

University of Florida PeopleSoft ChartFields For General Ledger

Financial information in PeopleSoft is stored by Business Unit and in ChartFields. In order to maximize the efficiency and functionality of the system each ChartField should represent only one type of data. Transactions will be defined by the unique combination of ChartFields rather than by any one ChartField.

The following is our design for how we will utilize the PeopleSoft ChartFields in the new university accounting systems. We have firmed up these structures throughout prototyping and testing and are now populating the values in accordance with our design.

Business Unit - UFLOR

For PeopleSoft General Ledger the Business Unit usually represents a legal entity for reporting and auditing purposes, and for UF the value will be **UFLOR**. Presently there is no apparent need for more than one Business Unit for General Ledger. Should another organization within the broader university system (i.e. a Direct Support Organization) choose to implement the PeopleSoft system, then we could use UFL02 or something appropriate to designate that unit. These additional Business Units could share ChartField values with **UFLOR** or develop their own.

Note: Business Units can have different connotations in the other PeopleSoft applications (subsystems). PeopleSoft application business unit designations are specific to their business processes.

For example, the Purchasing module has identified the necessity of having multiple application Business Units. These units will tie-in or map to the General Ledger Business Unit. It is appropriate to have multiple Business Units mapping into a single General Ledger Business Unit and this will be designed as part of the overall system configuration.

SetID - UFLOR

SetIDs identify the set of tables that define your accounting structure and rules, such as the chart of accounts and accounting calendars. Similar to Business Unit, we are also

University of Florida

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planning on using only one Set-ID for General Ledger at this time and the designation will be **UFLOR**, which will be used by the majority of the Financials modules. Additional SetIDs might correspond more closely with additional Business Units being added to the system. However, since the SetID can be shared between applications, each of the PeopleSoft application teams is developing the use of SetIDs jointly as part of the overall system configuration process. In regards to both the PeopleSoft HRMS and Student systems, those applications could have their own respective SetIDs.

Budget Reference

This ChartField identifies the components of the State Appropriations Budget. The value **CRRNT-Current** will be the default on all transactions and represents the current year state appropriation. The second value **CYFWD- Carry forward** identifies budget accumulated and not spent in prior years and carrying certain restrictions as specified by the Provost. The final value **PYENC-Prior Year Encumbrance** represents those amounts encumbered on state funds in the current year and brought forward into the new fiscal year until the transactions are complete.

Note: All financial transactions will require a budget reference values. The fund groups that do not require the break-out described above will be defaulted to CRRNT.

Fund Code

Funds maintain self-balancing sets of accounts that segregate financial information for the purpose of carrying on specific activities and meeting the objectives of various regulations, restrictions and other limitations. We have designated a three digit numeric structure **999** for Fund. Under the FLAIR system, the Organization Code is related to or creates the respective Fund ID, and most end-users never use or refer to the Fund ID but rather use the Organization Code as their reference. We have logically grouped funds for ease in identifying a particular function or purpose of various funds (i.e. Grants **2xx** or Construction **5xx**). In the new system we will have more funds than in the FLAIR system. For example, the main Auxiliary Fund is comprised of multiple fund operations such as Housing and NERDC. In the new system it is easier to budget, balance, manage and reconcile individual unit operations under their own fund structure. The system can easily combine, consolidate, and report on multiple funds using delivered functionality. Fund is a mandatory field for all General Ledger transactions.

Department

The Dept-Id represents **the lowest budgetary unit or responsibility center to which financial transactions are recorded** and **represents the ownership of those transactions**. We have established an eight digit, numeric structure **99999999** for

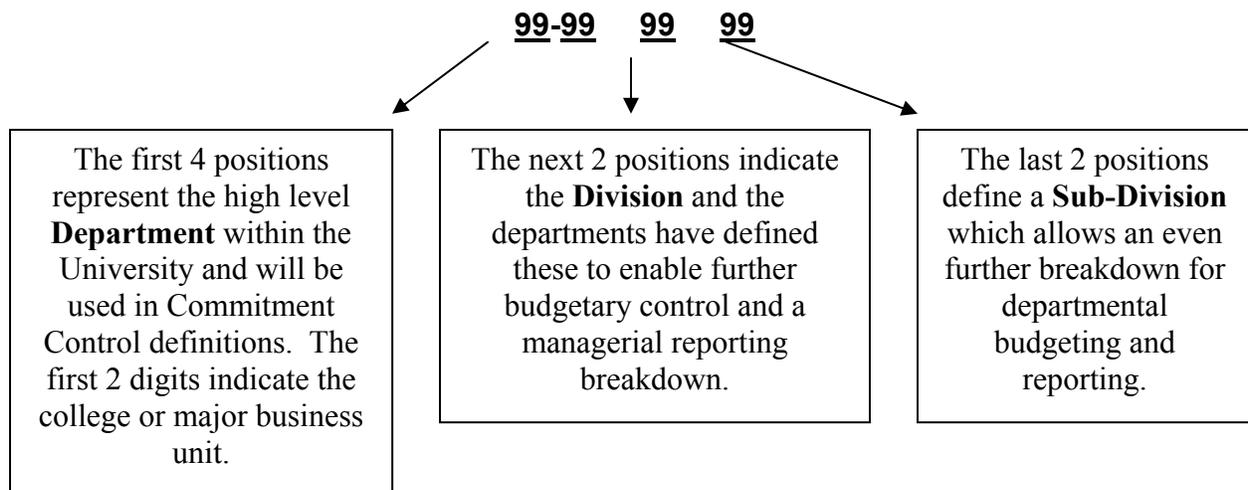
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Department. Again under FLAIR the Organization Code is made up of a number of intelligent references, but **it does not represent necessarily a true organizational structure for either budgeting or management control purposes for the University.** In PeopleSoft, Dept-Id is a mandatory field for all General Ledger transactions. Like funds, DeptIds will maintain a self-balancing set of accounts.

It is important to note that this field is critical in designing and determining both the budgetary controls and management reporting breakdowns for every college and business operation within the university. The university will use this ChartField for overall budgetary control at the higher level, but units have developed further breakdowns which can be used for budgetary control and management reporting at lower levels. We have segmented this ChartField thus:



The importance of the first two positions in this field is that they represent the college or major unit within the university. This will help users to identify their values and facilitate tree maintenance in PeopleSoft. The second two positions represent the academic department or administrative department and in combination with the first two digits will indicate the level for PeopleSoft Commitment Control. This also facilitates the creation and maintenance of budget definitions and Commitment Control trees. This departmental structure will be shared by the PeopleSoft HRMS and Student systems.

The importance of the last four positions of this particular chart field is that they enable the colleges and operational areas within the university to expand their current use of the accounting functionality in the new system. It is one of our primary goals to eliminate the need for the “shadow” and secondary accounting systems that exist across the University organization. The ability for the individual units to develop and control this breakdown is an initial step in developing the new accounting system to meet those needs.

A Department Subcommittee worked on the design for this ChartField over a period of months. The General Ledger Team met with each college and major business unit to review the overall COA design and to give them guidance in the establishment of their Dept-Ids. **1) In every case significant attention was given to the structures used by the internal “shadow” systems used by the various units to manage their business. 2) Every attempt was made to facilitate this structure in PeopleSoft within the broad definition of each one of the ChartFields.**

As a general rule the PeopleSoft Dept-Id is used to represent organizational structure. The Department Subcommittee defined organizational structure as academic hierarchy and units of responsibility. The subcommittee members decided that the structure for high level departments in the colleges should mirror the academic structure of the university and be subject to the approval of the Provost's Office. **However, they decided that they would allow the departments to control the further breakdowns represented by divisions and subdivisions as they saw fit. Many departments have taken advantage of this opportunity to further define their operations.**

The Subcommittee gave even **greater leeway to business and administrative units**, whose shadow accounting systems tend to be well established. Again, the goal is to provide the functionality with PeopleSoft to eliminate the need for the extra work and expense involved in maintaining these shadow systems wherever reasonably possible. This requires a creative approach to ChartField creation. In each case the use of each and every ChartField was considered and very often the use of one depended very much on the use of the others.

Quite often it is necessary to segregate revenue and expense transactions in multiple ways to meet the diverse reporting requirements, internal and external, and even though a Flex Field is available to meet these needs, there often exist conflicting requirements for this ChartField. In some of these cases there was a need to use Dept-Id to represent a segment of activity that could not be defined in any other manner. In the Conference Room Pilot it was determined early on that PeopleSoft Financials would require more Dept-Ids than Students and HRMS.

Account

In FLAIR the Object Code relates to the Account Code in PeopleSoft Financials and behind the scenes in FLAIR, the current Object Code further relates to a State General Ledger Code for budgeting and financial transactions. In the new system we have used a six digit numeric structure **999999** for Account to represent the classification of activities.

University of Florida

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PeopleSoft Version: 8.41

Note: Account is a mandatory field for all General Ledger transactions.

The first digit of the Account will indicate the account type:

- 1 → Assets
- 2 → Liabilities
- 3 → Fund Equity
- 4 → Revenue - Operating
- 5 → Revenue – Non-Operating
- 6 → Expenses - Personnel
- 7 → Expenses - Operating
- 8 → Expenses – Non-Operating
- 9 → Statistics & Self-Balancing

The second two digits of the Account will represent high level groupings of accounts like *Student Fee Revenues* or *Materials and Supplies Expense* which may be used for managerial budgeting. PeopleSoft Trees will be utilized to provide the account roll-ups required to meet the diverse reporting needs of the university.

The Accounts Subcommittee worked on the structure of the accounts and the creation of account values. The subcommittee members decided to structure the accounts to first meet the high level Financial Statement reporting requirements of the university and the State Standard Object Codes. This enabled us to use only the one Chartfield “Account” to meet all the high level reporting requirements, rather than having to add ChartFields for State General Ledger Code and Category.

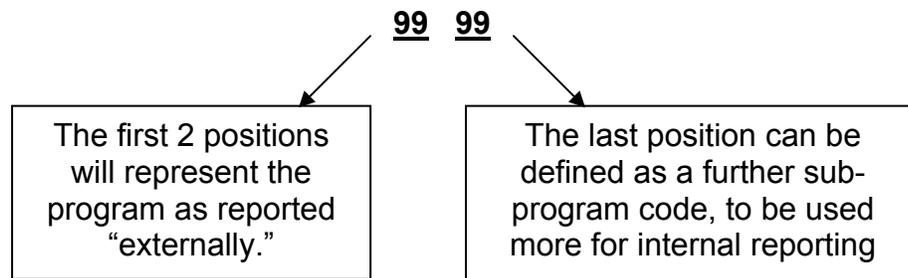
The subcommittee made several key decisions regarding accounts. **First, they decided that the Account ChartField will not be used to replicate the greater detail already encompassed in the Item/Category codes in the PeopleSoft Purchasing and Accounts Payable modules nor those values included in Item Types in the PeopleSoft Travel and Expense module.** These modules have their own reporting capabilities and there exists the ability to drill-down from General Ledger to the detail in these other modules. Acknowledging the subsystem functionality in PeopleSoft enables us to have a **much leaner and less ambiguous list of accounts in General Ledger.**

Also, because there now are more detail funds as well as the addition of a new ChartField to identify the outside funding agencies of the university (Source of Funds), there is no need to have accounts in General Ledger that simply designate a different funding source or grouping of funds. Capital expenditures will be identified by Account in combination with the Capital Group of Funds. The designation of revenue as Federal, State or Private will be identified by the Account in combination with the Source of Funds ChartField.

Finally, the over-reaching goal for the PeopleSoft Account ChartField **is to keep each value as generic as possible**. This means that the Account should indicate only the classification of an activity and not the originating source or the purpose of that activity. For example *Donations* is a classification of activity for the entire university whereas *Donations – Florida Department of Education* is a both a classification of activity and a designation of funding agency. We would use the generic Account *Donations* for the revenue classification and Source of Funds ChartField value *Florida Department of Education* to further define this transaction. While this was the goal, there is a need to maintain a more detailed set of accounts to accommodate the Student Legacy Systems (NetCheck, Scholarship, Loans, etc...) that will remain in use for the next two to three years.

Program Code

The Program Code is the functional classification of a transaction. We have followed the NACUBO classifications (i.e. Instruction, Research, Institutional Support, etc...). We have used a four digit numeric structure **9999** for Program. Note that this will be a segmented field as follows:



For example, Individual and Project Research in PeopleSoft will be **2200**. Should we want to further sub-divide or breakdown certain program activity (i.e. International Research or Genetics Research); we could use **22XX** to identify Research – International. Depending on the Fund, this ChartField might default to an established Program code, but this ChartField will be mandatory for all General Ledger transactions.

Source of Funds (Operating Unit)

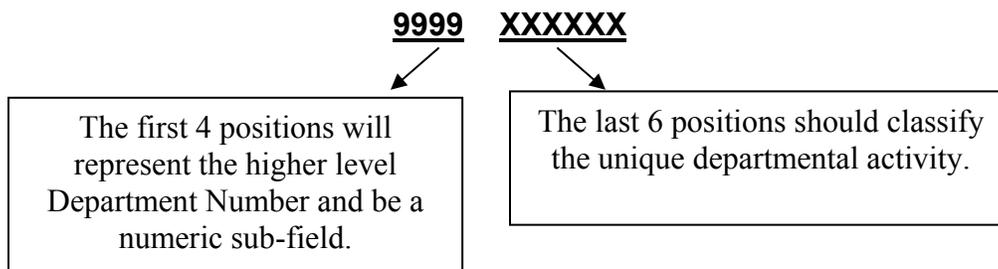
This ChartField will be used to track both revenue and expenditures as they relate to a specific outside funding source. This will be a mandatory field for certain funds within the new PeopleSoft system. Donor organizations, and in some cases audit findings,

require that we be able to provide an adequate accounting on demand to outside organizations as to how monies are deposited and spent.

An example of how this field would be used pertains to University of Florida Foundation Funds (Scholarships, Professorships, Research Funds, etc...), that must be reported back to the originator of those funds. We have used a seven digit alpha-numeric field. For example, F008088 could represent UF Foundation Fund number 008088. In the case of Grants, a three digit number will be entered to identify Federal, State, and other funding sources. All Direct Support Organizations have a unique Source of Funds value.

Dept Flex (ChartField 1)

We have designed this optional ChartField for departmental use. This ChartField has ten digits which can be alpha-numeric. All ten may be used or less than ten may be used. The only requirement, in order to eliminate the possibility of overlapping values, is that the first four characters will be the same as the high level department (first four digits of the DeptID). The remaining six characters are free-form, and the university business officers can use these values to meet their own unique needs, whatever these may be. Examples of this use might be the tracking of faculty annual expense allowances, symposiums, Dean's commitments, conferences and courses.



Note: Due to the specialized requirements of Student Legacy Loan and Scholarship systems, we need to use this field to represent the individual scholarship and loans, and therefore this field will be mandatory for these specific funds. This is a departure from the overall design necessary to meet a specific business requirement.

EmplID (ChartField 2)

We have reserved the optional user-defined Chart Field 2 to be an eight digit **99999999** numeric field. This ChartField will be populated with the **UFID** for each employee within the University. This will be another optional field that can be used for tracking costs down to an individual and that can be used to report across departments, operations, and even funds. For example, UFID **12345678** could represent Professor Bill Smith and

be used to report on his travel expenses and revenue generating activity across several departments. In our review of departmental shadow systems, it appeared that many departments were tracking activity at the employee level. Designating and populating this ChartField is the most expeditious way to meet this requirement and still allow the Dept Flex field for other purposes.

CRIS (Product)

This ChartField will be required for IFAS, optional for Veterinary Medicine, and unavailable to all others. It has been designed to meet the unique Federal reporting requirements for these units that cross funds, departments, and projects. To use the Dept Flex for this value would have eliminated the true functionality of that ChartField for these units, and in fact the IFAS Data System already uses multiple ChartFields to define activity at very low levels. We believe that with this ChartField; along with the flexibility of the Program Code, DeptID, and the Dept Flex, we can eliminate the need for this large system which currently needs to be replaced.

Project

The Project ChartField is used to identify project related activity for the Construction Funds Group and the Contracts and Grants Funds Group. It is an eight digit alpha-numeric field XXXXXXXX. It allows for the segregation and tracking of project and grant activity at differing levels of budgetary control. Like Fund Codes and DeptIDs, Projects will maintain a self-balancing set of accounts.

In order to establish a Project in PeopleSoft several conditions must be met. The Project must have a specific beginning and end date. The Project should be funded for a specific purpose. Further, a Project should have a unique budget.

The Project ChartField works similar to a hyperlink within the PeopleSoft systems. This is a required field for certain funds and departments and is used for activating the PeopleSoft Projects application. By entering data into this field, the system will in essence link the user to another set of books. The PeopleSoft Projects system works in conjunction with the financial systems, but is focused on project management, reporting and budgetary controls. It has additional ChartFields such as Phases, Activities, Resource Types, Resource Categories, Sub-Categories, and Analysis Types, which have been defined by the Construction Projects Team and the Grants Team.

At this time the only other use for Projects being considered is Events Management, which would enable the various organizations which sponsor events to use the functionality of the Projects Module. Otherwise, non-construction and non-grants use of

University of Florida

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the Projects Module is being delayed until Phase 2. It is possible that a case can be made for a future use of Projects for colleges, departments, and business units.

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Additional General Ledger ChartFields Not Used At This Time

There are some additional ChartFields provided by PeopleSoft that we are not using at this time. These include the following: **Class Field, ChartField 3, Scenario, Book Code, and Adjustment Type.**