Published on *University of Colorado* (https://www.cu.edu)

FIN How-to: ChartField Glossary [1]

The University's Chart of Accounts in the PeopleSoft Finance System (FIN) is made up of 10 blocks of information called ChartFields. Chartfields can be joined together in various combinations to tell the PeopleSoft Finance System where to record a transaction.

Business Unit
The business unit is a required field, and accommodates different operating rules, reporting rules, and regulations.

Fund
Fund is a required 2-digit field, and identifies the source of money being received or the type of money being spent. A fund is a self-balancing set of records that includes assets, liabilities, revenue, expense, and fund balance.

Organization
Organization is a required 5-digit field, and identifies the entity (campus, school, department, etc.) receiving or spending the funds.
The first digit represents the respective University of Colorado campus as follows:
1 = Boulder, 4 = Colorado Springs, 5 = System Administration, 6 = Denver (Downtown and Anschutz).

Program
Program is a 5-digit field, and is used to track distinct University activities for a budget (fiscal) year within an organization.

Project
Project is a 7-digit field, and identifies a specific sponsored activity within the University based upon the period of the project.

Subclass
The Sub-Class is used to capture department-defined needs. Its use is optional.
The Sub-Class ChartField can be alpha-numeric and consists of 5 characters.

Account
Account is a required 6-digit field, and classifies the transactions as an asset (000000-099999), liability (1000000-199899), net asset (199900-199999), revenue (200000-399999), expense (400000-989999), or transfer (990000-999999).

Budget Year
The Budget Year defaults to the current fiscal year.

Statistics Code
The Statistics Code is used to capture non-monetary units of measurements, such as FTE (Full-Time Equivalent, Mileage, and Square Footage).

Currency
The Currency Code will default to U.S. Dollars (USD).

Have a question or feedback?

For questions or feedback contact

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Links
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