Finding Chartfield Combinations

Whether you are entering data in FMS or in the Check Request form, it is important that you enter the correct Fund/DCC (Department Cost Center) or Fund/Project-Grant combination. If you do not, you will get an Invalid Chartfield Combination Error. This guide provides instructions on how to find the correct Fund/DCC combination.

Navigation

From the Menu Pagelet, click Set up Financials/Supply Chain< Common Definitions< Design Chartfields, Combination Editing<Review Combination Data
Review Combination Data

1. At the Review Combination Data page, you will need to enter search criteria. **Note:** If you want to search for Project/Grant-Fund combinations, just change the Group and Rule to PROJ_FUND.

2. Enter the first several digits of the Department Cost Center or the Project/Grant code. Then click the Look Up button.

3. At the Search Results table, find and then click the desired DCC or Project/Grant code.
4. Click the **Search** button to display the correct Fund for this DCC.

5. Note the correct **Fund** for the **DCC**—for example, 10000.
**Finding Chartfield Values**

If you need to verify a DCC, Project-Grant, Account, or Program code for a Check Request, you can access the **Chartfield Values** page. Follow these simple steps.

1. From the **Menu Pagelet**, click **Set Up Financials/ Supply Chain, Common Definitions, Design Chartfields, Define Values, Chartfield Values**.

2. Click the **Department Cost Center** link or the **Project/ Grant** link.
3. Change **Description** begins with to contains and type part of description. Click the **Search** button.

4. Click the link for the desired **Project/Grant** or **DCC** code **NOTE: Search Results** displays all Project/Grant or DCC codes that meet the criteria whether they are active or not. Also, if you are searching for a DCC, the **Manager Name** may be blank.

5. Write down the **Project/Grant** code. Note that the **Status** is **Active**.
6. To find an **Account** code, select the **SetID** if needed and enter the first two digits of the desired account code series:

- 53—Supplies
- 54—Travel and Entertainment
- 55—Communication
- 56—Maintenance
- 57—Resale
- 58—Equipment

7. Click the **Search** button.

8. Locate the **Account** code for the **Description** that best describes the purchase.

9. To verify a **Program** code, search by **Program Code begins with** and type a letter; for example, a **C** will display program codes associated with the **Chemistry** dept and an **M** will display program codes associated with the **College of Musical Arts**.