

CSU, BAKERSFIELD



Glossary of Terms And commonly used Accounts For Departments

Glossary of Terms

- **PeopleSoft Financials** – A software suite of applications used to process, store and retrieve financial information, including General Ledger, Accounts Payable and Purchasing.
- **FRS** – A software of applications used to process, store and retrieve financial information and includes General Ledger (FRS) and Accounts Payable (APS).
- **Legacy** – Software System being replaced; FRS.
- **General Ledger (PS)** – Application that stores financial balances and receives financial information from accounts payable, purchasing and interfaces
- **Accounts Payable (PS)** – Application that processes voucher information and creates payments.
- **Purchasing (PS)** – Application that processes requisitions and purchase orders.
 1. Pre-Encumbrance = Requisition or Form 5
 2. Encumbrance = Purchase Order or any document encumbered from (Travel Advance, Direct Pay e.t.c.).
- **Interfaces** – Links non-PeopleSoft applications to PeopleSoft applications and includes Cashiering, State Payroll and State cleared checks.
- **Chart of Accounts** – The chart of accounts is a list of all the Account names and values used by an organization.
- **ChartFields** – PeopleSoft organizes the chart of accounts by ChartFields: Account, Fund, Dept ID, Program, Project/Grant, and Class.

Glossary of Terms continued

- **Account** – The Account Chartfield is the detailed breakdown for a Balance Sheet and Income Statement. The function of this Chartfield is to classify Assets, Liabilities, Fund Equities, Revenues and Expenses. This Chartfield captures the nature of the financial transaction that is entered into the system. Account will define the minimum level of required detail for campus and system wide reporting. The values of this ChartField are based upon system wide defined values. CSUB has expanded the values to meet campus unique needs that are *shared* by other departments. More details may be retained by using Class where the value is not shared.

The Account ChartField is 6 character numeric.

*Types: A = Asset (Starts with 1)
 L = Liabilities (Starts with 2)
 F = Fund Equity (Starts with 3 and 4)
 R = Revenue (Starts with 5)
 E = Expenses (Start with 6)
Campus unique values = 4th character = to 8 or 9*

- **Fund** – Chartfield value is the lowest level at which PeopleSoft can generate a Trial Balance. A Fund organizes transactions by like-kind activities.
- **Department ID** – The Department Chartfield represents the detailed breakdown of campus organization structures. Combined with other Chartfield values, they form the basis for department budgets that track expenditures and revenues. Finance and HR Department ID's are identical.
- **Program** – CSUB will use this Chartfield for programs that are global to the University or to group expenditures across a college, division or enterprise into a meaningful activity for cost reporting.

- **Project/ Grant** – Chartfield is used to identify a discrete set of activities that occur within a finite time period. Activities associated with this Chartfield may span multiple Departments, Funds and/ or Accounts. Project is used for capital projects, IRA funds and Campus wide allocations. Grant is used to track all grant activity.
- **Class** – The Class ChartField is used to further define details where no other ChartField is defined. This ChartField is unique to Department use.

Glossary of Terms continued

- **GL** – In legacy a GL 6 digit is used for balance sheet activities and is replaced by Fund, Dept. ID, Project/Grant Chartfields in Peoplesoft
- **SL** – In legacy a SL 6 digit is used for revenue and expense activities and is replaced by Fund, Dept ID, Project/ Grant Chartfields in PeopleSoft.
- **Subcode** – In legacy it is used to identify revenue and expense type transactions and is replaced in PeopleSoft by Account.
- **Account Control** – In legacy it is used to identify asset, liability and fund equity type transactions and is replaced in PeopleSoft by Account.
- **Firms** – Financial Information Records Management System used by CSU to consolidate Campus financial information.

- **Business Unit (BU)**

- Highest level key structure in PeopleSoft Financials General Ledger and each application.
- Must be on every transaction
- Value – CSUB General Ledger = BKCMP
- Value – CSUB-ASI General Ledger = BKASI
- Value – CSUB- Foundation General Ledger = BKFDN
- Value – CSUB –Student Union General Ledger – BKSTU
- Value – CSUB –Foundation for Research General Ledger – BKFFR

- **Set ID**

- Highest level key for “rule type information”.
- Business Units may share “rule type information” by pointing to the same “Set ID”
- Set ID for Chart of Accounts (Chartfield) information is = BKCMP