PeopleSoft Chartfield Design

Chartfields are individual descriptors that can be interchanged to create cost centers. Interchanging the chartfields allows new cost centers to be created without the need to add additional values. This design will meet the following objectives:

- Accommodate internal and external reporting, i.e. monthly internal report, annual financial report, etc.
- Accommodate reporting of interdisciplinary activities
- Match revenues with expenses
- Flexibility
  - Accommodate different budget control requirements and business rules for various needs
  - Facilitate changes in organizational structure and reporting
  - Future growth
- Satisfy grant sponsorship requirements
- Simplified integration with other PeopleSoft Financial modules and PeopleSoft Human Resources
- Ease of use
- Use PeopleSoft functionality as delivered

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Department</th>
<th>Account</th>
<th>Project</th>
<th>Fund</th>
<th>Sub-Fund (Operating Unit)</th>
<th>Program</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
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<td>6 Characters 1XXXXX – 9XXXXX</td>
<td>6 Characters 1XXXXX – 9XXXXX</td>
<td>5 Characters 50000 - 99999</td>
<td>3 Characters 1XX – 9XX</td>
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**Business Unit:** The Business Unit chartfield will be used to identify individual legal entities that keep their own sets of books.

**Department:** The Department chartfield will be Institutionally defined responsibility centers that have people residing or assigned. Departments will be those that are recognized Institutionally, or by national organizations or boards. Department ID’s will create an organizational chart when complete.

**Account:** The Account chartfield will be used to capture costs as assets, liability, equity, revenue or expenses.

**Project:** The Project chartfield will be used to define activities with a specific time frame or cross multiple fiscal years. The project chartfield will be used in conjunction with the Grants, Project and Contract modules.
**Fund:** The Fund chartfield will be used to define the source of funds that are being used for the transactions. These values will be the broad NACUBO definition of funding sources with minimal additions.

**Sub-Fund (Operating Unit):** The Operating Unit chartfield will be used to close equity to. It will relate to an FRS G/L account.

**Program:** The Program chartfield will be distinct institutionally defined groups of related activities, cost centers, revenue centers, responsibility centers, service lines and institutional programs where costs should be captured. Examples include Primary Care Physician Services, Cardiology Service Line, MD/PHD Program, Presidents Council Awards, and McLaughlin Fund.

**Class:** The Class chartfield will be departmentally defined cost centers. The class code will allow costs to be captured for the department. Examples include Faculty Clinical Trial residuals, Education Research and Development for a department or Faculty, small unit within a department, and Corporate Business Accounts.