Understanding the Use of PeopleSoft Chartfields at HSU

HUMBOLDT STATE UNIVERSITY

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INTRODUCTION

The backbone of a financial system is the chart of accounts. These are the fields and values that provide a common language for classifying an organization's business transactions. The components that make up the chart of accounts and provide it with an overall structure are called 'Chartfields'.

Chartfield String: Humboldt State University uses a string of seven fields to define specific transactions. While the Business Unit, Fund, Department and Account fields are required, additional values can be used to help categorize transactions, such as Program, Project and Class. The table below lists some basic characteristics of each chartfield.

Minimum Requirement

HMCMP	**TVO51**	**D12345**	**660003**	**P0064**	**C0027**	**XHS100**
Business Unit	Fund	Department	Account	Program	Class	Project
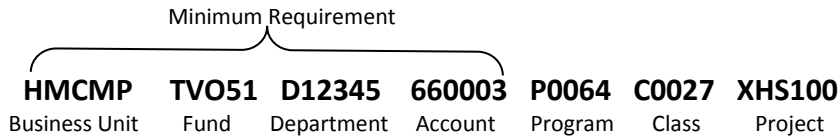
	Business Unit	Fund	DeptID	Account	Program	Class	Project
# of characters	5	5	6	6	5	5	6
Required CF?	Y	Y	Y	Y	N	N	N
Budget Affiliated?	Y	Y	Y	Y	N	N	Y
Identifies		Where	Who	What			

End users will benefit from being familiar with chartfields and their definitions for use in procurement, budgeting, month-end-reporting, and labor cost distribution at HSU. This document will define each chartfield, identify purpose and uses, and provide examples in order to guide end users on which combination of chartfields will facilitate data capture for internal and external reporting needs. This standard set of chartfield definitions will also provide consistency among all CSU campuses. A quick guide to assist end users on which chartfield to request is included on the next page. The more logical this structure, the more sustainable and trainable it becomes allowing for improvements in both reporting and analysis.

New chartfields may be requested by completing the Chartfield Request Form found on the University Forms website. Final determination of which chartfield is established will be made by the Business Services Department. A daily updated list of funds, accounts, departments, programs, classes, and projects chartfields may be found on the Accounting website.

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QUICK GUIDE ON CHARTFIELD REQUESTS

REQUEST FUND IF:

- There is a separate source of funds and/or requires separate signature authority
- Requires a trial balance (assets, liabilities, and/or equity, and revenue and expenses)
- Supporting documents are applicable, such as trust agreements
- Requires separate reporting to Chancellor's Office or State Controller's Office

REQUEST DEPT IF:

- Need to create a separate organization that is led by a Management level individual
- Need to record expenses in a different FIRMS reporting

REQUEST ACCOUNT IF:

- Require detailed breakdown of activity that is common to numerous divisions and/or departments
- Activity is material in amounts but no existing account description describes activity
- Requires separate reporting to the Chancellor's Office or State Controller's Office

REQUEST PROGRAM IF:

- Campus-wide activities are ongoing (no specific start and end date)
- Available for all divisions and departments to participate in; relevant campus wide

REQUEST CLASS IF:

- Need to track activity within a division or department
- Classes C9001 – C9050 have been set up (description/activity to be internally designated)

REQUEST PROJECT IF:

- Need to track activities that occur within a finite time period

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FUND

Definition:

- The fund chartfield is a five-character alphanumeric value which is used to account for specific activities or obligations
- Identifies the "Where". Where is the funding source?
- Tracks spending restrictions and designations
- A required field on all transactions
- If there is one user for one fund, then the security is at the fund level. If there is one fund for many users or departments, then the security is at the departmental level. An example to the latter is the Operating Fund (ex. HM500).

Purpose/Uses: A new fund chartfield may be established when:

- Activity requires a trial balance to separately track and report cash or balance availability
- Activity is separately managed by an individual or a recognized organizational unit in which inclusion with the department's usual or operating activity (dept chartfield) is not sufficient
- Supporting documents are completed, such as signed trust agreements
- CSU requirement (ie unique reporting requirement)

Naming Convention Examples:

Fund Type	CSU Fund	HSU Fund	HSU Fund Description
Capital Bond	320	EC010	West & East Gym HVAC/Elect
Construction Funds	550	SD100	Externally Restricted Capital
Cost Recovery	544	SW100	Auxiliary Org. & 3rd Party
Endowments	466	TQ017	EDW HSU Art Alumni Scholar
Financial Aid	431	SJ001	S+G Camp Scholarship
Fixed Asset	501	ZY001	FA-General Fund
Grants and Contracts	465	TP004	C+G HSU Children's Center
Operating Fund	485	HM500	Operating Fund
Self-Support			
Campus Union	534	HC100	Campus Union Trust Fund
Extended Education	441	TL001	Extended Education
Health Facilities	452	TM001	Health Facilities
Housing	531	HA100	Housing Trust Fund
Parking	472	TS003	Parking Fees
State Allocation	001	AE211	2011-12 General Fund Expense
Trust Funds	496	T7727	Veterans Affairs Trust
Work Study	409	TD001	CWS – Local Fed

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DEPT ID

Definition:

- The department chartfield is a six-digit value
- Represents the detailed breakdown of campus organizational structures
- Identifies the "Who". Who is being charged or responsible for the transaction?
- Required on all revenue and expenditure transactions
- Combined with other chartfield values, can form the basis for department budgets that track expenditures and revenues

Purpose/Uses: The department chartfield may be established when:

- Identifies the organizational area responsible for a transaction.

HSU Dept ID	Dept ID Description
D10011	University Budget Office
D20062	Business

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ACCOUNT

Definition:

- The account chartfield is composed of six digits
- Required on all transactions
- Used to identify the type of activity. Classified as Assets, Liabilities, Fund Equities, Revenues, and Expenses to produce the Balance Sheet and Income Statement of the fund or entity.
- Identifies the "What". What is the nature of the transaction?
- Account chartfield captures the detailed breakdown of the financial transaction that is entered into the system

Purpose/Uses: A new account chartfield may be established when:

- A unique account is necessary to facilitate reporting, management decisions, and timely reconciliations
- No existing account description describes the activity
- Activity is common to numerous divisions and/or departments

Naming Convention Examples:

Account Type	Account Code*	Normal Balance	Examples
Asset	1xxxx	Debit/+	108090 – Investments [Cash]
Liability	2xxxx	Credit/-	201001 – Accounts Payable
Fund Equity	3xxxx	Credit/-	305002 – Fund Balance-Cont.Appropriation
Revenue	5xxxx	Credit/-	501001 – State University Fee
Expense	6xxxx	Debit/+	660003 – Supplies and Services

*If an account code does not equal in value to a FIRMS Object Code (accounts established by the CO), then the first three digits of an account code must be equal to the first three digits of the corresponding FIRMS Object Code and number "8" or "9" must be used as the fourth digit.

List of commonly used accounts may be found on the University Budget Offices website.

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PROGRAM

Definition:

- Not a required Chartfield
- The program chartfield is a five-character alphanumeric value
- Used to define a set of ongoing campus-wide activities for which revenues and/or expenditures need to be tracked
- Is available for the entire campus to take part in, unless restrictive coding is applied, and able to span multiple divisions and departments
- Does not have strict start and end dates

Purpose/Uses: A new program chartfield may be established when:

- There is a need to track activities deemed to be a campus-wide program based on campus policy, compliance or reporting needs that do not have strict start and end dates.

Examples:

Program Type	HSU Program	HSU Program Description
Campus-wide program	P0358	PAY FOR PRINT
Continuous campus effort	P0356	SUSTAINABLE PROG.INITIATIVES
Fee Revenue – Category 1-4	RS010	DIPLOMA FEES

Naming Convention Examples:

Program Description	Program Series
Student Fees	RSXXX
Campus-wide program	PXXXX

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CLASS

Definition:

- Not a required Chartfield in a transaction
- The class chartfield is a five-character alphanumeric value
- Used for any special operating expenses reporting needs a department or other organizational unit may have other than Payroll.
- With few exceptions, no new class chartfields will be set up. Fifty user designated class values of C9001 through C9050 (with the description left blank in PS) have been made available for any activity the department or division may want to track.

Purpose/Uses: Class chartfields C9001 – C9050 would be established for all campus end users to designate internally to track specific activity within a division or department. Therefore, Class C9001 will be used to track one activity by one division or dept, while another division or dept will use the same class code to track another activity. Each division or dept should maintain its own master list.

Examples:

Class Type	HSU Class	Description
User-Defined	C9001 - C9050	(Description field is left blank)

PROJECT

Definition:

- The project chartfield is a 6-character alphanumeric value
- Not a required chartfield
- May be used to identify a discrete set of activities that occurs within a finite time period, though it may span more than one fiscal year
- Activities associated with this chartfield may span multiple departments, funds and/or accounts

Purpose/Uses: The project chartfield may be established for the following purposes:

- Capital projects* and departmental projects
- Sponsored projects include major and minor capital outlay, Systemwide Revenue Bond, Lottery
- Set of activities with a finite time period where revenues and expenditure will be tracked

Examples:

HSU Project	HSU Project Description
XPL904	Science A RM355
XPL905	Wildlife Building – Monitor Com

*Large Capital projects should have funds established so that a budget could be included in that fund and all the activities related to that project could be easily tracked. However, on the smaller projects associated with an MOU and the department is paying in installments, a new fund is not necessary for budgeting.