

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?

Questions & Feedback ^[2]

Feedback or Question *

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