ACCOUNT

Required field used to classify the nature of a financial transaction. Account field = 6 digits

UCF Financials uses five account types:
- A – Asset
- L – Liability
- Q – Equity
- R – Revenue
- E – Expense

DEPARTMENT

Required for transactions with fiscal year reporting or a departmental budget. Enter a department or project number when entering data. Department field = 8 digits

FUND CODE

Aggregates departments and projects into major units for review of financial information. Fund Code field = 5 digits

Funding Sources
- 1st-4th digits = Functional area and department
- 5th digit = Funding source
- 6th digit = Based on
- 7th-8th digits = Specific departmental number

PROJECT

Collection of information with specific beginning and ending dates. Used for research contracts and grants, construction and other facility improvement projects, and some auxiliary activities. A project or department number is required when entering transaction data. Project field = 8 digits

Funding Sources
- 1st-4th digits = Functional Area and Project
- 5th digit = Funding Source
- 6th-8th digits = Consecutive

ALTERNATE ACCOUNT

Aggregates similar accounts to facilitate summarization and review of financial information. Accounts have a many-to-one relationship with an alternate account. When you enter an account value or one defaults, the alternate account automatically populates. Alternate Account field = 6 digits

RESOURCES

For the following, visit www.financials.ucf.edu:
1. List of Accounts
2. List of Departments/Projects with Attributes
3. Helpful Resources (tab link on left of screen)

Questions? Contact Financials Support Desk, fnttrain@ucf.edu.

NOTE: Creation of UCF ChartFields generally adheres to the logic and naming conventions presented, but limited exceptions do exist.

Rev. 3/10/17