COMMON CHART OF ACCOUNTS – SYSTEMWIDE PROGRAM

PURPOSE

Program field associates transactions with a formalized set of ongoing systemwide or cross-campus/location activities. This chartfield does not currently exist at UC Berkeley. Examples of such programs to be reported: Natural Reserve System, CA Institute of Quantitative Biosciences (QB3), Center for Information Technology Research in the Interest of Society (CITRIS), Multicampus Research Units (MRU - White Mountain Research Center, Institute of Transportation Studies), UC Humanities Research Institute, and Global Health Institute.

To record specific UC systemwide program transactions in the general ledger, campus departments should use chartfield 1 (CF1) codes. Unique systemwide program UC0xxx CF1 values have been created in BFS and will be used for reporting ledger activity. For the full list of programs and unique CF1 codes, see Systemwide Programs List.

If you are unable to use these assigned CF1 codes for systemwide program activity due to conflicts with internal or other reporting needs, you can continue using your existing CF1 value if it is exclusive to a particular program code, but you will need to assign it the CF1 attribute “SYSTEMWIDE PROG” with appropriate Chartfield Attribute Value. CF1 attribute called “SYSTEMWIDE PROG” along with Chartfield Attribute Value that indicates a specific systemwide program will ensure that the data is picked up for reporting to UCOP.

If your unit is unable to use the assigned or existing CF1 code for systemwide program activity, you can create your own designated CF1 value with the CF1 attribute of "SYSTEMWIDE PROG" and Chartfield Attribute Value that indicates the specific systemwide program managed by the unit. You will need to update your templates, funding pages in UCPath, and POs to include the newly created CF1.
To add a new Chartfield 1 value, select the **Chartfield Maintenance** tile in the BFS Home screen.
Select **ChartField 1**

**Define ChartField Value**

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

- Account
- Alternate Account
- Fund Code
- Department
- Function
- Class Field
- Product
- ChartField 1
- ChartField 2
- ChartField 3
- Project
- Book Code
- Adjustment Type
- Scenario
- Statistics Code
Confirm the new Chartfield 1 value is not an existing value by searching it in the **Find an Existing Value** tab.
Select the **Add a New Value** tab to add the new Chartfield 1 value.
Populate the **Description** and **Short Description** fields. Update the **Effective Date** as needed.
The **Effective Date** is updated and the **Description** and **Short Description** are populated.
Select Attributes

Click Attributes to select a ChartField Attribute
Click the magnifying glass icon inside the **ChartField Attribute** field to view a list of ChartField Attributes.
Select **SYSTEMWIDE PROG** from the list.
Click the magnifying glass icon inside the **ChartField Attribute Value** field to view a list of ChartField Attribute values.
Select the ChartField attribute value that indicates the specific systemwide program managed by your unit.
If everything looks fine, click **OK**.
Select the **UC Chartfield 1 Properties** tab. Populate the **Start Date** and **End Date** fields as they are required. If there is manager/PI and long description information, populate those fields as well.
Click **SAVE**