

**OXFORD COLLEGE CHARTFIELD GUIDE**

Chartfield Name	Chartfield Value	Number of Alpha/Numeric Digits	Chartfield Description	EBI (Reports and Prompt Values)	Examples	Spending Period
GL Business Unit	EMUNV	5	Organization	Default	Emory University	-
Operating Unit	18000	5	Structure of Departmental Groups	Default	Oxford College	-
Department	85xxxx	6	Detailed level of group resources	Recommended	Oxford College	-
Fund (commonly used)	1002	4	Education & General	Unrestricted Operating Budgets	Tuition, Student Fees, Course Fees, etc.	Sep 1- Aug 31
	1302	4	Auxiliary	Unrestricted Operating Budgets	Housing and Dining	Sep 1- Aug 31
	2xxx	4	Designated & Undesignated	Non-Sponsored Projects	Faculty Research, Student Organizations, Revenue generating programs, etc.	Fund balance rolls over from prior years
	3311	4	Restricted	Non-Sponsored Projects	Endowments	Fund balance rolls over from prior years
	5700	4	Grants & Contracts	Sponsored Projects	External Agencies: Federal, State, Local, Private, etc.	Determined by grantor (may be multiple years)
Class	various	4	Function Classification of Expenses	Default	-	-
Program	various	5	Additional field for a specific Activity	Optional	Div. Faculty Prof. Dev. - NSM, HSS	-
Event	various	4	Additional field for a specific Activity	Optional	Div. Faculty Prof. Dev. - Faculty Name	-
Project	various	8	Accompanies funds 2xxx, 3xxx, 5xxx	Recommended	Research Student Organizations, Endowments, Grants, etc.	Fund balance rolls over from prior years
Speedtype	various	10	Shortcut for Input	N/A	Finance, Transportation, Events, Academic Affairs, etc.	-
Account	4xxxx	5	Revenue	Optional	Fees, Sales, Gifts, etc.	-
	5xxxx-8xxxx	5	Expenses	Optional	Office Supplies, Travel, Equipment, etc.	-
	9xxxx	5	Transfers	Optional	Transfers from other Operating Units	-