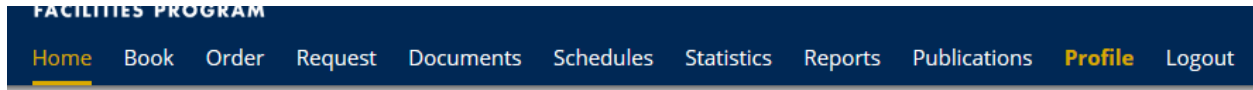


## External UCs

### How to change the default Chart String on your account:

At the top of your account homepage click "Profile"

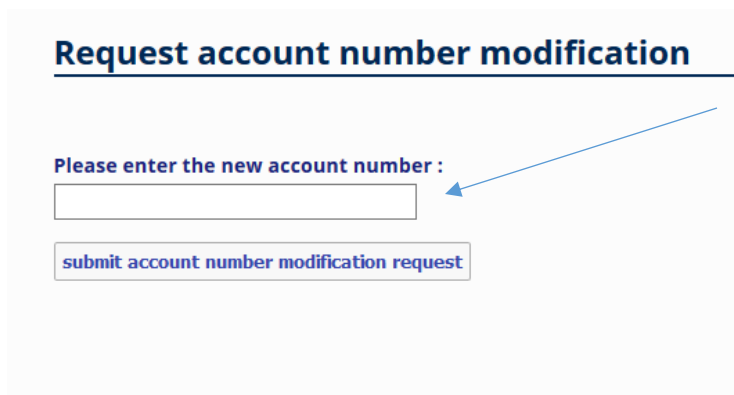


Under your **Financial Account Information** header:

Select "Change Your Default Account Number"

A screenshot of a web page titled "Account Information" in blue. Below the title is a section "Default Account Number:" with a text input field containing "XXXXXX10". A blue arrow points from the right towards this field. Below the input field is a button labeled "Change your default account number". Further down are two sections: "Request authorization to use an account:" with a button "New account authorization request", and "Request authorization to manage an account:" with a button "New account management request".

This will create a window prompting you to enter your new account number; click in the **empty** account number field:

A screenshot of a web page titled "Request account number modification" in blue. Below the title is a prompt "Please enter the new account number :" followed by an empty text input field. A blue arrow points from the right towards this field. Below the input field is a button labeled "submit account number modification request".

A pop-up window will open so that you may select your appropriate University from the drop down.

### Select an account type

Choose an account type \*

Choose an account type

- 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
- UC Santa Cruz

Once you select your University; click the blue hyperlink: "Create a new account."

### Select an account type

UC Berkeley \*

Type Description:

### Select or create an account

search an account...  [Create a new account](#)

The page will expand, allowing you to enter in your Chart String information.

Click "Save"

*If you have questions about your chart string, see our helpful information below.*

## 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 : \*

Please enter your chart string information into each field in the proper order and format.

Please do not add additional information in this area.

If you need assistance with understanding your Chart String, please see your Fund/Grant manager or the Financial Control office for your campus.

**Our team cannot assist you, as we do not hold your funds here on our campus.**

The following page shows the format and mandatory fields for each University's chart string information.

If your chart string does not have all of these fields, please check back with your Fund Manager or Financial Controller before submitting any changes.

#### 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		