



## Accounting Services: Chart String Construction Rules

Use this table to determine if a chart string is correct. Find the Fund the chart string uses, and then follow the row across to see what rules apply to each ChartField for that Fund number. The Fund and Account ChartFields are required on every transaction.

Fund 3 digits	Dept ID <sup>†</sup> 7 digits	Project ID 8 digits	Activity 2 digits	Account 5 digits
011 – 029	Any valid #	Not allowed	Not allowed	Required; any valid number *
030 – 039	Any valid #	Not allowed	Not allowed	Required; no revenue or expense; use accounts that begin with 1, 2, 3, 8
100 – 169	Any valid #	Not allowed	Not allowed	Required; any valid number *
170 – 179	Any valid #	First digit = 1	01	Required; any valid number *
191 – 199	Any valid #	First digit = 6	01 <sup>‡</sup>	Required; any valid number *
300 – 320	Any valid #	First digit = 3	01	Required; any valid number *
330	Any valid #	First digit = 3	01	Required; no expense; use accounts starting with 1 - 5, or 8
410 – 483	Any valid #	First digit = 4 or use 30000001	01	Required; any valid number *
500 – 540	Any valid #	First digit = 5	01	Required; any valid number *
600 – 650	Any valid #	First digit = 6	01 <sup>‡</sup>	Required; any valid number *
700 – 740	Any valid #	First digit = 7	01	Required; use accounts starting with 1 – 7, 9
750	Any valid #	First digit = 7	01	Required; any valid number
800 – 840	Any valid #	First digit = 8	Any	Required; any valid number *

### Symbols

- † For balance sheet transactions, Fund/Account or Fund/Project/Activity/Account is required; Dept ID is not allowed, and Account code must begin with 1, 2, or 3.
- ‡ Unless the sponsoring agency doesn't allow carry-over funding between award periods or requires billing invoices to be sent for spending on individual periods.
- \* As allowed by NU policies and procedures. For example, restricted funds may prohibit certain types of expense.