Introduction to the Chart of Accounts

Understanding the Foundation of the UTSA Financial Accounting System
Agenda

1. Introduction & Overview
2. Overview of UTShare/PeopleSoft
3. Chartfield String: What Does This Mean?
4. How Speedtypes and SpeedCharts are Used?
Agenda

5. Combination Codes

6. How do I....

7. Terminology Review

8. Summary and Resources
Introduction to the Chart of Accounts

INTRODUCTION & OVERVIEW
Objectives

• Review the basic structure for the UTShare/PeopleSoft Chart of Accounts.

• Explain UTShare/PeopleSoft Chart of Accounts terminology and concepts:
  o Use of Shortcuts
  o Account Crosswalks

• Identify Chart of Accounts resources and forms.
UTSHARE/PEOPLESOF
OVERVIEW

Introduction to the Chart of Accounts
# Chart of Accounts

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>(Set ID)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td></td>
</tr>
<tr>
<td>Department ID</td>
<td>(DEPTID)</td>
</tr>
<tr>
<td>Fund</td>
<td></td>
</tr>
<tr>
<td>Cost Center</td>
<td></td>
</tr>
<tr>
<td>Project ID</td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td></td>
</tr>
<tr>
<td>Function</td>
<td></td>
</tr>
</tbody>
</table>

Accounting Services
What is a Chartfield?

• Chartfield Definition: The individual component or field, which defines the accounting structure used in UTShare/PeopleSoft.

• Chartfields are assigned unique values used to identify transactions and track financial activity.
Chart of Account Structure

Business Unit (UTSA1)

Fund | Account | Function | Dept ID | Cost Center | Project ID | Activity

- UTShare defined values
  - Used by All UTShare Institutions
- UTSA defined values
  - Campus Specific

Accounting Services
Chart of Accounts Chartfields

Business Unit

(Set ID)

Specifies the Institution

“UTSA1”

• Business Unit is the highest-level key structure that must be identified on every transaction. It specifies the institution.

• General Ledger (GL) Business Unit (UTSA1) will include most transactions.

• Sponsored Programs(Grants) and Capital Projects will have an additional Business Unit called the Project Costing (PC) Business Unit.
Chart of Accounts Chartfields

Account
Nature of transaction

• **Account** indicates the nature of the financial transaction, for example Revenue and Expenditures. (Example: 63003 = Expenses)
The **Department ID** is a 6 digit alpha-numeric Chartfield value that identifies the department within an organizational structure.

(Example “BFA001” = Financial Affairs)
• **Fund** is a 4 digit numeric Chartfield value that identifies the **source** and **use** of funds for the transaction. (Example "2100" = General Funds)
Cost Center

Groups transactions and funding sources together

• **Cost Center** is used to group transactions together for a particular purpose(s) and funding source(s). (Example “DTX002”)

The **Cost Center** is used for all transactions except Sponsored Programs (Grants) and Capital Projects.
Chart of Accounts Chartfields

- If you have a Sponsored Program (Grants) or Capital Project, use a 10 digit **Project ID** instead of the **Cost Center**.

- **Activity** indicates a specific activity associated with the **Project ID**.
• **Function** identifies the expenditure classification as defined by NACUBO (National Association of College and University Business Officers).
Self Assessment

Specifies Institution

Nature of the Financial Transaction

Breakdown of the Institution’s Organizational Structure

Source of Funds

Groups Transactions together for a particular purpose(s) or funding source(s)

Grants/Sponsored Program or Capital Project

Indicates a specific Activity

National Association of College and University Business Officers

Expenditure Classification

Accounting Services
Introduction to the Chart of Accounts

CHARTFIELD STRING
WHAT DOES THIS MEAN?
Understanding Chartfield Strings

• Chartfields (components or fields) when combined are referred to as a Chartfield String.

• Chartfield string represents the components of the accounting transaction.

• Speedtype, SpeedChart, or Human Capital Management (HCM) Combination Code (Combo Code) are shortcuts used to represent a specific Chartfield String.
Chartfield String

<table>
<thead>
<tr>
<th>FUND</th>
<th>Account</th>
<th>Function</th>
<th>Department ID</th>
<th>Cost Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>3100</td>
<td>63003</td>
<td>700</td>
<td>BFA001</td>
<td>DTX022</td>
</tr>
</tbody>
</table>

This is an example for all Transactions except Sponsored Programs(Grants) and Capital Projects.
# Chartfield String (Sponsored Programs)

**UTShare Chartfield String**

5100-63003-200-BFA001-3261606330-1

<table>
<thead>
<tr>
<th>FUND</th>
<th>Account</th>
<th>Function</th>
<th>Department ID</th>
<th>Project ID</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>5100</td>
<td>63003</td>
<td>200</td>
<td>BFA001</td>
<td>3261606330</td>
<td>1</td>
</tr>
</tbody>
</table>

*Converted Sponsor Program shown above*

- **Converted**: 3 (UTSA Component) + 26 (Budget Group #) + 0 *(ex. 3261606330)*
- **New**: 10 digit consecutive numbering (ex. 1000000024)

---

*Converted Sponsor Program shown above*

- **Converted**: 3 (UTSA Component) + 26 (Budget Group #) + 0 *(ex. 3261606330)*
- **New**: 10 digit consecutive numbering (ex. 1000000024)

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*Converted Sponsor Program shown above*

- **Converted**: 3 (UTSA Component) + 26 (Budget Group #) + 0 *(ex. 3261606330)*
- **New**: 10 digit consecutive numbering (ex. 1000000024)
Questions?
Introduction to the Chart of Accounts

HOW THE SPEEDTYPE OR SPEEDCHART IS USED
What is a Speedtype/SpeedChart?

- **Speedtype**: Shortcut key that populates data into a Chartfield String used for Budget Transfers and creates both a SpeedChart and Combination Code within 48 hours of receiving all pertinent information requested.

- **SpeedChart**: Shortcut key that populates data into the financial accounting lines for most financial transactions (such as vouchers and requisitions).

- **HCM Combination Code (Combo Code)**: Shortcut key that populates the Chartfield String in the HCM Department Budget Table and indicates how a position is funded.
Speedtype & Chartfield String
All Transactions
(Except Sponsored Programs(Grants) & Capital Projects)

Cost Center Speedtype

= 

Fund + Department ID + Cost Center + Function
Speedtype & Chartfield String
All Transactions
(Except Sponsored Programs(Grants) & Capital Projects)

Cost Center Speedtype

= 

Fund + Department ID + Cost Center + Function
SpeedChart & Chartfield String
For Sponsored Programs (Grants) or Capital Project Related Transactions

Project ID SpeedChart = Fund + Department ID + Function + Project ID + Activity
SpeedChart & Chartfield String
For Sponsored Programs (Grants) or Capital Project Related Transactions

Project ID SpeedChart

= Fund + Department ID + Function + Project ID + Activity
Example #1

Speedtype for Budget Transfers

For additional information refer to the “Managing Departmental Expenses and Revenue Budgets” course
Enter Budget Transfers

[Image of a budget transfer system interface]

- **SpeedType**: Selected field
- **Account**: Various input fields
- **Fund**, **Dept**, **Cost Centr**, **Function**: Different input fields

**Totals**
- **Total Lines**: 1
- **Total Debits**: 0.00
- **Total Credits**: 0.00

**Accounting Services**
Enter Budget Transfers

<table>
<thead>
<tr>
<th>SpeedType</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Cost Ctr</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAF007</td>
<td>3100</td>
<td>ACA00</td>
<td>DAF007</td>
<td>200</td>
<td></td>
</tr>
</tbody>
</table>

Budget Header Status: None

Unit: UTSA1
Journal ID: NEXT
Date: 11/12/2013
Process: Post Journal

Budget Header
Budget Lines
Budget Errors

Line to add:

Journal Line Copy Down

Generate Budget Period Lines

Save | Notify | Refresh

Total Lines: 1
Total Debits: 0.00
Total Credits: 0.00

Accounting Services
Example #2

SpeedCharts for Purchases

For additional information on purchasing, refer to the “Purchasing Goods and Services” course
Purchasing Goods and Services

Review the details of your requisition, make any necessary changes, and submit it for approval.

**Business Unit:** UTSA1 UT San Antonio
**Requester:** 6001016312 Araceli Pacheco
**Requisition Name:** Office Supplies

**Requisition Lines**

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Vendor Name</th>
<th>Quantity</th>
<th>UOM</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Gel Pens</td>
<td>UNIVERSITY OF TEXAS</td>
<td>5,0000</td>
<td>Each</td>
<td>20.0000</td>
<td>100.00</td>
</tr>
</tbody>
</table>

**Accounting Lines**

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Function</th>
<th>PC Bus Unit</th>
<th>Project</th>
<th>Activity</th>
<th>Cost Centr</th>
</tr>
</thead>
<tbody>
<tr>
<td>63003</td>
<td></td>
<td></td>
<td></td>
<td>...</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SpeedChart:**

**Override Suggested Vendor**
**Purchasing Goods and Services**

Review the details of your requisition, make any necessary changes, and submit it for approval.

**Business Unit:** UTSA1 UT San Antonio

**Requester:** 6001016312 Araceli Pacheco

**Requisition Name:** Office Supplies

**Currency:** USD

**Priority:** Medium

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Vendor Name</th>
<th>Quantity</th>
<th>UOM</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Gel Pens</td>
<td>UNIVERSITY OF TEXAS</td>
<td>5.0000 Each</td>
<td>20.00000</td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>

**Shipping Line:**
- **Due Date:**

**Status:** Active

**Attention To:** Peter Parker

**Distribute By:**

**SpeedChart:** DAF007

**Accounting Lines**

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Function</th>
<th>PC Bus Unit</th>
<th>Project</th>
<th>Activity</th>
<th>Cost Centr</th>
</tr>
</thead>
<tbody>
<tr>
<td>63003</td>
<td>3100</td>
<td>ACA00</td>
<td>200</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>DAF007</td>
</tr>
</tbody>
</table>

**Total Amount:** 100.00 USD
Example #3

SpeedChart for Payment Vouchers

For additional information on vouchers, refer to the “Processing Vouchers” course
### Payment Vouchers

**Vendor ID:** 00000121149  
**ShortName:** UTSA1-SNLGL  
**Location:** SAN ANTONIO, TX 78229-2057

#### Advanced Vendor Search
- **Control Group:**  
- **Invoice Lines:** 0.00  
- **Currency:** USD  
- **Miscellaneous:**  
- **Freight:**  
- **Total:** 0.00

#### Pay Terms
- ***Pay Terms:** NET30  
- **Net 30 Day**

#### Basic Date Type
- **Basic Date Type:** Inv Date  
- **Pay Schedule:** Manual

#### Copy From Source Document
- **PO Unit:**  
- **PO Number:**  
- **Copy From:** None

#### Invoice Lines
- **Line:** 1  
- **Amount:**  
- **Ship To:** CR10104  
- **SpeedChart:**

#### Distribution Lines
- **Copy Down:**  
- **Line:** 1  
- **Merchandise Amt:** 500.00  
- **Quantity:**  
- ***GL Unit:** UTSA1  
- **Account:**  
- **Fund:**  
- **Dept:**  
- **Cost Centr:**  
- **Function:**  
- **Program:**  
- **PC Bus Unit:**
Payment Vouchers
Exception
### Accounting Lines

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Function</th>
<th>PC Bus Unit</th>
<th>Project</th>
<th>Activity</th>
<th>Affiliate</th>
<th>Cost Centr</th>
</tr>
</thead>
<tbody>
<tr>
<td>63003</td>
<td>3100</td>
<td>BFA001</td>
<td></td>
<td>700</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>DTZ040</td>
</tr>
<tr>
<td>63003</td>
<td>5400</td>
<td>AEN00</td>
<td></td>
<td>200</td>
<td>UTSSP</td>
<td>3260201100</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Introduction to the Chart of Accounts

COMBINATION CODE
(COMBO CODE)
What is a HCM Combination Code (Combo Code)?

- A **Combo Code** is a shortcut key that populates data in the HCM Department Budget Table and indicates how a position is funded.
  - The **Speedtype** creates a **Combo Code** with the associated Chartfield String.
  - Department Administrators & Managers use **Combo Codes** to designate position funding.
HCM Combination (Combo) Code Chartfield String

Combo Code

= 

Fund + Dept ID + (Cost Center or Project ID) + Function
HCM Combo Code Chartfield String

<table>
<thead>
<tr>
<th>Combo Code</th>
<th>FUND</th>
<th>Account</th>
<th>Function</th>
<th>Department ID</th>
<th>Cost Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>100113765</td>
<td>2100</td>
<td>HCM01</td>
<td>700</td>
<td>BFA014</td>
<td>EGX021</td>
</tr>
</tbody>
</table>

PeopleSoft/UTShare
2100-HCM01-700-BFA014-EGX021

Common use example for E&G funds
Except for Sponsored Programs (Grants) and Capital Projects

Details explained in the course “Funding Positions”
Introduction to the Chart of Accounts

HOW DO I...
How do I …

Find my Budget balance?

The Budget Overview Screen

The UTShare Budget Overview provides budget details for one or multiple Department Budgets.

Budget Overview provides reporting of available balances:

- Budgets
- Expenses
- Encumbrances

The UTShare Budget details are covered in the “Introduction to UTShare” and the “Managing Departmental Expenses and Revenue Budgets” courses.
1. Navigate to the Budget Overview Screen

2. Select the tab Add a New Value

3. Enter a name in the Inquiry Name field

4. Select the Add button
1. Navigate to the **Budget Overview** Screen

2. Select the tab **Add a New Value**

3. Enter a name in the **Inquiry Name** field

4. Select the **Add** button

---

**Budget Overview – Create the Inquiry**

1. Navigate to the **Budget Overview** Screen

2. Select the tab **Add a New Value**

3. Enter a name in the **Inquiry Name** field

4. Select the **Add** button
5. Business Unit (UTSA1 is default)

6. Choose Ledger Group from the Ledger Group/Set dropdown list

7. Enter appropriate option in Ledger Group field (OPE = Operational Expense)

8. Enter the Budget Criteria (Defaults to current year)

9. Enter the Chartfield Criteria

10. Select the Search Button
5. Business Unit (UTSA1 is default)

6. Choose Ledger Group from the Ledger Group/Set dropdown list

7. Enter appropriate option in Ledger Group field (*OPE = Operational Expense*)

8. Enter the Budget Criteria (Defaults to current year)

9. Enter the Chartfield Criteria

10. Select the Search Button
Budget Overview – Inquiry Results

Inquiry Results

Business Unit: UTSA1
Ledger Group: OPE
Type of Calendar: Actual
Amounts in Base Currency: USD
Revenue Associated: 

Return to Criteria

Budget Totals (3 Rows)

<table>
<thead>
<tr>
<th>Budget</th>
<th>Expenses (−)</th>
<th>Encumbrance (−)</th>
<th>Pre-Encumbrance (−)</th>
<th>Budget Balance (=)</th>
<th>Available Budget</th>
<th>Cost Center Budgets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget: 537,952.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>537,952.00</td>
<td>537,952.00</td>
<td></td>
</tr>
<tr>
<td>Expense: 0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Encumbrance: 0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Pre-Encumbrance: 0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

Budget Overview Results

<table>
<thead>
<tr>
<th>Ledger Group</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Cost Cent</th>
<th>Function</th>
<th>Project</th>
<th>Budget Period</th>
<th>Budget</th>
<th>Expense</th>
<th>Encumbrance</th>
<th>Pre-Encumbrance</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPE</td>
<td>A1000</td>
<td>2100</td>
<td>BFA011</td>
<td>EGX018</td>
<td>700</td>
<td></td>
<td>2014</td>
<td>513,972,000</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>OPE</td>
<td>A1200</td>
<td>2100</td>
<td>BFA011</td>
<td>EGX018</td>
<td>700</td>
<td></td>
<td>2014</td>
<td>2,580,000</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>OPE</td>
<td>A4000</td>
<td>3105</td>
<td>BFA011</td>
<td>DXM022</td>
<td>700</td>
<td></td>
<td>2014</td>
<td>21,493,000</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Accounting Services
How do I...
Request changes or additions to my Chart of Accounts?

The **Chart of Accounts (COA) Maintenance form** is to request changes or additions to your accounting setup.

- Download a new form with each request.
- Email form to Accounting Services.
Introduction to the Chart of Accounts

TERMINOLOGY REVIEW
Terminology

- **Chart of Accounts (COA):** Foundation of the UTShare/PeopleSoft Accounting System/Structure. The Chart of Accounts provides a common language for financial reporting.

- **Chartfield:** An individual component or field, in the COA accounting structure.

- **Chartfield String:** A group of Chartfields.
**Terminology**

✓ **HCM Combination Codes (Combo Codes):** Shortcut that populates data into a Department Budget Table that indicates how a position is funded.

✓ **SpeedChart:** Shortcut that populates data into the financial accounting lines for most transactions (vouchers and requisitions).

✓ **Speedtype:** Shortcut that populates data into a Chartfield String for budget transfers and creates both the **Combo Code** in HCM and **SpeedChart** in Financials.
Introduction to the Chart of Accounts

Summary and Resources
Summary

•Reviewed the basic structure for the UTShare/PeopleSoft Chart of Accounts (COA).

•Explained UTShare/PeopleSoft COA terminology and concepts:
  o UTShare Chartfield structure
  o Use of Shortcuts (SpeedChart, Speedtypes, Combo codes)

•Identified COA resources and forms.
Resources

Financial Affairs website

• [http://www.utsa.edu/financialaffairs/](http://www.utsa.edu/financialaffairs/)

Accounting Services

• [http://utsa.edu/financialaffairs/accounting/](http://utsa.edu/financialaffairs/accounting/)

Financial Management Operational Guidelines for Chart of Accounts (Form and Instructions)

• [http://utsa.edu/financialaffairs/0114.html](http://utsa.edu/financialaffairs/0114.html)
  • [http://utsa.edu/financialaffairs/Forms/details.cfm?form_number=68](http://utsa.edu/financialaffairs/Forms/details.cfm?form_number=68)
  • [http://utsa.edu/financialaffairs/0122.html](http://utsa.edu/financialaffairs/0122.html)
PeopleSoft Support and Sustainment Center

Contact Us – Reaching the PSSC

Your Single Point of Contact (SPOC)

The PSSC is ready for your PeopleSoft questions! Two ways to contact us:

1) Telephone: 210-458-SPOC (458-7762)

2) Go to UTShare Website: www.utsa.edu/utshare, link to the SPOC icon for the PeopleSoft ticketing system

Questions raised now through post-go live helps PSSC establish a comprehensive knowledge base and appropriate Service Levels!

For any policy or business process related questions, please contact the Human Resources, Financial Affairs or Purchasing departments.
UTSA Accounting Services

Accounting Services
Phone: 210.458.4212
E-mail: accounting.ofc@utsa.edu
Questions
Thank You!