

## CSUSM Corporation & Foundation Chartfield Descriptions and Helpful Tips

**Account** (6 digits) – Identifies the type of financial transaction, e.g. Salaries, Travel, Supplies, etc.

**Fund** (5 digits) – Identifies the type of project:

- Campus Programs
- Sponsored Projects
- Endowments
- Scholarships
- Student Loans

**Department** (4 digits) – Identifies the campus department that is the source of the financial transaction being charged to the project.

**Project** (5 digits) – Is the main reporting source for your grant/program/project activity. All revenues and expenditures are recorded and reported at the project level.

*SAMPLE CFS CHARTFIELD STRING:*

Account	Fund	Department	Project
660001	96013	1039	70001

**FOUNDATION Business Unit (SMFND):**

All Funds begin with 96XXX

**CSUSM Corporation Business Unit (SMURS):**

All Funds begin with 92XXX

**Project/Fund/Account/Department Listing:**

Use the following link to identify the appropriate chartfield (Project/Fund/Account/Department) for your project.

<http://www.csusm.edu/fs/>

**Deposit Item Codes:**

All deposits to Cashiers only require an Item Code. The Item code listing can be found at

<http://www.csusm.edu/fs/>

*SAMPLE ITEM CODE - CASHIERING: 81000CNP*