University of Massachusetts

*Amherst * Boston * Dartmouth * Lowell * President's Office * Worcester*

UMASS

e*mpac
Enterprise Management and Performance
Through Administrative Computing

Chartfield Crosswalk Lookup (has moved 12/04/2014)

Intro	The following job aid describes how to use the Chartfield Crosswalk Lookup so you can find the Chartfield values for your SpeedType or use the Chartfield value(s) to find your SpeedType. This change is due to the page moving to a new webpage and being re-created due to the shutting down of the old server it ran on.

⚠	The link to the old webpage was either –
	
	 https://inside.umassadmin.net/Finance/
	
	 Or a link on one of your own Campus's Websites.
	
	 UNIVERSITY of MASSACHUSETTS
	 University Enterprise Systems
	 UMASS
	
	 A&F Info CSF Finance HR SA
	 Applications Operations Reference
	
	 Finance
	 Home
	
	 Welcome to Finance System Services
	
	 Important: The following content has moved in preparation for the retirement of this site:
	
	 1. Applications Page Content: You can now access the Production environments through the Connect To
	
	 2. Operations End User Support Content: You can now access the End User Support information through UMass Connect.
	
	 The ChartField Lookup and Fund Code Lookup will remain under the Reference tab until further notice.
	
	 Amherst
		Boston	Dartmouth	Lowell	President's Office	Worcester
						 Compliance Statement
						 This is an official page/publication of the University of Massachusetts. ©2008 University of Mas
						
						 You clicked on either –
						
						 [Finance] or [HR]
						
						    Then click on [Reference]
						
						       Then select [Chartfield Lookup]

This took you to the old page:

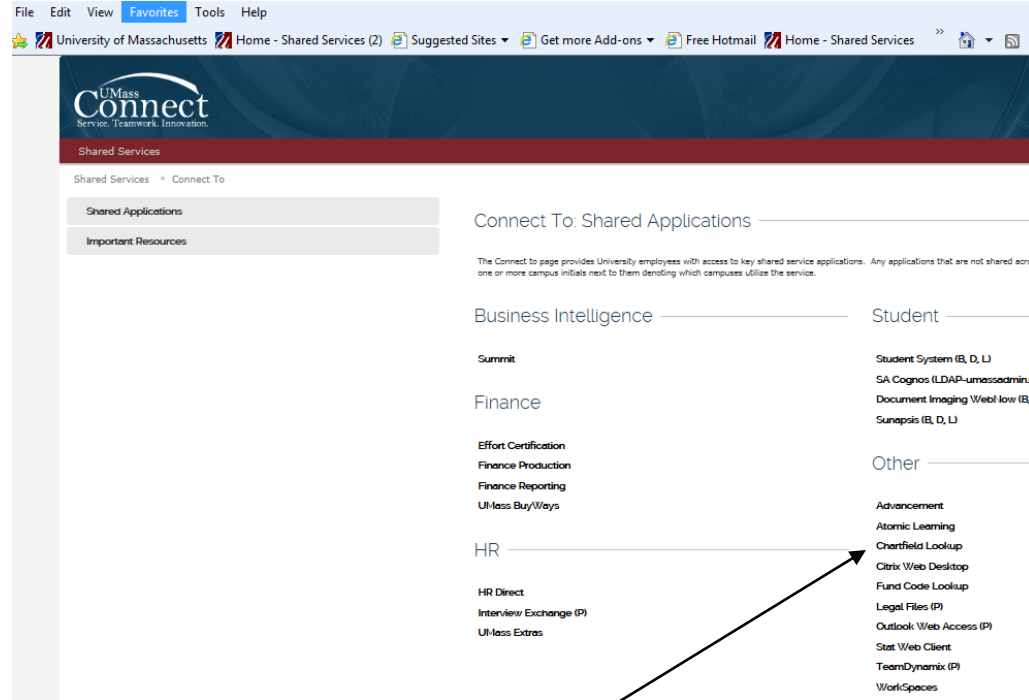

ChartField Crosswalk - Windows Internet Explorer

ChartField Crosswalk Lookup

Instructions: Enter lookup criteria in the fields below. Enter as much as you like for as many criteria as you like. The more crite
exact the search and the more likely that you will **not** find a match. (Don't forget to delete any unwanted criteria
from a previous search.)

- Use an underscore (_) as a wildcard to represent any character (e.g., 1_3_5)
- To select only Payroll-relevant ChartFields, check the box at the lower left.
- When you have entered your criteria, click **Get Data** to display matching ChartField values **or** click **Download** to save them to a Microsoft Excel File.

Business Unit	Fund	Dept ID	Project/Grant	Program	Class	SpeedType
- Select -						

Payroll-relevant ChartFields Only ☐

Retrieve Data >
GetData
Download Excel File >
Download

Fund and Description	Dept ID and Description	Project/Grant and Description	Prgrm	Class	Speed Type

Now we have a new page and new link:

UMass Connect - Shared Applications

Look under [Other]
    Click on – [Chartfield Lookup]

This takes you to the new page:

UM_SPEED_CHART_LKUP - SpeedChart Lookup

Business Unit (Required):
SpeedType (%):
Fund (%):
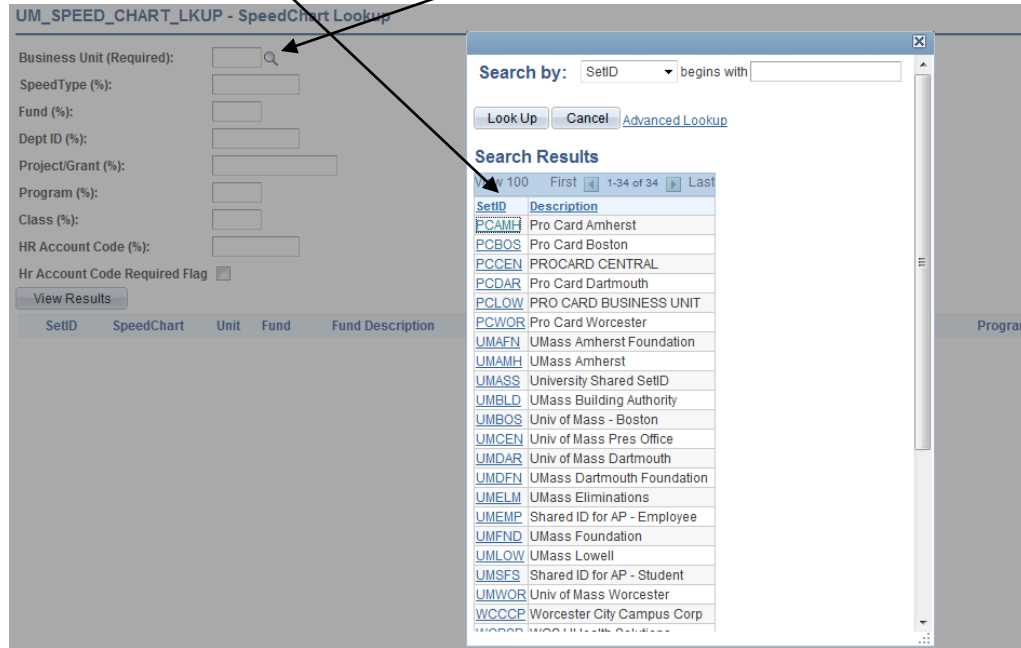Dept ID (%):
Project/Grant (%):
Program (%):
Class (%):
HR Account Code (%):
Hr Account Code Required Flag ☐
[View Results]

SetID	SpeedChart	Unit	Fund	Fund Description	Dept	Dept ID Description	Project	Project Description	Prog

Step 1.	**Select your Business Unit (= to the Setid), click on the looking glass and choose your Business Unit from the drop down list or just type in your Business Unit.**

!!!Business Unit is required!!! |

Step 2.	
	Enter your SpeedType: **(i.e. for the example I am using 123323)** **Click on the [View Results] button**
⚠	**Downloading the output:** **After viewing your results, you can download to Excel, CSV or XML**

!!! If you don't know the exact SpeedType or Chartfield Value, you will need to use the Wildcard (%) percent key.

In this example I only know the first three digits of the Speed Type,

This brings back all those SpeedTypes that begin with 123, I added the wildcard \123% and then clicked on the [View Results] button

UM_SPEED_CHART_LKUP - SpeedChart Lookup

Business Unit (Required): UMAMH
SpeedType (%): 123%
Fund (%):
Dept ID (%):
Project/Grant (%):
Program (%):
Class (%):
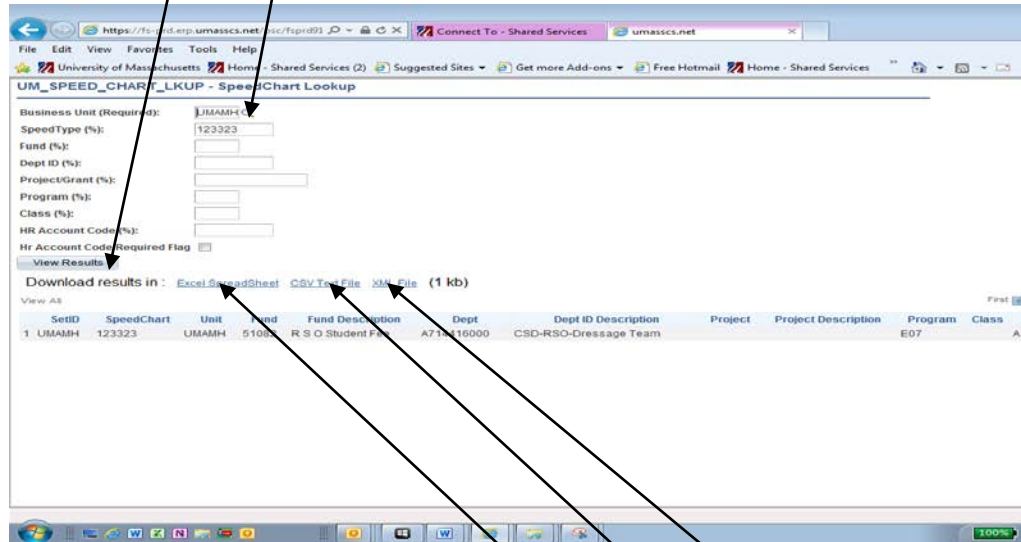HR Account Code (%):
Hr Account Code Required Flag ☐

[View Results]

Download results in : Excel SpreadSheet CSV Text File XML File (47 kb)

View All

	SetID	SpeedChart	Unit	Fund	Fund Description	Dept	Dept ID Description	Project	Project Description
1	UMAMH	123369	UMAMH	11000	State Maintenance	A082340000	UM Ext-Community, Family&Youth		
2	UMAMH	123424	UMAMH	51006	Tuition Retention	A000600000	Central BD - Balance		
3	UMAMH	123426	UMAMH	51006	Tuition Retention	A000601000	Central BD-Prev FY Commitment		
4	UMAMH	123423	UMAMH	51006	Tuition Retention	A000702000	Central BD-Allocations		
5	UMAMH	123628	UMAMH	51008	Auxiliary Enterprise	A870326000	AE-Library Cafe		
6	UMAMH	123170	UMAMH	51021	Application Fee Rev	A000502000	Central BD GenOps Revenue 2		
7	UMAMH	123419	UMAMH	51048	Computer Trust Fund	A699959000	ACCO-Project		
8	UMAMH	123514	UMAMH	51069	Umass Ext Trust	A082340000	UM Ext-Community, Family&Youth		
9	UMAMH	123323	UMAMH	51082	R S O Student Fee	A714416000	CSD-RSO-Dressage Team		
10	UMAMH	123439	UMAMH	51082	R S O Student Fee	A714417000	CSD-RSO-Red Cross Club		
11	UMAMH	123441	UMAMH	51082	R S O Student Fee	A714418000	CSD-RSO-UNICEF		
12	UMAMH	123474	UMAMH	51082	R S O Student Fee	A714419000	CSD-RSO-Men's Club Ice Hockey		
13	UMAMH	123319	UMAMH	51082	R S O Student Fee	A714582000	CSD-RSO-Red Cross Club		
14	UMAMH	123321	UMAMH	51082	R S O Student Fee	A714583000	CSD-RSO-Stu Anti-Genocide Coal		
15	UMAMH	123552	UMAMH	51082	R S O Student Fee	A714584000	CSD-RSO-Hi-Score		
16	UMAMH	123673	UMAMH	51082	R S O Student Fee	A714585000	CSD-RSO-Epic Movement		
17	UMAMH	123547	UMAMH	51082	R S O Student Fee	A714597000	CSD-SGA-Equipment Reserve		
18	UMAMH	123476	UMAMH	51082	R S O Student Fee	A714598000	CSD-SGA-Readership Program		
19	UMAMH	123206	UMAMH	51086	Continuing Ed Incentive	A150500000	Linguistics		
20	UMAMH	123202	UMAMH	51100	Acad Instruction Activ	A101626000	HFA-Multicultural Film		
21	UMAMH	123576	UMAMH	51100	Acad Instruction Activ	A121400000	Envir Health Sci Dpt		

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!!! **If you don't know the exact SpeedType or Chartfield Value, you will need to use the Wildcard (%) percent key.**

In this example I only know the last two digits of the Fund (20).
This brings back all those Funds that end with 20.

I added the wildcard %20 and then clicked on the [View Results] button

UM_SPEED_CHART_LOOKUP - SpeedChart Lookup

Business Unit (Required):	UMAMH
SpeedType (%):	
Fund (%):	%20
Dept ID (%):	
Project/Grant (%):	
Program (%):	
Class (%):	
HR Account Code (%):	
Hr Account Code Required Flag	☐

[View Results]

Download results in : Excel SpreadSheet   CSV Text File   XML File   (1 kb)

View All

	SetID	SpeedChart	Unit	Fund	Fund Description	Dept	Dept ID Description	Project	Project Description
1	UMAMH	131093	UMAMH	51220	Amherst Quasi-Endow.	A000000000	Year End Accrual		
2	UMAMH	103046	UMAMH	55020	Addison H Clark Loan	A821200000	Bursar - Campus Operations		
3	UMAMH	103080	UMAMH	56220	Amherst Quasi-Endow.	A000000000	Year End Accrual		

⚠ **!!! If you don't know the exact SpeedType or Chartfield Value, you will need to use the Wildcard (%) percent key.**

In this example I only know three numbers of the Project/Grant that comes between the first and the fifteenth number.

I added the wildcard before and after %154% and then clicked on the [View Results] button. This brings back every Project/Grant that contains the number 164.

UM_SPEED_CHART_LKUP - SpeedChart Lookup

Field	Value
Business Unit (Required):	UMAMH 🔍
SpeedType (%):	
Fund (%):	
Dept ID (%):	
Project/Grant (%):	%154%
Program (%):	
Class (%):	
HR Account Code (%):	
Hr Account Code Required Flag ☐	

[View Results]

Download results in : _Excel SpreadSheet_   _CSV Text File_   _XML File_   (49 kb)

View All

	SetID	SpeedChart	Unit	Fund	Fund Description	Dept	Dept ID Description	Project	Project Description
1	UMAMH	107712	UMAMH	51008	Auxiliary Enterprise	A870800000	AE-Conference Services	C00031815400000	CS01-54
2	UMAMH	141291	UMAMH	51008	Auxiliary Enterprise	A870800000	AE-Conference Services	C13154000000000	CS13-154
3	UMAMH	141691	UMAMH	51008	Auxiliary Enterprise	A870800000	AE-Conference Services	C14154000000000	Johnson/Drumm Wedding Block
4	UMAMH	142091	UMAMH	51008	Auxiliary Enterprise	A870800000	AE-Conference Services	C15154000000000	HTM Career Day
5	UMAMH	142337	UMAMH	51008	Auxiliary Enterprise	A870800000	AE-Conference Services	C15400000000000	CS15-400
6	UMAMH	151726	UMAMH	51008	Auxiliary Enterprise	A870800000	AE-Conference Services	C15401000000000	15-401
7	UMAMH	151727	UMAMH	51008	Auxiliary Enterprise	A870800000	AE-Conference Services	C15402000000000	15-402
8	UMAMH	151728	UMAMH	51008	Auxiliary Enterprise	A870800000	AE-Conference Services	C15403000000000	15-403
9	UMAMH	151729	UMAMH	51008	Auxiliary Enterprise	A870800000	AE-Conference Services	C15404000000000	15-404
10	UMAMH	151730	UMAMH	51008	Auxiliary Enterprise	A870800000	AE-Conference Services	C15405000000000	15-405
11	UMAMH	151731	UMAMH	51008	Auxiliary Enterprise	A870800000	AE-Conference Services	C15406000000000	15-406
12	UMAMH	151732	UMAMH	51008	Auxiliary Enterprise	A870800000	AE-Conference Services	C15407000000000	15-407
13	UMAMH	151733	UMAMH	51008	Auxiliary Enterprise	A870800000	AE-Conference Services	C15408000000000	15-408

END JOB AID

Last Edited Date	5/4/2018
Last Edited By	Dave Posner