

## PAC ChartFields, ChartStrings, and Combo Codes – Job Aid

Visit the [PAC Training page](#) on the HR Website for more information on PAC.

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*ChartFields* are the fields that store the Chart of Accounts (COA) and provide the system with the basic structure to segregate and categorize transactional and budget data.

*ChartStrings* are the combination of ChartFields and the level at which accounting charges and credits are applied. The ChartString is what is charged in ARC. ChartStrings can be as long as 54 characters.

*Combination, or Combo, Code* is the 10-digit system-generated number representing a unique ChartString. It is not a characteristic of the ChartString, it is a representation of it. Combo codes are used in PAC to assign labor charges. Think of the combo code as a “label” for the ChartString.

### ChartFields Defined

Below is a chart of ChartFields, their character length, definition and requirement for transactions. For information on the ChartField values used in your department/school, see your Finance/Business Manager.

| ChartField           | Characters (length)                            | Definition  | Required on transaction      |
|----------------------|--|---|------------------------------|
| <b>Business Unit</b> | 5<br>(e.g. <b>COLUM</b> - Columbia University) | Legal entity for which financial statements are produced.   | Required on all transactions |
| <b>Account</b>       | 5<br>(e.g. <b>40000</b> -TUITION)              | Used to capture the natural classification of the transaction. Accounts begin with numbers 1-7:<br><br>1 = Assets<br>2 = Liabilities<br>3 = Fund Balances<br>4 = Revenue<br>5 = Salaries and Fringe<br>6 = OTPS<br>7 = Internal Transfers | Required on all transactions |

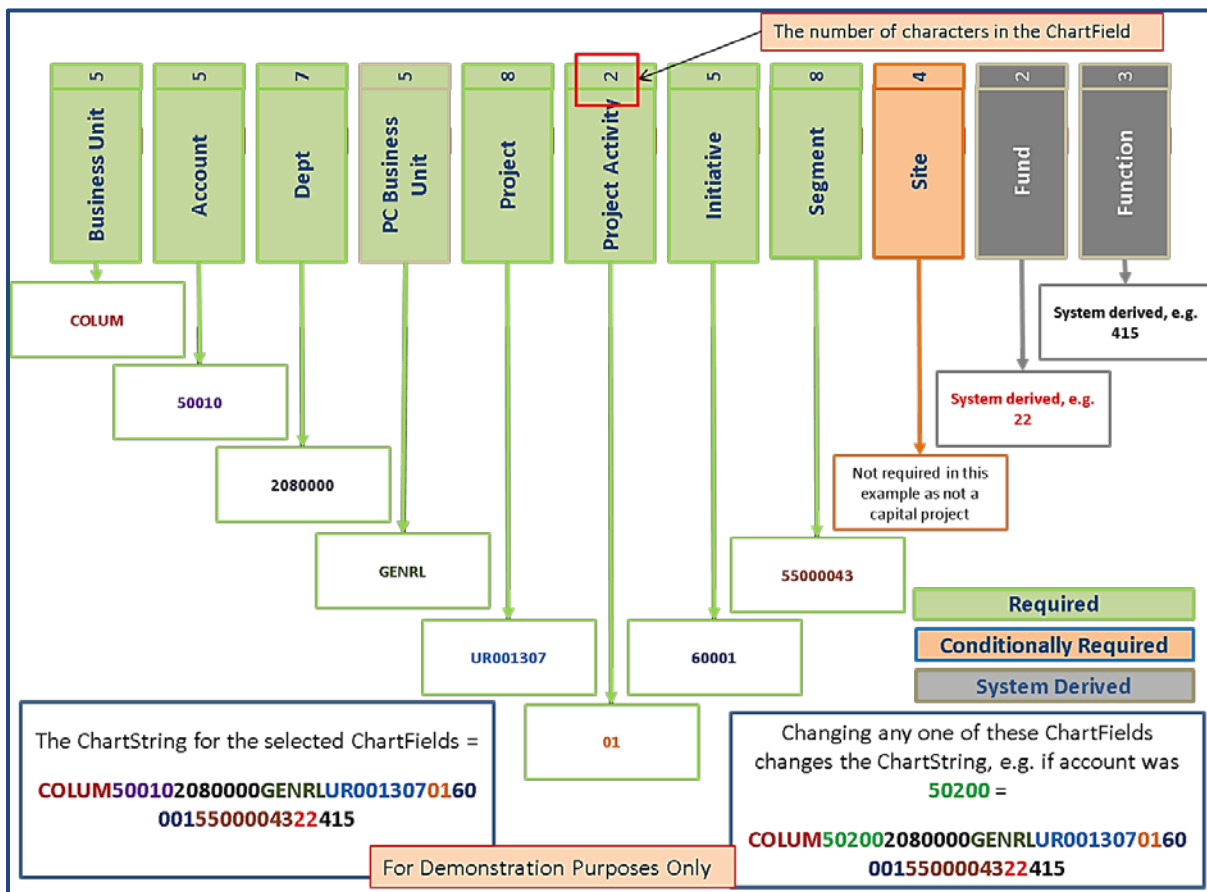
| ChartField              | Characters (length)  | Definition   | Required on transaction      |
|-------------------------|--|--|------------------------------|
| <b>Department</b>       | 7<br><br>(e.g. <b>0102102</b> - PRE Office of the President) | Hierarchical breakdown to track financial activity within the organizational structure.  | Required on all transactions |
| <b>PC Business Unit</b> | 5<br><br>(e.g. <b>CAPTL</b> – Capital Projects)              | High level project type. There are three PC Business Units to select from: <ul style="list-style-type: none"> <li>• Capital</li> <li>• Sponsored Project</li> <li>• General</li> </ul>   | Required on all transactions |
| <b>Project</b>          | 8<br><br>(e.g. <b>CP001005</b> - AR AUDITORIUM)              | Associates expenses with a specific funding source.<br><br>Projects are set up for the following reasons: <ul style="list-style-type: none"> <li>• Funding is externally restricted in purpose or time</li> <li>• Funding is unrestricted or internally restricted and is of a significant nature (e.g., used to fund several uses) and for which fund balance is carried forward</li> <li>• Project to date reporting is required and is different from fiscal year reporting</li> <li>• Project has a defined beginning and end</li> </ul> | Required on all transactions |

| ChartField        | Characters (length)  | Definition   | Required on transaction   |
|-------------------|--|--|---|
| <b>Activity</b>   | 2<br><br>(e.g. <b>01</b> – AR AUDITORIUM)  | Work break down structure for the associated Project.  | Required on all transactions<br><br><b>Note:</b> For fiscal year projects the activity will always be 01.   |
| <b>Initiative</b> | 5<br><br>(e.g. <b>41116</b> - BUS Master of Business Admin)  | Used track financial activity related to Academic Programs or Business Activities.               | Only required for revenue, expense, and internal transfer transactions<br><br>*If the transaction does not call for a specific initiative, use the undefined initiative value: <b>00000</b> |
| <b>Segment</b>    | Max 8*<br><br>*UNIs can be fewer than 8 characters<br><br>(e.g. <b>atj510</b> - Dr. Albert Jones; <b>51000105</b> - BUS London Intl Seminar) | Used to track components of Academic Programs or Business Activities, usually a person or thing. | Only required for revenue, expense, and internal transfer transactions<br><br>*If the transaction does not call for a specific segment, use the undefined segment value: <b>00000000</b>    |
| <b>Site</b>       | 4<br><br>(e.g. <b>1002</b> - BROADWAY RESIDENCE HALL)  | Building Number or Country Code  | Only required for Capital projects but should be used when applicable   |
| <b>Fund</b>       | 2<br><br>(e.g. <b>01</b> – General Unrestricted Fund)  | Fund Type  | This ChartField will default from other ChartFields   |

| ChartField | Characters (length)       | Definition  | Required on transaction                             |
|------------|---------------------------|---|---|
| Function   | 3<br>(e.g. 010 – TUITION) | Categorization of revenues, expenses, and internal transfers for all Profit and Loss (P&L) transactions. This is the COB line and the categorization of functional expense on the Financial Statements. | This ChartField will default from other ChartFields |

**ChartStrings**

ChartStrings are the combination of ChartFields and the level at which accounting charges and credits are applied. The ChartString is what is charged in ARC. ChartStrings can be as long as 54 characters. A ChartString is created when each ChartField is joined together with other ChartFields. The result is a unique ChartString that contains the individual components of the ChartFields selected. Below is a representation of how the selection of ChartFields creates a unique ChartString.



**Combination (Combo) Codes**

A Combo code is the 10-digit system-generated number representing a unique ChartString. It is not a characteristic of the ChartString, it is a representation of it. Combo codes are used in PAC to assign labor charges.

Combo codes are used in all TBH and Labor Accounting transactions to indicate how a charge is to be allocated. Think of the combo code as a “label” for the ChartString.

Using the ChartString example above, a combo code generated by PAC could be “1000030781.” This 10-digit number is not a characteristic of the ChartString (COLUM500102080000GENRLUR00130701600015500004322415), but represents it in PAC.

Meaning that, whenever the combo code 1000030781 is used in a PAC transaction, the ChartString it represents, COLUM500102080000GENRLUR00130701600015500004322415, will be charged.