



CSUB CMS FIS

PeopleSoft Chartfield Value Naming Conventions

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| <p>I. Fund</p> <p>1. Annually Appropriated Funds</p> <p>A. Funds with Revenue and Expense</p> <ol style="list-style-type: none"> 1) 001 General Fund – 001 Campus Support 2) General Fund – Reimbursed Activity 3) Fund 498.085 Higher Ed Fees and Income <p>B. Reimbursed Activities Expenses BD203 = fy 2003 Reimbursements BF203 = fy 2003</p> <p>2. On-Going Funds</p> <p>A. Separate Funds for Revenue and Expense</p> <ol style="list-style-type: none"> 1) 575 DBMERF – 201 Housing 2) 580 Dorm Revenue Fund – <ol style="list-style-type: none"> (a) 261 Housing (b) 265 Campus Union Net Revenue Acct 3) 581 Facilities Rev Fund – 282 Health Facilities Fee 4) 583 Parking Revenue Fund <ol style="list-style-type: none"> (a) 301 Fines and Forfeiture (b) 302 Parking Fees (c) 303 Construction 5) 839.341 Lottery <p>B. One Fund for Revenue and Expense or Fund with Expense ONLY or Fund with Balance Sheet accounts ONLY</p> <ol style="list-style-type: none"> 1) 942.371 Special Deposit Fund 2) 574.318 1998 HECOBF 3) 6028.319 2002 HECOBF 4) 998.521 Office Revolving Fund 5) 997.501 General Fixed Assets Account Group (GFAAG) 6) 001.020 Non-appropriated | <p>1. Annually Appropriated Funds</p> <p>A. Funds with Revenue and Expense</p> <p>First and Second digits</p> <ol style="list-style-type: none"> 1) General Fund = AD 2) Higher Ed Fees = CR <p>Third digit through Fifth digits Fiscal Year</p> <p>Example: AD203 = General Fund Expenditure 2003</p> <p>B. Reimbursed Activities will be used for Release Time or other expenses billed back to outside or Auxiliary Organizations and Chargebacks. Funds will be identified by a unique Program code.</p> <p>Example: Fund BD203, Program R570 = Chancellor’s Office Travel</p> <p>Example: Fund BD203, Program R237 = NS&M Release Time.</p> <p>2. On-Going Funds</p> <p>A. Separate Funds for Revenue and Expense</p> <p>First & Second digits</p> <ul style="list-style-type: none"> ▪ Alpha characters <p>Third digit</p> <ul style="list-style-type: none"> ▪ R = Revenue <p>Fourth & Fifth digits</p> <ul style="list-style-type: none"> ▪ Numerical <p>Example: GA001 = DRF-Housing Expenses</p> <p>Example: GAR01 = DRF-Housing Revenue</p> <p>B. One Fund for Revenue and Expense or Fund with Expense ONLY or Fund with Balance Sheet accounts ONLY</p> <p>First, Second and Third digits</p> <ul style="list-style-type: none"> ▪ Alpha Numeric <p>Fourth and Fifth digits</p> <ul style="list-style-type: none"> ▪ Unique ID <p>Example: ED008 =03 Minor Cap Funds</p> <p>Example: ADADV = Office Revolving Fund</p> |
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3. Trust Funds

- A. One PS Fund per CSU Sub-Fund
- 1) 948 Financial Aid – Federally Funded –
 - (a) 401 FSEOG
 - (b) 408 Pell Grant
 - (c) 409 Work Study
- B. Multiple PS Funds per CSU Sub-Fund
- 1) 948 Financial Aid – Federally Funded –
 - (a) 410 Direct Loans
 - Subsidized (01)
 - Unsubsidized (02)
 - Plus (03)
 - 2) 948 Financial Aid – State Funded -
 - (a) 424 Cal Grant Programs
 - A
 - B
 - T
 - Fees
 - Stipend
- C. On-Going Funds -
- 1) 948 Financial Aid – Federally Funded –
 - (a) 403 Perkins Loans
 - (b) 406 Nursing Loans – Graduate
 - (c) 407 Nursing Loans – Undergraduate
 - 2) 948 Financial Aid – State Funded -
 - (a) 421 EOP Grant
 - (b) 422 SUG
 - 3) 948 Financial Aid – Campus or Private Funded
 - (a) 431 Miscellaneous Financial Aid
 - (b) 432 Campus Scholarships and Grants Trust
 - (c) 433 Campus Student Loans Trust
 - 4) 948 Project and Auxiliary Activities Group
 - (a) 461 ASB Trust (separate Set ID)
 - (b) 463 IRA Trust
 - (c) 465 Contracts and Grants Trust
- D. On-Going Fund – Multiple PS Funds per CSU Sub-Fund (More than, or potentially more than, 99 PS Funds)
- 1) 948 Project and Auxiliary Activities Group
 - (a) 467 Student Fees Trust (Course Fees)
 - (b) 496 Other Trust (Miscellaneous Trust)

3. Trust Funds

- A. One PS Fund per CSU Sub-Fund
- First & Second digits
- (a) MA = FSEOG
 - (b) ME = Pell Grant
- © MF = Work Study
- Third, Fourth and Fifth digits
- Numerical
- Example:** MA001 = FSEOG
Use **class** to specify Fiscal Year
- B. Multiple PS Funds per CSU Sub-Fund
- First and Second digits
- 1) Financial Aid – Federally Funded –
 - (a) Direct Loans = MG
- Third, Fourth and Fifth digits
- Numerical
- MG001 = Subsidized
 - MG002 = Unsubsidized
 - MG003 = Plus Loans
- 2) 948 Financial Aid – State Funded -
- First & Second Digits
- (a) Cal Grant Programs = MJ
- Example: MJ001 = Cal Grant
- Third, Fourth and Fifth digits
- Numerical
- C. On-Going Fund –
- First & Second digits
- Alphanumeric
- Third, Fourth and Fifth digits
- Numerical
- Example:** MB001 = Perkins Loan
Example: MD001 = Nursing Loan
Example: MH001 = EOP Grant
Example: MK002 = Robert Byrd Scholarship
Example: MSI01 = IRA General
Example: MSA01 = IRA Athletic Referendum
Example: MT005 = RSC Partnership Grant
- D. On-Going Fund – Multiple PS Funds per CSU Sub-Fund
- First and Second digits
- 1) 948 Project and Auxiliary Activities Group
 - (a) Trust Fees = MU
 - (b) Miscellaneous Trust = MX
- Third, Fourth and Fifth digits
- Unique ID
- Example:** MU006 = Biology Lab Fee

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| <p>II. Department ID</p> <p>1. Six Alpha numeric Characters A Department ID is a separate organizational entity or cost center. It may or may not have employees but it does have an administrator/responsible person. An organizational unit/cost center is further defined as a unique function or set of functions that do not cross organizational lines.</p> | <p>1. Six Alpha numeric Characters Assigned in sequential order.</p> <p>Example: D10520 = Teacher Education</p> |
| <p>III. Account</p> <p>1. Six Numeric Characters</p> <p>A. The basis for the PeopleSoft (PS) accounts is the FIRMS object codes. Each FIRMS object code is mapped to a PS account.</p> <p>B. Additional PS accounts are created if the FIRMS object code does not meet the CSUB reporting requirements.</p> | <p>1. Six Numeric Characters</p> <p>A. Assigned the same value as FIRMS object code. Example: FIRMS object code 501110 Misc. Fees = PS account 501110 Misc. Fees</p> <p>B. The range from 800 to 999 of the last three digits of the FIRMS object code is reserved for additional campus accounts, while the first three digits remain the FIRMS object classification. Example: PS account 501834 = Misc. Fees – Graduation Fee</p> |
| <p>IV. Program</p> <p>1. Four Alphanumeric Characters</p> <p>A. General: Values are assigned in sequential order, on an as needed basis.</p> <p>B. Reimbursed Activity and Antelope Valley Campus transactions have a unique identifier in the Program chartfield.</p> | <p>1. Four Alphanumeric Characters</p> <p>A. The first character begins with the number 1 Example: 1019 = Course Fees</p> <p>B. Reimbursed Activity begins with the letter R Example: R132 = Advising Center</p> <p>C. Antelope Valley costs begin with the letter A Example: A101 = Antelope Valley Campus</p> |
| <p>V. Class</p> <p>1. Five Alphanumeric Characters</p> <p>A. General: Values are assigned in sequential order, on an as needed basis.</p> <p>B. For department use – user defined</p> | <p>1. Five Alphanumeric Characters</p> <p>A. The first character begins with the letter C Example: C1016 = Aquatic Ctr Rental</p> <p>B. For Department use ONLY Example: C0001-C0020 = User defined</p> |
| <p>VI. Project</p> <p>1. Six Alphanumeric Characters</p> <p>A. The division of Facilities Planning, Development and Operations (FPDO) is responsible requesting project id's for their projects, such as Deferred Maintenance and Minor Cap Outlay.</p> <p>B. General Accounting is responsible for creating the project chartfields through the coordination with the project administrator. Project values are assigned in sequential order with the first two digits signifying type of project.</p> | <p>1. Six Alphanumeric Characters</p> <p>A. FPDO managed projects. First & Second digits ▪ Begin letters of type project Third, Fourth and Fifth ▪ Numerical Example: MN0047 = 03-#11 Alumni Park Wlkw Non-FPDO managed projects Example: CRxxxx = Campus Reserve project Example: IRxxxx = IRA Allocations Example: FAxxxx = Fine Art IRA Allocations</p> |

Note: All chartfields are created and maintained by General Accounting