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

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

Under “Select or create an account,” click the blue hyperlink “Create a new account.”
Enter the chartstring in the proper format.

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
<table>
<thead>
<tr>
<th>Campus</th>
<th>Full Accounting Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCB (29)</td>
<td>Location (1) 1 or J M</td>
</tr>
<tr>
<td>UCSF (38)</td>
<td>Location (1) 2 or K M</td>
</tr>
<tr>
<td>UCD (38)</td>
<td>Location (1) 3, L, S, or H M</td>
</tr>
<tr>
<td>UCLA (32)</td>
<td>Location (1) 4 or M M</td>
</tr>
<tr>
<td>UCR (30)</td>
<td>Location (1) 5 or N M</td>
</tr>
<tr>
<td>UCSD (32)</td>
<td>Location (1) 6 or O M</td>
</tr>
<tr>
<td>UCSC (32)</td>
<td>Location (1) 7 or P M</td>
</tr>
<tr>
<td>UCSB (25)</td>
<td>Location (1) 8 or Q M</td>
</tr>
<tr>
<td>UCI (41)</td>
<td>Location (1) 9 or R M</td>
</tr>
<tr>
<td>UCM (32)</td>
<td>Location (1) 0 or S M</td>
</tr>
<tr>
<td>M-OP (32)</td>
<td>Location (1) M M</td>
</tr>
</tbody>
</table>