

CSU, Bakersfield
 CMS Desk Reference Template
 DRAFT

Process Title:	Establishing and Maintaining Chartfields in FIS
Responsible Office/Contact:	Fiscal Services
Design Team:	Chart of Accounts
Date Prepared:	August 28, 2003
Process Description:	Establish and maintain chartfield values in FIS for use in FIS applications and in HRMS applications. Chartfield values in HRMS, exclusive of Dept ID, are established using the “Chartfield Maintenance” process.

Defining the Chartfields

The following general definitions for each of the chartfields can be used as a guide during the establishment of chartfield values. These definitions will ensure that CSUB uses the chartfields consistently over time and assumptions relative to each of the chartfields can be made. The purpose for a chartfield, its value, and description should be unique and therefore multiple chartfields should not be identified for the same purpose, e.g. faculty workstation should not be established as a ‘program’ and a ‘class’.

Fund (5 digits – alphanumeric)

- Self balancing
- Level at which a trial balance can be created
- Each PS Fund is attached to the Financial Attribute Table (FNAT), which is the level that the campus must reconcile to the State and/or to the Chancellor’s Office.
- Multiple PS Funds may be attached to one FNAT key. The relationship of these PS Funds to one another can be accomplished through a Fund Tree.
 (FNAT key is used to select the correct attributes to a PS Fund. Closest relationship to FRS is screen 004.)

Dept ID – (6 digits – alphanumeric)

- Level at which fiscal responsibility has been assigned (major cost center)
- Acknowledged by a division or college
- Drives HR Security
- Used for FIRMS program derivation
- Required on expenditure transactions
- 4th level on a department tree
- Nomenclature: Alphanumeric field with no hierarchy embedded in the value

Sub Dept – (Last two digits of 6 digit Dept ID)

- Has a direct relationship with a department and is dependent on that department as shown on the Dept ID tree
- Is a recognized cost center by the department but has not been assigned fiscal responsibility by the division or college

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- May have personnel transactions associated with it
- May need lower level HR Security 5th level on a department tree
- Nomenclature: Dept ID of related department with the last 2 digits identifying sub dept, e.g. Dept ID D10100, Sub dept ID D10110

Program – (4 digits – alphanumeric)

- Can be used to group expenditures across a college, division, or enterprise into a meaningful activity for cost reporting.
- A Program, unlike a Project, will not have a strict start and end date. It is typically an ongoing effort.
- Cost center that is managed by a division, college/college equivalent, or enterprise
- Used to identify Reimbursed Activity.
- May have personnel transactions associated with it that are managed by the department responsible for the program.
- Nomenclature: Most programs are assigned numerically, however, the alpha character A indicates Antelope Valley, R indicates Reimbursed Activity and Z indicates Foundation billing.

Project – (6 digits - alphanumeric)

- Planned undertaking
- Project has a begin and end date
- Nomenclature: Leading two alpha characters are required and will indicate the type of project, e.g. FA indicates Fine Arts IRA referendum, IR indicates IRA allocation, MN indicates Minor Capital Outlay, SR indicates Special Repair, etc. The alpha characters will facilitate combination edits in PeopleSoft.

Grant – (6 digits – alphanumeric)

- A discrete set of activities
- An identified source of funds that may span over multiple departments, programs and/or accounts.
- Nomenclature: Leading alpha characters GR are required and will provide sight recognition of grant source type and facilitate combination edits in PeopleSoft.

Account – (6 digits – numeric)

- Is used to classify Assets, Liabilities, Fund Equities, Revenues and Expenses
- Required on a transaction
- Accounts are attached to the Account Attribute Table (ATT) which provides additional attributes necessary for State and CSU reporting, including FIRMS reporting
- Nomenclature: All numeric field. Campus defined values will use the last 3 digits of the FIRMS object code and will use the 8xx or 9xx series, e.g. 660003 is the FIRMS value for supplies and services, however we could create a campus value for memberships which could be 660803 and attach it to the FIRMS value on the AAT.

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Class – (5 digits – alphanumeric)

- Defined for departmental use
- Used to group several ‘accounts’ into a meaningful activity for departmental cost reporting.
Example: recruitment (class) can be used with travel (account), advertising (account), etc
- Not required on a transaction
- Nomenclature: Leading alpha character of “C” will identify this as a class value and each class will be assigned numerically

Attached is a list of initial values developed by the COA Design Team. It is the expectation of this team that as end users are trained, additional needs will be identified for which chartfield values can then be established.

Process to Establish

The chartfield definitions above will be applied to all requests in order to insure consistency in the use of the chartfields. Requests for new chartfield values must be submitted to _____ for processing. _____ will be responsible for establishing all chartfield values except balance sheet accounts, which will be forwarded to **Financial Reports**. Requests for new Trust Funds should continue to be submitted to _____ for approval prior to being forwarded to _____ for further PeopleSoft processing. New chartfields will be established on a daily basis. _____ will also be responsible for **creating the required HRMS account codes.**

- Fund - xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxs
- Dept ID -xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
- Program/Project/Grant – xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
- Account -
- Class -