ChartField Report Masks

The Chart of Accounts masking tool provides the ability to enter descriptions for masking default ChartField definitions that ultimately appear on UM Reports. A Chart of Accounts mask description is an alternate way to define a ChartField string.

Navigate to: Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Reports > ChartField Report Masks

On the search screen, SetID will default to “UMFIN” because all ChartField strings are pulled from the finance ledger. The Fund and DeptID are both required to perform a search.

Once the UM ChartField Report Mask page appears (see side B), all of the actual ChartField strings for that Fund and DeptID combination are displayed.

The Filter Options may be used to narrow the displayed ChartField strings. This is done by entering a Program, Project, or Description value.
ChartField Report Masks (cont.)

*Description* (50 characters) allows a masking of the ChartField string value(s) and is used to allow a more streamlined interpretation of certain UM Reports. If *Description* is populated, it will show on a separate line in the following UM Reports:

- ChartField String Budget Status for Current Non-Sponsored Funds
- Transaction Detail for Current Non-Sponsored Funds

*Summary* is only applicable to the Account Budget Status report. If this box is checked, *Description* will automatically appear on the report. If the box is not checked, the report must be run by *Description* to see the mask.

![UM Chartfield Report Mask](image)

**TIPS FOR USING CHARTFIELD MASKS**

- Check with your department/unit on naming conventions for *Description*. Communication is crucial as *Description* can be overridden by any user at any time. This field can be audited so it may track the last user who updated a specific ChartField string.

- ChartField strings may be added/updated/deleted, which affects how a report will display; however, always check with the RRC manager before doing any of these actions.

- Once saved in the financial system, a ChartField mask will not appear on applicable UM Reports until the following morning.