields drives the budget and approval activity for a transaction. ChartField values are entered in the accounting sections of financial documents and are often referred to as the distribution lines, or accounting lines.

ChartField values are used to verify budget funds for transactions when a budget check is performed. **Budget Checking** verifies that there are available funds in the Cost Center or Project before the document is submitted in the system. ChartField values are also used to route transactions for **Workflow** approvals.

A complete line of ChartFields, with all the information required to link a financial transaction to a Cost Center or a Project, is called a **ChartField String**.

UTShare ChartField	Field Length	Description
<b>Set ID</b>	5	Identifies the institution or organization within the UTShare system to distinguish financial and operational data specific to that entity.
<b>Account</b>	5	Identifies the nature or category of the transaction. Also referred to as the General Ledger (GL) Account.
<b>Business Unit</b>	5	Also referred to as the GL Unit. Specifies the UT Institution. For UT Arlington, the Business Unit is UTARL.
<b>Department</b>	6	Identifies the department within an organizational structure.
<b>Cost Center</b>	6	Used to track financial activity for non-projects.
<b>Fund</b>	4	Specifies the source of funds.

UTShare ChartField	Field Length	Description
<b>Function</b>	3	National Association of College and University Business Officers (NACUBO) code used to track expenditures based on federal requirements (example Function 400 for Academic Support).
<b>Program Code</b>	5	Used by Academic Units to track Financial activity for track specific initiatives
<b>ChartField 2</b>	10	Categorizes purchases within a GL code for detailed tracking.
<b>Project Costing Business Unit</b>	5	Designates Sponsored Research or Plant Fund. UTASP indicates a Grant/Project, UTAPF indicates a Plant Fund.
<b>Project ID</b>	10	Used to track financial activity for Projects.
<b>Activity</b>	2	Indicates a specific activity associated with a Project.

It is best practice to use the SpeedType/SpeedChart feature to fill the ChartField string. However, the **Account** code, which identifies the nature or category of the transaction, is not automatically populated and must be entered manually.

When adding additional funding the SpeedTypes/SpeedCharts cannot be used, users will need to fill in the ChartField string manually. They will first enter all funding information, followed by the Account code at the end.

Whether users use the SpeedType/SpeedChart feature or must enter the ChartFields manually, the Account code should always be entered after completing all other funding information. Instructions for entering the Account code can be found in the [GL Account Description](#) section.

## Define ChartField Values

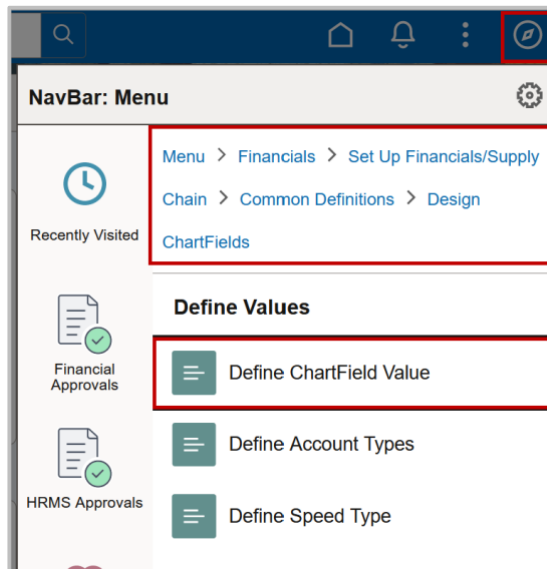
Use the Define ChartField Values page in UTShare to view descriptions of different ChartField values, including Departments, Cost Centers, and Projects.

## Navigation to Define ChartField Values

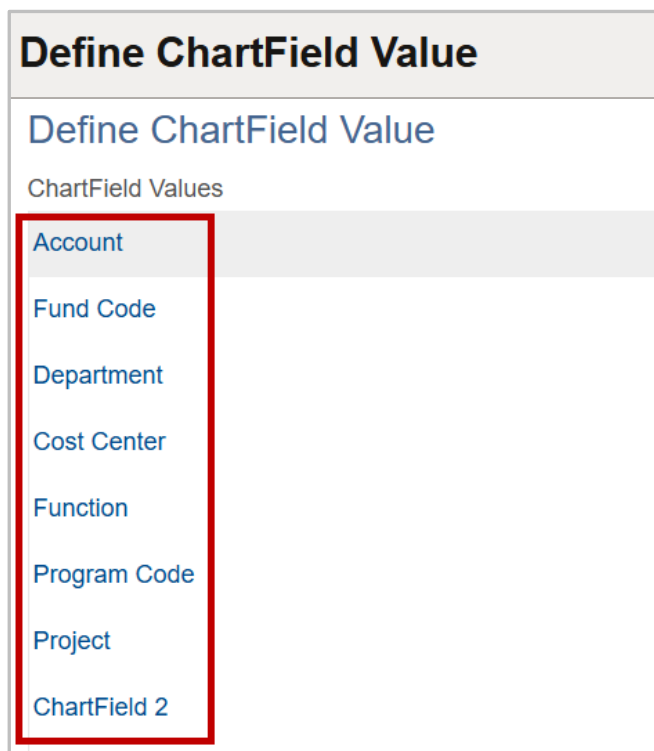
The NavBar is used to navigate to **Financials** and **HRMS**-related functional pages in UTShare. **Breadcrumbs** at the top display the navigation pathway

**Note:** The NavBar Menu options visible to a user will depend on their UTShare Security Access Level.

1. Click **NavBar** icon, then click the **Menu** icon from the displayed list.
2. Navigate through the NavBar Menu by clicking through the links in this path: **Financials > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > Define ChartField Value**.
3. Click **Define ChartField Value** to display the **Define ChartField Value** page.




The **Define ChartField Value** page displays, showing a list of values that can be reviewed by clicking on the desired ChartField Value.



## Department Description

A **Department** is a unique identifier for a specific unit within the University. It manages and tracks financial activity across various cost centers and projects. Each department is assigned a distinct Department ID, which helps categorize transactions, budgets, and expenditures according to the unit responsible for those resources. This information is essential for accurate reporting. It allows for precise fund allocation, ensures compliance with university policies, and helps department heads plan effectively.

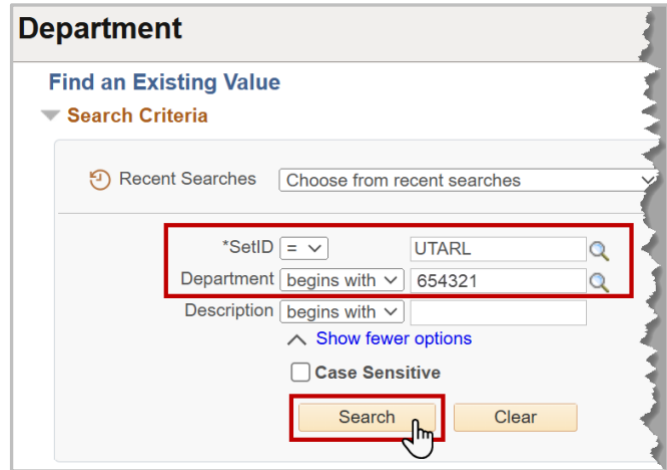
1. On the **Define ChartField Value** page, click on **Department**.



The screenshot shows a web interface titled "Define ChartField Value". Below the title, there is a sub-header "Define ChartField Value" and a section labeled "ChartField Values". A list of options is displayed: Account, Fund Code, Department, Cost Center, Function, Program Code, Project, and ChartField 2. The "Department" option is highlighted with a red rectangular border.

The **Department** page will open.  
 "UTARL" defaults in the **SetID** field.  
 Leave as is.

2. Enter the Department number in the **Department** field or use the **search** icon.
4. **Note:** *Alternatively, the **Description** search field can be used to look up a department by keyword. If using this feature, change the dropdown option from "begins with" to "contains."*



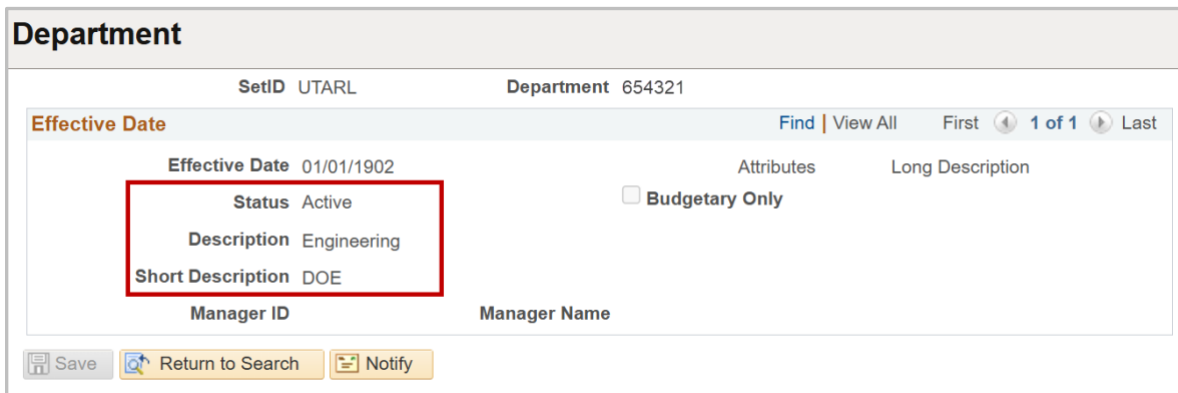
3. Click the **Search** button.
4. The **Search Results** table will return the matching values. Click the **drill in arrow** to open the Department page.

**Search Results**  
 1 rows - SetID "UTARL" Department "654321"

SetID	Department	Description	Manager Name
UTARL	654321	OIT Knowledge Services	(blank)

- 5.

The Department page provides essential details about each department, allowing users to quickly see its current state and purpose within the University.



**Status:** Indicates if a department is available for financial activity and transactions in the system.

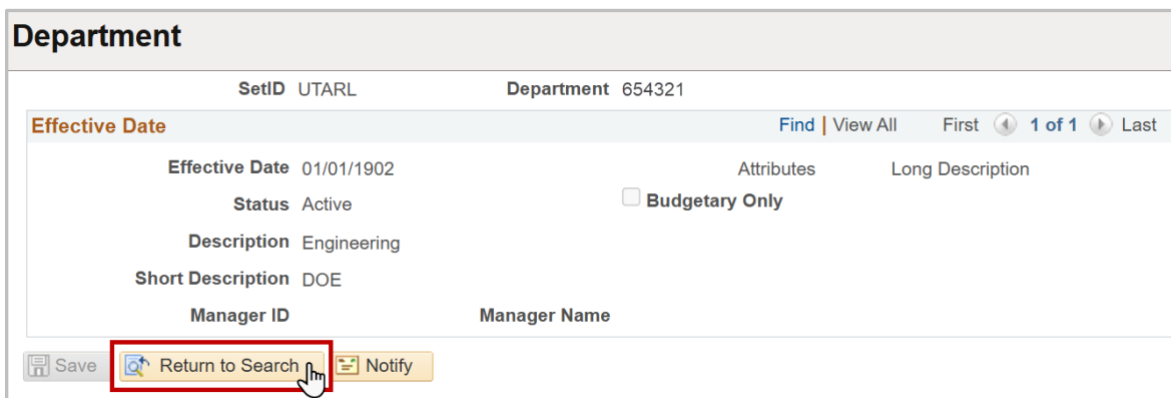
- **Active:** The department is open for transactions, allowing financial entries, budgeting, and other related activities.

- Inactive: The department is closed for transactions, meaning it is no longer available for new financial activity or budget allocation in the system.

**Description:** Gives the Name for a department, helping users identify and differentiate between departments within the system. This information is essential for accurately associating transactions, budgets, and reports with the correct department, ensuring proper financial tracking and accountability.

**Short Description:** Provides a brief label for a department name. This field is often used in back-office configurations related to financial data, HR management, and reporting.

5. To return to the Department Search Criteria, **Click** Return to Search



- 6.

To return to the **Define ChartField Value** page, click the **Refresh** button on the browser, or use the **NavBar**.



## Cost Center Description

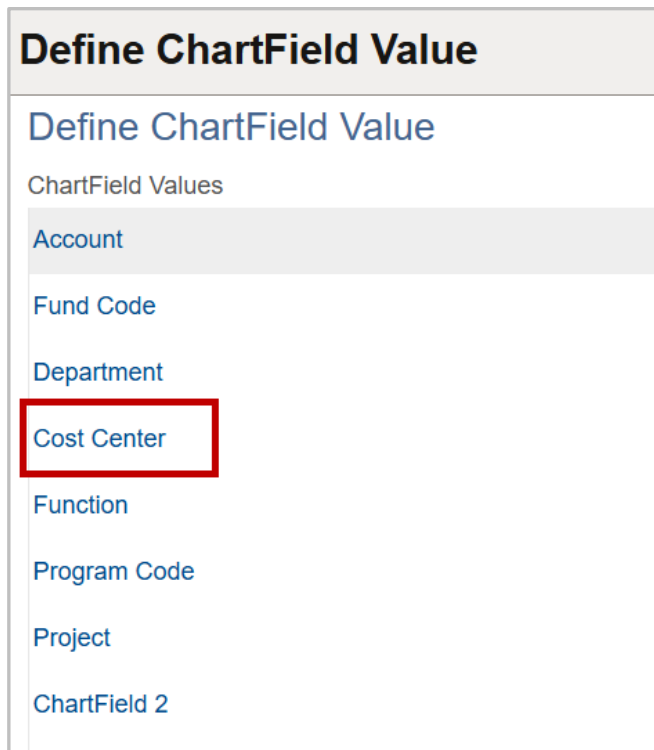
A **Cost Center** in UTShare is a unique organizational unit used to track, manage, and report financial activity such as expenses, revenues, and budgets within a specific department or area. Cost Centers function like a bank account designated to hold specific funds for defined purposes, offering clear visibility into how those funds are allocated and spent for better financial oversight. Most Cost Centers are structured based on the type of funds they house; for instance, Cost Centers starting with "31XXXX" typically manage Designated Tuition funds.

Cost Center Number	Funding Type
2XXXXX	Education and General (E&G)
31XXXX	Designated (DES)
32XXXX	Service
47XXXX	Auxiliary (AUX)
5XXXXX	Restricted (RES)

Cost Centers in UTShare cannot be deleted, reused, or transferred to a new department once established, as they preserve historical financial data for accurate reporting. When a Cost Center is no longer active, it can be marked as inactive to prevent new transactions.

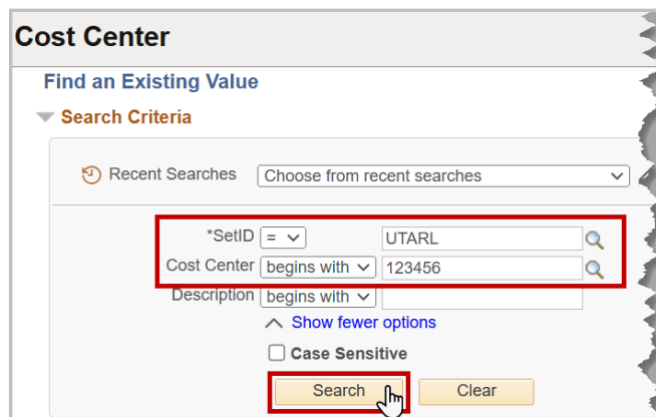
If a new cost center is required, the [Request for New Cost Center](#) form must be completed and submitted to Accounting Services at [accountingservices@uta.edu](mailto:accountingservices@uta.edu).

1. On the **Define ChartField Value** page, click on **Cost Center**.



The **Cost Center** page will open. "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.
3. Click the **Search** button.



4. The **Search Results** table will return the matching values. Click the **drill in arrow** to open the Cost Center page.

**Search Results**

1 rows - SetID "UTARL" Cost Center "123456"

SetID	Cost Center	Description	Short Description	
UTARL	123456	OIT Knowledge Services	OIT Knowle	>

- The Cost Center ChartField view provides a summary of essential details about a cost center, including its operational status and identifying information.

Cost Center				
				New Window   Help   Personalize Page
SetID	UTARL	Cost Center	313635	
Effective Date		Personalize	Find	View All
		First	1 of 1	Last
Effective Date	Status	Description	Short Description	Budgetary Only
09/01/2023	Active	OIT Knowledge Services	OIT Knowle	<input type="checkbox"/>

- Effective Date:** Represents the starting point at which the cost center becomes active and available for transactions. It ensures that financial activity is tied to valid timeframes, aligning with budget periods and organizational needs.
- Status:** indicates whether it is active or inactive.

  - Active: Allows transactions and financial activities to proceed, supporting current operational needs.
  - Inactive: Prevents future transactions but retains historical data for reporting and auditing purposes.

**Description:** is a brief and clear title that identifies the specific cost center. The description provides a way to easily recognize the purpose or type of cost center.

To return to the **Define ChartField Value** page, click the **Refresh** button on the browser, or use the **NavBar**.

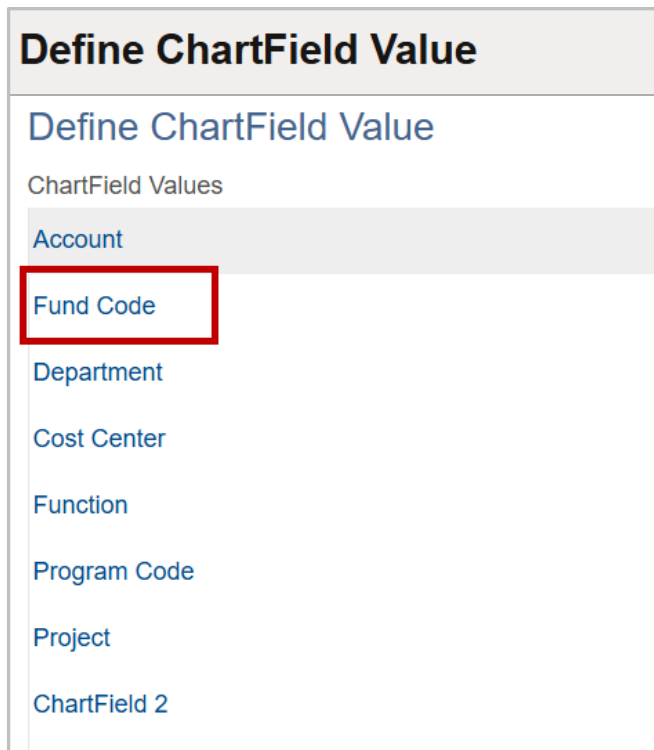
## Fund Code Description

**Fund Codes** identify and categorize funds into different groups, such as educational and general (E&G) funds, designated tuition, auxiliary funds, and restricted funds. Each type of fund code corresponds to the source and purpose of the funds, helping track how money is allocated and spent within an organization. Fund codes are critical for ensuring proper allocation and reporting of University funds, supporting specific programs, departments, or services, and ensuring compliance with financial regulations.

Fund Code Group	Fund Codes	Source of Funds & Description
Education and General (E&G)	2100, 2110, 2115, 2116, 2120, 2130	E&G funds come from state appropriations supporting core educational operations, special programs (e.g., nursing shortage programs), and state pass-throughs.
Designated Tuition (DES)	3100–3150, 3200	Designated funds are sourced from specific categories such as tuition (designated, differential, and online tuition) and research excellence programs, supporting academic, research, and operational goals. These funds are centrally allocated by the University, directed toward meeting the specific needs of various departments and initiatives.
Auxiliary (AUX)	4100–4800	Auxiliary funds come from campus services like athletics, housing, food services, bookstores, parking, and student health services, supporting student-related and campus operations.
Restricted (RES)	5500, 5600	Restricted funds are donations or gifts given for specific purposes, often endowments, which require accounting approval and are designated for long-term use or programs.

Fund codes are carefully reviewed and established by the Budgets, Planning, and Analysis Office to ensure proper categorization of financial resources. For a more detailed explanation of each fund type, refer to the [Budget Transfer Rules Page](#). If any questions arise regarding fund codes or assistance is needed, the designated [Budget Resource Officer](#) is the primary contact for support and clarification.

1. On the **Define ChartField Value** page, click on **Fund Code**.

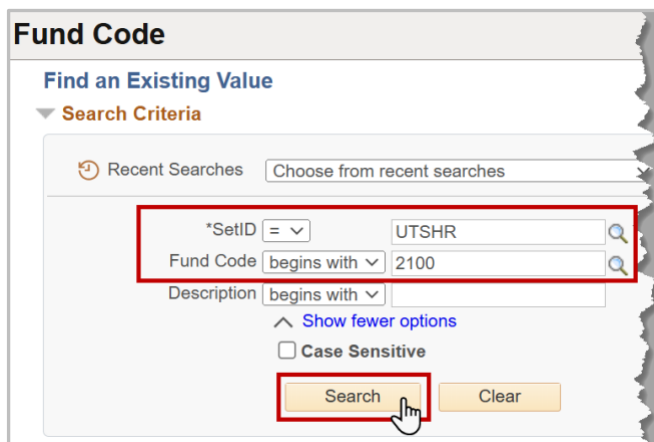


The **Fund Code** page will open.

2. Change the **SetID** to **UTSHR**.

**Note:** *The SetID for most UT Arlington ChartField values is "UTARL." When looking up Fund, Function, and Account use SetID "UTSHR."*

- 11.
3. Enter the Fund Code number in the **Fund Code** field or use the **Magnifying Glass** icon.



4. Click the **Search** button.

5. The **Search Results** table will return the matching values. Click the **drill in arrow** to open the Department page.

12.

SetID	Fund Code	Description	Short Description	
UTSHR	2100	E&G General Funds	E&G	>

The Fund page provides essential details about each department, allowing users to quickly see its current state and purpose within the University.

**Fund**

[New Window](#) | [Help](#) | [Personalize Page](#)

SetID UTSHR      Fund Code 2100

**Effective Date**      [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#)      First 1 of 1 Last

Effective Date	Status	Description	Short Description	Budgetary Only
01/01/1902	Active	E&G General Funds	E&G	<input type="checkbox"/>

[Save](#)    [Return to Search](#)    [Notify](#)

**Effective Date:** Refers to the date when a specific fund code becomes active or valid for use.

**Status:** Refers to whether a fund is active or inactive and determines whether it is available for use.

- **Active:** An active fund is one that is currently in use, with transactions allowed. It indicates that the fund is still receiving or disbursing resources for its designated purpose.
- **Inactive:** An inactive fund is no longer in use, meaning it cannot be accessed for new transactions. This typically occurs when a fund's purpose is completed or when it is no longer required for ongoing operations.

**Description:** Summarizes the category of the fund code. It provides the type of funding or activities associated with the fund code.

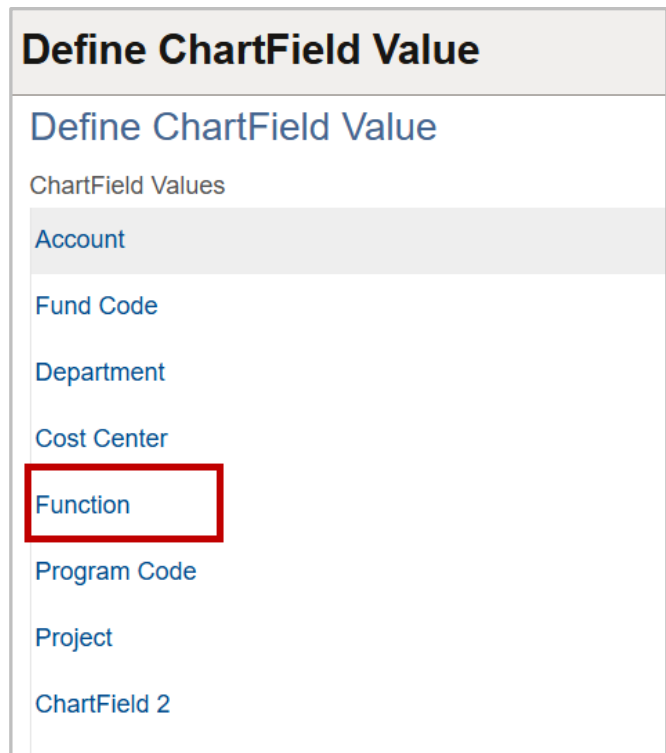
To return to the **Define ChartField Value** page, click the **Refresh** button on the browser, or use the **NavBar**.

## Function Description

**Function Codes** are used to classify the type of expenditure or activity within the financial system. It works in conjunction with other ChartField elements, such as cost centers and fund codes, to specify the purpose of the financial transaction. Function Codes help categorize activities like instruction, research, or administration, allowing the University to accurately track and report how funds are being utilized for different operational activities. These codes are assigned to specific types of expenditures to ensure proper budget allocation and financial reporting.

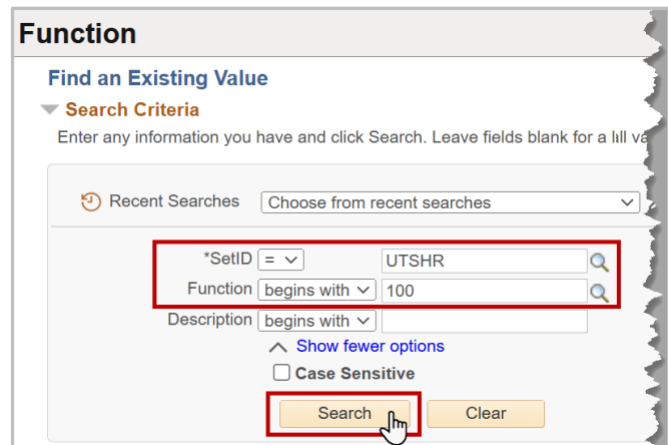
Function Code	Description
100 - Instruction	Supports teaching activities, including classroom instruction, faculty salaries, and related administrative expenses.
200 – Research	Funds activities that produce new knowledge, including sponsored research, research grants, and University-funded initiatives.
300 – Public Service	Covers services that benefit the public, such as community outreach programs, extension services, and continuing education.
400 – Academic Support	Includes funding for libraries, academic administration, and services that directly support the institution's academic mission.
500 – Student Services	Supports activities enhancing student experience, including counseling, admissions, and student organizations.
600 – Institutional Support	Covers central administrative operations such as executive management, financial services, and general institutional operations.
700 – Operations and Maintenance	Funds for maintenance of campus facilities, utilities, and groundskeeping to ensure operational continuity.

1. On the **Define ChartField Value** page, click on **Function**.



The **Function** page will open.

2. Change the **SetID** to **UTSHR**.
3. Enter the Function Code in the **Function** field or use the **search** icon.
4. Click the **Search** button.

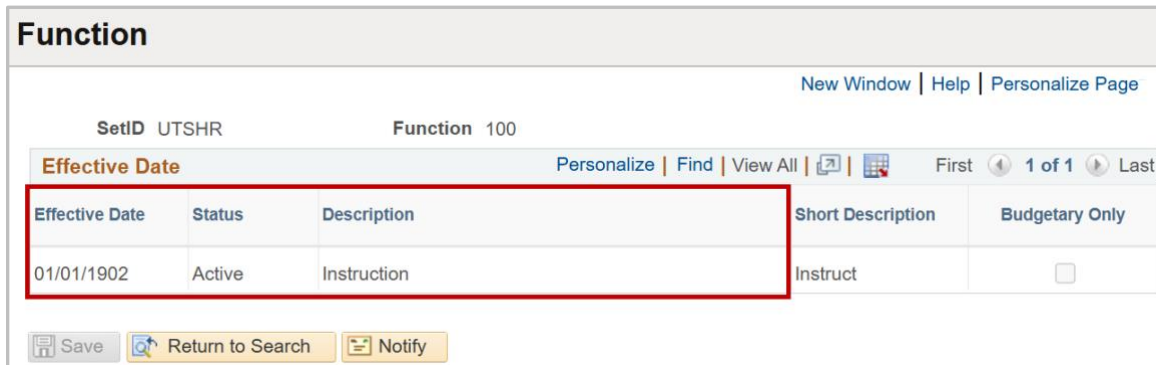


5. The **Search Results** table will return the matching values. Click the **drill in arrow** to open the Cost Center page.

SetID	Function	Description	
UTSHR	100	Instruction	>



13. The Function ChartField view provides a summary of essential details about a Function Code, including its operational status and identifying information.



- 14.
15. **Effective Date:** Indicates when the function code becomes operational. It establishes the point from which the code can be used for financial transactions and reporting.
16. **Status:** Reflects whether a function code is currently in use.
- Active: The function code is available for use in transactions.
  - Inactive: The function code is no longer in use for new transactions but remains in records for historical and reporting purposes.

**Description:** Provides a concise summary of the purpose of the function code, such as whether it pertains to instruction, research, or administrative support, to ensure correct application in financial tracking and categorization.

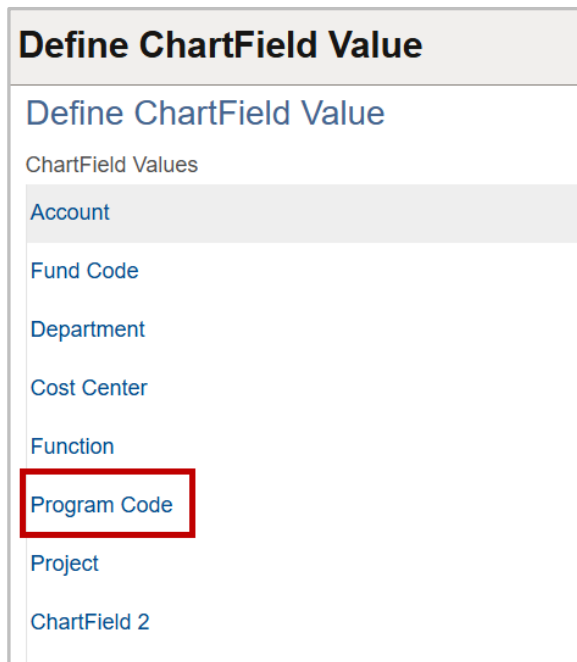
To return to the **Define ChartField Value** page, click the **Refresh** button on the browser, or use the **NavBar**.

## Program Code Description

The **Program Code** is used by academic units to identify and track specific academic or operational initiatives within their cost centers. It provides a way to segregate activities like scholarships, academic programs, or special degree programs to ensure proper financial oversight and reporting.

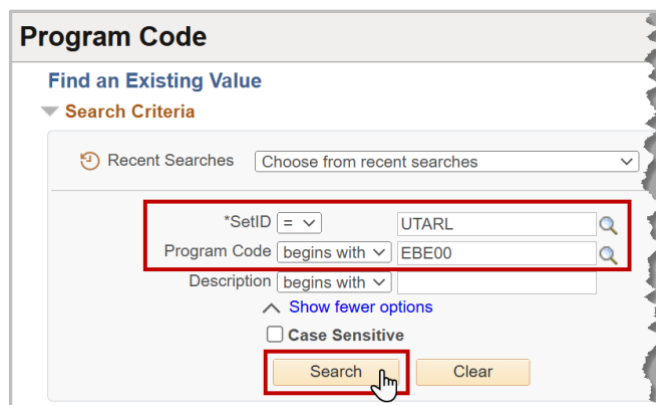
For guidance on appropriate program codes, academic units can consult their department’s College Business Officer or contact the Office of the Provost.

1. On the **Define ChartField Value** page, click on **Program Code**.

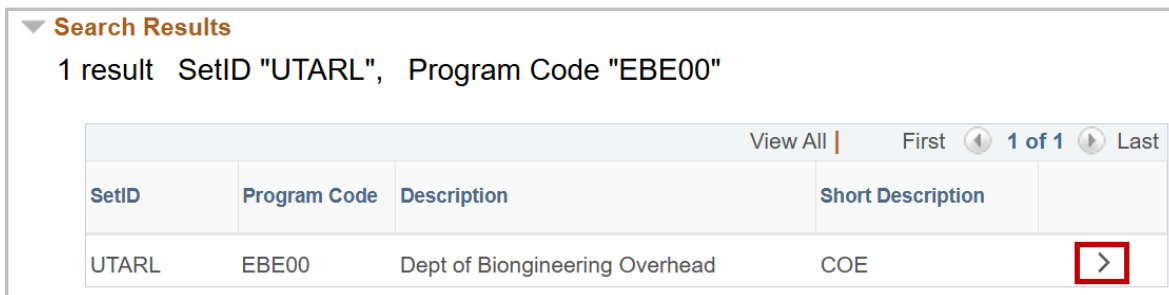


The **Program Code** page will open. "UTARL" defaults in the **SetID** field. Leave as is.

2. Enter the Program Code in the **Program Code** field or use the **search** icon.
3. Click the **Search** button.



4. The **Search Results** table will return the matching values. Click the **drill in arrow** to open the Cost Center page.



17. The Program Code page in UTShare displays key information about a selected program code, including its categorization, purpose, and operational status.

**Program**

New Window | Help | Personalize Page

SetID UTARL      Program Code EBE00

Effective Date      Personalize | Find | View All | [Print] | [Grid]      First 1 of 1 Last

Effective Date	Status	Description	Short Description	Manager Name	Budgetary Only
01/01/1902	Active	Dept of Biongeneering Overhead	COE		<input type="checkbox"/>

Save    Return to Search    Notify

18.

19. **Effective Date:** Marks the start date when the program code becomes valid for financial tracking, ensuring transactions are recorded under the correct initiative.

20. **Status:** Indicates whether it is active or inactive.

- Active: Indicates that the program code is currently operational and available for recording and managing financial transactions.
- Inactive: Signifies that the program code is no longer in use for new transactions but remains in the system for historical reporting and reference.

**Description:** Provides a brief explanation of the program code’s purpose, helping to differentiate and clarify its specific academic or operational initiative within a cost center, such as scholarships or degree programs.

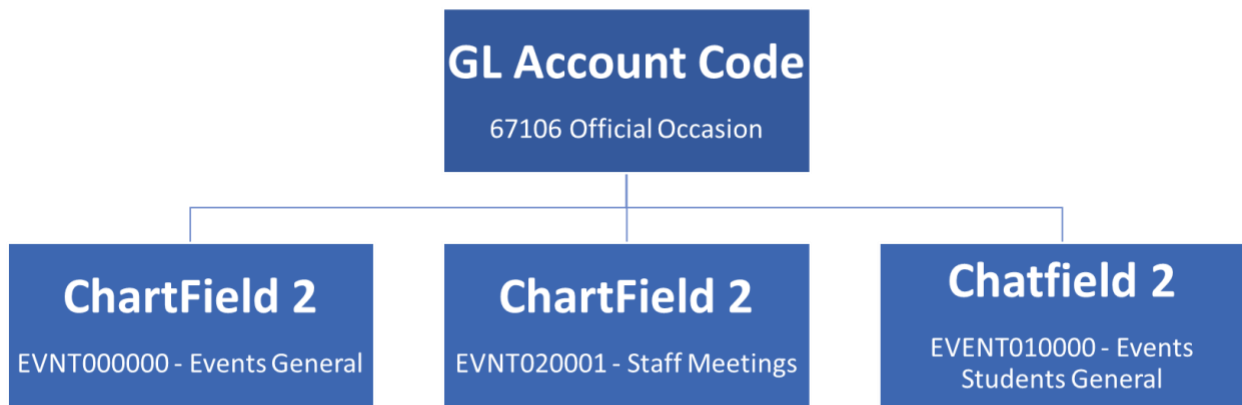
**Short Description:** Lists an abbreviated title for the College Unit the program code belongs to.

To return to the **Define ChartField Value** page, click the **Refresh** button on the browser, or use the **NavBar**.

## ChartField 2 Description

**ChartField 2** is an optional field used primarily within academic units to provide additional categorization for transactions that goes beyond the General Ledger (GL) account code. It helps departments and colleges track expenditures related to specific programs, initiatives, or internal designations that are not fully captured by other ChartFields. By using ChartField 2, academic units can align their financial reporting and budget management with more specific internal needs.

ChartField 2 can offer multiple options for each GL (General Ledger) accounting code, allowing further refinement in categorizing transactions.



1. On the **Define ChartField Value** page, click on **ChartField 2**.

### Define ChartField Value

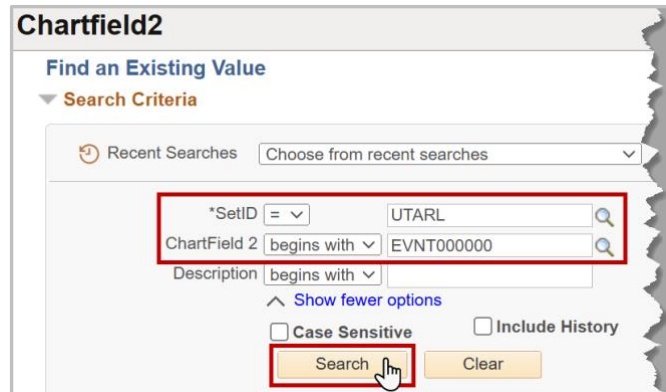
Define ChartField Value

ChartField Values

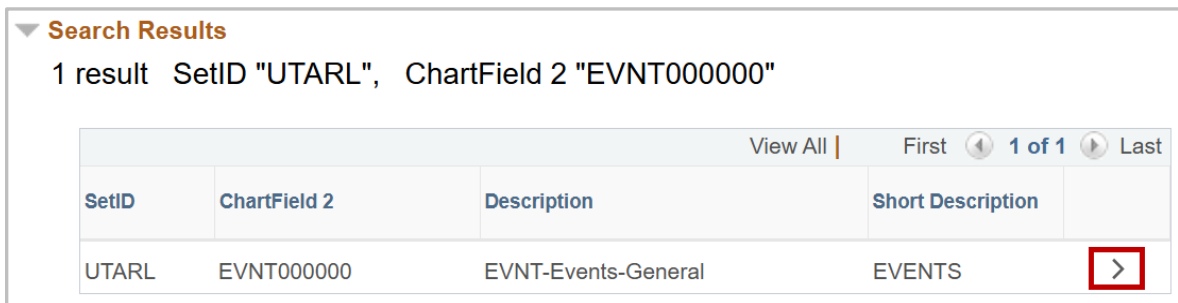
- Account
- Fund Code
- Department
- Cost Center
- Function
- Program Code
- Project
- ChartField 2

The **ChartField 2** page will open. "UTARL" defaults in the **SetID** field. Leave as is.

2. Enter the ChartField 2 code in the **ChartField 2** field or use the **search** icon.
3. Click the **Search** button.



4. The **Search Results** table will return the matching values. Click the **drill in arrow** to open the Cost Center page.



21. The ChartField 2 page in UTShare displays critical details about financial tracking elements, such as their validity, operational status, and specific purpose.



- 22.
23. **Effective Date:** Specifies the starting date when the ChartField 2 code becomes valid for use in financial transactions.
24. **Status:** indicates whether it is active or inactive.
  - Active: Indicates that ChartField 2 code is currently in use for financial activities.
  - Inactive: Identifies ChartField 2 code no longer used for new transactions while retaining historical reporting functionality.

**Description:** Provides a clear explanation of the purpose or intent of the ChartField 2 code within the financial structure.

To return to the **Define ChartField Value** page, click the **Refresh** button on the browser, or use the **NavBar**.

## Sponsored or Capital Project (Grant) Description

In UTShare, Sponsored Projects and Capital Projects both utilize project numbers to help users track budgets, expenses, and other financial details specific to each project. Sponsored Projects manage funds from external sources, like awards, while Capital Projects monitor internal funding for university facilities and infrastructure projects. This system enables users to easily access project-specific financial data for accurate management and reporting.

### Sponsored Project

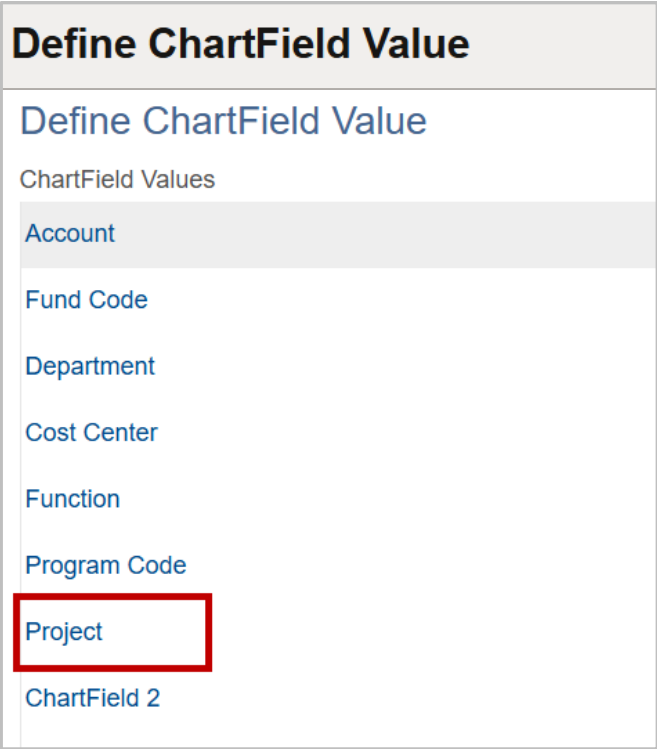
In UTShare, a Sponsored Project is a project funded by external entities, such as government agencies or private organizations, specifically for research, educational initiatives, or public service activities. These projects are tracked with a unique Project ID, typically beginning with "126," which helps users monitor spending, manage budgets, and ensure the funds are used according to sponsor requirements. Sponsored Projects are essential as they provide resources for specialized University activities that advance knowledge, benefit the community, and support institutional goals.

### Capital Project

A Capital Project is funded by plant funds allocated for significant infrastructure or facility improvements, such as new buildings, major renovations, or large-scale equipment purchases. Academic departments receive these funds as STARS awards labeled with an "AR" Project ID, while other units may receive them with an "AC" Project ID, allowing for easy tracking of budget and expenses associated with capital improvements. These projects support the growth and maintenance of campus facilities, enhancing the University's ability to meet academic and operational needs over time.

## Project ChartField Navigation

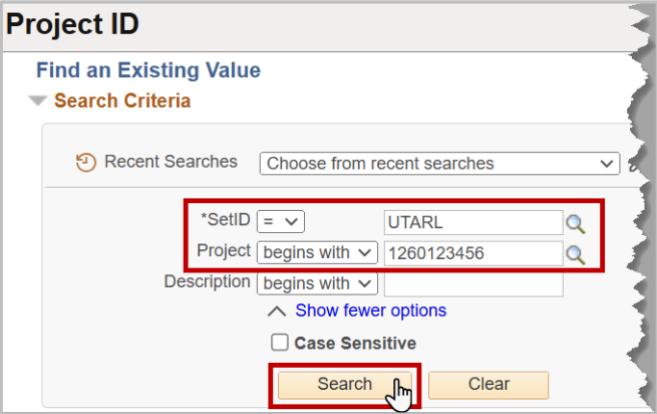
- 1. On the **Define ChartField Value** page, click on **Project**.



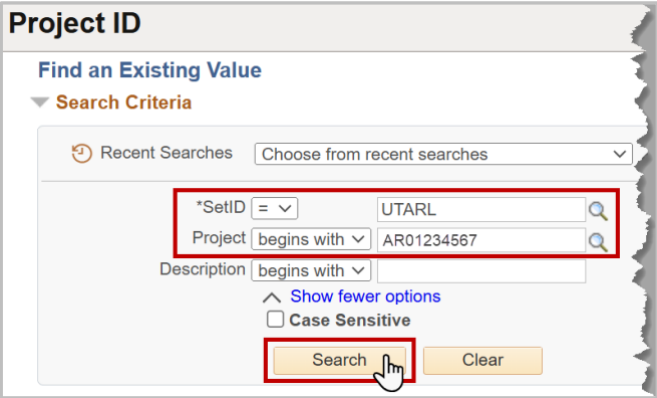
The screenshot shows a web interface titled "Define ChartField Value". Below the title is a sub-header "Define ChartField Value" and a section "ChartField Values". A list of options is displayed: Account, Fund Code, Department, Cost Center, Function, Program Code, Project, and ChartField 2. The "Project" option is highlighted with a red rectangular border.

- 2. The **Project ID** page will open. "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.
- 25. **Note:** Leaving the **Project** and **Description** blank is also an option to see a list of department Projects. Alternatively, the **Description** search field can be used to look up a Cost Center by keyword.

Sponsored Project a



Capital Project a



- 4. Click the **Search** button.

- 5. The **Search Results** table will return the matching values. Click the **drill in arrow** to open the Project page.

Sponsored Project b

▼ Search Results  
1 rows - SetID "UTARL" Project "1260123456"

View All | [icon] First 1 of 1 Last

SetID	Project	Description	
UTARL	1260123456	Wind Tunnel Test and Analysis	>



Capital Project b

▼ **Search Results**  
 1 result SetID "UTARL", Project "AR01234567"

View All | First 1 of 1 Last

SetID	Project	Description	
UTARL	AR01234567	NEW Food Serv Renov & Equip	>

26. The **Project** page displays general information about the Sponsored or Capital Project like **Status**, **Description**, and Project **Start Date** and **End Date**.

Sponsored Project c

### Project

**Project**

SetID UTARL  
 Project 1260123456

**Description** Cardiovascular Consequences of

**Start Date** 03/01/2021

**End Date** 02/28/2023

**Status** Active

Attributes

Integration PC\_INT

Summary Project

Capital Project c

### Project

**Project**

SetID UTARL  
 Project AR01234567

**Description** NEW Food Serv Renov & Equip

**Start Date** 06/01/2019

**End Date** 12/31/2099

**Status** Active

Attributes

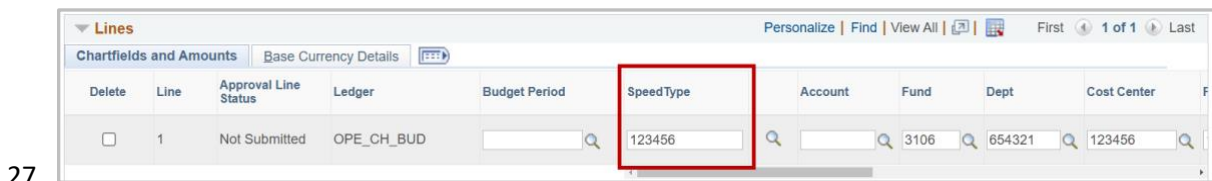
Integration PC\_INT

Summary Project

## SpeedCharts & SpeedTypes

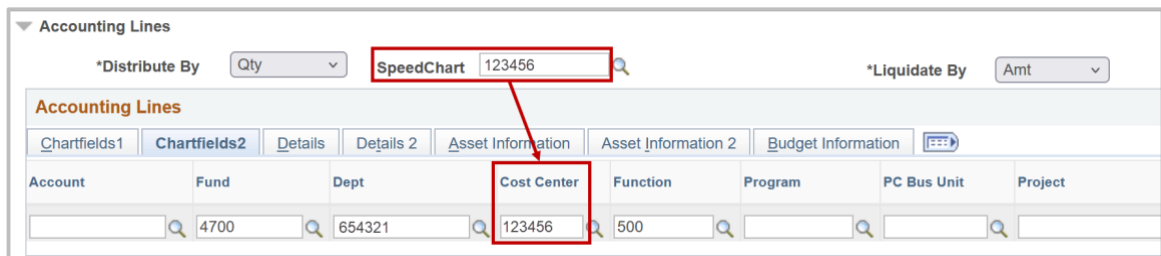
The SpeedChart/SpeedType can simplify the entry of a ChartField String for financial transactions. By entering a Cost Center or Project number into the SpeedChart/SpeedType field, the system automatically populates relevant COA values in the ChartField String. This eliminates the need for manual data entry across multiple fields, reducing the potential for budget check errors and ensuring consistent, accurate data entry.

- **SpeedTypes** are used to streamline data entry for journal entries such as budget transfers and interdepartmental transactions (IDTs). They sit inside the ChartField String and help automatically populate relevant COA values for the transaction, saving time and reducing errors.



- **SpeedCharts** are used across a variety of financial documents. They sit above the ChartField String and allow for automatic population of COA values for transactions like requisitions and vouchers.

28. **Note:** *SpeedCharts populate one Cost Center or Project at a time. In cases of split payments (where multiple Cost Centers or Projects are used), the first Cost Center or Project number can be auto populated, but any additional Cost Centers or Project IDs will need to be manually entered.*



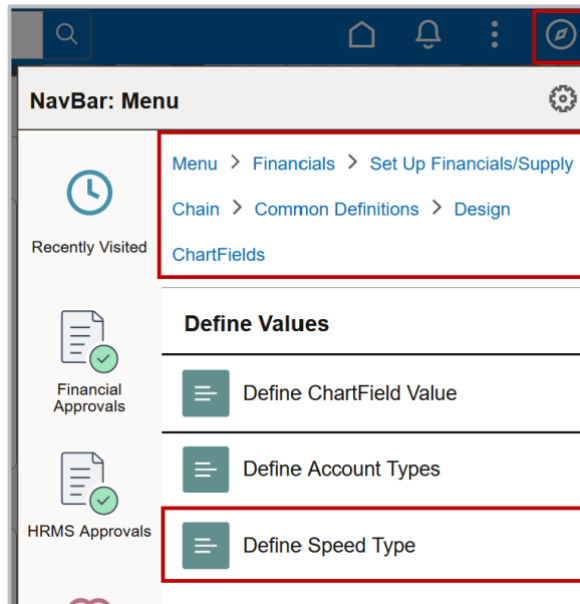
SpeedTypes/SpeedCharts *do not* populate the **Account** (GL or General Ledger) code. This is because this 5-digit code will vary by accounting line as it is an indication of the type of item being purchased. Account code should always be entered after completing all other funding information. Instructions for entering the Account code can be found in the [GL Account Description](#) section.

Use the **SpeedType** page in UTShare to view the ChartField values associated with ChartField string. The **SpeedType** page can be accessed from the **NavBar**.

## Define Speed Types Navigation

The Define SpeedTypes page in UTShare facilitates viewing the ChartField string associated with specific cost centers, projects, or plant funds This is particularly helpful when researching and verifying the details of funding for split funding transactions on financial documents.

1. Click **NavBar** icon, then click the **Menu** icon from the displayed list.
2. Navigate through the NavBar Menu by clicking through the links in this path: **Financials > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > Define Speed Type**.
3. Click **Define Speed Type** to display the SpeedType page.



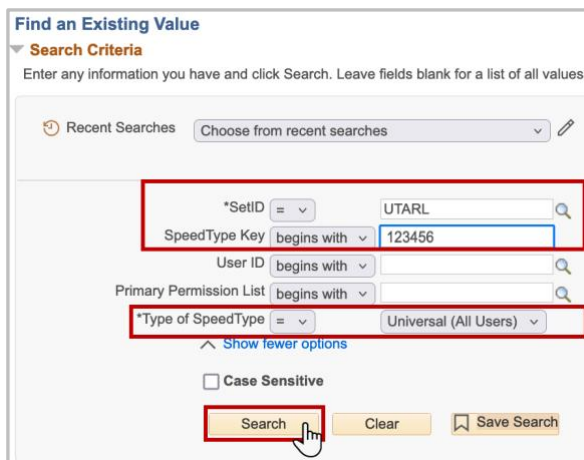
The **SpeedTypes** search page is displayed.

1. The **SetID** field will default to "UTARL." Leave the default value.
2. Enter the desired **SpeedType Key**. This is the same as the Cost Center or Project associated with a specific ChartField string.
3. **Type of SpeedType** should be changed to "Universal (All Users)" from the **dropdown list**.

. Step

4. Click the **Search** button.

Image



The Search Results table will return the matching values.

- Click the **drill in arrow** to open the SpeedType page.

▼ **Search Results**  
 1 rows - SetID "UTARL" SpeedType Key "123456"+1 more

SetID	SpeedType Key	User ID	Primary Permission List	Type of SpeedType	
UTARL	123456	(blank)	(blank)	Universal	>

The **SpeedType** page will display, showing the ChartField values required for processing transaction details in UTShare.

The ChartField values that display will depend on the whether the results are for a Cost Center or for a Project.

*Cost Center SpeedType 1*

SpeedType		
SetID	UTARL	<input type="checkbox"/> Publish Data
SpeedType Key	123456	
Type of SpeedType	Universal (All Users)	
Description	OIT Knowledge Services	
<b>Account</b>		
Fund Code	3100	DES Organized Act Rel to Instr
Department	340301	OIT Learning and Comms
Cost Center	123456	OIT Knowledge Services
Function	400	Academic Support

The image above shows ChartField values for a **Cost Center**: Fund Code, Department, Cost Center, and Function.

**Note:** All SpeedTypes will have a set ID of UTARL for UT Arlington to keep track of the Texas System tied to the transaction.

Project SpeedType 1

### SpeedType

SetID UTARL

 Publish Data

**SpeedType Key** 1260123456

Type of SpeedType Universal (All Users)

Description Lu / Draper

**Account**

<b>Fund Code</b>	5100	RES Federal Sponsored Programs
<b>Department</b>	625102	Mech and Aero Engineering
<b>Cost Center</b>		
<b>Function</b>	200	Research
<b>Program Code</b>		
<b>PC Business Unit</b>	UTASP	UT Arlington Sponsored Progs
<b>Project</b>	1260123456	Wind Tunnel Testing
<b>Activity</b>	1	

The image above shows ChartField values for a Project: Fund, Department, Function, PC Bus Unit, Project, and Activity.

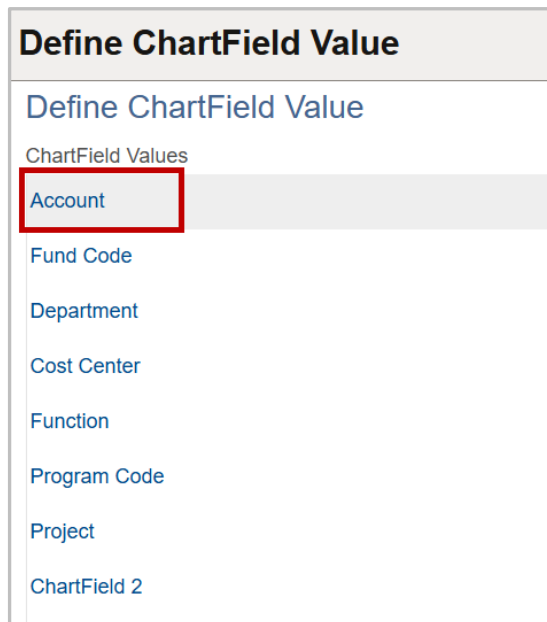
## GL Account Description

General Ledger (GL) account codes in UTShare categorize financial transactions across the system. They are used to define the specific types of expenses and/or revenue. These codes ensure that all financial activities are appropriately recorded for reporting and budgeting purposes. To find information for a GL Account use The Define ChartField Values page.

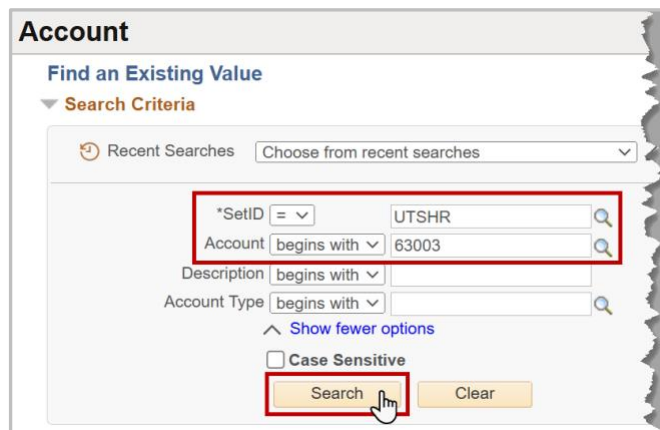
Navigate to the page: **NavBar > Menu > Financials > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > Define ChartField Value.**

## Account Values Navigation

1. On the **Define ChartField Value** page, click on **Account**.



2. The **Account** page will open to allow users to search. Enter "UTSHR" in the **SetID** field.
3. Enter the **Account** number to view in the Account field or use the search icon.
4. Click the **Search** button.



**Note:** Leaving the Account, Description, and Type fields blank is also an option to see a list of all GL Accounts. Users can also use the **Description** field to search. Use the wild card (%) to broaden search results. For example, typing "%supp" in the **Description** field yields all search results with "supp" in the name.

5. The **Search Results** table will return the matching values. Click the **drill in arrow** to open the **Account** page to display search result details.

▼ Search Results  
1 rows - SetID "UTSHR" Account "63003"

SetID	Account	Description	Account Type	Control Flag	Book Code	Balance Sheet Indicator	
UTSHR	63003	Office/Computer Supplies	E	N	(blank)	(blank)	>

The Account page in UTShare displays information about each account's intended use and its current operational status, such as active or inactive. It also indicates how the account is categorized for tracking various financial transactions.

**Account:** Is the unique number identifier used to categorize and track specific types of financial transactions within the general ledger

**Description:** Lists the purpose or category of the account, detailing the type of transactions it tracks, such as salaries, office supplies, or travel expenses. It helps users understand the intended use of the account.

**Status:** The account status indicates whether an account is available for use in financial transactions or restricted from future activity in UTShare.

- Active: The account is operational and can be used in transactions for tracking financial activities.
- Inactive: The account is no longer in use, preventing future transactions but retaining historical data for reporting purposes.

**Monetary Account Type:** Categorizes accounts based on their financial purpose, such as revenue, expenses, assets, liabilities, or fund balances.

**Account**

Account | Map to Alternate Account

SetID UTSHR | Account 63003

Effective Date 01/01/1902 | Status Active | Find | View All | First 1 of 1 Last

Description Office/Computer Supplies | Attributes | Long Description

Short Description Materials |  Control Account |  Commitment Control Override

Statistical Account |  Budgetary Only

Monetary Account Type Expense | UOM

Balance Sheet Indicator | Book Code  Allow Book Code Override

VAT Account Flag Non-VAT Related | Physical Nature  Reconcile on Base Amount | VAT Default

Openitem Account