

**PeopleSoft**



# **Financial Systems Overview**

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**Financial Services**

*Presented by Faye Hatman*



# Agenda

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- **PeopleSoft Accounting Overview**
  - The Chart Field String
- **Trees**
  - Reporting Hierarchy
- **Finance Web Tools**
- **“Where do I go from here?”**
  - Open Lab
  - Help Desk
- **Wrap Up**
  - Questions?



# PeopleSoft Accounting Overview

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- **Based on a “Chart Field String”**
  - Combination of all chart field values
  - 25 digit alpha numeric string
- **Benefits of a Chart Field String**
  - Data and Table Flexibility
  - Enhanced Reporting
- **The design of the Chart Field String**
  - Considered all internal and external reporting needs



# Chart Field String Definitions

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- *Account-Fund-DeptId-Program-Class*
  - Account
  - Fund
  - Department ID
  - Program
  - Class



# Account

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- **Classifies Assets, Liabilities, Fund Equities, Revenues & Expenses**
  - **Examples:**
    - **Supplies and Services (expense)**
    - **State University Fee (revenue)**
- **6 digit numeric field**
- **Maintained by General Accounting**

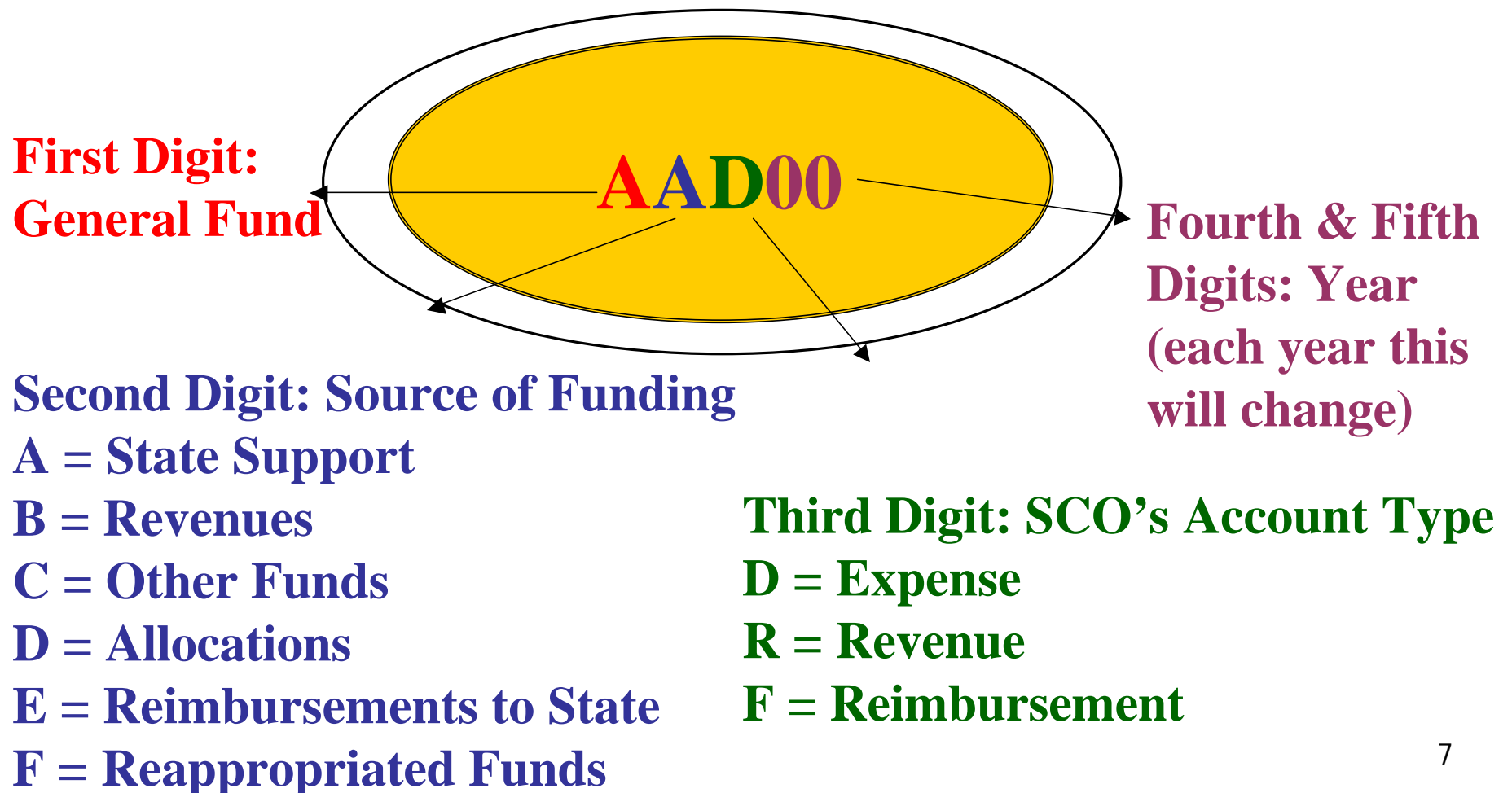


# Fund

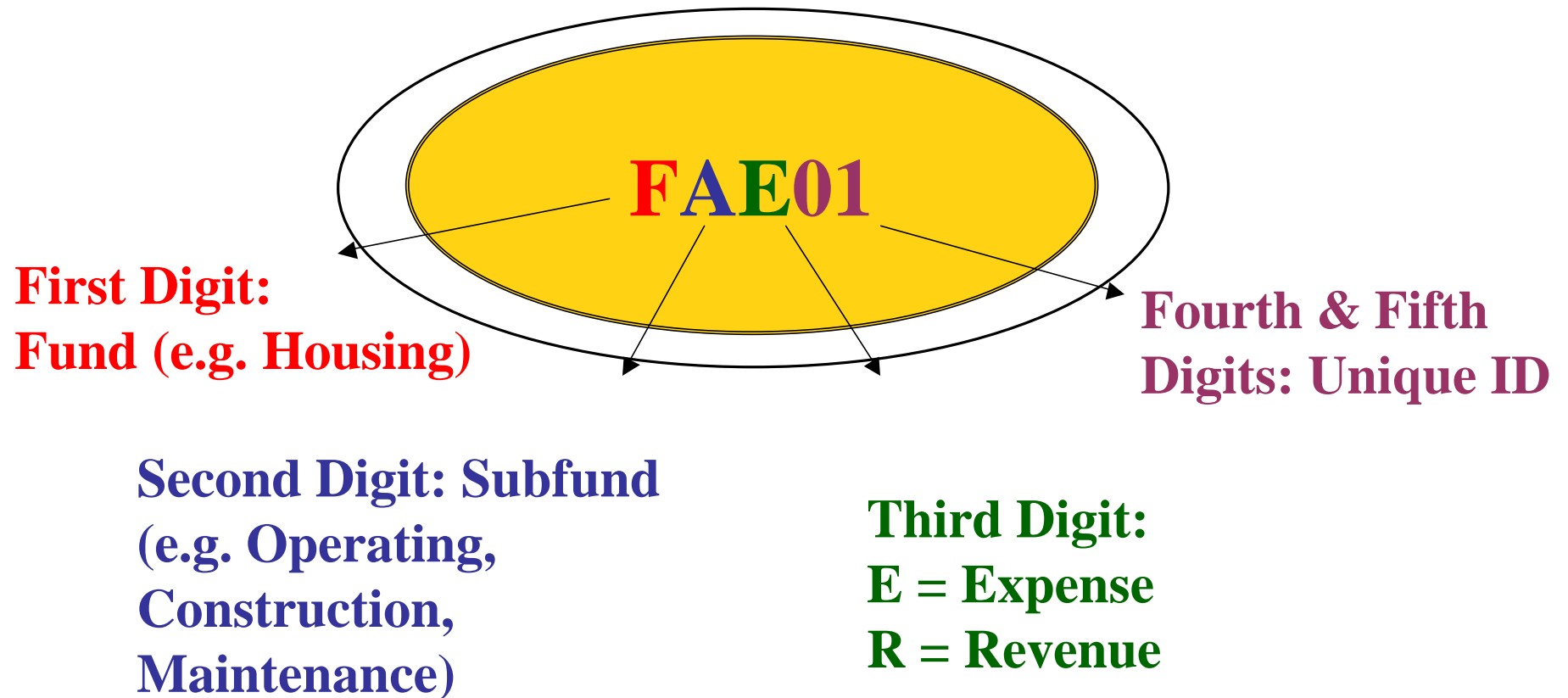
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- **Level at which a trial balance is created**
- **Types of Funds**
  - **General Fund Support**
  - **Ongoing Funds**
    - E.g., Housing, Lottery
  - **Capital Funds**
  - **Trust Funds**
- **5 digit alpha-numeric**

# General Fund Support – Numbering Scheme



# Other Funds – Numbering Scheme



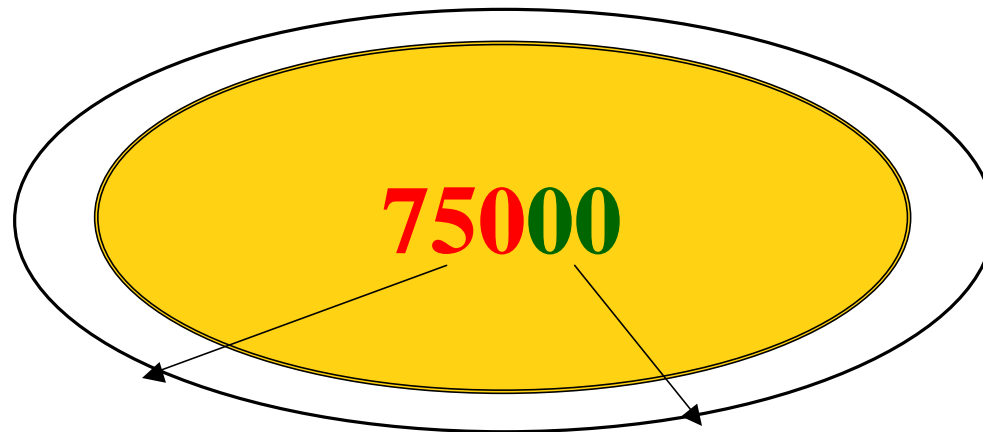


# Department ID

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- **Uniquely identifies departments/operating units**
- **Assigns fiscal responsibility**
- **Reflects the University organizational structure**
- **No embedded hierarchy in numbering scheme**
- **5 digit numeric field**

# Department ID – Numbering Scheme



**First, Second & Third Digits:  
Main Department & SCO  
Reporting Unit**

**Fourth & Fifth Digits:  
Additional Identification  
(e.g. Reimbursed Activities)**



# Program

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- **Groups expenses and revenue by functional programs**
  - **Examples: “Instruction” and “Academic Support”**
- **Allows for comparisons across campuses**
- **4 digit numeric field**
- **Maintained by Budget Services**



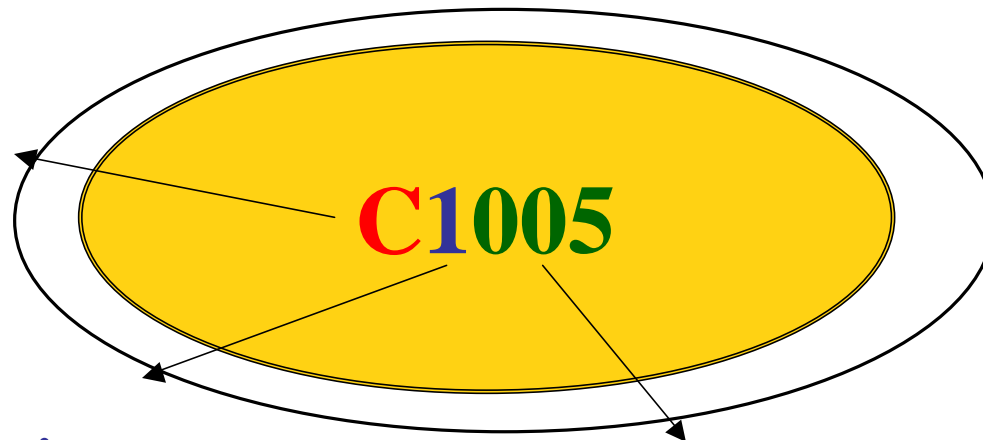
# Class

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- **Used to track or report expenses/income within a department.**
- **Provides more detailed reporting capabilities**
- **One level below fiscal responsibility**
- **Examples:**
  - **WASC**
  - **Allocation Orders**
- **5 digit numeric field**
- **Maintained by Budget Services**

# Class – Numbering Scheme

**First Digit:  
Class**



**Second Digit:**

- 1 = Allocation Order**
- 2 = One Time Projects**
- 3 = Ongoing Projects**
- 4 = Quarter for Fees**
- 5 = Chargeback**

**Third, Fourth & Fifth Digits:  
Sequential Numbering**



# Old versus New

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- **Comparing Legacy to PeopleSoft**
  - **Account Numbers vs. the Chart Field String**
    - **Data and Table Flexibility**
    - **Enhanced Reporting**
    - **No embedded hierarchy**

# The Chart Field String

## Crosswalk from FRS to PeopleSoft

<b>Financial System Chartfield String</b>	<b>Fund</b>	<b>Program</b>	<b>Department ID</b>	<b>Account</b>	<b>Class</b>
25 digits  Combination of all Chartfield values	5 digit Alphanumeric field  Uniquely identifies a Fund  Uniquely identifies a year of appropriation for General Fund	4 digit Numeric field  Groups expenditures and revenues together by functional program to allow for comparative reporting Systemwide	5 digit Numeric field  Uniquely identifies Departments/ Operating Unit  Reflective of University Organization structure  Level fiscal responsibility is assigned	6 digit Numeric Field  Identifies Assets, Liabilities, Expenditures, Fund Equities, and Revenues	5 digit Alphanumeric field  Identifies expenditures for departmental reporting purposes
Note: Chartfield values work independently of each other, allowing for more flexibility on tracking, reporting and query I. E. can do report on just Class or Fund.					
Peoplesoft Chartfield String  AAD00-75000-C1005-0602-660003  FRS Number  1-16-750-4500	General Fund  AAD00  11	Institutional Support  0602  6	Budget Services  75000  750	Supplies & Services  660003  4500	Allocation Order  C1005  Separate FRS Account Number



# Trees

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- **Reporting Hierarchy**
- **Provides Versatility**
- **Types of Trees**
  - **Department Tree (hand-out)**
  - **Class Tree (hand-out)**
  - **Program Tree (hand-out)**



# Finance Web Tools

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- [www.as.csupomona.edu/psoft](http://www.as.csupomona.edu/psoft)
  - Access granted based on login id used for Administrative Systems (AS)
  - Designed for Microsoft Internet Explorer
- Crosswalk Tables
  - Translates between the old and the new.
- Department Summary Report
- PO Lookup
- New Forms



# Where do I go from here?

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- **Open Lab**
- **Help Desk Support**



# Open Lab

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- **Hands-on!**
- **Location: Building 98; Room C5-15**
- **Dates/Times**
  - **Wednesday, June 20, 9 am –12 pm**
  - **Thursday, June 28, 1 - 4 pm**



# Help Desk Support

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- Voice: x6776
- Email: [helpdesk@csupomona.edu](mailto:helpdesk@csupomona.edu)



# Wrap Up

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- **Questions?**