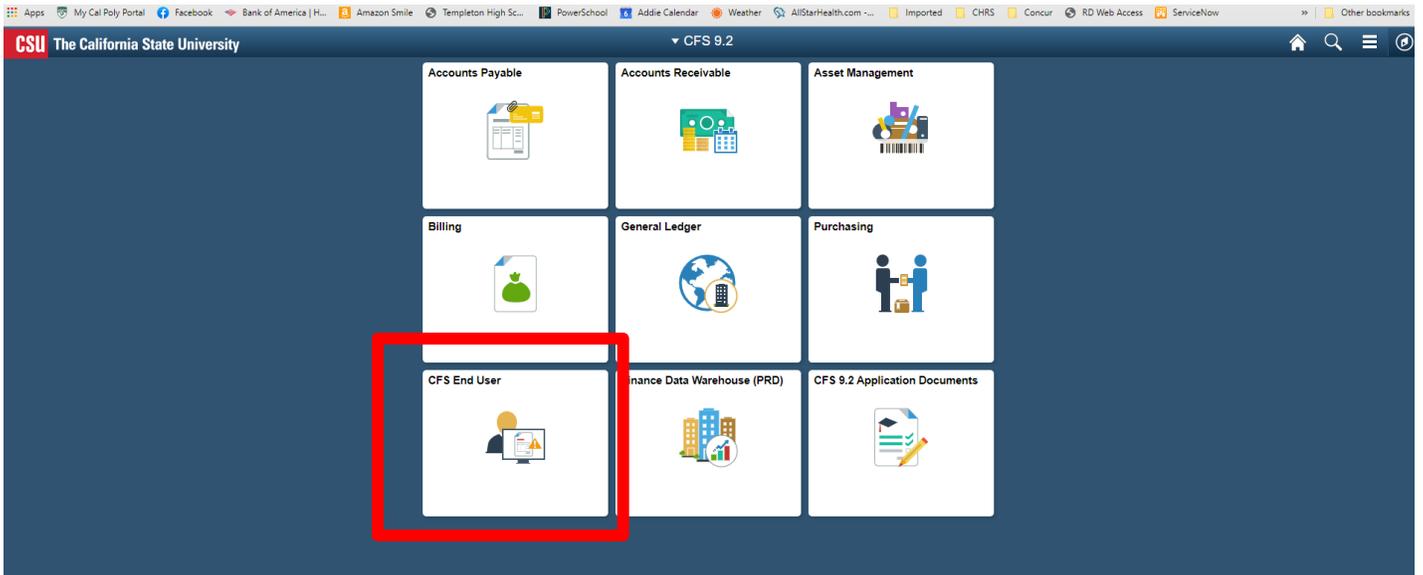


Chartfield Inquiry Guide

CFS Role needed: CFSSL_EU_FINANCIAL_INQUIRY

Navigation: CFS 9.2 Home Page / CFS End User Tile



Chartfields



Chartfield Values

The screenshot shows the Oracle navigation menu on the left with 'ChartField Values' highlighted in a red box. The main content area on the right is titled 'ChartField Values' and contains a message: 'You do not have security privileges to access the ChartFields that are not hyperlinks.' Below this message is a list of chartfield values: Account, Fund Code, Alternate Account, Operating Unit, Department, Class Field, Program Code, and Project. The 'Account' item is highlighted with a light blue background.



To view a Fund, Account, DeptID, etc. click on the hyperlink:

The screenshot shows the Oracle ChartField Values page. The breadcrumb trail at the top reads: 'Favorites > Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values'. The Oracle logo is visible on the left. A search bar with a 'Menu' dropdown and 'Advanced Search' button is present. The main content area is titled 'ChartField Values' and contains a list of chartfield values: Account, Fund Code, Alternate Account, Operating Unit, Department, Class Field, Program Code, Project, Budget Reference, Product, Book Code, Adjustment Type, Scenario, and Statistics Code. The 'Account' and 'Department' items are highlighted with a light blue background and are enclosed in red boxes.

You can either enter the value, or part of the description, and then click search:

Department

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

SetID: = SLCMP

Department: begins with 125100

Description: begins with

Include History Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

You can view the chartfield status (active or inactive) and description:

Department

SetID SLCMP Department 125100

Effective Date Find | View All First 1 of 1 Last

*Effective Date 07/01/2014

*Status Active

*Description Budget and Finance

*Short Description BudgFinanc

Manager ID Manager Name Manzo,Janice

Attributes Long Description

Budgetary Only

Description example (use contains instead of begins with):

Find an Existing Value Add a New Value

▼ Search Criteria

SetID: = SLCMP

Department: begins with

Description: contains CAED

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-20 of 20 Last

SetID	Department	Description	Manager Name
SLCMP	105009	CAED Budget Management	Zweifel, Richard
SLCMP	105006	CAED-Advancement Office	Parker, Donna
SLCMP	105003	CAED-Advising Center	Parker, Donna
SLCMP	102780	CAED-Arch Eng Release Time	Cobb, Christine
SLCMP	102700	CAED-Architectural Engineering	Cobb, Christine
SLCMP	102600	CAED-Architecture	Good, Kathi
SLCMP	102680	CAED-Architecture Release Time	Good, Kathi
SLCMP	102800	CAED-City & Regional Planning	Lehmkuhl, Kathy
SLCMP	102880	CAED-City&Reg Plan Release Tme	Lehmkuhl, Kathy
SLCMP	105000	CAED-College Arch & Env Design	Parker, Donna
SLCMP	105005	CAED-Computing Support	Parker, Donna
SLCMP	102900	CAED-Construction Management	Anastasia, Tana
SLCMP	102980	CAED-Constructn Mgmt Rel Time	Anastasia, Tana
SLCMP	105004	CAED-Hay Media Resource Center	Parker, Donna
SLCMP	103080	CAED-Landscape Arch Rel Time	Mastako, Kathy
SLCMP	103000	CAED-Landscape Architecture	Mastako, Kathy
SLCMP	105001	CAED-Media Production Center	Parker, Donna
SLCMP	105007	CAED-Operations	Parker, Donna
SLCMP	105080	CAED-Release Time	Parker, Donna
SLCMP	105002	CAED-Support Shop	Parker, Donna

When checking to see if an Org Key has been set up in Finance, use the Project link.

ASI Org Keys begin with Y.

CPC Org Keys begin with Z.

Project ID

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search Criteria

SetID = SLCMP

Project begins with Z13004

Description begins with

Correct History Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

Project Description

Project

SetID SLCMP

Project Z13004

*Description CPC-Julian's Cafe Bistro

*Status Active

Attributes

*Start Date 01/01/2000

*End Date 09/04/2008

Summary Project

Project Manager

Personalize | Find | View All | First 1 of 1 Last

*Effective Date	*Manager	Manager Name

Project Status

Personalize | Find | View All | First 1 of 1 Last

*Effective Date	*Project Status
	Open

Save

Return to Search

Notify

Add

Update/Display

Correct History

Project | Description

If the Project has not been set up, you will receive a message: No matching values were found.

Project ID

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search Criteria

SetID = SLCMP

Project begins with Z13888

Description begins with

Correct History Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

No matching values were found.

Email Valerie Majjala (vmajjala@calpoly.edu) to set up the Org Key in Finance.

ACCOUNTS

When spending money for your department, (procard, requisition, direct buy, travel, etc.), you should only be using expense accounts which begin with 6xxxxx.

To view all expense accounts, use 6% (% is wildcard which will return all accounts that begin with 6)

Account

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Account begins with

Account Type begins with

Include History Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Will return first 300 expense accounts:

Search Results

Only the first 300 results can be displayed.

View All First 1-100 of 300

SetID	Account Description	Account Type	Control Flag	Book Code	Balance Sheet Indicat
SLCMP 601000	Salaries and Wages - Control A	E	N	(blank)	(blank)
SLCMP 601030	President's Salary	E	N	(blank)	(blank)
SLCMP 601100	Academic Salaries	E	N	(blank)	(blank)
SLCMP 601101	Department Chair	E	N	(blank)	(blank)
SLCMP 601102	Summer Fellowship	E	N	(blank)	(blank)
SLCMP 601103	Graduate Assistant	E	N	(blank)	(blank)
SLCMP 601201	Management and Supervisory	E	N	(blank)	(blank)
SLCMP 601300	Support Staff Salaries	E	N	(blank)	(blank)
SLCMP 601301	Overtime	E	N	(blank)	(blank)
SLCMP 601303	Student Assistant	E	N	(blank)	(blank)
SLCMP 601304	Teaching Associate	E	N	(blank)	(blank)
SLCMP 601800	Spt Staff Stpnd Bonus Allw(300	E	N	(blank)	(blank)
SLCMP 601801	Asbestos-Water Allow (300)	E	N	(blank)	(blank)
SLCMP 601802	Shift Differential (300)	E	N	(blank)	(blank)
SLCMP 601803	Mgmt Stipend Bonus Allow (201)	E	N	(blank)	(blank)
SLCMP 601804	Acad Stipend Bonus Allow (100)	E	N	(blank)	(blank)
SLCMP 601805	Lecturers (100)	E	N	(blank)	(blank)
SLCMP 601806	Extra Quarter Faculty (100)	E	N	(blank)	(blank)

Narrow results by adding part of a description, like travel:

Account

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

SetID =

Account begins with

Description contains

Account Type begins with

Include History Correct History Case Sensitive

Search Results

View All First 1-17 of 17 Last

SetID	Account	Description	Account Type	Control Flag	Book Code	Balance Sheet Indicator
SLCMP	609819	CLA LAES Travel Grant (008)	E	N	(blank)	(blank)
SLCMP	660755	CPF-Campaign-Travel/Hosting	E	N	(blank)	(blank)
SLCMP	606816	CPF-Domestic Travel	E	N	(blank)	(blank)
SLCMP	606818	CPF-Other Travel Expense	E	N	(blank)	(blank)
SLCMP	606819	CPF-Travel Subsistence	E	N	(blank)	(blank)
SLCMP	606815	Committee Travel	E	N	(blank)	(blank)
SLCMP	606813	Entry Fee Travel Out (002)	E	N	(blank)	(blank)
SLCMP	660913	Foreign Travel Insurance (010)	E	N	(blank)	(blank)
SLCMP	606810	Gas Travel In State (001)	E	N	(blank)	(blank)
SLCMP	606811	Gas Travel Out State (002)	E	N	(blank)	(blank)
SLCMP	606817	International Travel (002)	E	N	(blank)	(blank)
SLCMP	660970	Lib-Travel Exhibit Upgrd (003)	E	N	(blank)	(blank)
SLCMP	606814	Pre-Season Exp Travel In (001)	E	N	(blank)	(blank)
SLCMP	606820	Student Travel-InState(001)	E	N	(blank)	(blank)
SLCMP	606821	Student Travel-Out State(002)	E	N	(blank)	(blank)
SLCMP	606001	Travel-In State	E	N	(blank)	(blank)
SLCMP	606002	Travel-Out of State	E	N	(blank)	(blank)

Note:

Accounts that begin with 601xxx and 603xxx are reserved for payroll salaries and benefits and should not be used by departments.

If the description of the account uses CPF or ASI or a department/area you are not part of, don't use that account.