

Access to PeopleSoft Chartfields – Department Values

The Financials System conversion that transitioned FRS to PeopleSoft involved significant changes to the University's Chart of Accounts in both terminology and field length. What we were familiar with as a 6-digit FRS Account or 'Budget Code' became the PS 5-digit Department number. The first digit of the 5-digit number is the only sight logic applied to the PS Department number.

State Support	10000 – 29999	Grants	'5'
Self Support	30000 – 39999	Financial Aid	'6'
Auxiliary	40000 – 49999	Loans/Endowments	'7'
Agency	91000 – 98000	Plant	'8'

Another significant change is the creation of two unique 'department' numbers for each home department that has grants/projects. Multiple grants/projects are mapped to these 'department' numbers [beginning with '5' through '8'] depending on the relevant program/subprogram combinations. The program and subprogram values are Attributes on the Department Chartfield. For the grants these values differentiate between Research and Public Service.

The path to view the Department Chartfield Values:

Set Up Financials->Common Definitions->Design Chartfields->Define Values->Chartfield Values. Select the Department option to bring up the search parameters.

The SETID must be **SHARE**.

Enter the department value or click on the magnifying glass to look up the department value you wish to view.

Find an Existing Value | Add a New Value

SetID: = SHARE

Department: begins with 18930

Description: begins with

Search | Clear

Clicking Search will bring up the following information for the department value selected:

Department

SetID: SHARE Department: 18930

Effective Date Find | View All

*Effective Date: 01/01/1901

*Status: Active Budgetary Only

*Description: Financial Services

*Short Description: FinanciSvc

Manager ID: 0149189 Manager Name: Brodie,Susan A.

- The Manager ID captured on this page relates to the approval process for requisitions. When a requisition is submitted against this budget, the PeopleSoft Workflow process routes the request to the manager for approval.

Access to PeopleSoft Chartfields – Department Values

Clicking on the Attributes link will bring up the following information:

- Contact person for questions relevant to the budget for this department
- Division/Subdivision
- Program/Subprogram

ChartField Attribute	ChartField Attribute Value	Attribute Value Description
CONTACT_PERSON	DASBURY	Deborah J. Asbury
DIVISION	05	Administration & Finance
PROGRAM	006	Institutional Support
SUB DIVISION	21	Fiscal Planning & Services
SUB PROG	061	Institutional Support Administration