



# Museum of Vertebrate Zoology

## Chartstring and Speedtype

How you pay for goods and services with your grants, awards, department funds.

### Chartstring

A chartstring is an alpha-numeric series (or string) of characters that defines a specific unit of money from which you are making a purchase (e.g. your NSF grant, or your MVZ student award, or departmental funds, etc.). Each unit of money has its own chartstring and contains the following parts:

- Fund: 5 numbers
- Department (DeptID): 5 numbers
- Program Code: 2 numbers
- Chartfield 1 (CF1): 6 characters (if applicable)
- Chartfield 2 (CF2): 5 characters (if applicable)

**Account Code is NOT a part of the chartstring issued to you** (more info below)

At minimum, your chartstring will contain Fund, Department, and Program Code. Some chartstrings also contain Chartfield 1 (CF1) and/or Chartfield 2 (CF2). It will be given to you as follows:

Fund - Department - Pgm Code - CF1 - CF2

Examples:

55555 - 55555 - 55	(if no CF1 or CF2)
55555 - 55555 - 55 - 3U33UC - UCBUC	(if both CF1 and CF2)
55555 - 55555 - 55 - 3U33UC	(if CF1, but no CF2)
55555 - 55555 - 55 - - UCBUC	(if CF2, but no CF1)

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## Business Unit

Business unit designates which UC campus (or the Office of the President). If you are asked to provide the "Business Unit" it is "10000" for UC Berkeley (sometimes abbreviated as just "1").

## Account Code

The Account Code is NOT part of the chartstring that is issued to you by your Research Administrator (RA) or Financial Analyst (FA). The account code designates the type of expense (ie. office supplies, air travel, non-air travel, general supplies, etc.) and will vary depending on what you are purchasing.

The account code will be provided for you when completing a travel reimbursement using direct entry. For other purchases or reimbursements, you can leave it blank and central campus will complete it for you.

If you have a campus purchasing card (bluCard or EPC) you will need to enter the appropriate account code when reconciling your purchases. Lists of account codes can be found here: <https://controller.berkeley.edu/accounting-controls/chart-accounts/chart-accounts-lists>

Additional information about chartstring can be found on the UC Berkeley website here: <https://calanswers.berkeley.edu/subject-areas/pi-portfolio/training/chartstring>

## Speedtype

A speedtype is a shorthand code for your chartstring (e.g. speedtype: MVZ55555 instead of chartstring: 55555 - 55555 - 55). In some cases, a speedtype may be used or preferred instead of the full chartstring, saving you from having to enter your full chartstring (i.e. in BearBuy, MVZ shipping, etc.)

While a chartstring is created for any unit of money on campus, the speedtype is not created automatically. Contact the Research Administrator (RA) or Financial Analyst (FA) that manages your chartstring to see if they have created a speedtype for it or to request one.

*Note: in some instances, campus requires that you use the full chartstring. For example: hiring students and other employees, when reconciling purchasing card expenditures, etc.*