Needed:

- Chart string supplied by customer
- GE001 file or report
- GL066 file or GL067 report
- Grants Budget Tree file

Steps:

1. For any chart string that contains a Fund value that begins with zero
   a. Does the Fund value begin with 02x? Validate the component values of the chart string against the values in the GE001 files or report tabs. If all the component values are found, consider the chart string valid.
   b. Does the Fund begin with values other than 02x? Consider the chart string invalid for charges.
      i. If the Fund value is 011, ask the user if they meant to use 110 instead. There have been several transposition errors.

2. Determine if the chart string is for a revenue account or not.
   a. Revenue account chart strings are those with account component values beginning with "4" or "5".
   b. If the account is a revenue account it is necessary to check the component values of the chart string against the values in the GE001 files or report tabs.
      i. If any component value of the supplied chart string is not found in the corresponding GE001 file or report tab, the chart string is invalid.
      ii. If all the component values of the supplied chart string are found in the corresponding GE001 file or report tab, the chart string is valid.
   c. If the chart string is not for a revenue account, proceed with the following steps.

3. Determine if the Account, Program and ChartField1 values are valid.
   a. Check the ChartField values against the appropriate tab of GE001.
      i. If present, the value is valid.
      ii. If not present, the value is not valid, and the chart string is not valid.

4. Determine if you are checking a grant related chart string or not.
   a. A chart string that includes a project that starts with '6' is grant related.
   b. If the chart string does not include a project that starts with a '6', it is not grant related.

5. For non grant chart strings, look up the chart string, less the account, in the GL066 file or in the GL067 report.
   a. If found, consider chart string valid and proceed to steps 9, 10, and 11.

b. If not found, consider chart string invalid.

6. For grant chart strings, look up the chart string, less the account, in the GL066 file or in the GL067 report.
    a. If not found, consider chart string invalid.
    b. If found, proceed to the next step.

7. Look up account component in Grants Budget Tree file.
    a. If not found, consider chart string invalid.
    b. If found, record Account Tree Roll Up Node value.

8. Look up chart string with Account Tree Roll Up Node value substituted for Account component in the GL066 file or in the GL067 report.
    a. If found, consider chart string valid and proceed to steps 9, 10, and 11.
    b. If not found, consider chart string invalid.

9. Additional notes for using GL066 – Activity ID
    a. When searching for the chart string in the GL066 file for non grant chart strings with projects, it is not necessary to validate the activity ID.
    b. However, it is necessary to populate the activity ID in the transaction when the chart string includes a project ID.
    c. For grant chart strings, it is necessary to validate activity ID and the activity ID is required for the transaction.

10. Additional notes for using GL066 – Project ID
    a. For both grant and non grant chart strings, it is necessary to validate project ID, if supplied.
        i. Grant chart strings require a project ID.
        ii. Some non grant chart strings will have a project ID and some will not.
        iii. If the GL066 record for a non grant chart string shows "-"for project ID, then project ID is not allowed and a chart string including it is invalid.

11. Additional notes for using GL066 – Dates and Budget Periods
    a. Once a chart string is matched, check the transaction date first against the date range in GL066 and, if necessary, against the budget period.
        i. If there is a start date and an end date in GL066 for the chart string, the transaction date must fall on or between those dates.
        ii. If there is a budget period in GL066 for the chart string, then the transaction must fall in the fiscal year represented by the budget period field.
        iii. If neither of the above conditions are true, the chart string is invalid.