OFFICE OF THE CONTROLLER

Chartfield Maintenance and Inquiry Training

February 2024

UNIVERSITY OF
South Carolina

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USC Chartfields

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What is a Chartfield?

A ChartField is **a data field that stores accounting information, affects budget and is used for internal and external reporting**. All accounting systems consist of codes used to identify transactions and to track financial activity.

USC **<u>required</u>** chartfields are:

CHART OF ACCOUNTS - CHARTFIELDS - FOR PEOPLESOFT FINANCE					
Business Unit **XXXXX**	**Account** **XXXXX**	**Operating Unit** **XXXXX**	**Department** **XXXXXX**	**Fund** **XXXXX**	**Class** **XXX**
USC Legal Entity	***Transaction Type***	***Campus, College, Division***	***Department***	***Source of Funding***	***Functional Account Category***
WHICH responsible entity?	**WHAT** are we doing with our dollars?	**WHO** is spending the funds?	**WHO** is spending?	**WHERE** is the funding?	**HOW** are we spending the funds?

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PeopleSoft Chart of Accounts

Updated March 2022

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CHART OF ACCOUNTS - CHARTFIELDS - FOR PEOPLESOFT FINANCE						
Business Unit XXXXX	**Account** XXXXX	**Operating Unit** XXXXX	**Department** XXXXXX	**Fund** XXXXX	**Class** XXX	**Product** XXXXXX
USC Legal Entity	*Transaction Type*	*Campus, College, Division*	*Department*	*Source of Funding*	*Functional Account Category*	*Academic Terms*
WHICH responsible entity?	**WHAT** are we doing with our dollars?	**WHO** is spending the funds?	**WHO** is spending?	**WHERE** is the funding?	**HOW** are we spending the funds?	**WHEN** is the related term?
• USC01	• Assets • Liabilities • Fund Balance • Expenses • Revenues **Examples:** 10300, 21221, 48650, 53005	• Finance • Law School • Aiken **Examples:** CL010, CL043, AK000	• Chemistry • Human Resources • Aiken **Examples:** 130200, 620100, 910000	• Tuition/Appropriations • Sales and Services • Federal Grant **Examples:** A0001, E3170, F1000	• Instruction • Research • Fiscal • Operations **Examples:** 101, 202, 602	• Fall • Spring • Summer **Examples:** 202108, 202201, 202205
***Required* on all transactions**	***Required* on all transactions**	***Required* on all transactions**	***Required* on all transactions**	***Required* on all transactions**	***Required* on all transactions**	***Used on term specific Transactions (from Banner)***

REQUIRED for Project Transactions		
PC Business Unit XXXXX	**Project ID** XXXXXXXX	**Activity ID** X
WHY are we spending the funds?	**WHY** are we spending the funds?	**Required Chartfield**
• Sponsored Programs • Construction Projects • Internal Projects • Endowments • Student Activities **Examples:** USCSP, USCCP, USCIP, USCEN, USCSA	• Grants • Capital Projects • Internal Projects • Endowments • Student Activities **Examples:** 1009009, 50000104, 80000173, E0000125, S000450	• USC only uses 1

OPTIONAL
Cost Share XXXXXXXX
WHAT is the transaction cost share?
• Use the project ID that the cost share expense is related to **Example:** 10009009

Operating Unit - XXXXX

Campus, College, Division

Who – is spending the funds?

- Finance
- Law School
- Aiken

Examples: CL010, CL043, AK000

<u>**Required**</u> on all transactions

Notes:

- Each operating unit begins with two letters. The letters indicate the campus. CL represents Columbia campus.
- It is a **balancing** chartfield. Whenever an entry between two operating units occurs, cash will automatically be transferred.

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Department - XXXXXX

Department

Who – is spending?

- Chemistry
- Human Resources
- Beaufort

Examples: 130200, 620100, 920000

Required on all transactions

Notes:

- Departments are cost centers under operating units in USC's Organizational Chart.
- Departments are not term-limited and intended to be ongoing/permanent.

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Department Types

There are two types of departments:

1. **Budgetary Only Departments:** HCM Home Departments created for HCM PeopleSoft security/workflow purposes only and therefore do not have financial transactions in PeopleSoft Finance.
2. **Financial Departments:** Departments with financial transactions that can be used in both HCM and Finance PeopleSoft.
   a) Funding – funding only departments can be used to as source of funding for payroll transactions but not does not "house" employees.
   b) Organizational – departments that will become part of your Official Organizational Chart for reporting; set up for security and workflow and "house" employees.
   c) Both – the department is established as organizational and funding source for payroll transactions.

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Fund - XXXXX

Source of Funding

Where – is the funding coming from?

- Tuition/Appropriations
- Sales and Services
- Federal Grant

Examples: A0001, E3170, F1000

Required on all transactions

Notes:

- It is a **balancing** chartfield. Whenever an entry between two operating units occurs, cash will automatically be transferred.
- Use the Fund Matrix to help identify which fund to use on the Chartfield Maintenance Request form.

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Class - XXX

Functional Account Category

How – are we spending the funds?

- Instruction
- Research
- Institutional Support

Examples: 101, 202, 602

Required on all transactions

Notes:

- Important for audited financial statements.
- Used to determine what goes on the HERD Survey. Research class codes are reported to the National Science Foundation.
- U.S. Dept of Education (IPEDS) report uses the class code to standardize reporting in a way that makes our data comparable to other higher education institutions.

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PC Business Unit - XXXXX

Type of Projects

Why – are we spending the funds?

- USCSP – Sponsored Projects
- USCCP – Capital Projects
- USCIP – Internal Projects
- USCEN – Endowments
- USCSA – Student Activities

Required on all Project transactions

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Project ID - XXXXXXXX

Project ID number assigned

Why – are we spending the funds?

- 1xxxxxxx – Sponsored Projects
- 5xxxxxxx – Capital Projects
- 8xxxxxxx – Internal Projects
- Exxxxxxx – Endowments
- Sxxxxxxx – Student Activities

Examples: 10009009, 50000104, 80000173, E0000125, S0000450

Required on all Project transactions

Notes:

- It is a balancing chartfield. Whenever an entry involving a project occurs; cash will automatically be transferred.

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PeopleSoft Chart of Accounts
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CHART OF ACCOUNTS - CHARTFIELDS - FOR PEOPLESOFT FINANCE						
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WHY are we spending the funds?	**WHY** are we spending the funds?	**Required Chartfield**
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OPTIONAL
Cost Share XXXXXXXX
WHAT is the transaction cost share?
• Use the project ID that the cost share expense is related to **Example:** 10009009

Requesting a New Chartfield

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Chartfield Maintenance

Purpose – To add, change, or inactivate chartfield strings on the Chart of Accounts on the crosswalk within our financial systems.

A **Chartfield Maintenance Request Form** must be filled out along with any required supporting documentation and submitted to CFMaint@mailbox.sc.edu mailbox for review and processing.

The following forms can be found on the Office of Controller's website:

- Chartfield Maintenance Request Form
- E Fund Questionnaire
- Z Agency Fund Questionnaire

Chart of Accounts - Office of the Controller | University of South Carolina (sc.edu)

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Chartfield Maintenance Request Form

You can use the Chartfield Maintenance Request Form to:

- Request new Departments.
- Request new Funds.
- New USCIP and USCSA projects.
- Change a description for a chartfield (Renaming only; re-purposing is not allowed).
- Extend an existing Non-USCSP project.
- Inactivate a Non-USCSP project or chartfield.

Inactivation of a project or chartfield must:

- Have a zero balance.
- Have no open encumbrances, travel advances, accounts receivable, or prepaid card balances.
- Payroll Account changes to update employees funding or home department must be updated.
- Cannot have assets or active leases (must be transferred).

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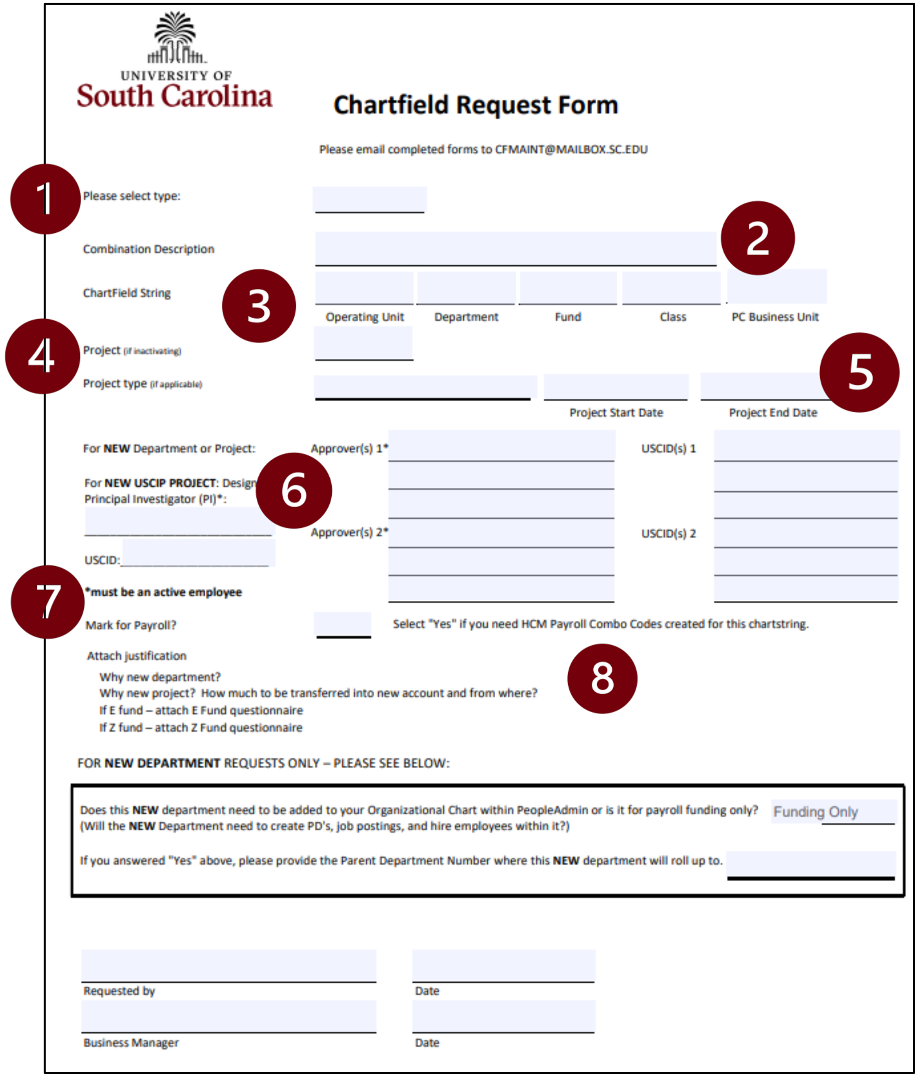
Completing a Chartfield Request Form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Chartfield Request Form

Please email completed forms to CFMAINT@MAILBOX.SC.EDU

Please select type:

Combination Description

ChartField String

Operating Unit | Department | Fund | Class | PC Business Unit

Project (if inactivating)

Project type (if applicable)

Project Start Date | Project End Date

For **NEW** Department or Project: Approver(s) 1* USCID(s) 1

For **NEW USCIP PROJECT**: Design... Principal Investigator (PI)*:

Approver(s) 2* USCID(s) 2

USCID:

***must be an active employee**

Mark for Payroll? Select "Yes" if you need HCM Payroll Combo Codes created for this chartstring.

Attach justification

Why new department?

Why new project? How much to be transferred into new account and from where?

If E fund – attach E Fund questionnaire

If Z fund – attach Z Fund questionnaire

FOR **NEW DEPARTMENT** REQUESTS ONLY – PLEASE SEE BELOW:

Does this **NEW** department need to be added to your Organizational Chart within PeopleAdmin or is it for payroll funding only? (Will the **NEW** Department need to create PD's, job postings, and hire employees within it?) Funding Only

If you answered "Yes" above, please provide the Parent Department Number where this **NEW** department will roll up to.

Requested by | Date

Business Manager | Date

1. Select Type of Action: Add/Change/Inactivate
2. Provide a Combination Description/Name
3. Enter chartfield string
4. Enter Project (if requesting inactivation)
5. Enter Project Type, Start and End dates (if applicable)
6. Enter the name of Approvers (PI if applicable) & their USCIDs
7. Will this chartfield have payroll?
8. Include Justification and any additional supporting documentation

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New Departments Only

If you are requesting a new Department and plan to have payroll expenses – you must complete the last two questions on the form regarding PeopleAdmin.

- Controller’s Office will send the form to HR
- HR will contact the department if they have questions
- Once reviewed and approved, the new department is added to the Department Tree in HCM PeopleSoft and available to select on ePAF forms

Does this department need to be added to PeopleAdmin (Will you be creating PD's, postings, and hiring employees into this department?)

If you answered "Yes" above, please provide the Parent Department Number where this new department will roll up to.

Note: New Department requests must have justification and be part of your organizational chart/structure. These requests will be limited.

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Departments vs. Projects

What is the difference between a department and a project:

- **Departments** are part of your organizational chart and are considered permanent and ongoing.
- **Projects** are limited in scope and term and are funded by an existing department. Projects are created for up to a 5-year term and can be extended as needed by submitting a request to CFMaint@mailbox.sc.edu.

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Chartfield Form Process

1. Requester completes and submits form along with any required supporting documentation to Cfmaint@mailbox.sc.edu for processing.
2. Form and documentation is reviewed for completeness.
3. Form is submitted to Assistant Controller for review and approval.
4. Upon approval, new chartfield is created and added to the crosswalk in PS Finance.
5. Department is notified of creation. Any funding JEs should be submitted as applicable.
6. PeopleSoft Security is notified to add or change approvers as applicable.
7. HR is notified as applicable.
8. If payroll is marked; combo codes in HCM are generated overnight.

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Chartfield Maintenance: Tips & Tricks

Two types of projects are maintained through this form and mailbox:

- Internal Projects (USCIP) and Student Activity Projects (USCSA)

When inactivating a project, please provide the full chartfield.

Repurpose vs. **Renaming**: Chartfields cannot be repurposed, but names and descriptions can be updated if necessary. Descriptions must be aligned with the original intent of the department/project.

- Rather than repurpose a chartfield, inactivate the unused one and request a new chartfield

Regularly review balances and end dates of your USCSA and USCIP Projects. Negative balances must be funded, ended projects should be extended or inactivated as needed.

Use the Non-USCSP Project Dashboard to review project cash balances.

- To access this dashboard, log into www.admin.sc.edu and navigate to **Finance Intranet > Non-USCSP Project Dashboard.**

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Using the USC CoA Combos Inquiry in Finance PeopleSoft

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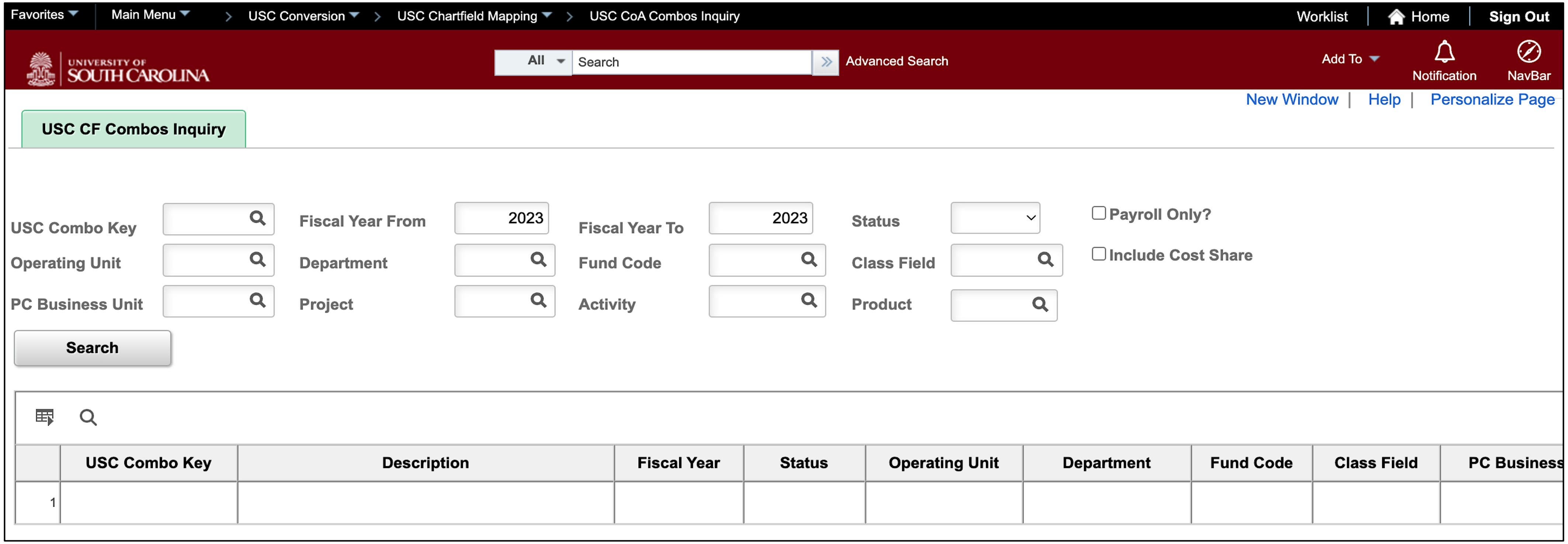
What is USC Chart of Accounts (CoA) Combos Inquiry?

The **USC CoA Combos Inquiry** is a tool within PeopleSoft Finance that will allow you to view all the active and inactive chartfields by fiscal year.

PeopleSoft Finance Navigation: Main Menu > USC Conversion > USC Chartfield Mapping > USC CoA Combos Inquiry



Using the USC CoA Combos Inquiry

Use this tool to:

- View any chartfield on our Chart of Accounts (CoA) by Operating Unit, Department, Fund, Project Type, etc.
- Search for active or inactive chartfields.
- View history of chartfields.
- Assist in finding needed chartstrings when making corrections for JEs, JVs, and APEXs.
- Search for Cost Share.

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USC CoA Combos Inquiry

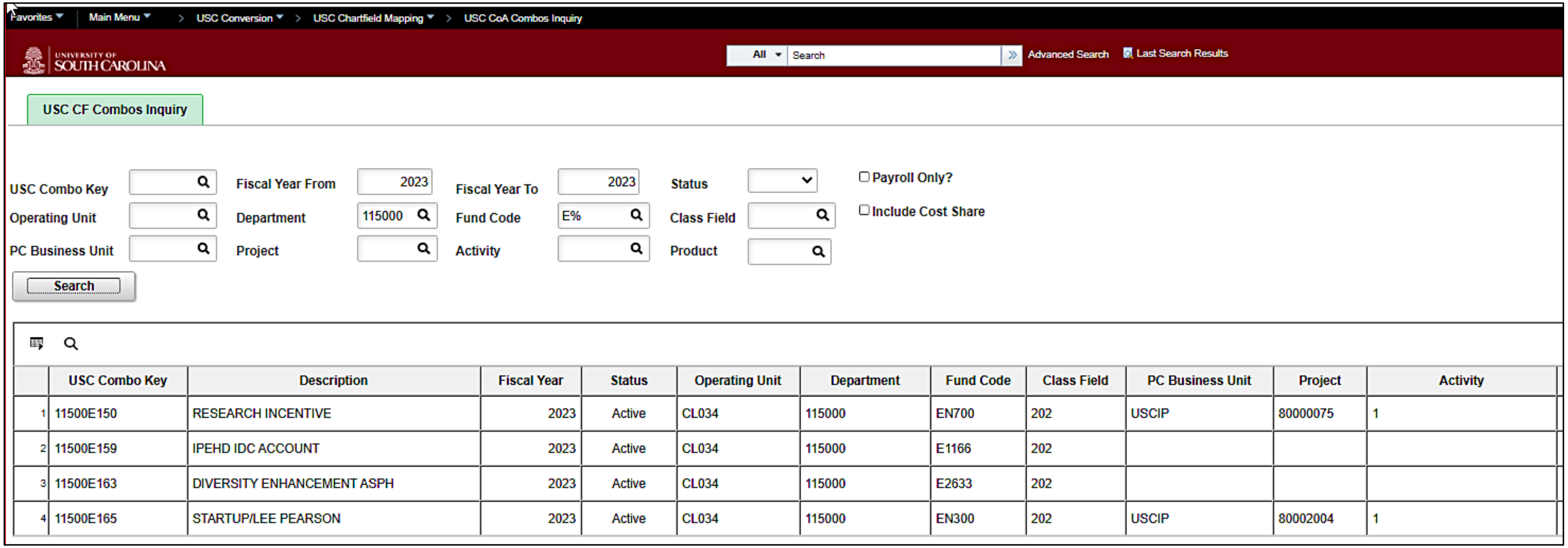
Tips and Tricks:

- If looking for a chartfield that became inactive in a prior fiscal year, remove the Fiscal Year field information to return all the chartfield strings regardless of fiscal year so that you can see when the chartfield was inactivated.
- Use the wildcard to look up multiple values “%”.
- Combo Key **vs.** Combo Code:

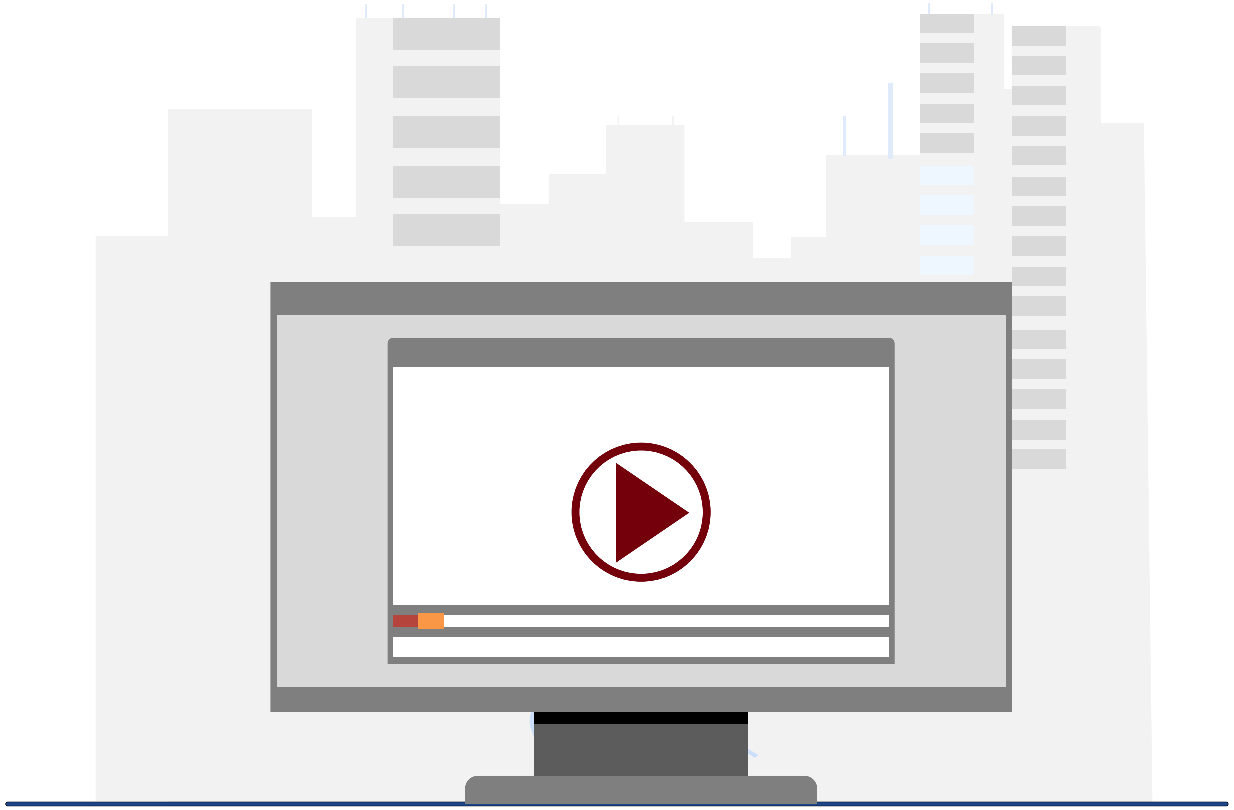
COMBO KEY	COMBO CODE
Used in **PS Finance.** Unique identifier for chartfield string. For USCSP it also represents the USCeRA identifier.	Used in **PS HCM Payroll.** Used in all payroll funding transactions.

Using a Wildcard in PeopleSoft

A **wildcard** is a character that stands for one or more characters. You can use wildcards to help you search for data in character fields. The percentage sign, %, is a wildcard that can be helpful in finding the exact information you want to process.



	USC Combo Key	Description	Fiscal Year	Status	Operating Unit	Department	Fund Code	Class Field	PC Business Unit	Project	Activity
1	11500E150	RESEARCH INCENTIVE	2023	Active	CL034	115000	EN700	202	USCIP	80000075	1
2	11500E159	IPEHD IDC ACCOUNT	2023	Active	CL034	115000	E1166	202			
3	11500E163	DIVERSITY ENHANCEMENT ASPH	2023	Active	CL034	115000	E2633	202			
4	11500E165	STARTUP/LEE PEARSON	2023	Active	CL034	115000	EN300	202	USCIP	80002004	1



Demonstration

- Using the USC CoA Combos Query in PeopleSoft Finance

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Resources & Contacts

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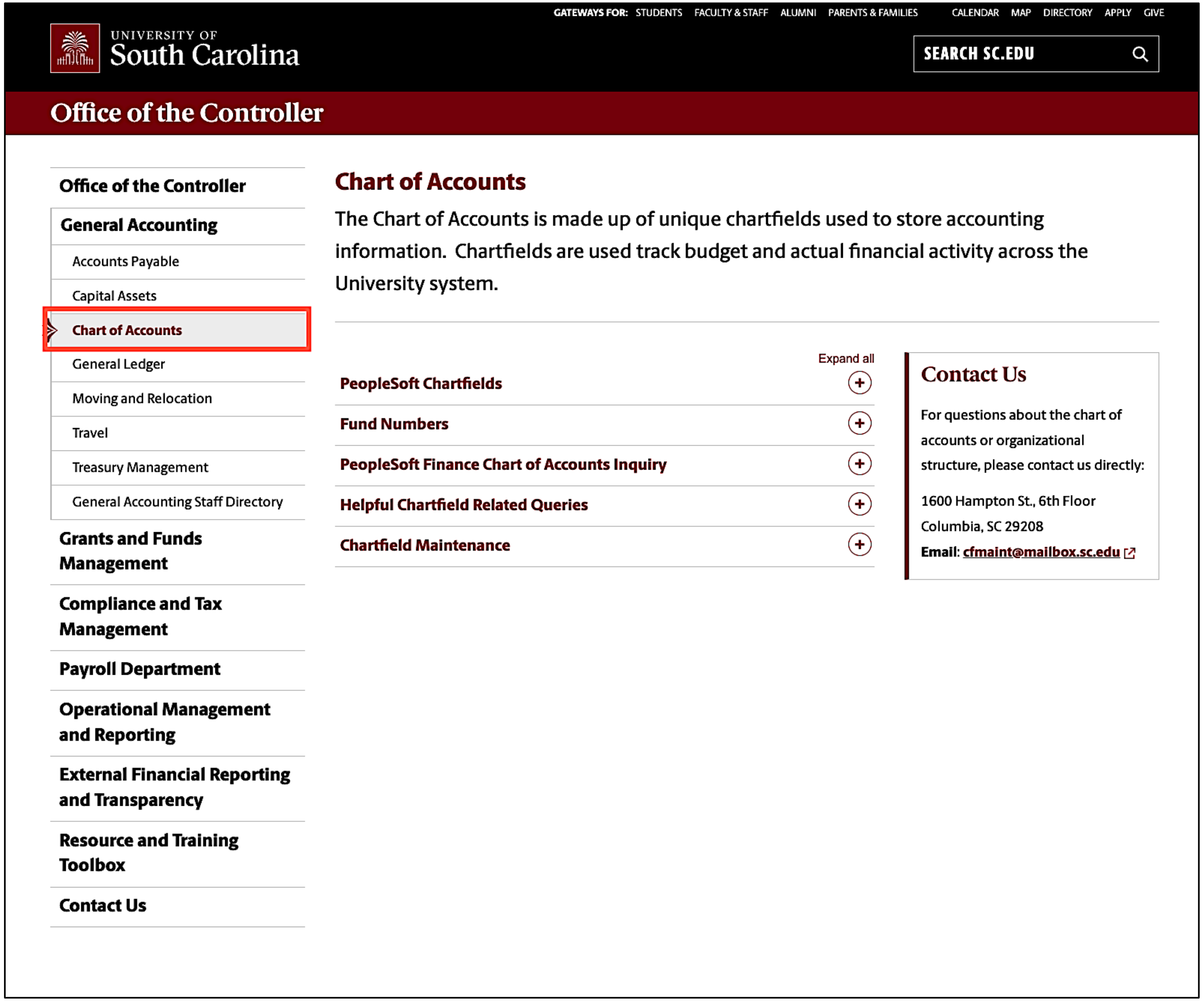
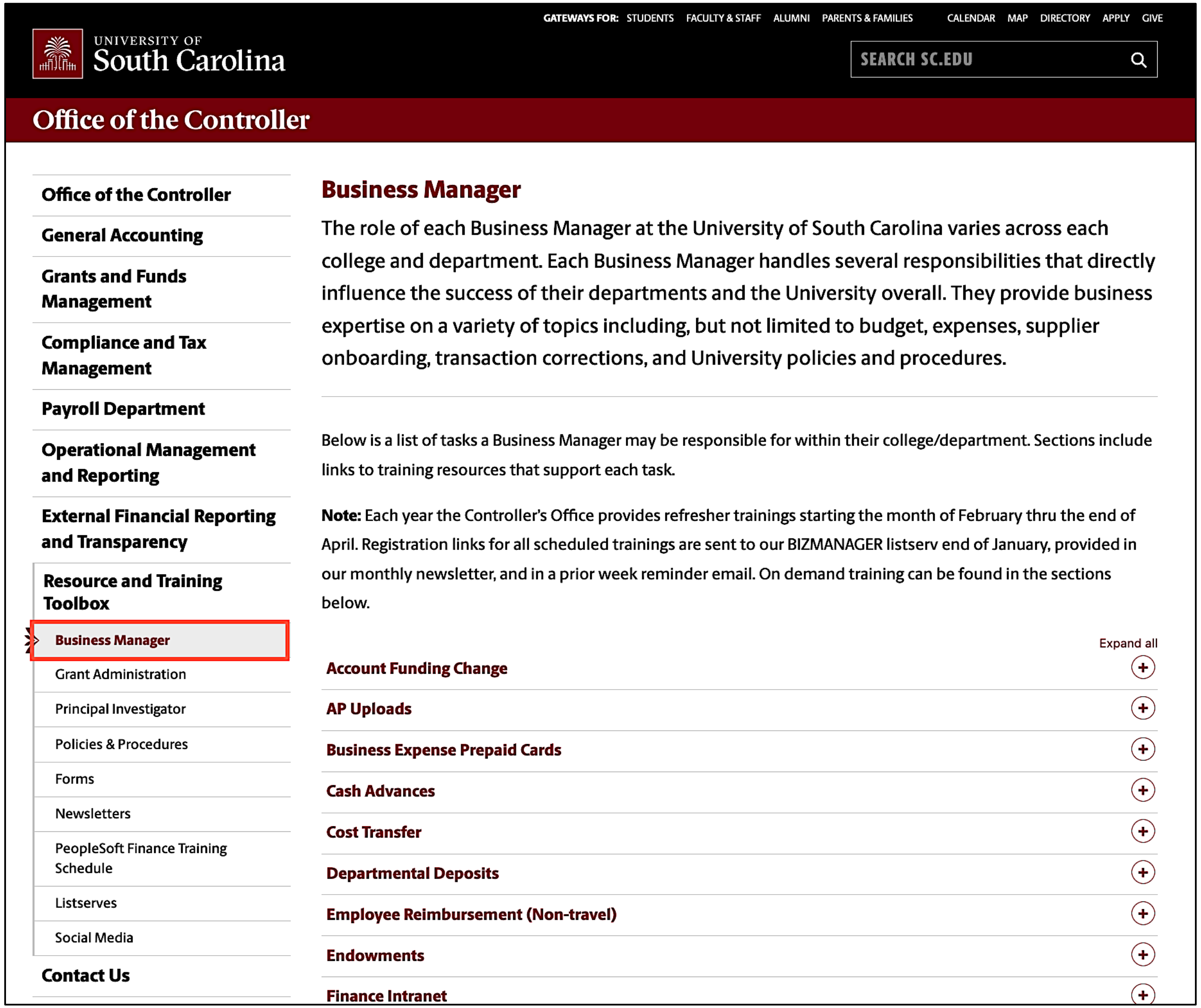


Where to Find the Resources

For chartfield maintenance resources, visit the Chart of Account page.



Where to Find the Resources

For general training resources, visit our Business Manager page.

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Controller’s Office Contact List

General Accounting (JEs, JVs, Apex, GL issues/Questions	Email Address
General Email Address	genacctg@mailbox.sc.edu
Cash Advance Settlement	cashadvc@mailbox.sc.edu
Payroll Retro Journal Entries	retroje@mailbox.sc.edu
Chartfield Maintenance	cfmaint@mailbox.sc.edu
Moving & Relocation Mailbox	moving@mailbox.sc.edu
PeopleSoft Finance Security Requests	pssecure@mailbox.sc.edu
Accounts Payable	**Email Address**
General Email Address	ap@mailbox.sc.edu
AP Uploads	apupload@mailbox.sc.edu
Supplier Maintenance	apsupplr@mailbox.sc.edu
Travel Office	**Email Address**
General Email Address	teoffice@mailbox.sc.edu
Student/Non-employee Travel Authorizations and Travel Reimbursement Vouchers	tesubmit@mailbox.sc.ed

Controller’s Office Contact List

Capital Assets	Email Address
Physical Inventory	physinv@mailbox.sc.edu
Cash Management and Treasury	**Email Address**
General Treasury Email Address	treasury@mailbox.sc.edu
Business Expense Card	cards@mailbox.sc.edu
Team Card	teamcard@mailbox.sc.edu
Travel Card	trvcard@mailbox.sc.edu
Compliance and Tax	**Email Address**
General Compliance Email Address	concpl@mailbox.sc.edu
General Tax Email Address	tax@mailbox.sc.edu
Research/Development Sales/Use Tax Exemptions	rdequip@mailbox.sc.edu
Payroll	
General Email Address	payroll@mailbox.sc.edu

Questions

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THANK YOU!

Office of the Controller

Alone, we can do so little; together, we can do so much.

Address:
1600 Hampton Street
Columbia, SC 29208

Contact Number:
Phone: 803-777-2602
Fax: 803-777-9586

Email Address:
controller@sc.edu

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