

## **ChartField 1 Fact Sheet**

1. ChartField 1 is an optional/conditional ChartField and may be used to track financial activity at a more detailed level than that supported by the required ChartFields.
2. Not part of the official cost center.
3. Not budgeted.
4. Entered on journals, vouchers, and requisitions. Not entered on budget journals.
5. Does not appear on payroll, student, or other feeds into financial system.
6. 10-digit alpha-numeric code entered or selected from menu, which translates to a value defined the department. Description field is up to 30 characters long.
7. Translated value appears on printed transaction reports (1074, section 3).
8. College/Division Administrators will submit requests for new values to the Office of Planning and Budget.

### **Suggestions:**

1. Create a meaningful naming convention for CF1 values by keeping a log and/or using project names.
2. Use the universities strategic plan to track efforts.
3. Think about usage that can span time – not just tied to a fiscal year.