

## HOW TO FILL IN A CHARTSTING (What to the fields mean)

Using **COLUM-5260104-GG000000-00-60908-PI0000** as an example:

- **DEPARTMENT=** 5260104
- **GL BU (BUSINESSUNIT) =** COLUM
- **PC BUSINESSUNIT=** SPONS
- **PROJECT(GRANT)=** GG000000
- **INITIATIVE=** 60908
- **ACTIVITY=** 00
- **SEGMENT=** PI0000

GL BU * <span>1</span> <input type="text" value="Columbia University (COLUM)"/>	Department * <span>2</span> <input type="text" value="Search by Code"/>	PC Business Unit * <span>3</span> <input type="text"/>
Project * <span>4</span> <input type="text"/>	Activity * <span>5</span> <input type="text"/>	Initiative * <span>6</span> <input type="text" value="Search by Code"/>
Segment * <span>7</span> <input type="text" value="Search by Code"/>	Site <input type="text" value="Search by Text"/>	