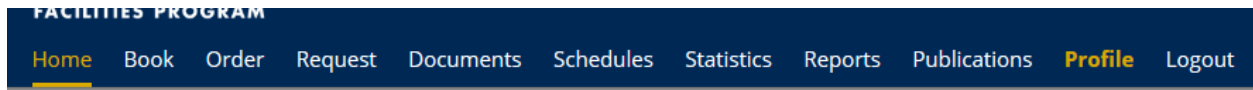


External UCs

How to add additional/multiple chartstrings to your account:

At the top of your account homepage click "Profile"



Under "Financial Account Information,"

- Go to "Request authorization to use financial account:"
 - Select "New account authorization request"
- This will create a new pop-out window.*

Financial Account Information

Default Financial Account Number:

Finance Admin

[Change your default account number](#)

Request authorization to use a financial account:

[New account authorization request](#)



*Pop-Out:

The screenshot shows a web application interface for UC Davis. At the top, there is a dark blue header with the UC Davis logo and the text 'RESEARCH CORE FACILITIES PROGRAM'. To the right of the header, it says 'PPMS for the DNA Technologies & Expression Analysis Cores - DNATech'. Below the header is a navigation menu with links: Home, Back, Order, Request, Documents, Schedules, Statistics, Reports, Publications, Profile, Logout. The main content area is a white pop-out window titled 'Account number request'. Inside this window, there is a section 'Account type' with 'Type name:' set to 'UC Davis KFS account' and 'Type Description:' blank. Below this is a section 'Select or create an account' with a search input field containing 'search an account...' and a magnifying glass icon, followed by a blue hyperlink 'Create a new account'. At the bottom of the pop-out window are two buttons: 'Cancel' (in red) and 'Save' (in blue).

Under “Account type – Type name,” Select your UC

Select an account type

A dropdown menu is shown with the following options: 'Choose an account type' (highlighted in blue), 'UC Davis KFS account', 'Purchase Order', 'UCD Revenue Agreement Number', 'UC Berkeley', 'UC Irvine', 'UC Los Angeles', 'UC Merced', 'UC Riverside', 'UC San Diego', 'UC San Francisco', 'UC Santa Barbara', and 'UC Santa Cruz'. A red asterisk is visible to the right of the dropdown, and a magnifying glass icon is at the bottom right of the list.

Under “Select or create an account,” click the blue hyperlink “Create a new account.”

Select or create an account

A search input field with the placeholder text 'search an account...' and a magnifying glass icon. To the right of the input field is a blue hyperlink labeled 'Create a new account'.

Enter the chartstring in the proper format.

Account number request

Select an account type

 *

Type Description:

Select or create an account

Create a new account

New account number:

Location : *

Business Unit : *

Account : *

Fund : *

Dept ID : *

Click "Save"

The following page shows the different formats and mandatory fields for each UC.

Legend:

() = number of characters

M = MANDATORY / REQUIRED

O = OPTIONAL

** = UCLA and UCM may have Cost Centers*

*** = If UCLA Account starts with 1, no need for Cost Center, Sub, & Object Code*

**** = UCR revenue accounts start with R*

Campus	Full Accounting Unit									
UCB (29)	Location (1) 1 or J M	Account (5) numeric M	Fund (5) numeric M	Organization (5) numeric M	Program (2) numeric M if account = 5xxxx	Project (6) alphanumeric O	Flexfield (5) alphanumeric O			
UCSF (38)	Location (1) 2 or K M	Business Unit (5) alphanumeric M	Account (5) numeric M	Fund (4) numeric M	Dept ID (6) numeric M	Project (7) alphanumeric or numeric M	Activity Period (2) numeric O	Function (2) numeric M	Flexfield (6) alphanumeric O	
UCD (38)	Location (1) 3, L, S, or H M	Account (7) M	Sub Account (5) O	Object (4) M	Sub Object (3) O	Project (1-10) O	Reference (8) O			
UCLA (32)	Location (1) 4 or M M	Account (6) numeric M	Cost Center (2) alphanumeric M**	Fund (5) numeric M	Project (Up to 6) O	Sub (2) numeric M**	Object (4) numeric M**	Source (Up to 6) alphanumeric O		
UCR (30)	Location (1) 5 or N M	Account (6) Numeric*** O	Activity (6) alphanumeric M	Fund (5) numeric M	Function (2) numeric M	Cost Center (4 or 5) alphanumeric O	Project (5) alphanumeric O			
UCSD (32)	Location (1) 6 or O M	Index Number (7) alphanumeric M	Fund (5 or 6) alphanumeric M	Organization (6) numeric O	Account (6) numeric M	Program (6) numeric O				
UCSC (32)	Location (1) 7 or P M	Fund (5) numeric M	Organization (6) numeric M	Account (6) alphanumeric or numeric M	Program (2) numeric O	Activity (Up to 6) alphanumeric O	Doc Ref (up to 6) alphanumeric O			
UCSB (25)	Location (1) 8 or Q M	Account (6) numeric M	Fund (5) numeric M	Object (4) numeric M	Sub (1) numeric M	Reference (Up to 6) alphanumeric O				
UCI (41)	Location (1) 9 or R M	Account (7) alphanumeric or numeric M	Fund (5) numeric O	Sub (2) numeric O	Object (4) alphanumeric or numeric M	Reference (Up to 10) alphanumeric O	Source (Up to 6) alphanumeric O	Project (Up to 6) alphanumeric O		
UCM (32)	Location (1) 0 or S M	Account (6) numeric M	Cost Center (2) alphanumeric M*	Fund (5) numeric M	Project (Up to 6) O	Sub (2) numeric M	Object (4) numeric M	Source (Up to 6) alphanumeric O		
M-OP (32)	Location (1) M M	Account (6) numeric M	Cost Center (2) alphanumeric O	Fund (5) numeric M	Project (Up to 6) O	Sub (2) numeric M	Object (4) numeric M	Source (Up to 6) alphanumeric O		