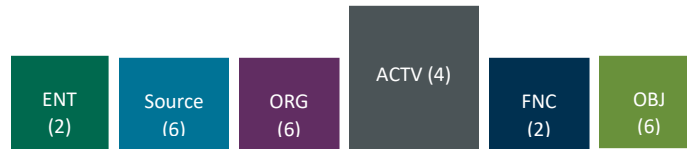




## General Ledger Chart of Accounts: Activity Segment

The **Activity (ACTV) segment** is a four-digit value that identifies why the transaction is occurring. It allows departments to identify and describe internal purposes for spending and associated revenues. Activity is a required segment. If no specific activity determined for a transaction, use '0000' (Unspecified).



- There are 'Shared' Activity values defined at the University level and a unique range of values identified at the Planning Unit level.
  - '1000 – 1199' are range of 'Shared' Activity values. This can be used in coding transactions by any Unit in the University.
- Planning Units can request new Activity codes with approval by Planning Unit's CFAO.
- There are validation rules in placed in the System to ensure specific Activity range is used only by appropriate Planning Units.
- For transactions that have been posted and have Activity code errors, use Accounting Correction Form to correct any error in Activity codes.
- Utilize the Segment Lookup in the [Finance Lookups dashboard](#) to view Activity values.

## Activity Code Ranges

Activity Value	Activity Range
0000	Unspecified
1000-1199	University define codes
1200-1399	Arts & Sciences
1400-1599	College of Business
1600-1899	Communication
1900-2099	Education
2100-2299	Engineering
2300-2599	Fine Arts
7800-8199	Central Pool