

Chart of Accounts Maintenance

1.0 Introduction

The PeopleSoft chart of accounts consists of seven (7) chart fields that when used together provides information about a specific transaction. The seven chart fields are Fund, Dept ID, Program, Project, Account, Class and, for budget only, Scenario. The CSU has modified the software in order to add additional information to the Fund and Account chart fields. These two chart fields are mapped to a CSU attribute value, which is in turn mapped to various attributes that are used for all of the CSU required reporting at the state and CSU level. Listed below is a summary of the CSU Baseline Chartfields and the current reporting relationships.

CSU Delivered Chart of Accounts and Reporting Relationships						
Chartfield	Length	CSU Attribute	SAM99 Report	SAM99 Year End File	SAM 7 Trial Balance	FIRMS Submission
Fund	5	Fund Attribute (FNAT)	Yes	Yes	Yes	Yes
Account	6	Account Attribute (AAT)	Yes	Yes	Yes	Yes
DeptID	10	None	No	No	No	No
Program	5	None	No	No	No	Yes
Project/Grant	15	None	No	No	No	No
Class	5	None	No	No	No	No
Scenario (Budget Only)	10	None	Yes	Yes	No	Yes

Once the CSU Baseline was delivered, the campus was required to define their chart of accounts. The guide for how each chartfield was defined and its intended use is documented in the CSU Chart of Accounts Whitepaper, located on the CSU-CMS web site, <http://cms.calstate.edu/>.

Defining Cal Poly Chart of Accounts

Listed below is a summary of the Cal Poly Chart of Accounts and the Reporting Relationships. There are two (2) main differences between the baseline Chart of Accounts and the defined COA for use at Cal Poly: 1) In some cases the defined field length is different, 2) the program code defines Cal Poly activity, NOT FIRMS program code. The delivered Finance 8.4 has a program that will read the general ledger activity and “derive” the FIRMS program code.

Cal Poly Chart of Accounts and Reporting Relationships						
Chartfield	Length	CSU Attribute	SAM99 Report	SAM99 Year End File	SAM 7 Trial Balance	FIRMS Submission
Fund*	5	Fund Attribute (FNAT)	Yes	Yes	Yes	Yes
Account*	6	Account Attribute (AAT)	Yes	Yes	Yes	Yes
DeptID*	6	None	No	No	No	Yes
Program	5	None	No	No	No	No
Project/Grant	6	None	No	No	No	No
Class	5	None	No	No	No	No
Scenario (Budget Only)	?	None	Yes	Yes	No	Yes
*Cal Poly uses a campus modification to derive the program code based on Fund, Account, and DeptID for FIRMS Reporting. The actual program code value is used for campus reporting.						

2.0 Creation and Maintenance of Each Chartfield

Fund (5 digits - alphanumeric)

- Self balancing
- Level at which a trial balance can be created
- Each PS Fund is attached to a specific Fund Attribute (FNAT key) which is mapped to the delivered (system maintained) Fund Attribute Table (FNAT table).
- Mapping the PeopleSoft Fund Chartfield to the correct FNAT key is critical to correct system wide reporting/processing of SAM99, CSU claims, Employee Salary Projections (ESP) and FIRMS.


Steps to creating a Fund Chartfield

1. Determine the first and second value of the 5-digit fund chartfield. To do this you will need to determine the SCO Fund. If we already have activity in this fund, use the same first digit value. Once you know the SCO fund you can run the query SLO_CMS_SCO_FUND_CSU_SUBFUND_P to assist you in determining the correct Cal Poly Fund chartfield value. There is an exception to the rule on new funds for Appropriated Capital Outlay Funds. The Fund value is always a NXXXX. The second letter of the fund is in the sequence for the new SCO Fund value.

Navigation	Description
Reporting Tools >Query > Query Manager > SLO_CMS_SCO_FUND_CSU_SUBFUND_P	This query is used to assist you in determining the correct Cal Poly Fund chartfield.

This query will prompt you for the SCO value.

SLO_CMS_SCO_FUND_CSU_SUBFUND_P

SCO Fund: 

AFD Finance

Determines first letter of fund

Records Query Expressions Prompts Fields Criteria Having View SQL Preview

SCO Fund = 0580

View All | Rerun Query | Download to Excel

First 1-18 of 18 Last

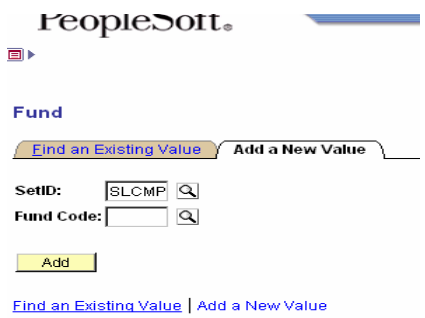
	SCO Fund	CSU Fund Code	FNAT Key	SCO Acct Type 2	Descript	Fund	Descr
1	0580	261	101165	D	DRF-Housing	HA001	DRF-HSG Housing Expenditures
2	0580	261	101165	D	DRF-Housing	HA002	DRF-HSG Working Capital Expend
3	0580	261	101165	D	DRF-Housing	HA003	DRF-HSG Catastrophic Event Exp
4	0580	261	101165	D	DRF-Housing	HA004	DRF-HSG Deferred Maintenance
5	0580	261	101165	D	DRF-Housing	HA005	DRF-HSG Capital Renovation
6	0580	261	101165	D	DRF-Housing	HA006	DRF-HSG Capital Development
7	0580	261	101165	D	DRF-Housing	HA007	DRF-HSG Technology Reserve
8	0580	261	114921	R	DRF-Housing	HAR01	DRF-HSG Housing Revenue
9	0580	261	114921	R	DRF-Housing	HAR02	DRF-HSG Working Capital Rev
10	0580	261	114921	R	DRF-Housing	HAR03	DRF-HSG Catastrophic Event Rev
11	0580	261	114921	R	DRF-Housing	HAR04	DRF-HSG Deferred Maint Revenue
12	0580	261	114921	R	DRF-Housing	HAR05	DRF-HSG Capital Renov Revenue
13	0580	261	114921	R	DRF-Housing	HAR06	DRF-HSG Capital Develop Rev
14	0580	261	114921	R	DRF-Housing	HAR07	DRF-HSG Technology Reserve Rev
15	0580	263	101176	D	DRF-Auxiliary Facilities	HB001	DRF-AF Aux Facilities Expense
16	0580	263	114942	R	DRF-Auxiliary Facilities	HBR01	DRF-AF Aux Facilities Revenue
17	0580	265	101172	D	DRF-Campus Union Net Revenue Account	HC001	DRF-CU Campus Union SLO Expend
18	0580	265	114939	R	DRF-Campus Union Net Revenue Account	HCR01	DRF-CU Camp Union SLO Revenue

The results of the query will display the SCO fund, CSU sub fund, FNAT Key, SCO Acct Type 2 and Cal Poly Fund chartfield. The first character of the fund value should be the same for the entire SCO fund. The second character will change based on the CSU subfund. The SCO Acct Type 2 will determine whether the fund is an expense or revenue fund. For a revenue fund you will use a third character of "R" in the fund name. Choose the appropriate FNAT key. With the exception of Appropriated Capitol Outlay funds which the Fund will always start with a N. The second value of the fund will be determined from the SCO Fund value.

NEW SCO FUND: If we have not established a Cal Poly fund chartfield value for this fund, then a new value must be assigned to the first digit. Run the SLO_NEW_SCO_FUND query to assist you in determining the next available value for an SCO fund that Cal Poly has not had before. If we have not had the SCO fund then we have also not had the CSU fund, therefore the second character will be "A", indicating it is the first CSU fund within the SCO Fund.

Adding a Fund Value

Once you have determined the correct values for the Cal Poly Fund Chartfield, create the new value in PeopleSoft

Navigation	
SetUp Financials/Supply Chain> Common Definitions> Design Chartfields> Define Values> Chartfield Values> Fund Code	This page will let you add and correct all of the different chartfield values. You will add the correct fund code in the space provided.
	

Navigation	
SetUp Financials/Supply Chain> Common Definitions> Design Chartfields> Define Values> Chartfield Values> Fund Code	Create the fund value with the effective date equal to when the value is available to be used, status is active and give a clear description.

[Fund Definition](#) |
 [CSU Fund Attributes](#) |
 [CSU Reimb Funds](#)

Fund Code

SetID: SLCMP **Fund Code:** HA001

Effective Date		Status	Descr	Short Description	Attributes
1	01/01/1900	Active	DRF-HSG Housing Expenditures		Attributes + -

[Save](#) |
 [Return to Search](#) |
 [Next in List](#) |
 [Previous in List](#) |
 [Add](#) |
 [Update/Display](#) |
 [Include History](#) |
 [Correct History](#)

[Fund Definition](#) |
 [CSU Fund Attributes](#) |
 [CSU Reimb Funds](#)

Navigation	
SetUp Financials/Supply Chain> Common Definitions> Design Chartfields> Define Values> Chartfield Values> Fund Code>Attributes Link	You will need to go into the fund attribute link to fill out the attribute information for that fund. The Fund attribute panel is used to store additional information about the fund.

SetID	ChartField Value	Effective Date	Field Name	*Chartfield Attribute	Chartfield Attribute Value	Attribute Value Description		
SLCMP	MI561	01/01/1900	FUND_CODE	FUND_DEPT	122301	Financial Aid Grant Funds	+	-
SLCMP	MI561	01/01/1900	FUND_CODE	FUND_INT	MI561	TF S&G-Rogers Family Schp	+	-

There are no CSU delivered processes or reports that use these attributes. These attributes are used for Cal Poly processes only. The attributes that Cal Poly will be using are the FUND_DEPT attribute which assigns ownership for a fund to a specific department and is used in report distribution and other processes. FUND_INT is used to distribute interest to the appropriate fund. A PROGRAM_CD attribute will be added to a fund when a FIRMS Rule 3B will be used on that fund.

AFD Finance

Determine the FNAT key to attach to your new Cal Poly Fund Chartfield. To assist you in this you will need to know as many attributes as you can from the fund. Follow the navigation below after adding a fund to bring you to the FNAT Key lookup page.

Navigation	
SetUp Financials/Supply Chain> Common Definitions> Design Chartfields> Define Values> Chartfield Values> Fund Code>CSU Fund Attribute Tab	This lookup will assist you in determining the correct naming criteria for a new Fund.

After you add the fund and have named the fund by Cal Poly, SLO naming convention you will go to the CSU Fund Attribute Tab and see the following search option:

Effective Date: 01/01/1900
FNAT Key:
CSU Fund Code: 061 **DFE Housing:**

Click on the magnifying glass to bring you to the FNAT Key lookup page.

PeopleSoft.
Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Hi](#)

Look Up FNAT Key

Fund Attribute Key:

CSU Fund Code:

Appropriation Yr of Enactment:

Appropriation Reference Num:

SCO Account Type 2:

SCO Category:

SCO Revenue Account:

SCO Program Code:

SCO Element Code:

SCO Component Code:

SCO Subfund:

SCO Fund:

When you reach this FNAT key search page, you need to fill out *ALL* attributes that are associated with your new Fund. With an accurate and complete amount of attributes used in the FNAT key search you will only get *ONE* FNAT key option to attach to your fund.

If the wrong FNAT key is chosen you will not be able to balance to the controller.

Search Results First 1-5 of 5 Last

View All

Fund Attribute Key	CSU Fund Code	Appropriation Yr of Enactment	Appropriation Reference Num	SCO Account Type 2	SCO Category	SCO Revenue Account	SCO Program Code	SCO Element Code	SCO Component Code	SCO Subfund	SCO Fund
114716	401	2002	000	Revenues	00	250300	00	00	000	000	0948
114753	401	2002	000	Revenues	00	299R	00	00	000	000	0948
114790	401	2002	000	Revenues	00	308140	00	00	000	000	0948
116673	401	2002	000	Revenues	00	308390	00	00	000	000	0948
117959	401	2002	000	Revenues	00	261900	00	00	000	000	0948

Navigation	
SetUp Financials/Supply Chain> Common Definitions> Design Chartfields> Define Values> Chartfield Values> Fund Code>CSU Reimb Funds Tab	The CSU Reimb Funds tab is where you will mark a fund reimbursable or not. You will have to designate the appropriate Due from account used in claim processing, for a reimbursable fund.

Funds are either run through the revolving fund, the State University Trust or they are disbursed directly from the State Controller. If the expenditure activity in a fund is to be run through the campus revolving fund, the box marked Fund Reimbursable Flag must be checked. The claims process uses this flag in combination with the bank chosen on the voucher transaction (default bank is DVP) to determine claims processing. SCO Bank with no Fund Reimbursable Flag checked = Direct SCO claim. DVP bank with Fund Reimbursable Flag checked = Revolving Fund claim. DVP bank with Fund Reimbursable Flag not checked = State University Trust.

In addition, when the Fund Reimbursable Flag is checked the Due from Account value must be defined. A list of correct Due To/Due From Accounts can be found in Appendix A. If you are unsure as to how these funds will be handled, check with the assistant director of Payments Management.

Other things that you need to look out for when creating a new fund are:

1. Make sure the new fund falls within a range already defined on the Legal Edit Fund Tree or add the new range to the tree based on the determined fund type (See Tree Maintenance Business Process Guide)
2. Make sure the new fund falls within a range already on the Year End Close Fund Tree or add the new range to the tree based on the closing rules (See Tree Maintenance Business Process Guide)
3. Make sure the fund is within a range already on the Roll Forward Fund Tree or add the new range/value to the tree based on the year end closing rules (See Tree Maintenance Business Process Guide)
4. If a fund type had to be created (not likely) Update Combo Edit Rules (See Combo Edits Business Process Guide)
5. If you are creating a new fund within the SCO fund 948 subfund 496 you will need to have a trust authorization form signed by the director of fiscal services.

Below is a hyperlink to the New Fund Checklist. This list is a quick reference to steps that need to be taken when creating a new fund.



New Fund Checklist

1. Run the SLO_CMS_FUND_REVERT_P query
This query should be run every year end to see which funds will be reverting. At the beginning of the next fiscal year funds that have reverted should be inactivated.

Reporting Tools>Query>Query Manager	This query will be run at year end to determine the funds that are reverting at the end of the year.
-------------------------------------	--

Records Query Expressions Prompts Fields Criteria Having View SQL Preview

Approp Rev Date = 2004-06-30

View All | [Rerun Query](#) | [Download to Excel](#) First 1-6 of 6 Last

	Fund	Approp Year	Budget Year	Approp Chapter	Approp Avail To	Approp Rev Date
1	AD200	2000	2000	0052	06/30/2002	06/30/2004
2	AF200	2000	2000	0052	06/30/2002	06/30/2004
3	BD200	2000	2000	0052	06/30/2002	06/30/2004
4	BF200	2000	2000	0052	06/30/2002	06/30/2004
5	CD200	2000	2000	0052	06/30/2002	06/30/2004
6	EA006	2001	2001	0106	06/30/2002	06/30/2004

This query selects the fund chartfields that have the reversion date set at year-end.

These funds should be included in the DO NOT ROLL FORWARD year end close tree and inactivated as of July 1 of the subsequent year. The Fund_Legal_Edit tree should be updated in the new year to not include these funds. And all combo-edits need to be updated.

You will also need to look in HR to determine whether any pay is going to this fund and if it is you will need to inactivate those positions/pools/account codes etc that map to that funding source. This process will need to take place except for general fund.

When you inactivate a fund no activity is allowed into that fund. If any automatic processes try to access the inactive fund that process will fail, therefore it is important to be sure that all activity is finished in the fund to be inactivated. It is a good idea to run a trial balance for the fund before completing this step.

Setup Financials/Supply Chain> Common Definitions> Design Chartfields> Define Values> Chartfield Values> Fund Code> Find an Existing Value

You will be able to inactivate the Fund by adding another row and marking the status as inactive as of the appropriate effective date.

PeopleSoft.

[Fund Definition](#) | [CSU Fund Attributes](#) | [CSU Reimb Funds](#)

Fund Code

SetID: SLCMP Fund Code: AD196

Effective Date Customize | Find | View All | First 1-2 of 2 Last

	Effective Date	Status	Descr	Short Description	Attributes
1	12/01/2001	Inactive	1996-1997 General Fund Expense		Attributes + -
2	01/01/1900	Active	1996-1997 General Fund Expense		Attributes + -

[Save](#) | [Return to Search](#) | [Add](#) | [Update/Display](#) | [Include History](#) | [Correct History](#)

[Fund Definition](#) | [CSU Fund Attributes](#) | [CSU Reimb Funds](#)

Department ID

DeptID (6Digit Alphanumeric)

The DeptID chartfield is six characters in length. The DeptID is used to identify the area or department that is making the transaction and it is also used in the quarterly reporting to the FIRMS system. There are several areas affected by a new and/or changed deptid, below are the steps that need to be followed to make sure that all the areas are updated with the new or corrected information.

1. Change the DeptID in Finance
2. Change the DeptID in HR
3. Change the HR Account Code, used by Labor Cost Distribution
4. Change the Dept Security Tree in HR
5. Change the Dept Tree in Finance
6. Update any positions as needed
7. Update any jobs as needed
8. Update Dynamic Groups
9. RE-Run the Dynamic Group refresh
10. Change Position Pools (can not inactivate)
11. Change Department Budget Table
12. Change HR Security based on Dept ID
13. Change Operator Preference defaults based on DeptID
14. Update the FIRMS DAT (Rule 4) Table
15. Update the Misc. Course fee/Dept ID Table used for Budget allocation of MCF

Below is the form to be filled out while making a new Department ID. This form is a checklist of all the requirements that need to be looked for while establishing a new Dept ID:



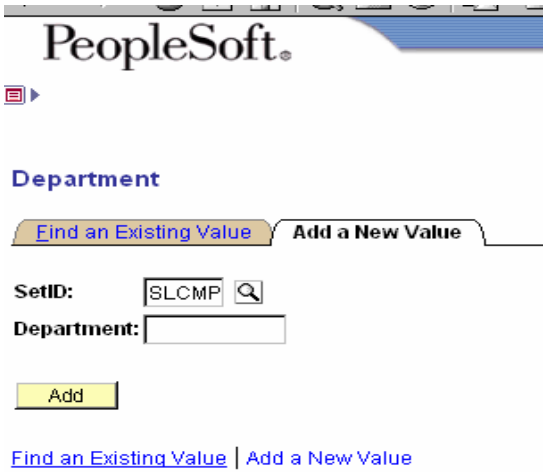
New Department
Checklist

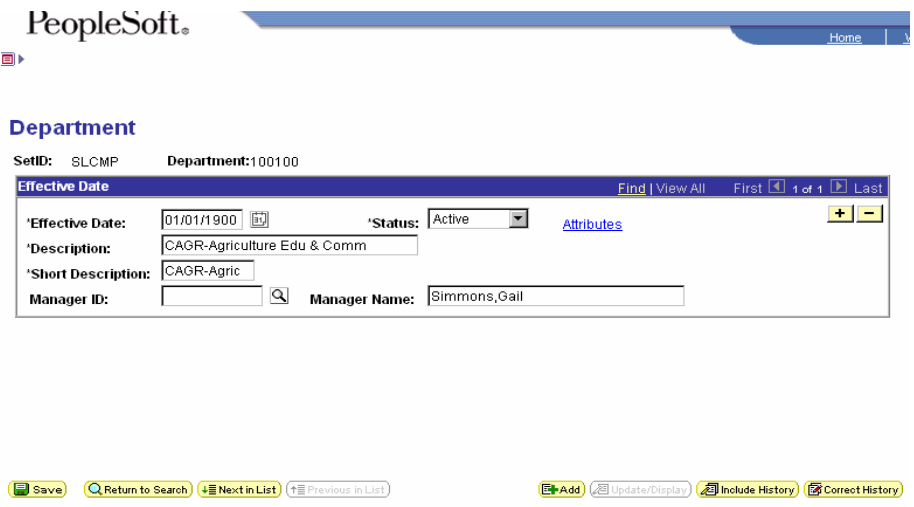
The spreadsheet attached below should be used when you are changing a Department or performing any reorganization. The form is sent to the key people listed that can be affected by a Dept ID change:



Department ID
Change Form

The following screen shots outline the steps that need to be taken in Finance to change a DeptID. Refer to the Human Resources chartfield maintenance process guide for further information about those processes.

Setup Financials/Supply Chain> Common Definitions> Design Chartfields> Define Values> Chartfield Values> Department> Add a new value	This is where you will go to add a new department value
 <p>The screenshot shows the PeopleSoft interface for adding a new department value. It features the PeopleSoft logo at the top, a navigation icon, and a section titled "Department". Below this, there are two tabs: "Find an Existing Value" (highlighted) and "Add a New Value". The "Add a New Value" tab is active, showing a "SetID:" field with the value "SLCMP" and a search icon, and a "Department:" field which is currently empty. Below these fields is a yellow "Add" button. At the bottom of the screen, there are two links: "Find an Existing Value" and "Add a New Value".</p>	

Navigation	
SetUp Financials/Supply Chain> Common Definitions> Design Chartfields> Define Values> Chartfield Values> Department> Add a new Value	You will need to fill out an appropriate description, the short description and the effective date of 07/01/20XX. A manager's name will also want to be filled out.
 <p>The screenshot shows the PeopleSoft interface for adding a new department. The 'SetID' is SLCMP and the 'Department' is 100100. The form includes fields for 'Effective Date' (01/01/1900), 'Status' (Active), 'Description' (CAGR-Agriculture Edu & Comm), 'Short Description' (CAGR-Agric), and 'Manager Name' (Simmons,Gail). Navigation buttons at the bottom include Save, Return to Search, Next in List, Previous in List, Add, Update/Display, Include History, and Correct History.</p>	

As a new department is being added it is important to maintain the integrity of all the trees using that department value. For further information on maintaining trees refer to the business process guide.

The Department value will need to be added to the Department tree, and the Dept NVision Tree. The Department will also need to be established in the HR system if there will be payroll associated with the new Department

Navigation	
Tree Manager> Tree Manager> Find an Existing Tree	You will need to add the department to all of the appropriate trees. Choose the most current version of the tree.

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

Search Results

View All First ◀ 1-8 of 8 ▶ Last

Tree Name	SetID	Set Control Value	Effective Date	Tree Branch Name	Description	Category	Valid Tree
<u>ACCOUNT_ROLLUP</u>	SLCMP (blank)		06/30/2003	(blank)	Account Reporting	DEFAULT	Draft Tree
<u>DEPARTMENT</u>	SLCMP (blank)		06/30/2003	(blank)	Department Tree	DEFAULT	Valid Tree
<u>DEPT_DET</u>	SLCMP (blank)		06/30/2003	(blank)	Department Tree	DEFAULT	Valid Tree
<u>DEPT_NVISION</u>	SLCMP (blank)		06/30/2003	(blank)	Fund Select for Dept nVision	DEFAULT	Valid Tree
<u>ROLL_FORWD_ACCOUNT</u>	SLCMP (blank)		06/30/2003	(blank)	Roll Forward Account	DEFAULT	Valid Tree
<u>SCENARIO</u>	SLCMP (blank)		06/30/2003	(blank)	For Budget Reporting	DEFAULT	Valid Tree
<u>YEAR_END_CLOSE</u>	SLCMP (blank)		06/30/2003	(blank)	Year End Close Tree	DEFAULT	Valid Tree
<u>YE_CLOSE_ROLLFORWD</u>	SLCMP (blank)		06/30/2003	(blank)	Year End Roll Forward	DEFAULT	Valid Tree

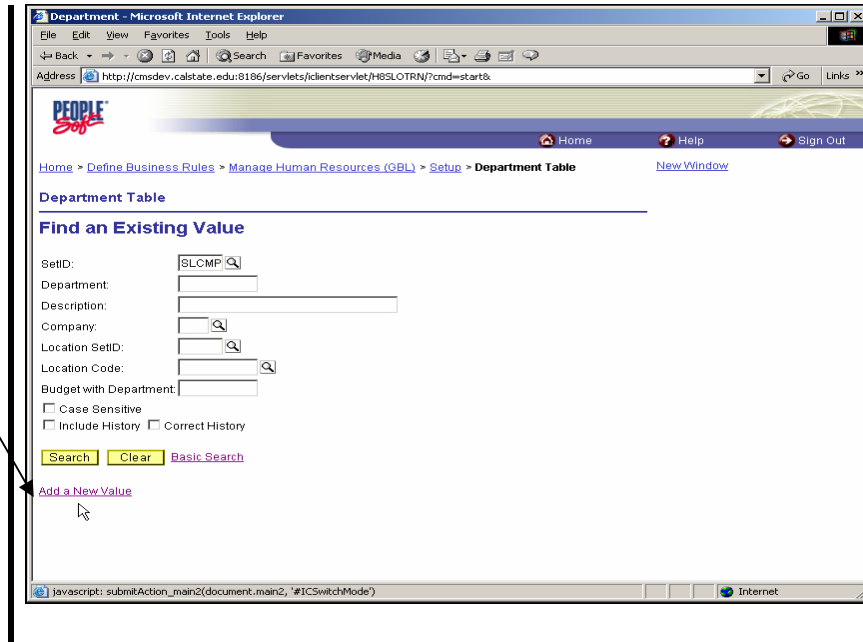
[Find an Existing Tree](#) | [Create New Tree](#)

AFD Finance

The new DeptID is also set up in HRSA Department table and then added to the Dept_Security tree

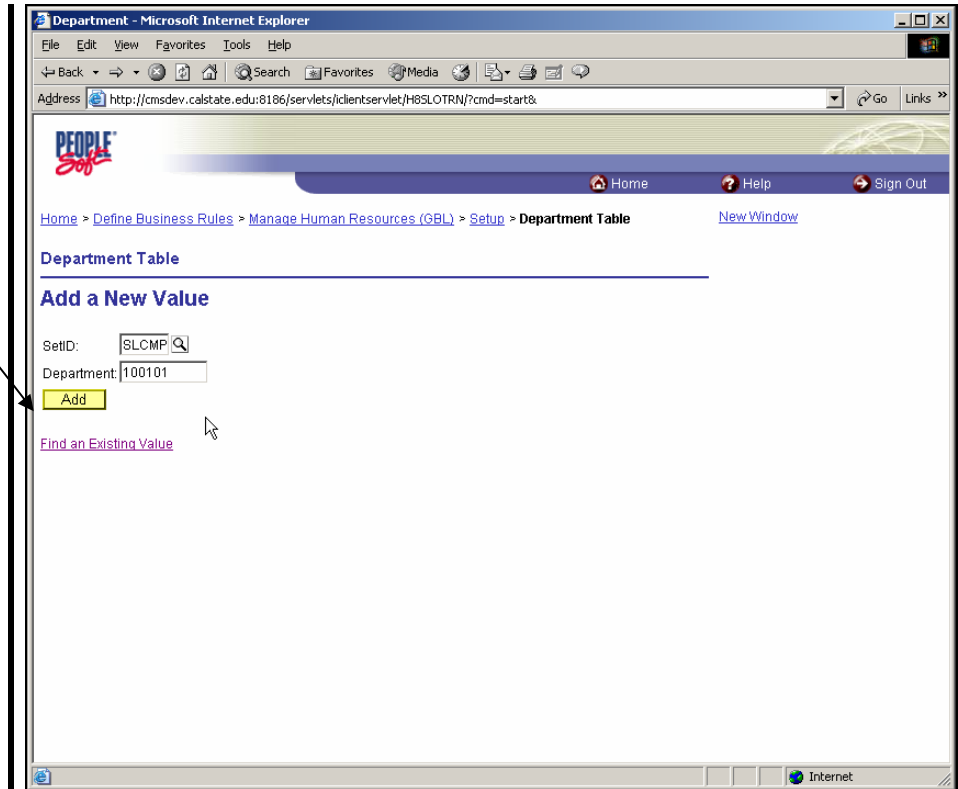
Home > Define Business Rules > Manage Human Resources > Setup > Department Table	You will need to fill out an appropriate description, the short description and the effective date of 07/01/20XX. A manager's name will also want to be filled out.

1. At the "Find an Existing Value" Page, click on the "Add a New Value" link.



2. At the “Add a New Value” Page, enter in the new deptid

*Click on “Add



4. At the Department Profile Page, enter data for:

- a) Effective Date: 1/1/1901
- b) Status: Active
- c) Description
- d) Short Descr
- e) Location
- f) Company
- g) Enter the Division in the "GL Acct# Expense" field.

5. Go to the Comm Acctg and E&G page.

Check boxes:

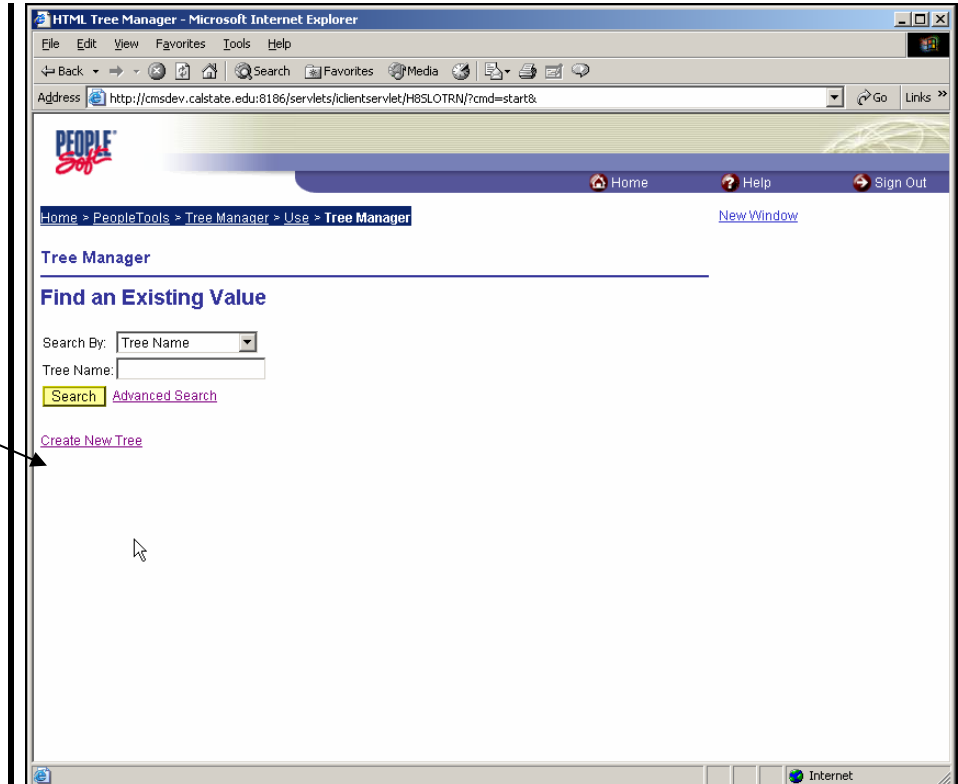
- ✓ Use Comm Acct
- ✓ Use Actuals Dist

* Hit "Save"

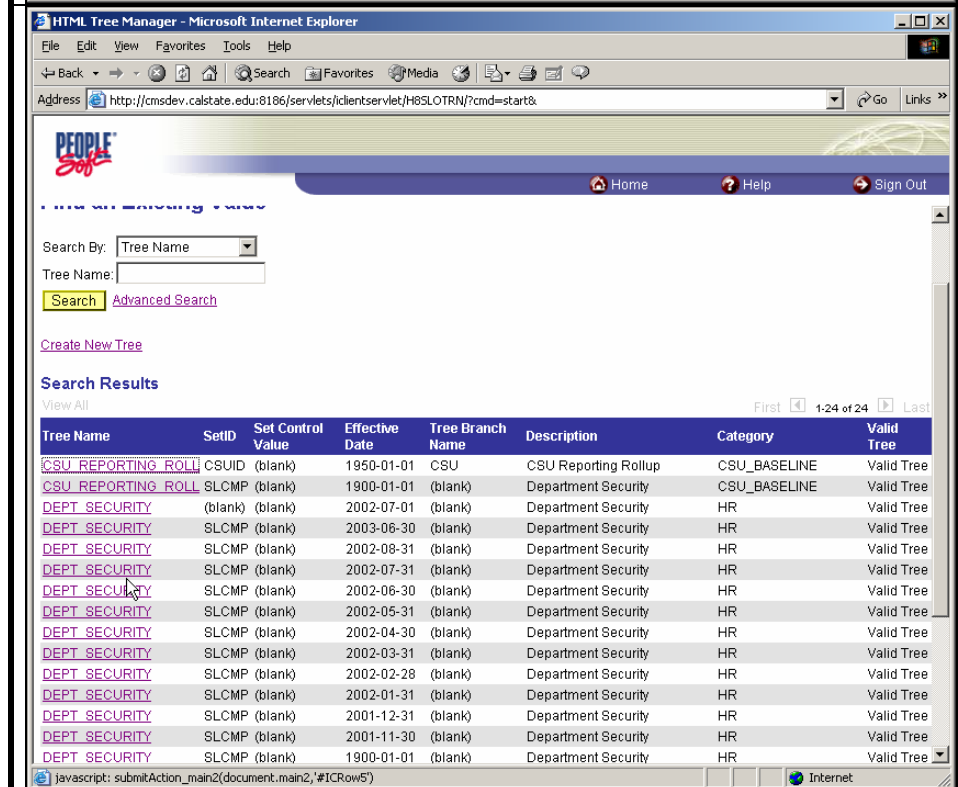
6. Navigate to tree manager:

[Home](#) > [PeopleTools](#) > [Tree Manager](#) > [Use](#) > Tree Manager

Hit Search

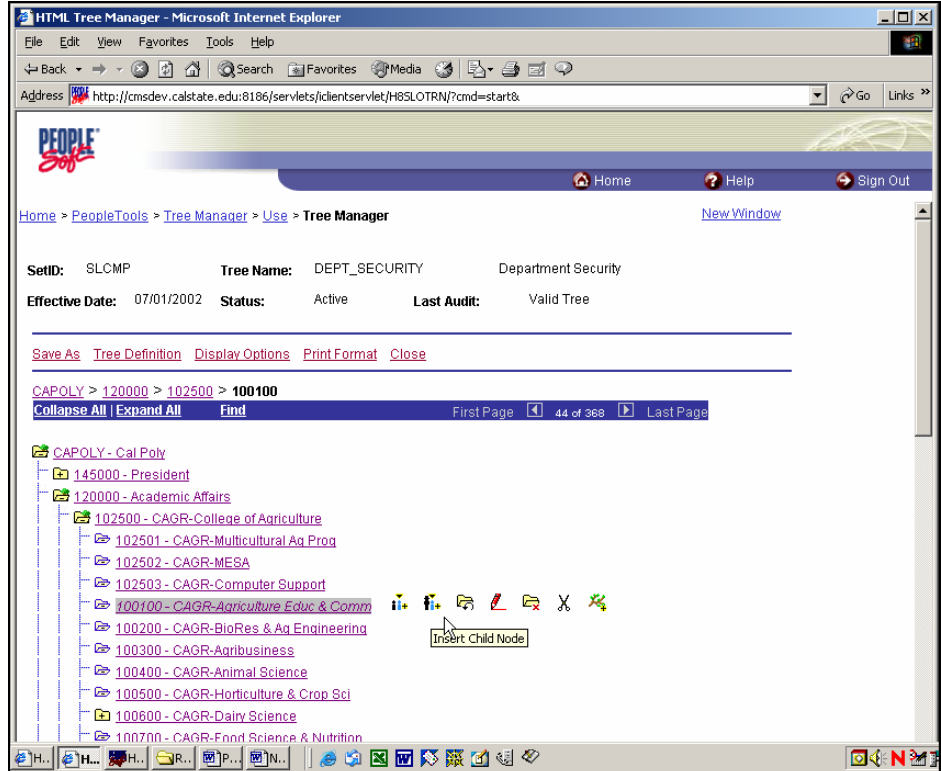


7. Choose the Tree Dated 7/1/FY

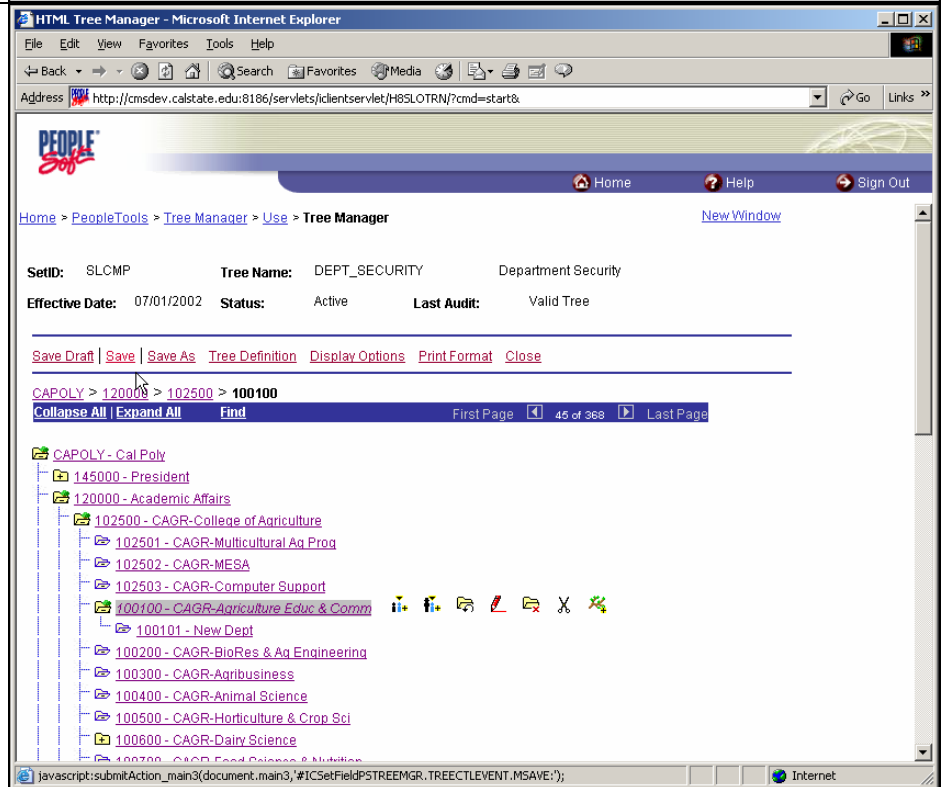


AFD Finance

8. Find the appropriate placement on the tree and insert the new deptid.




9. Click Save



When inactivating an apartment you will add an effective dated row and inactivate the department. You will fill out the Dept ID change form and e-mail the completed form to the team so they can update all the different subsystems.

Every year end you will need to run a query to determine the inactive departments for that year so when you are rolling the trees forward you can update them at that time.

Navigation	
Query>Query Manager	Run this query to see which departments need to be updated on the tree for the new year.



Records
Query
Expressions
Prompts
Fields
Criteria
Having
View SQL
Preview

View All | [Rerun Query](#) | [Download to Excel](#) First 1-11 of 11 Last

	SetID	Dept	Eff Date	Status
1	SLCMP	101202	01/01/1900	I
2	SLCMP	105200	07/01/2002	I
3	SLCMP	107602	01/01/1900	I
4	SLCMP	107603	01/01/1900	I
5	SLCMP	107604	01/01/1900	I
6	SLCMP	107605	01/01/1900	I
7	SLCMP	107606	01/01/1900	I
8	SLCMP	120001	01/01/1900	I
9	SLCMP	133500	01/01/1900	I
10	SLCMP	133700	01/01/1900	I
11	SLCMP	135100	01/01/1900	I

An account helps the chancellor's office and the state identify what we are spending our money on. The account is a chartfield that is linked to the CO and the state through an attribute key. The attribute key is similar to our account number, for example 660003 is the Account Attribute Key (AAT Key) at the CO and state level, and it is also our account number for Supplies and Service at Cal Poly, SLO. Where as 660080 at Cal Poly, SLO is the furniture account and it has an AAT key of 660003. The campus will make a unique account to help further clarify things for the campus or for a specific department as needed for reporting or tracking purposes. These campus accounts will need to be mapped to an AAT key recognized by the CO and state for the campus' reporting requirements.

The following link is to the checklist that is used when making a new account:



New Account Checklist

SetUp Financials/Supply Chain> Common Definitions> Design Chartfields> Define Values> Chartfield Values> Account> Add a new value	This is where you will go to add a new account.
---	---

The screenshot displays the PeopleSoft 'Account' setup form. At the top, there are navigation tabs: 'Account', 'VAT Options', 'Map to Alternate Account', and 'CSU Account Attributes'. The form header shows 'SetID: SLCMP' and 'Account: 101001'. Below this, the 'Effective Date' is set to '01/01/1900' and the 'Status' is 'Active'. The 'Description' is 'General Cash' and the 'Short Description' is 'cash'. The 'Monetary Account Type' is 'Assets' and the 'VAT Account Flag' is 'Non-VAT Related'. There are several checkboxes: 'Statistical Account' (unchecked), 'Control Account' (unchecked), and 'Budgetary Only' (unchecked). At the bottom, there is a 'Performance Measurement' section with checkboxes for 'General Ledger Account' (checked), 'Performance Measurement Acct' (unchecked), and 'ABM Account' (unchecked). The form includes a 'Save' button and several navigation buttons like 'Return to Search', 'Next in List', 'Previous in List', 'Notify', 'Add', 'Update/Replan', 'Include History', and 'Correct History'.

AFD Finance

The effective date will always be 07/01/20XX, and the status should be active. A description of what the account will be used for should be filled out as well as the short description. The Monetary account type will be filled out as an asset, equity, liability or revenue. The VAT Account Flag will be set to Non-VAT Related. Reconcile currency will be USD and will be marked as a general ledger account.

<p>SetUp Financials/Supply Chain> Common Definitions> Design Chartfields> Define Values> Chartfield Values> Account> CSU Account Attributes Tab</p>	<p>This is where you will link the CO account attribute key. This is used for higher level reporting purposes.</p>
---	--

The screenshot shows the PeopleSoft interface for 'CSU Account Attributes'. The 'Account' field is set to 660800. The 'Firms Object' is 660003, with a dropdown menu showing 'Supplies and Services'. The 'State GL Acct' is 90000000, with a dropdown menu showing 'Appropriation/Operating Expenditures'. The 'Natural Class' field is empty. Callouts provide context: 'This is the Cal Poly, SLO account number.' points to the Account field; 'This is the CO's AAT key that needs to be determined at the time the account is created.' points to the Firms Object dropdown; 'This will automatically default in when the AAT key is chosen. This is for state reporting purposes.' points to the State GL Acct dropdown.

When inactivating an account you will need to update the Roll forward account tree, the legal edit tree and the account roll-up tree. To date we have never inactivated an account.

The program chartfield is used to further classify things for the departments and for our reimbursed activities program. Below is a link to the checklist to be used when creating a new program chartfield.



Program Chartfield Checklist

SetUp Financials/Supply Chain> Common Definitions> Design Chartfields> Define Values> Chartfield Values> Program> Add a new value	This is where you will go to add a new program value.
---	---

The screenshot shows the PeopleSoft interface for 'Program Code'. The 'Effective Date' is 01/01/1901, the status is 'Active', and the description is 'Cal Poly Foundation'. The 'Manager Name' and 'Attributes' fields are empty. The interface includes navigation buttons like 'Save', 'Add', and 'Update/Display'.

The effective date should be 07/01/20XX, the status active and a description filled out. A manager's name should *NOT* be included. Cal Poly, SLO is not using the attribute function with the program chartfield. The checklist details additional requirements when setting up a billable program and the tree maintenance that is required when setting up a new account.

When inactivating a program you will need to go to HR and see which account codes if any are using that program and update as needed.

Project Chartfield

The project chartfield is another way for the campus departments' to further track their expenses or revenues. The project chartfield is also used with the reimbursed activity system. Below is a checklist that should be used when setting up a new project chartfield.



Project/Grant
Checklist

These are all the valid values that should be used with the project chartfield. The first two characters represents the project type, the last four should be the next available number for that project type. For every RXXXX program code the department has to use a ZXXXXX project number. When a Z or Y project is created you will have to forward the number and billing information to accounts receivable.

Value Format	Project Type	Project Manager
CEXXXX	Continuing Education	Dario Luis
CPXXXX	Cal Poly Plan Projects	Kimi Ikeda
FDXXXX	Faculty Development Grants	Jean DeCosta
FRXXXX	Facility Recharges-SET UP BY FACILTIES	Leigh Elfrink
GOXXXX	General/Grants Other	various
ITXXXX	Information Technology Services	Lynette Klooster
NNXXXX	AFD Loans	Lorlie Leetham
MCXXXX	Minor Capital Outlay-SET UP BY FACILITIES	Leigh Elfrink
MJXXXX	Major Repairs-SET UP BY FACILITIES	Leigh Elfrink
MRXXXX	Maintenance & Repair-SET UP BY FACILITIES	Leigh Elfrink
SFXXXX	State Faculty Support Grants	Carol Brookshire
SMXXXX	College of Science & Math	Pam Parsons
SRXXXX	Special Repair	Leigh Elfrink
YXXXXX	ASI Projects/Funds	ASI Accounting Office
ZXXXXX	Cal Poly Corporation Projects/Funds – CPC	Foundation Acctg Office
VXXXXX	Cal Poly Philanthropic Foundation - CPF	Philanthropic Fnd Office

Tree maintenance will also need to be performed when a new project is added.

NOTE: The Combination Editing Business Process guide explains the relationship between the program and project chartfields.

When inactivating a project HR labor distribution will need to be updated accordingly.

The class chartfield is used by the departments for further classification of their activity, below is a checklist that should be used when creating a new class code.



Class Checklist

The first character will always be a “C” and the second character should be the first letter of the description of the class code.

SetUp Financials/Supply Chain> Common Definitions> Design Chartfields> Define Values> Chartfield Values> Class Field> Add a new value	This is where you will go to add a new class value.
---	---

PeopleSoft.

Class Field

SetID: SLCMP Class Field: CF001

Effective Date	Status as of Effective Date	Description	Short Description	Attributes
1 01/01/1900	Active	Fall		Attributes

Buttons: Save, Return to Search, Notify, Add, Update/Display, Include History, Correct History

The first letter is C and the second is the first letter of the description. The next time you were to add a class with a description that started with “F” you would move on to the next number in the series.

When inactivating a class chartfield HR labor distribution will need to be updated accordingly.

Appendix B: Determining Fund Type

Funds used in the governmental model are classified into three broad categories, Governmental, Proprietary or Fiduciary. These types are defined as follows:

Governmental: The focus of funds in this category is in the measurement of the sources and uses of current financial resources. This measurement focus is unique in that generally only current expendable financial resources are accounted for in the governmental fund category.

Proprietary: The proprietary fund category often emulates the private sector. The measurement focus is on the commercial model, which uses a flow of economic resources approach. With this category the focus is on the measurement of net income.

Fiduciary: This category was created for situations in which the government is acting in a fiduciary capacity as a trustee of agent.

GAAP categorizes funds within these three types as follows (Legal Fund Group):

Governmental

- General Fund
- Special Revenue (498)
- Capital Project Funds
- Debt Service Funds

Proprietary Funds

- Enterprise Funds
- Internal Service Funds

Fiduciary Funds

- Trust and Agency Funds

For transaction processing rules (legal edits) these fund types are further categorized as displayed in the attached spreadsheet by fund processing type:



Legal Fund

Appendix C: FIRMS Derivation Guide

2.1.2 How FIRMS program derivation “Rule Tables” Operate

FIRMS processing utilizes 4 different sets of rules. Each set of FIRMS rules is maintained on a separate table within PeopleSoft (see FIRMS Derivation Interface Configuration Guide). The 4 rules are applied by the FIRMS program derivation process based on the type of account chartfield being processed (ie., assets, liability, expense, etc). Currently, the FIRMS program derivation processes the various account types as follows:

1. Account Types of A-Assets, L-Liability, and F-Fund Equity
 - ◆ These account types will always use the program code associated with Rule 1

2. Account Types of R-Revenues
 - ◆ This account type will attempt to use the program code associated Rule 2
 - ◆ If a Rule 2 is not found for this account type then it will use the program code associated with Rule 1

3. Account Types of E-Expense
 - ◆ This account type will attempt to use the program code associated Rule 2
 - ◆ If a Rule 2 is not found for this account type then it will attempt use the program code associated with Rule 3
 - ◆ If a Rule 3 is not found for this account type then it will attempt use the program code associated with Rule 4
 - ◆ If a Rule 4 is not found for this account type then it will use the program code associated with Rule 1

Actuals Ledger All Assets, Liabilities & Equity Transactions	Rule 1 - All Balance Sheet Activity extract with Program Code 9002
Actuals Ledger All Expense Transactions All Revenue Transactions	Rule 2 - Based on Fund Type and FIRMS Object Code determine Program Code for any expense or revenue defined in Rule 2 Table only
Actuals Ledger Remaining Expense Trans (not det by Rule 2) Remaining Revenue Trans (not det by Rule 2)	Rule 3 - Based on the Fund Attribute Program_CD derive Program Code
Actuals Ledger Remaining Expense Trans (not det by Rule 2 or 3)	Rule 4 - Expense only -Derive Program Code as defined in Rule 4 Table based on DeptID
Actuals Ledger Remaining Revenue Trans (not det by Rule 2 or 3) Remaining Revenue Trans (not det by Rule 2 or 3)	Go Back to Rule 1 which has Revenue = 5000