

CHARTFIELD Look-Ups and Definitions

BUSINESS UNIT (BU)	ORGANIZATION ID (Org) also referred to as <i>Department ID</i>	FUND N/A to Hospital
01 - University of Utah	Log in to CIS Select <i>Employee Tab</i>	Log in to CIS Select <i>Employee Tab</i>
02 - University Hospital	Find <i>Financial & Business Services</i> Scroll to <i>Resources and Information</i>	Find <i>Financial & Business Services</i> Scroll to <i>Resources and Information</i>
03 - University Neuro Institute	Click on Chartfields Click on Org ID	Click on Chartfields Click on Fund
04 - U of U Research Foundation		This tracks the source of monies for activities and projects – whether a gift, state appropriations, payment for services performed, etc.
05 - U OF U Health Network		
ACTIVITY N/A to Hospital	PROJECT N/A to Hospital	
Log in to CIS Select <i>Employee Tab</i> Find <i>Financial & Business Services</i> Scroll to <i>Resources and Information</i> Click on Chartfields Click on Activity Activities are designated (non-research) monies that a department has access to. A department may have multiple activities.	Log in to CIS Select <i>Employee Tab</i> Find <i>Financial & Business Services</i> Scroll to <i>Resources and Information</i> Click on Chartfields Click on Project Projects are designated (research) monies that a department has access to. A department may have several Projects .	
ACCOUNT	ALLOWABLE/UNALLOWABLE (A/U) BU 1 only	FISCAL YEAR
Log in to CIS Select <i>Employee Tab</i> Find <i>Financial & Business Services</i> Scroll to <i>Resources and Information</i> Click on Chartfields Click on <i>Account Ranges</i> Specific description of expenditure with numeric code	Log in to CIS Select <i>Employee Tab</i> Find <i>Financial & Business Services</i> Scroll to <i>Resources and Information</i> Click on Chartfields Click on <i>Allowable/Unallowable</i> Expenses that are not allowed for reimbursement by the Federal Government are NOT necessarily prohibited and may be appropriate business expenses permitted by the University. In fact, unallowable costs may be essential University of Utah expenses which may be incurred. However, such costs must be coded as unallowable, under A-21 rules, by placing a "0" in the A/U, to ensure that they may be readily identified and not be used to calculate the University's indirect costs.	July 1 – June 30

Location Code: If you order from an on-campus source they might request your **Delivery Code** or **Location Code** (they are the same). You can look up that information by:

Log in to **CIS**
Find *Financial & Business Services*, Select *Employee Tab*
Scroll to *Resources and Information*, Click on **Location Codes**