

<b>Project : PeopleSoft Financials 9.0</b>	
<b>Phase: III Execution</b>	<b>Activity : PS Chart of Accounts Explanation of Chartfields Development</b>
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### **DEPARTMENTS (5 digits)**

Departments (FRS Accounts) were created to be 5 digits in length. There was limited logic applied to the creation of the departments; applying only to the first digit of the department to identify the 'type' of department. No other logic was built in to identify where one of these departments falls (i.e. division or college) because in the future, we will NOT change a department number if it moves. There will exceptions to this 'rule' if there is a major change such as a Self Support department changing to an Agency department.

### **FUNDS (4 digits)**

The current FRS definition of Fund; unrestricted, restricted, loan, endowment, plant and agency, is an attribute on the account in FRS. Reporting is done on this field. In PeopleSoft these will be attributes and trees are being developed for this reporting purpose, and we will be utilizing the PeopleSoft chartfield Fund to serve the purpose of the FRS GL Mapcode. The FRS GL Map Code serves as a balance sheet, allowing departments to view their cumulative cash and fund balances.

In order to allow Self Support, Auxiliary, Plant and Agency departments to continue tracking their cumulative cash balances, the need for a comparable balance sheet relationship was required. The Chart of Accounts design maps any department that tracks their cash balances to a Fund, updating cash immediately and Fund Balance is annually. All State Support departments are being mapped to one Fund. There are many Self Support, Auxiliary, Plant and Agency departments that have a one to one relationship with fund and department. In the instances where multiple departments currently roll up to one GL, PeopleSoft is set up the same way in that multiple departments are mapped to one Fund. For example, Auxiliary Services Administration has 8 departments mapping to one Fund.

### **GRANT (7 digits)**

Currently FRS Grants and Projects are defined as individual FRS accounts. PeopleSoft Financials provides an opportunity to allow Grants/Projects to be an additional chartfield, creating an opportunity to roll up multiple Grants or Projects to one department. The combination of Program/Sub Program is an attribute of the department, and department is a required field in PeopleSoft. Therefore a unique department will be created for grants, and the program that they relate. Multiple Grants with the same Program/Sub Program combination can be rolled up to that department. If the home department has grants in two different Program/Sub Program combinations, they will have two different grant department numbers. Grants can roll up to the same PeopleSoft fund because the Grant/Project Chartfield is self balancing, allowing for cumulative balances to be maintained.

## **PROJECT (7 digits)**

Currently in FRS, Projects (larger scaled activities) have their own FRS accounts. Towson will utilize the Project chartfield in PeopleSoft to track these activities. Projects can roll up to the same PeopleSoft fund because the Grant/Project Chartfield is self balancing, allowing for cumulative balances to be maintained.

This design will allow for multiple Projects to be rolled to one department, and their budgeting be tracked separately.

A Project has been defined as an activity that:

- Has a begin and end date
- Has a specific budget
- Has data that crosses multiple accounts
- Can span Fiscal Years
- Is at least \$50,000
- Things that should be Capitalized

Activities that will require a Project Number are:

- Plant Fund Activity
- Activities using Capital Funds
- Facilities Management Projects

The Project Chartfield is NOT to be used for routine maintenance or minor equipment repairs.

## **LOANS and ENDOWMENTS (7 digits)**

In FRS, activity for loans and endowments was recorded using GL subcodes that begin with 4 for revenue, or 5 for expense. The purpose for this was to maintain a life-to-date record of revenues and expenses. In PeopleSoft the project chartfield can be used to satisfy this requirement. Therefore, regular revenue and expense accounts will be used for loans and endowments (i.e. revenues begin with 4 and expenses begin with 6). However, in order to isolate revenue and expense accounts used for loans and endowments, the PeopleSoft System Combo Edit Rules will be set to only allow these specific accounts to be used on loans and endowment transactions. Loans and Endowment funds, departments, and project chartfield values all begin with 7.

## **CLASS/INITIATIVE (5 digits)**

PeopleSoft Financials allows for the use of an additional chartfield further classifying activities into detailed categories; to track related expenses for a specific activity within a departmental budget and across departments. The Initiative chartfield acts as a shadow system within PeopleSoft.

An Initiative has been defined the same as a Project, but cannot be used for things that must be capitalized. Departments will have the flexibility to determine what they want to track as an Initiative.

This is not a required chartfield. The end user can choose whether or not to utilize this function. In order to track the Initiative however, the associated value must be present on the transaction. For expenses that come through from outside sources (i.e. Payroll, Telecommunications and Postage) a journal reclass would be needed to add the Initiative to the associated expense.

If more than one department is tracking one related Initiative, a Chartfield Value Set would need to be identified and established in order to report on the cumulative budget and expense for the Initiative.

Initial set up will include a valid range of 00001 – 00500. Departments will use any valid number to track their self defined Initiative.

### **ACCOUNTS (6 digits)**

FRS utilizes four digit subcodes to breakdown expenses in categories. PeopleSoft has the same functionality, but uses the term accounts and has a field length of six. Accounts are structured according to their type: Assets begin with 1, Liabilities - 2, Equities - 3, Revenues - 4, Payroll Expenses - 5 and Operating Expenses begin with 6.

The RStars translation is an attribute of each PeopleSoft account.

The current structure of Accounts still utilizes 'Pools' to group expenses together.

### **SPEEDTYPE (5 or 7 digits)**

A speedtype is a shortcut key. The values established as Speedtypes are equivalent to either the Department or the Project/Grant. When utilized within the system, the Speedtype will populate the additional required chartfields for the entry; either the fund and department combination, or the fund, department, project/grant combination.