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FOPPS (Fund, Organization Code/Org, Program, Project, Sub-Class)

The University of Colorado's ChartFields store the chart of accounts and structure that the Finance System uses to segregate and categorize transactional and budget data.

FOPPS is the acronym for the central element of the University's PeopleSoft Finance System; it stands for **F**und, **O**rganization, **P**rogram or **P**roject, and **S**ubclass. The Fund/Org/Program or Fund/Org/Project combinations describe functional units that have been established for specific purposes within the University. FOPPS are used to maintain the financial records of a unit or activity within the University.

The FOPP is either a 12-digit number (2-digit fund code, 5-digit organization code, and 5-digit program code) or, for project FOPPs it is a 14-digit number (2-digit fund code, 5-digit organization code, and 7-digit project code, which includes sponsored projects and construction projects).

The FOPP describes the type of money (Fund) being received or spent by a specific Org on a type of activity. For Program FOPPs, this pertains to a given fiscal year. Project FOPPs are tracked across their project years for the project's life cycle.

FOPPS are established through ChartField requests, which are submitted for the following in FIN 8.4: Fund, Account, Organization (Department), Program, Project and SpeedType.

Fund

The Fund ChartField contains values that broadly classify types of funding, whether it is the type of money being received or the type of money being spent. Requests for fund ChartField setups occur infrequently, and are usually initiated by the campus controllers for situations where a new funding source has been identified or an existing fund has new and/or unique activity that needs to be segregated.

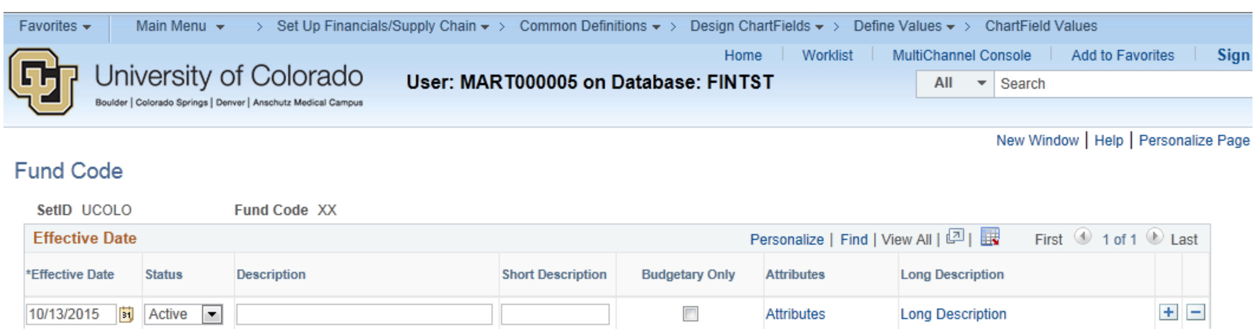
After discussion and approval by all campus controllers, and the University Controller, the new fund ChartField is setup by the Accounting and Finance group in the Office of University Controller (OUC).

Procedure – Defining a Fund

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Navigate to the Fund page, Set up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values > Fund Code</td></tr>
<tr><td>2.</td><td>To add a new fund in 9.2, select the Add a New Value tab.</td></tr>
<tr><td>3.</td><td>Users must enter a SetID (the SetID field in 8.4 defaults to UCOLO, currently the only set ID available*), and the fund code field is blank to allow for entry of the numeric fund code.

Click Add to create a new fund.</td></tr>
<tr><td>4.</td><td>On the Fund Code page, define the following:

Effective Date
Status (Active/Inactive)
Description
Short Description
Budgetary Only Checkbox (new in 9.2)
Attributes, if appropriate
Long Description



</td></tr>
<tr><td>5.</td><td>Click Save.</td></tr>
</table>

Account

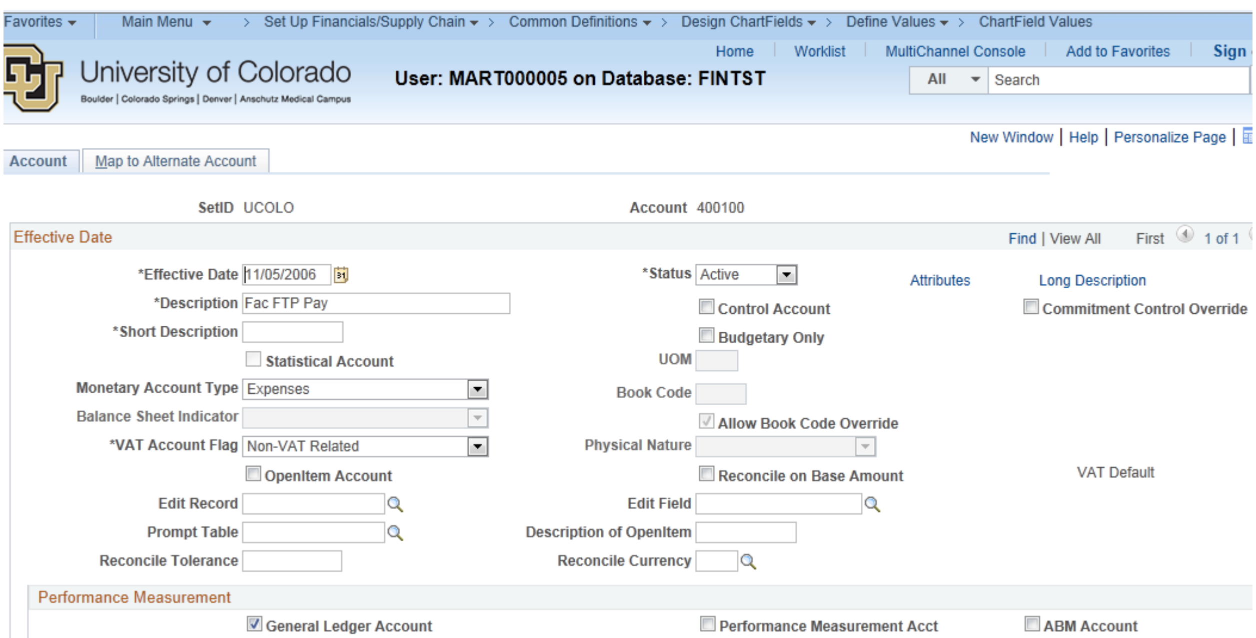
Account ChartFields describe a fiscal activity through the natural classification of the transaction: Asset, Liability, Fund Balance/Net Position, Revenue, Expense, or Transfer.

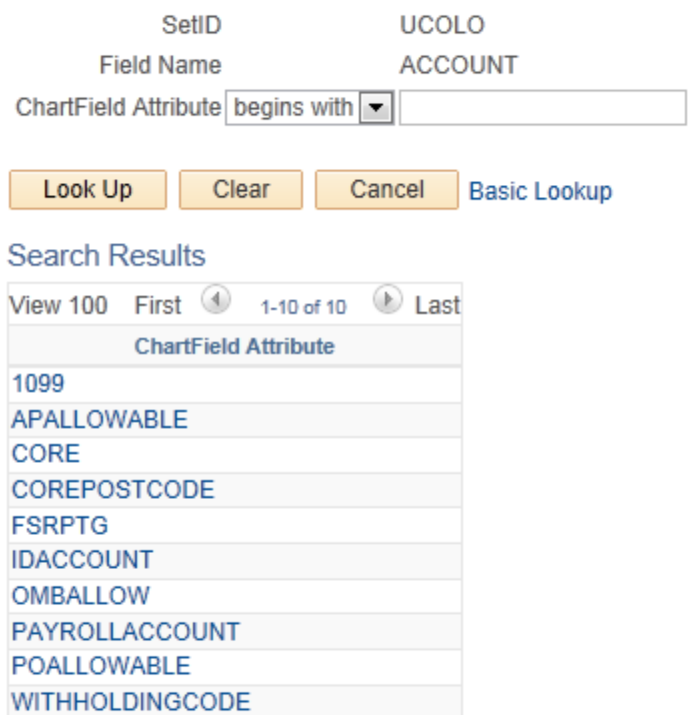
Account ChartField setup requests may originate in a campus organizational unit (primarily Sponsored Project Administration), but these requests must flow through the campus controllers for review. Once approved, the requests are submitted to the Accounting and Finance group in the OUC for setup and inclusion in the chart of accounts (account roll-up tree).

Procedure – Defining an Account

Step	Action
1.	Navigate to the **Account** page, **Set up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values > Account**
2.	To add a new account in 9.2, select the *Add a New Value* tab.
3.	Enter the SetID; the SetID defaults to UCOLO for most users.
4.	Enter the desired account number. Click **Add**.

Step	Action
5.	The **Account** setup page appears. Complete the following: ▪ Effective Date ▪ Status (Active/Inactive) ▪ Description ▪ Short Description ▪ Monetary Account Type ▪ **Statistical Account Checkbox** – Used to indicate non-monetary accounts; if checked, requires entry of Unit of Measure (**UOM**). Checking this box will disable all other fields on the setup page, as these are related to monetary needs. ▪ **UOM** – Used to identify the unit of measure for non-monetary accounts (statistical) accounts. ▪ **Balance Sheet Indicator** – Allows user to identify whether an account is on or off the balance sheet. ▪ **Control Account** – Select to indicate that this is a control account and that it can be updated only by using the Journal Generator or a load process from a third party system. The purpose of this designation is to prevent manual or online entries in GL. ▪ **Budgetary Only –** Select if the account value is to be used for budgetary purposes only. The account will not be available for recording actual transactional entries. ▪ **Attributes –** Allows for designation of account ChartField attributes and attribute values. ▪ **Open Item Account Checkbox**– Inserting a check enables processing for tracking and matching debits and credits that post to this account.



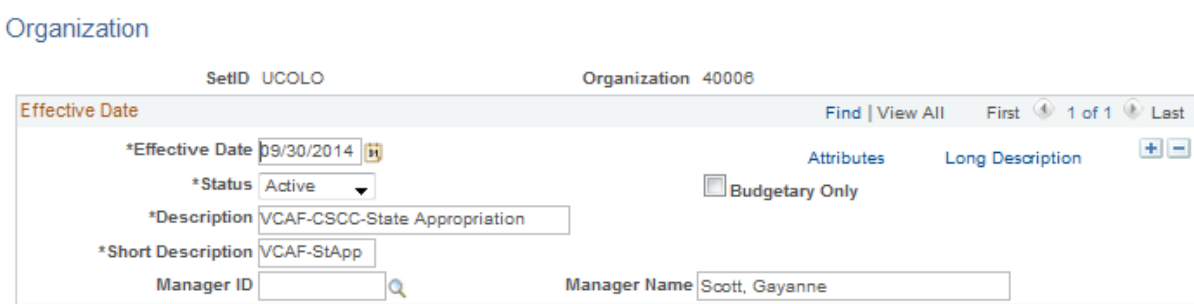
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6.</td><td>Click the Attributes link to review/add additional information required for reporting:


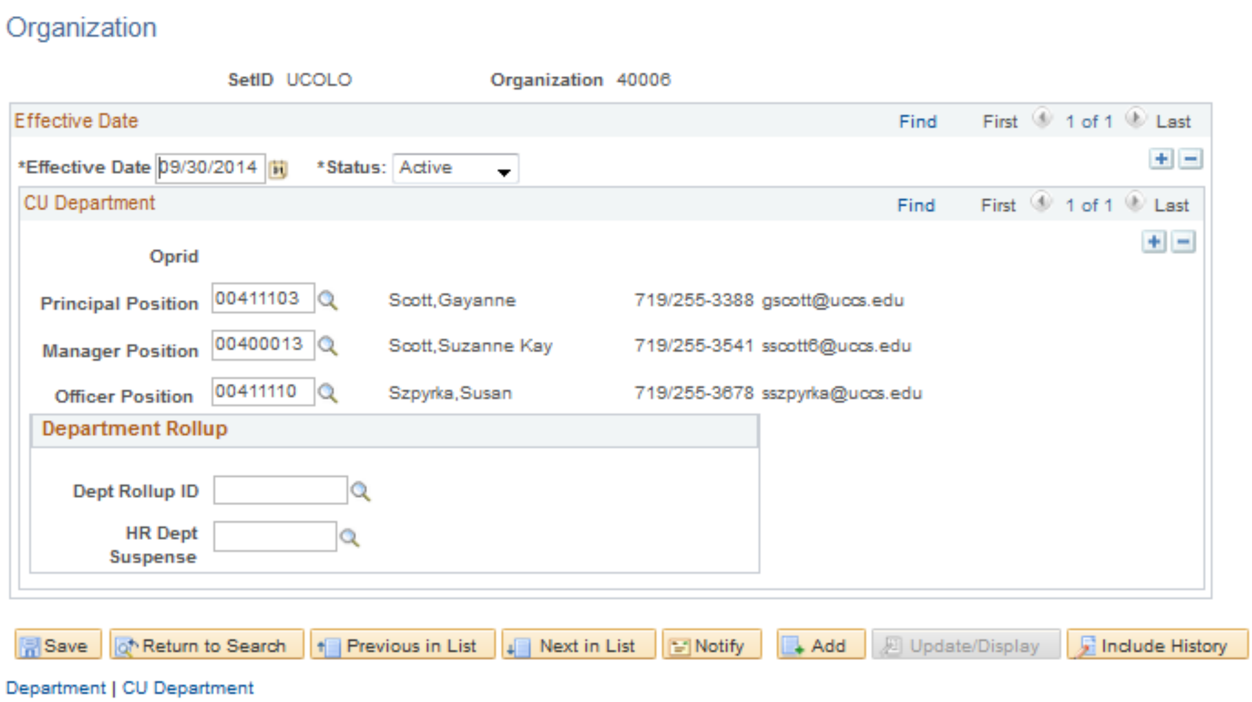
1099 – Identifies whether IRS Form 1099 reporting applies to the account.
OMB Allowable Checkbox– Identifies accounts that may be used at the budget office level.
Payroll Account – Indicates whether an account may be used for payroll purposes.
CORE/COFRS - Identifies the account’s corresponding COFRS account number; this field must be retained in 9.2, with information stored on a child table.
FS Reporting Field – Indicates how the account will be designated on the University Financial Statement (Operating, Additions, Current, Non-Operating, NonCurrent).
Interdepartmental Account Flag – Identifies accounts that may be shared by departments.
AP Allowable Flag – Identifies accounts that feed to Concur and CU Marketplace.
PO Allowable – Designates whether or not account can be used for purchases.
</td></tr>
<tr><td>7.</td><td>Click Save.</td></tr>
</table>

Org/Department ID

Organization requests originate when an organizational unit is newly established, inactivated or undergoes modification (e.g., new officers, principals or managers). Requests for new organization ChartFields are submitted through the campus finance offices, and are processed by personnel in the OUC Finance group.

Procedure – Defining an Org Code

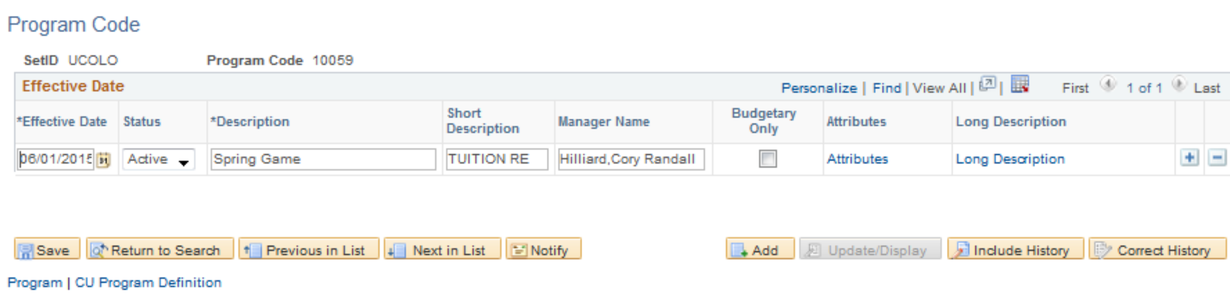
Step	Action
1.	Navigate to the **Org Code** page, **Set up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values > Organization**
2.	To add a new org code in 9.2, select the Add a New Value tab.
3.	Enter the SetID; the SetID defaults to UCOLO for most users. Enter the desired organization code. Click Add.
4.	The Organization page appears; enter the following information: ▪ **Organization Effective Date** ▪ **Status (Active/Inactive)** ▪ **Description** ▪ **Short Description** ▪ **Manager ID –** When populated with an EmplID, the manager's name automatically appears to the right of this field. ▪ **Company code –** Used in 9.2 to indicate the payroll company to which the new organization belongs and reports. ▪ **Budgetary Only Checkbox** – If checked, the new organization is not available for recording actual transactional entries. 
5.	Additional links on the organization setup page include an Attributes link allowing users to assign ChartField attributes and ChartField attribute values. The Long Description allows users to enter a more detailed description of the new organization.

Step	Action
6.	Click the **CU Department** link to access the custom page. ▪ **Principal Position** – Requires entry of a position number for the organization principal; entry of the position number automatically populates the principal's name, telephone number and email. ▪ **Manager Position**: Requires entry of a position number for the organization manager; entry of the position number automatically populates the manager's name, telephone number and email. ▪ **Officer Position**: Requires entry of a position number for the organization officer; entry of the position number automatically populates the officer's name, telephone number and email address. ▪ **Dept Rollup ID: I**dentifies how a new organization rolled up in the org tree (by org node). ▪ **HR Dept Suspense:** Contains the SpeedTypes used for any departmental payroll suspense. 

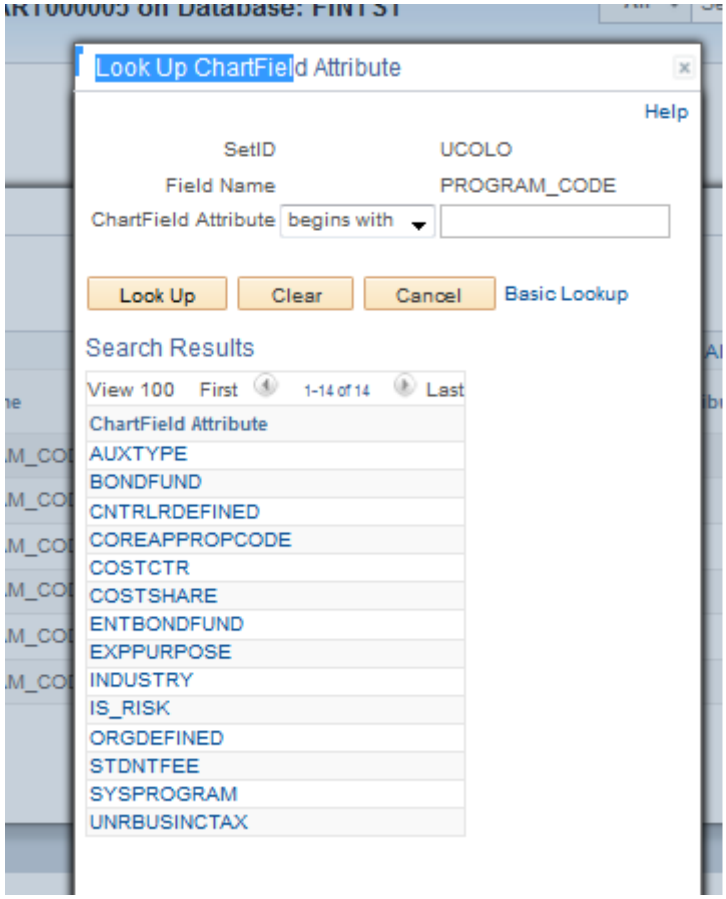
Program

Program, project and subclass ChartField requests define distinct financial activities within funds and/or organizational units. Programs are usually established by fiscal year and have specific funds under which they may be established.

Procedure – Defining a Program

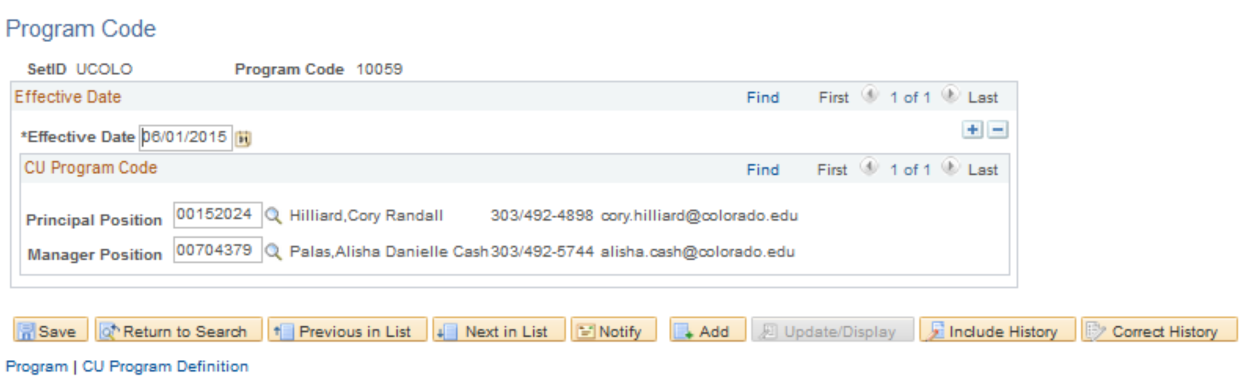
Step	Action
1.	Navigate to the **Program** page, **Set up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values > Program Code**
2.	To add a new program code in 9.2, select the Add a New Value tab.
3.	Enter the SetID; the SetID defaults to UCOLO for most users. The program defaults to NEXT. Click Add.
4.	The Program page appears; enter the following information: ▪ Program Effective Date ▪ Status (Active/Inactive) ▪ Description ▪ Short Description ▪ Manager Name – Used for the manager's name ▪ Budgetary Only Checkbox – If checked, the new program is not available for recording actual transactional entries. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5.</td><td>Click the Attributes link to add necessary attributes for reporting.



</td></tr>
<tr><td>6.</td><td>Click the CU Program Definition link. Enter the following:

Principal: Allows for entry of program principal’s position number; that entry automatically populates the principal’s name and contact information, including telephone and email.
Manager: Allows for entry of program manager’s position number; that entry automatically populates the manager’s name and contact information, including telephone and email.

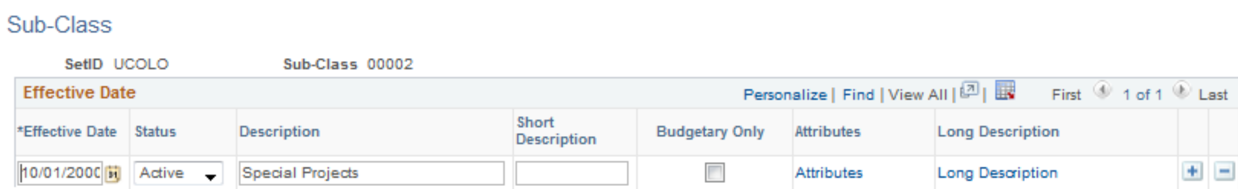


</td></tr>
<tr><td>7.</td><td>Click Save.</td></tr>
</table>

Sub-Class

Use of the subclass ChartField is optional; it is used to further define and delineate organizational fiscal activity

Procedure – Defining a Sub-Class

Step	Action
1.	Navigate to the **Sub-Class** page, **Set up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values > Sub-Class**
2.	To add a new sub-class in 9.2, select the Add a New Value tab.
3.	Enter the SetID; the SetID defaults to UCOLO for most users. Click Add.
4.	The Sub-Class page appears; enter the following information: ▪ Sub-Class Effective Date ▪ Status (Active/Inactive) ▪ Description ▪ Short Description ▪ Budgetary Only Checkbox – If checked, the new program is not available for recording actual transactional entries. ▪ Attributes – can be added as needed; none currently exist for sub-class 
5.	Click **Save**.

Project

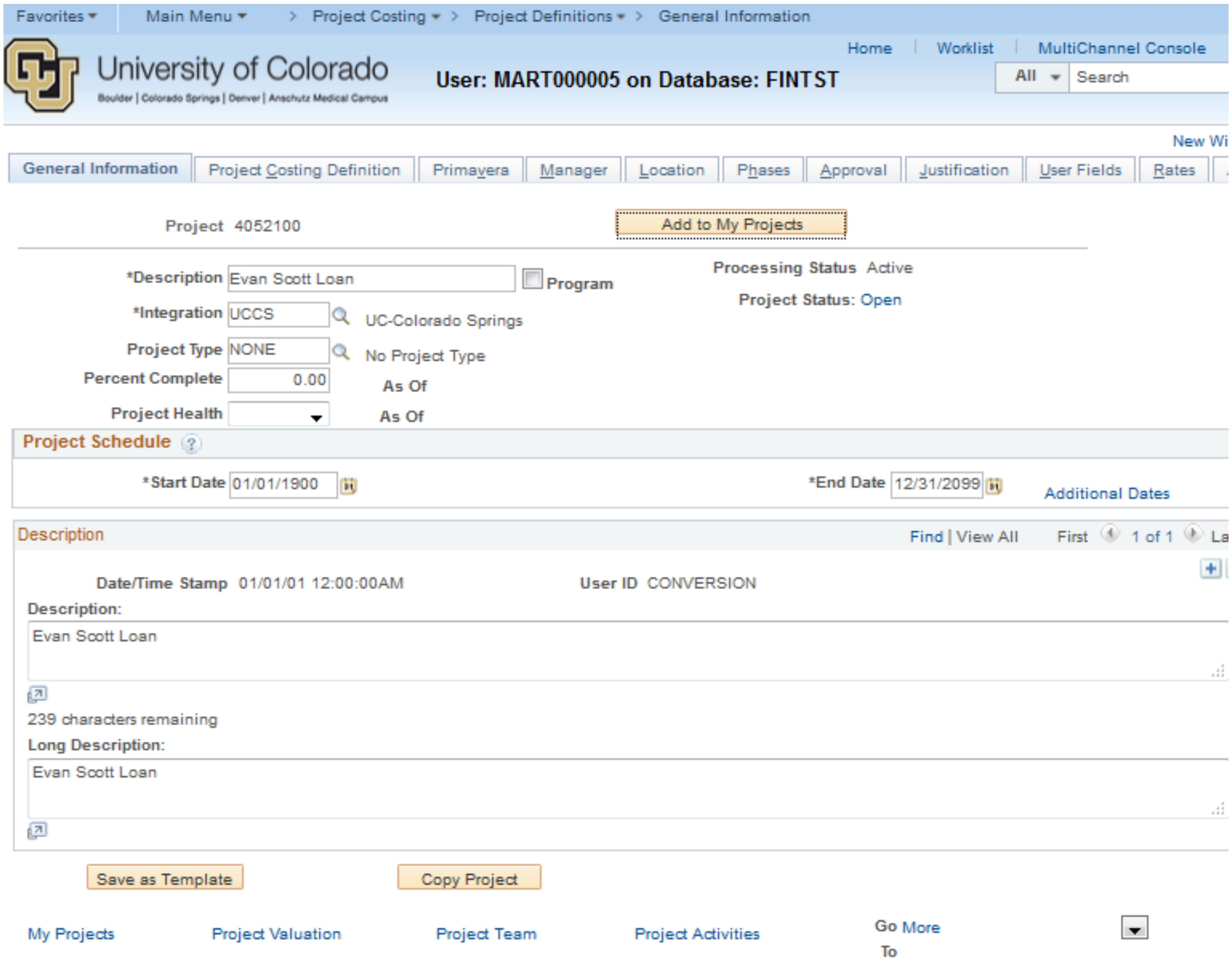
Projects identify a specific sponsored activity and are also attached to specific funds (separate from program funds). Projects are also setup for capital projects and miscellaneous needs.

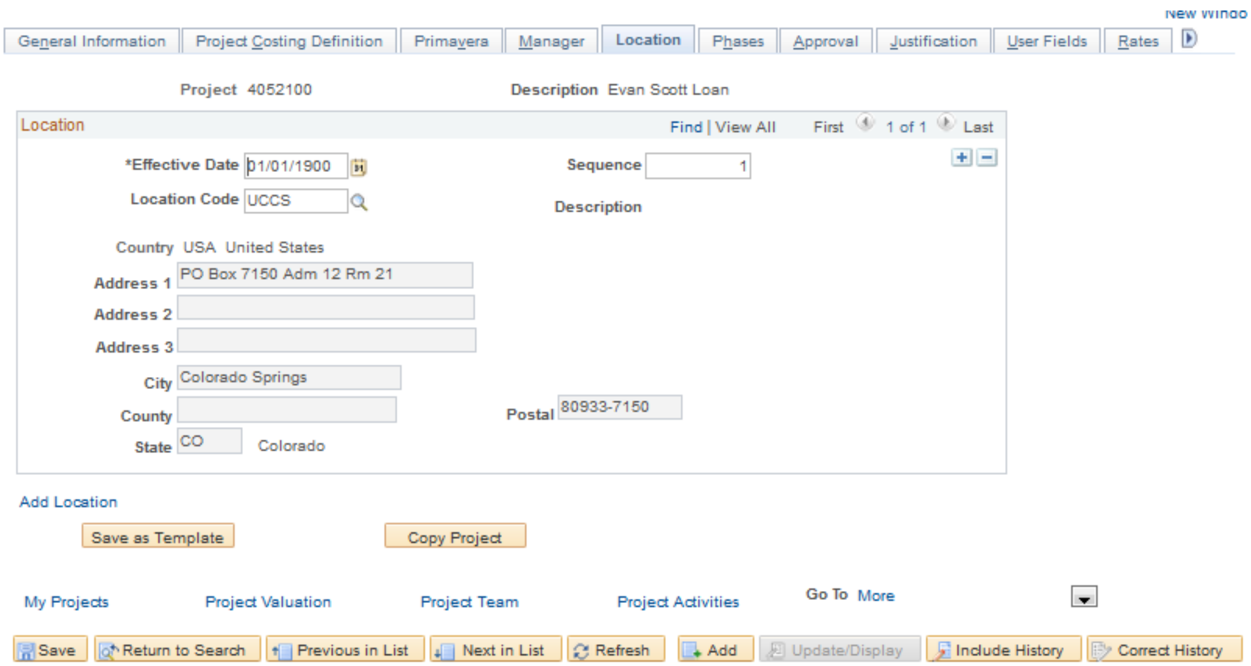
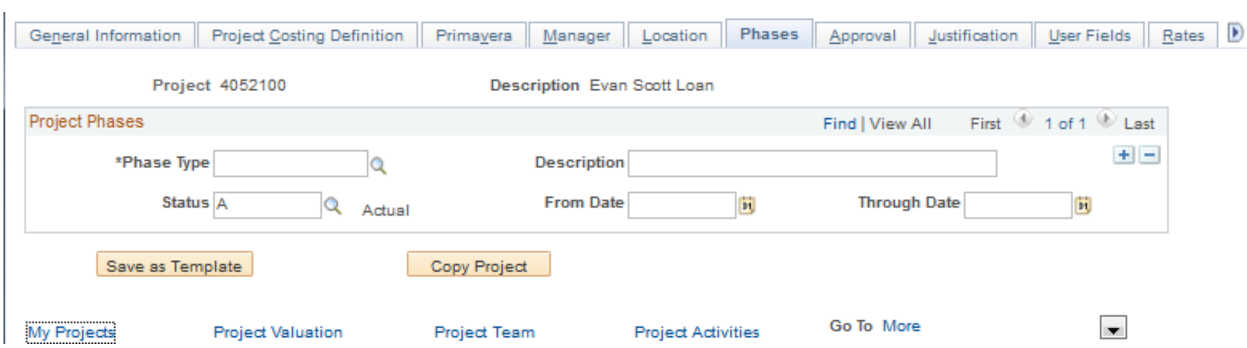
When setting up projects, need to ensure that the team dates are correct as per below.

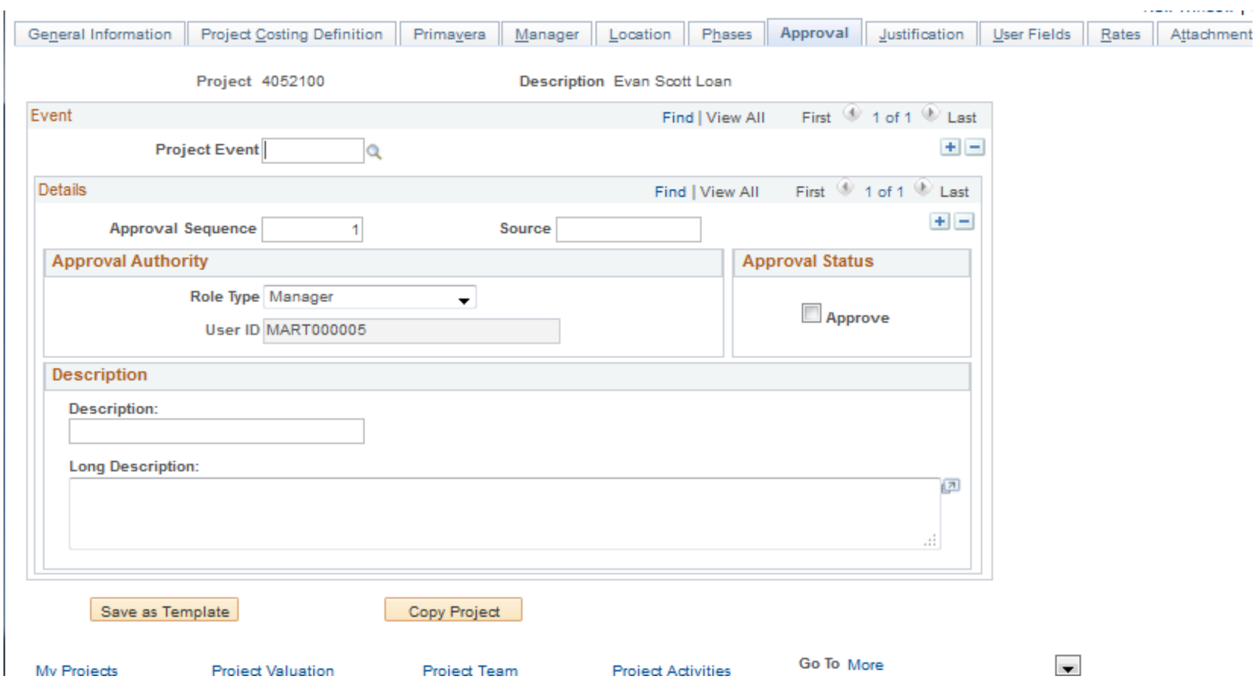
Procedure – Defining a Project

Step	Action
1.	When you create a project, you define the structure to which activities and resources are added. You must set up a project before you can attach any activities or resources to it. Navigate to the Project Costing setup page, navigate **Project Costing > General Information**
2.	To add a new project, select the Add a New Value tab. Enter the first part of the project ID depending on the type of project.
3.	Use the General Information page to create or update a project.
4.	Use the Description field to enter a description for the new project you are creating. Click in the Description field.
5.	Enter the desired information into the Description field.
6.	Use the Integration field to enter the integration template that is used to integrate this project with other financial applications.
7.	Use the Project Status field to enter the project's status when you are in add mode. After you save the project for the first time, the field becomes read only on this page and appears as a link to the Project Definitions - Status page so you can update the status.
8.	Use the Calculate field to calculate one of the following three entries based on the value of the other two; Start date, End date, or Duration.
9.	Use the Start Date field to enter the date that the project is scheduled to begin. The start date cannot be after any of the project's activity start dates.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10.</td><td>Use the End Date field to specify the date the project ends. The end date cannot be before any of the project's activity end dates. Enter the desired information into the End Date field.


</td></tr>
<tr><td>11.</td><td>When creating a new project, you must save the information you have entered on the General Information page before you can continue to other pages. Click Save.</td></tr>
</table>

Step	Action
12.	Use the Location page to assign the physical location of the project. 
13.	Use the Effective Date field to specify when the project is scheduled to begin at the facility. By default, this date is carried over from the General Information page.
14.	Use the Location Code field to identify the facility where the project is based. Click in the Location Code field.
15.	Use the Phases page to track time spent on stages of a project. 
16.	Use the Phase Type field to select a phase type to track the time spent on different stages of a project and, for exception reporting, to view the projects that are on schedule. Click in the Phase Type field.

Step	Action
17.	Use the Approval page to enter detailed information about the approval event that you would like to define. 
18.	Click the **Save** button.

SpeedType

A SpeedType is an 8-digit shortcut for FOPPS (ChartField) combination. The first digit of a SpeedType represents the campus, the second and third digits represent the fund, and the remaining five digits of the SpeedType are assigned by the PeopleSoft Finance System when the SpeedType is created.

The PeopleSoft Finance System assigns SpeedTypes to FOPPS automatically at the time a request to create a new SpeedType is processed. SpeedTypes are used to facilitate entry of Fund, Organization, and Program/Project data on transactions. Like all of the other ChartField requests, requests for SpeedType setup must be approved by the campus finance office, and can be processed at that level.

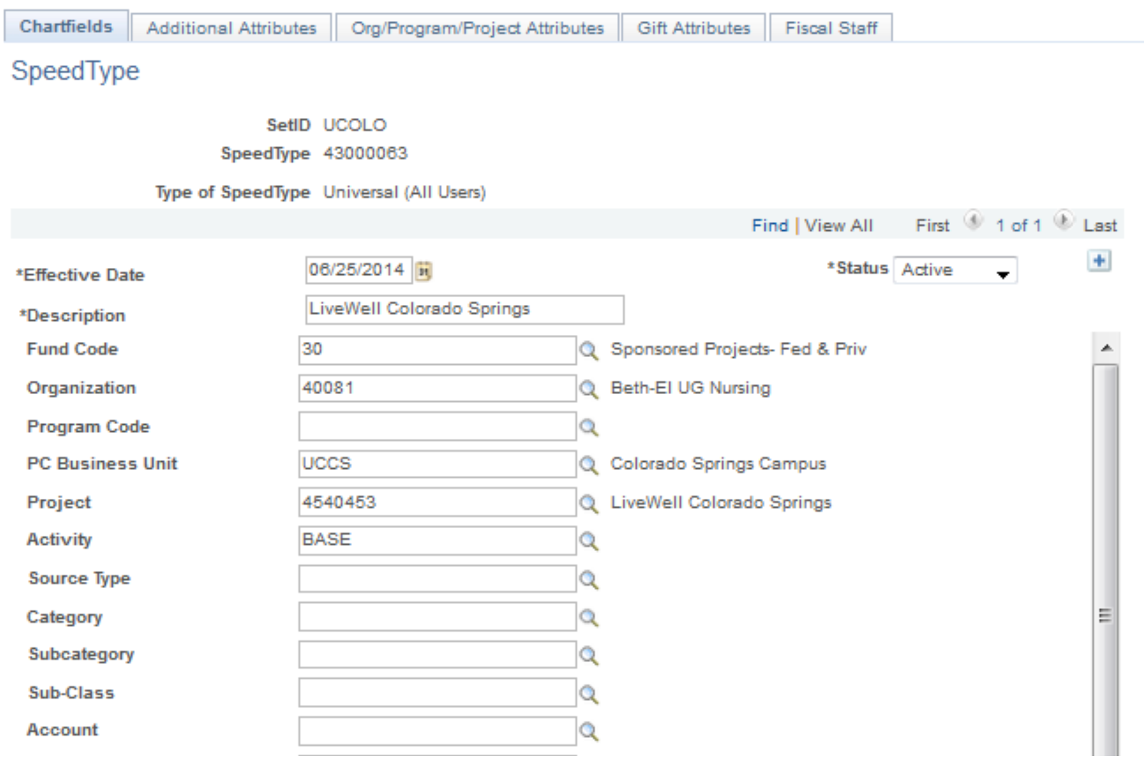
Procedure – Defining a SpeedType

Step	Action
1.	Navigate to the **Fund** page, **Set up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values > CU SpeedType**
2.	To add a new SpeedType in 9.2, select the Add a New Value tab.
3.	Enter the SetID; the SetID defaults to UCOLO for most users. Click Add.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4.</td><td>

The **SpeedType** setup page appears. Complete the following as applicable for the SpeedType setup:

- Effective Date
- Status (Active/Inactive)
- Description
- Fund Code
- Organization
- Program Code
- PC Business Unit
- Project
- Activity
- Sub-Class
- Account (rare at CU)



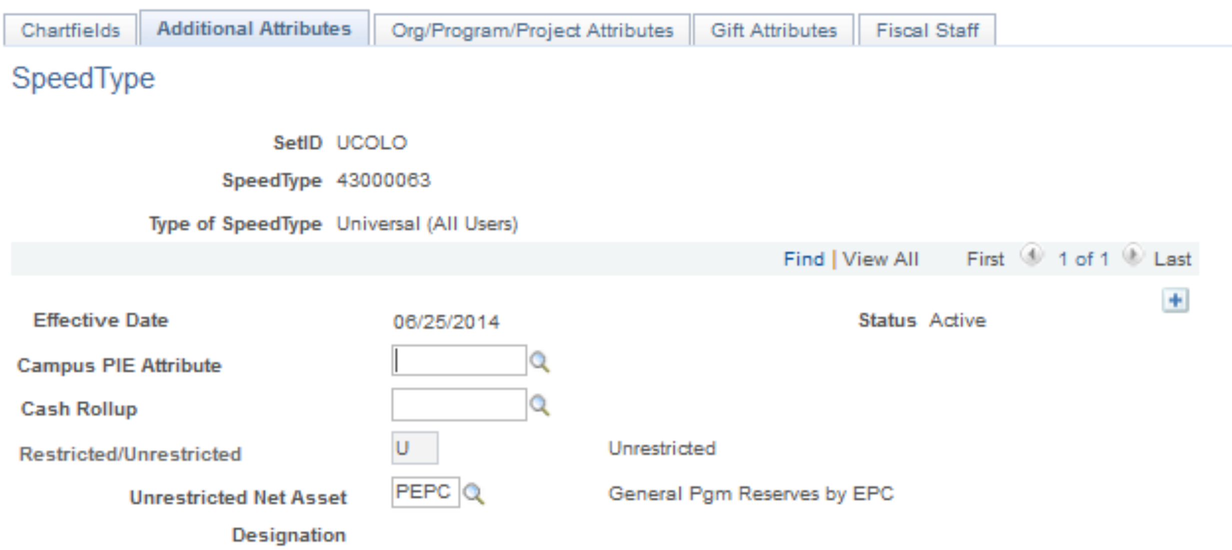
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5.</td><td>

Click the **Additional Attributes** tab. Enter the following, if applicable for the FOPPS that have been defined.

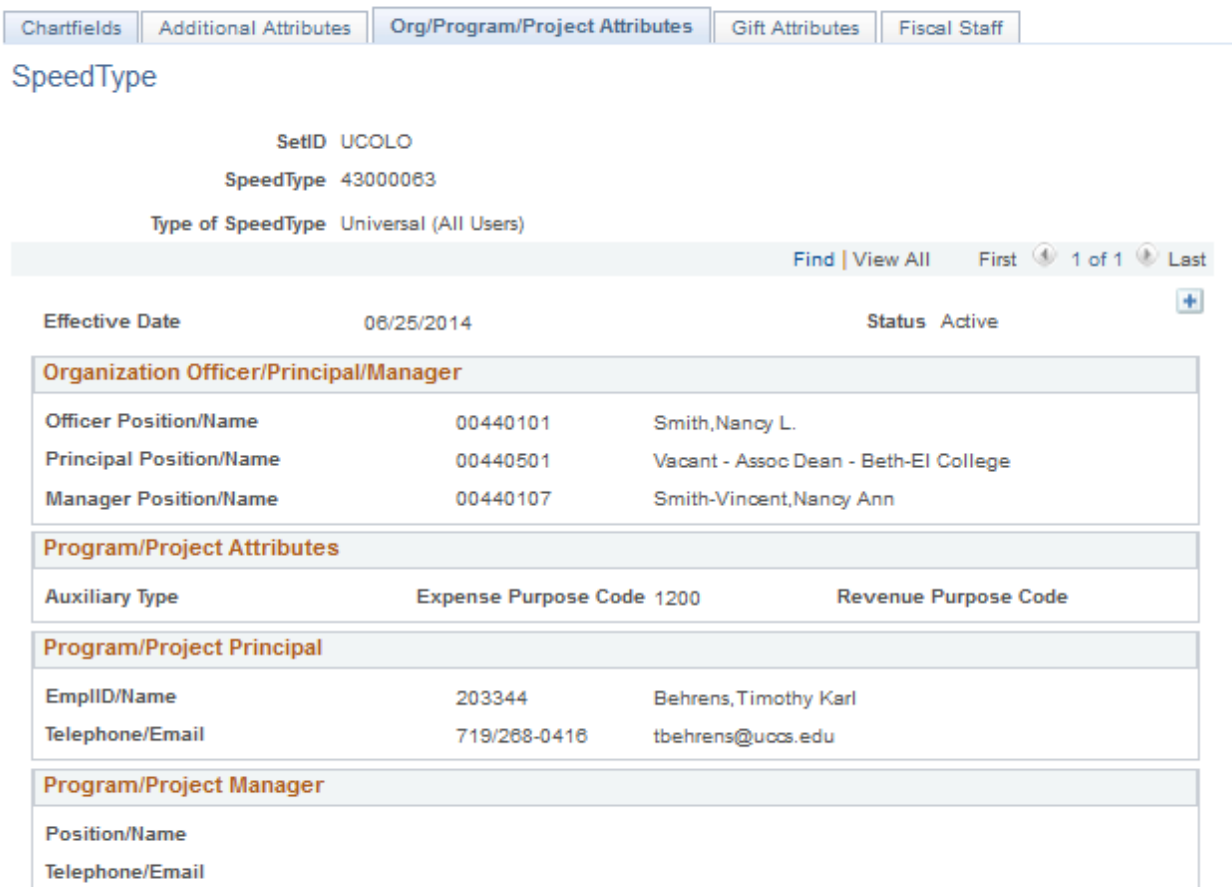
- **Campus PIE Attribute**: Designates where investment earning are paid.
- **Cash Rollup SpeedType**: Designates an alternate SpeedType where funds for the subject SpeedType will be held (e.g., if child SpeedType, will reflect parent SpeedType).
- **Restricted/Unrestricted**: Designates whether SpeedType funds may (or may not) be expended (e.g., SpeedType funds may be restricted if SpeedType represents an endowment). The restricted or unrestricted field will auto-fill, depending on the fund classification identified.
- **Unrestricted Net Asset Designation**: Provides a general classification of how SpeedType funds are derived (e.g., general programmatic reserves, investment pool, etc.). This field must be completed for all SpeedTypes designated as “Unrestricted.”

Upon completion of the basic fields required for CU SpeedType setup (usually, description, fund, organization, program or project, restricted/unrestricted designation, and unrestricted net asset designation, if SpeedType is identified as an unrestricted), there are a series of custom tabs with fields that require completion.

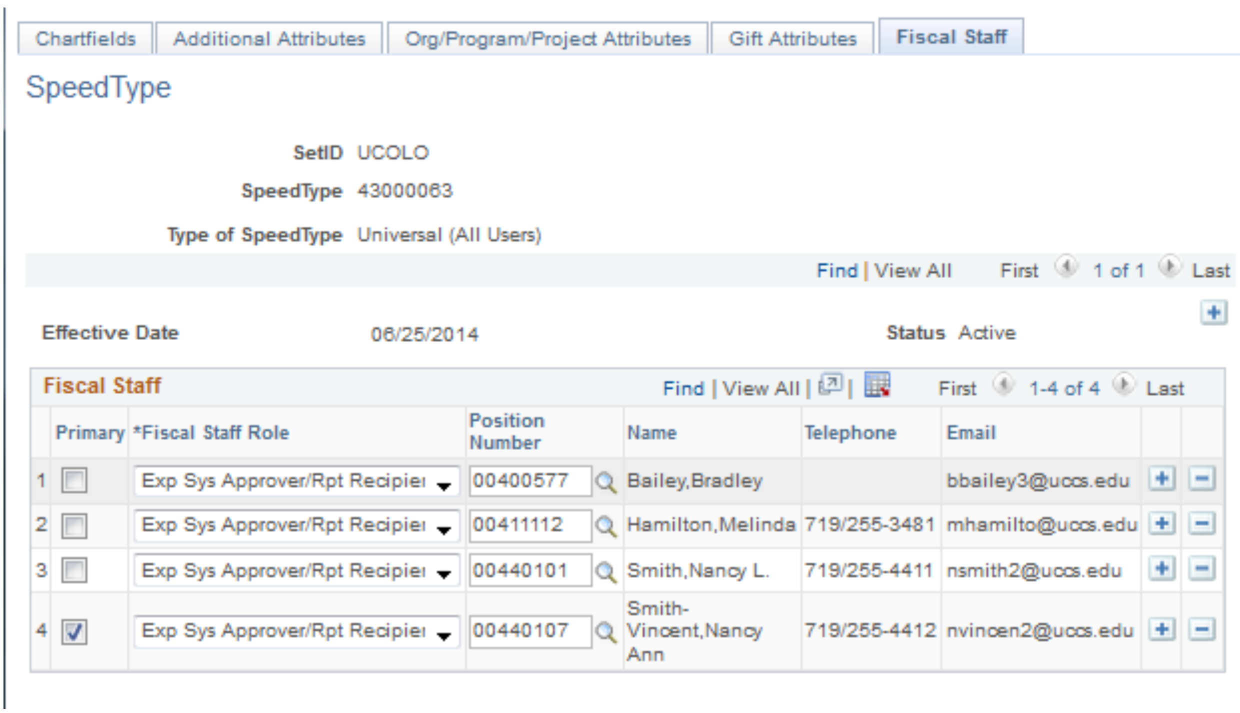


</td></tr>
</table>

Step	Action
6.	The Org/Program/Project Attributes tab defaults information setup on the Org, Program or Project ▪ **Organization Officer/Principal/Manager:** Lists the position numbers and names of the respective org level officers from the organization associated with the SpeedType. ▪ **Program Project Attributes:** Includes the fields **Auxiliary Type**, **Expense Purpose Code**, and **Revenue Purpose Code**, as derived from the program or project associated with the SpeedType (fields will auto-fill). ▪ **Program/Project Principal:** Lists the position number, name, telephone number and email address of the principal listed for the program or project associated with the SpeedType. ▪ **Program/Project Manager**: Lists the position number, name, telephone number and email address of the manager listed for the program or project associated with the SpeedType.



Step	Action
7.	The Fiscal Staff tab is used for entry of fiscal staff (personnel charged with the monitoring and/or approving of fiscal activity associated with this SpeedType). Entry of fiscal staff is done by position number, which pulls the name, telephone number and email address of the individual currently occupying that position. Users can also designate what type of role fiscal staff can hold on the SpeedType; options currently include Exp Sys Approver/Rpt Recipient (Expense System Approver/Report Recipient), Expense System Approver, and Report Recipient. The addition of fiscal staff to a SpeedType serves multiple purposes. The Report Recipient role gives individuals in designated fiscal staff positions access to the Cognos Reporting System. An approver role on a SpeedType enables individuals with the designated position number to approve transactions both in Concur and in CU Marketplace (and also allows access to the Cognos Reporting System).


Chartfields | Additional Attributes | Org/Program/Project Attributes | Gift Attributes | Fiscal Staff

SpeedType

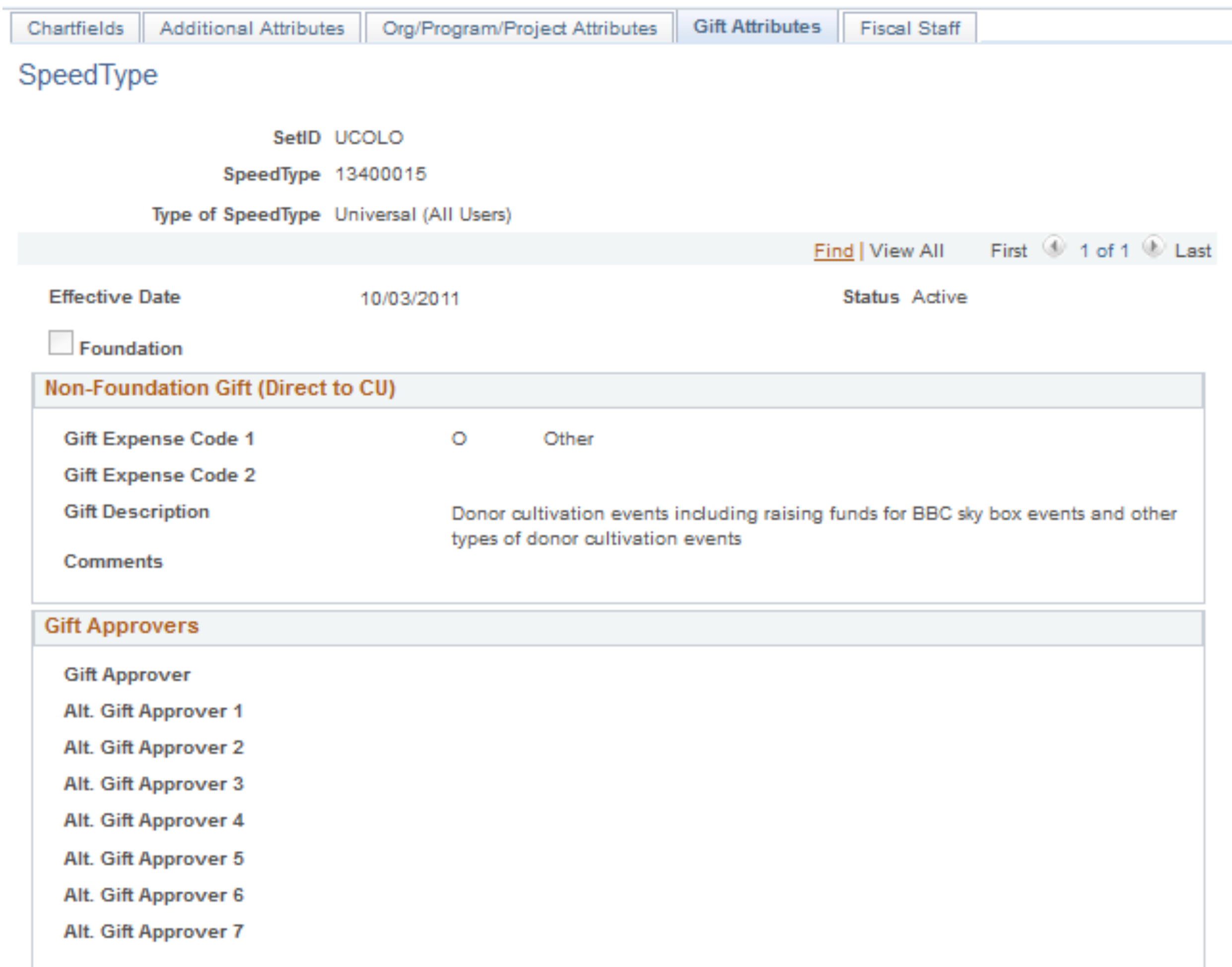
SetID UCOLO
SpeedType 43000063
Type of SpeedType Universal (All Users)

Find | View All First 1 of 1 Last

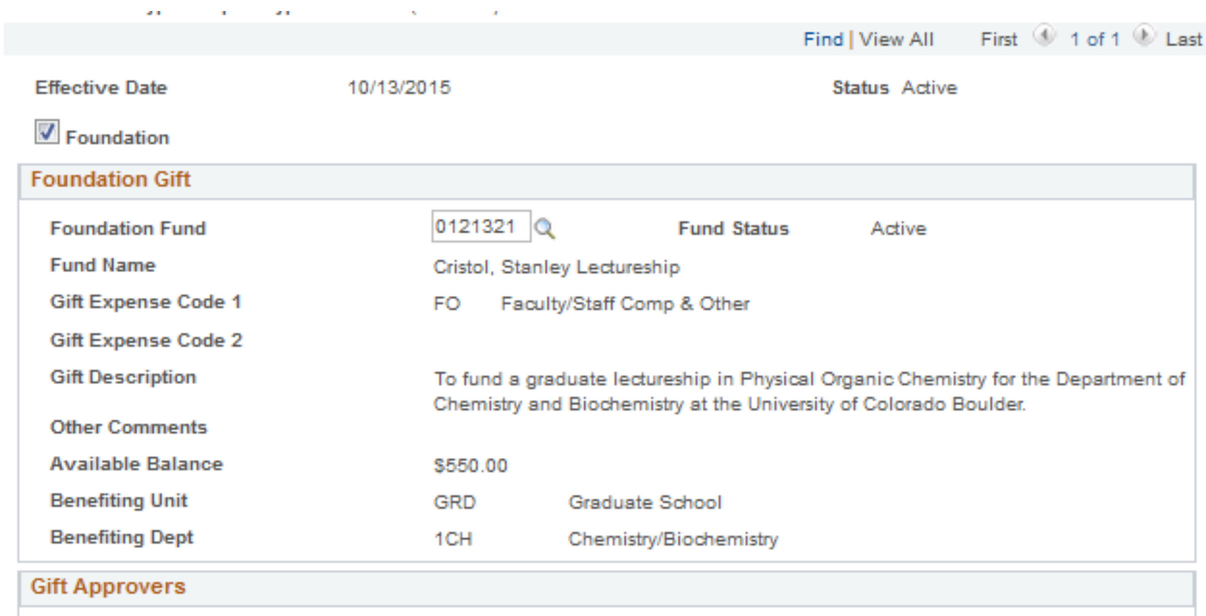
Effective Date 06/25/2014 Status Active

Fiscal Staff Find | View All | First 1-4 of 4 Last

	Primary	*Fiscal Staff Role	Position Number	Name	Telephone	Email
1	☐	Exp Sys Approver/Rpt Recipie	00400577	Bailey,Bradley		bbailey3@uccs.edu
2	☐	Exp Sys Approver/Rpt Recipie	00411112	Hamilton,Melinda	719/255-3481	mhamilto@uccs.edu
3	☐	Exp Sys Approver/Rpt Recipie	00440101	Smith,Nancy L.	719/255-4411	nsmith2@uccs.edu
4	☑	Exp Sys Approver/Rpt Recipie	00440107	Smith-Vincent,Nancy Ann	719/255-4412	nvincen2@uccs.edu

Step	Action
8.	If the SpeedType has a gift fund associated with it, the Gift Attributes tab is required. When setting up a non-project related gift fund (Fund Type 34) SpeedTypes in PeopleSoft 8.4, the system recognizes the entry of the Fund 34 code with some special custom features. Error messages will appear to notify the user when logical inconsistencies are apparent in the gift fund setup. For example, logic is built into the setup page to alert the user when the program code entered on a gift fund crosses multiple orgs (i.e., the organizational unit and the program used in the setup don't belong to the same campus) or when a program associated with a gift fund does not have the expected expenditure control restrictions in place  Chartfields | Additional Attributes | Org/Program/Project Attributes | Gift Attributes | Fiscal Staff SpeedType SetID UCOLO SpeedType 13400015 Type of SpeedType Universal (All Users) Find | View All First 1 of 1 Last Effective Date 10/03/2011 Status Active Foundation Non-Foundation Gift (Direct to CU) Gift Expense Code 1 O Other Gift Expense Code 2 Gift Description Donor cultivation events including raising funds for BBC sky box events and other types of donor cultivation events Comments Gift Approvers Gift Approver Alt. Gift Approver 1 Alt. Gift Approver 2 Alt. Gift Approver 3 Alt. Gift Approver 4 Alt. Gift Approver 5 Alt. Gift Approver 6 Alt. Gift Approver 7
9.	After successfully completing setup entry of the new gift fund SpeedType basic information, a message advising the user that "*A Foundation Fund is required*" appears.

Step	Action
10.	On the Gift Attributes tab, users will see a “Foundation” checkbox (which will, by default, be checked), a section for Foundation Gift information and a section for Gift Approvers. Users must first identify whether or not the gift fund is linked to a CU Foundation fund by checking or un-checking the Foundation checkbox. If checked, users are required to identify the numeric Foundation Fund to which the gift fund SpeedType should be linked, by entering the numeric number for the Foundation fund. Once the linked CU Foundation fund number is input, the following Foundation Gift information will auto-fill:


Find | View All First 1 of 1 Last

Effective Date 10/13/2015 Status Active

Foundation

Foundation Gift

Foundation Fund 0121321 Fund Status Active
Fund Name Cristol, Stanley Lectureship
Gift Expense Code 1 FO Faculty/Staff Comp & Other
Gift Expense Code 2
Gift Description To fund a graduate lectureship in Physical Organic Chemistry for the Department of Chemistry and Biochemistry at the University of Colorado Boulder.
Other Comments
Available Balance $550.00
Benefiting Unit GRD Graduate School
Benefiting Dept 1CH Chemistry/Biochemistry

Gift Approvers

Step	Action
11.	In the **Gift Approver** section of the page, the name of the gift approver and up to seven alternate gift approvers may appear. The Gift Approver names are populated according to a logic established in PeopleSoft, and usually appear as some combination of program- and org-level principals, managers and staff who have the ability to approve journals (assuming those positions are actively populated). In some cases, the approver fields may be blank.
12. ?	If the gift fund being set up is not linked to a CU Foundation fund, users should uncheck the **Foundation** checkbox on the **Gift Attributes** page. When unchecked, a **Non-Foundation** tab appears, prompting the user to enter **Gift Expense Codes 1 (required)** and **2**, a **Gift Description (required)**, and **Other Comments.** The **Gift Approver** section may be populated according to the logic outlined above.
13.	Click **Save**.