
Chartfield Structure 101

The new Chartfield Structure was chosen to meet the needs of Campus Business Offices, Central Offices and Foundation Offices. Coming up with the new chartfields has been a long process with efforts from senior finance leadership and a working group made up of representatives from campus and central offices.

The accounting framework in PeopleSoft is more sophisticated than FRS, which was designed more than 30 years ago. PeopleSoft gives us the opportunity to redesign the chart of account structure to better meet our needs. A benefit of the new account structure is that reporting out of PeopleSoft will be much more flexible.

What This Means to Your Department

The University has been divided into 28 Major Organization Units (MOUs) based on functional and budget responsibility. Your MOU financial lead has been working to map your department's FRS SL accounts to the new chartfield string. Each department has the discretion to determine how they will use certain chartfields such as Department, Program and Cost Codes. See your MOU financial lead for more information about how your department will use the new chartfields.

Defining the Chartfields

Business Unit: Distinguishes to which legal entity the Fund belongs (usually UNCCH). Some exceptions are UNC General Administration and University Foundations, which will have their own business units.

Fund Code: Functionally equivalent to the FRS GL Account (SL Map Code), although most values have changed, the name and use should not.

Department ID: Similar to the FRS department but with more detail. At higher levels, it reflects the organization of the University, but at lower levels can be used to identify locations, sub-departments or other structural divisions.

Class: The first three characters are similar to the FRS purpose code:

Class Codes	Description
101	Regular Term Instruction
110	Organized Research
142	Community Services
151	Libraries
And so on...	

With an additional two characters available to denote sub-class (required when applicable):

Category of Expenditure	Class/Subclass
Startup:	
Faculty	xxx11
Non-faculty (<i>includes secondary appointment</i>)	xxx12
Recruitment:	
Senior (Tier One)	xxx21
EPA Non-Faculty & SPA	xxx22
Faculty	xxx23
Students	xxx24
Distance Education	10141

Account: Functionally equivalent to the Object Codes (or Account Controls) in FRS, but with room for expansion.

PeopleSoft Accounts	Description
113208	Accounts Receivable - Other
211100	Accounts Payable
414101	Resident Tuition
539912	Meetings and Amenities
And so on...	

Program: Common values or regular values chosen by your department. Program can be used to define departmental reporting needs.

Common University/ MOU Programs	Description
10000	General Operating
10004	Summer School
C1302	Instructional Budget A&S
C2009	Biological Seminar
And so on...	

Project ID: Used only for Contracts and Grants, including cost share, and Capital Projects. The numbering structure will be similar to the current FRS SL account.

Note: **PC Business Unit** and **PC Activity ID** are two additional chartfields that are required when a contract, grant or capital improvement fund is used, or a transaction is to be cost-shared. When a Project ID is used, PC Business Unit will always be CHOSR and PC Activity ID will always be 1, except for Capital Projects, which will be input centrally.

Cost Code, Cost Code 2 and Cost Code 3: Three optional, user-defined chartfields that your unit will establish based on need.

Comparing FRS to PeopleSoft

FRS: In FRS, Accounting Services had to create a “bucket” for every possible way to spend and receive funds. For example, if you needed to track startup expenses for a professor, you created an account for that (or maintained the information in a shadow system). If the startup was funded from multiple sources, you needed to create an account for each source/startup combination (or track in a shadow system)

PeopleSoft: In PeopleSoft, you can think of the chartfields more as building blocks (see page 3). So to identify that the startup was funded from multiple sources, you choose the funding source and other chartfields needed to define startup for the professor. You build the chartfield string using each building block.

Key Links

Purpose Code List - <http://www.unc.edu/finance/busman/act/actapp1.html>

Object Code List - <http://www.unc.edu/finance/busman/act/actapp2.html>

Account Control List - <http://www.unc.edu/finance/busman/act/actapp4.html>

UNC Accounting 101 Module - http://finance.unc.edu/training_modules/?2

Finance Training Webpage - <http://finance.unc.edu/finance-division/training/training-overview.html>

Training Questions?

Email financetrainer@unc.edu for help.

REQUIRED				
Business Unit XXXXX	Fund Code XXXXX	Account XXXXXX	Dept ID XXXXXX	Class XXXXX
<p>WHICH legal entity?</p> <ul style="list-style-type: none"> The University Foundations GA <p><i>Required on all transactions (defaults)</i></p>	<p>WHERE are we spending from?</p> <ul style="list-style-type: none"> State Trust Grants, etc. <p><i>Required on all transactions</i></p>	<p>WHAT are we spending the funds on?</p> <ul style="list-style-type: none"> Office Supplies Travel Salaries, etc. <p><i>Required on all transactions</i></p>	<p>WHO is spending the funds?</p> <ul style="list-style-type: none"> Pediatrics Art Biostatistics, etc. <p><i>Required on all expense and revenue transactions</i></p>	<p>HOW are we spending the funds?</p> <ul style="list-style-type: none"> Instruction Research Financial Aid, etc. <p><i>Required on all non-foundation expenditure transactions and state fund revenues</i></p>

REQUIRED, when a contract, grant or capital improvement fund is used on transaction				OPTIONAL		
PC Business Unit XXXXX	Project ID XXXXXXXX	PC Activity ID XXXXX	Program XXXXX	Cost Code XXXXXXXXXX	Cost Code 2 XXXXXXXXXX	Cost Code 3 XXXXXXXXXX
<p>The business unit that applies to projects.</p> <p><i>Required when a contract, grant or capital improvement fund is used on transaction</i></p>	<p>WHY are we spending the funds?</p> <ul style="list-style-type: none"> Contract /Grant Capital Projects Cost Share <p><i>Required when a contract, grant or capital improvement fund is used on transaction or when cost sharing</i></p>	<p>When project is a contract or grant, the value will always be 1. Capital Projects will enter values centrally.</p> <p><i>Required when a contract, grant or capital improvement fund is used on transaction</i></p>	<p>WHY are we spending the funds?</p> <ul style="list-style-type: none"> Common Shared with external depts/MOUs MOU/dept-defined <p><i>Not required, use if needed</i></p>	<p>are we spending the funds?</p> <p>Working with MOU Financial Leads, who can develop their own cost codes as needed</p> <p><i>Not required, use if needed</i></p>		