

Understanding the Use of PeopleSoft Chartfields

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Understanding the use of PeopleSoft Chartfields at Cal Poly

Chart of Accounts consist of six chart fields that when combined define specific transactions. End Users must be familiar with the Chartfields and their definitions for use in procurement, budgeting, month end reporting and labor cost distribution at Cal Poly. These Chartfields are required to define the appropriate funding source.

Dept ID (Department Chartfield)

This 6-Digit value is required on all transactions to identify the campus department responsible for the transaction. Each month financial reports are generated for each Dept Id. (See nVision Training Guide for more information.)

102500 – CAGR College of Agriculture
102503 – CAGR Computer Support

First 4 digits indicate main department
Last 2 digits indicate sub department

Account

The Account Chartfield identifies the type of activity and is always required.

The mostly commonly used Account Chartfields are expenditures starting with 6.

660003 - Supplies and services (Expenditures)
606001 - Travel In-state
619001 - Equipment

Fund

The Fund Chartfield is a 5 digit – alphanumeric value which identifies the source of funding. It is a required field on all transactions.

Examples:

General Fund
SL001 – CSU Operating Expenses

Lottery
MY001 - Lottery Fund

Miscellaneous Trust
MX038 - Livestock Judging Team Trust

Reimbursed Activity
 SL002 – Reimbursed Activity

Program

The Program Chartfield is used to identify the transactions of university wide programs such as College Based Fee in addition to reimbursed activities and off campus work-study. There is a specific nVision report used to track the Program Chartfield. (See the nVision Reporting Guide.)

Examples:

- PA004 - Advancement
- PA005 - Advising
- R1000 - Foundation Programs
- AA001- College Based Fee

Project

The Project Chartfield assists in tracking charges to university projects which are defined as having a specific beginning and ending date. This Chartfield is also used in combination with the reimbursed activity program code for the Foundation and ASI to identify the Foundation or ASI account.

- CP0013 - CPP/MBA Wireless
- Z82820 - FDN/Grants Development
- MR0012 - MR/Mattresses
- Y14400 – ASI Events

Class

The Class Chartfield allows a department to track specific activity. A set of generic values have been established to assist departments in identifying specific transactions for department specific information. These values are CU001 thru CU040. The description on these chart fields are “User Defined #1, User Defined #2, etc.

- CM002 - Math Prep Initiative
- CT001 - Thai/Golden Bear
- CC003 - Community Service Officer
- CU001 - User Defined 001

Example Chartfield String

Fund	DeptID	Account	Program	Project	Class
SL001	115400	660003			CM002
Current Year General Fund					
Mathematics Department					
Supplies & services					
Math prep initiative					
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Budget Office					

Chartfield Business Rules at Cal Poly, SLO

- 1. Fund, Dept ID and Account are required**
- 2. Reimbursed Activity Fund is SL002. When the Fund Chartfield SL002 is used, a Program Chartfield value beginning with R or W is required. The Program indicates the party who will reimburse the University for the charge.**
- 3. If the Program Chartfield value is R1000 which is the Foundation, then the Project Chartfield is required with the appropriate value of the Foundation account beginning with the letter Z.**
- 4. If the Program Chartfield value is R1001 which is ASI, then the Project chart field is required with the appropriate value of the ASI Account beginning with the letter Y.**
- 5. Certain funds for capital outlay projects will require the project value. These are specialized accounts and normally handled by specialists within Facilities Planning.**

Processing a transaction using the Chartfields

The values in these examples are just samples, if you are unsure as to the appropriate value, call the budget office.

Choose the appropriate funding source

FUND Chartfield - Required

Fund	DeptId	Account	Program	Project	Class
SL001					
SL001	CSU Operating Fund				
MX039	Lost Keys Trust				
SL002	Reimbursed Activity				
MY001	Lottery				

Choose your department value

DEPT ID Chartfield - Required

Fund	DeptId	Account	Program	Project	Class
SL001	115400				
	100100	Ag Education			
	117500	College of Science and Math			
	125100	Budget & Analytic Business Services			
	115400	Mathematics			

Choose the appropriate account to identify your expenditure:

ACCOUNT Chartfield - Required

Fund	DeptId	Account	Program	Project	Class
SL001	115400	660003			
		660003	Supplies and Services		
		619001	Equipment		

Choose the appropriate program – When applicable

PROGRAM Chartfield

Fund	DeptID	Account	Program	Project	Class
AD200	115400	660003			
			PA004	Advancement	
			PA005	Advising	
			R1000	FDN-Sponsored Prog	

Choose the appropriate project – When applicable

PROJECT Chartfield

Fund	DeptId	Account	Program	Project	Class
SL001	115400	660003			
			CPP/MBA Wireless	CP0013	
			CPC/Grants Development	Z82820	

Choose the appropriate class – Optional

CLASS Chartfield

Fund	DeptId	Account	Program	Project	Class
SL001	115400	660003			CU005
			Math Prep Initiative		CM002
			User Defined #5		CU005
		Community Service Officer			CC003

Completed Transaction

Fund	DeptId	Account	Program	Project	Class
SL001	115400	660003			CU005

CY General Fund					
	Mathematics Department				
		Supplies & services			
			User Defined #5		

PeopleSoft Calendar

In addition to recognizing the PeopleSoft Chart of Accounts, it is important to become familiar with the PeopleSoft fiscal year period numbers for each month. See the table below.

Month	PeopleSoft Period
July	1
August	2
September	3
October	4
November	5
December	6
January	7
February	8
March	9
April	10
May	11
June	12

Date	Period	Fiscal Year
December 15, 2006	6	2006
April 30, 2007	10	2006

Along with the period number, PeopleSoft utilizes the year to record transactions. The year should always be thought of as

the fiscal year, and not the calendar year.

Any transactions dated April 30, 2004, will be in the tenth period of the 2003 fiscal year. PeopleSoft automatically records transactions into the correct fiscal year and period based on the date entered for the transaction.

Date	Period	Fiscal Year
July 1, 2005 – June 30, 2006	1-12	2005
July 1, 2006 – June 30, 2007	1-12	2006

Review of Terms

Chartfield
DeptId
Account
Fund
Program
Project
Class
Chartfield Business Rules
Fiscal Year
Accounting Period