Introduction to the Chart of Accounts

Understanding the Foundation of the UTSA Financial Accounting System
Introduction & Overview
Overview of UTShare/PeopleSoft
Chartfield String: What Does This Mean?
How Speedtypes and SpeedCharts are Used?
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.
Introduction to the Chart of Accounts

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

Chart of Accounts
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*
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**.
• **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.
• 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 Institutions 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
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

**UTShare Chartfield String**

3100-63003-700-BFA001-**DTX022**

<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><strong>DTX022</strong></td>
</tr>
</tbody>
</table>

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

**Chartfields and Amounts**

- **Delete**, **Line**, **Ledger**, **Budget Period**

- **SpeedType**: DAF007

- **Fund**: 3100
- **Dept**: ACA00
- **Cost Centr**: DAF007
- **Function**: 200

**Totals**

- **Total Lines**: 1
- **Total Debits**: 0.00
- **Total Credits**: 0.00
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  
**Requester:** 6001016312  
**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 Each</td>
<td>20.0000</td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>

**Shipping Line:** 1  
**Due Date:**  
**Status:** Active  
**Attention To:** Peter Parker  
**Distribute By:** Qty  
**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>ACA01</td>
<td></td>
<td>200</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
Exception

Purchase funded from multiple sources

1. Define Requisition
2. Add Items and Services
3. Review and Submit

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

Business Unit: UTSA1 UT San Antonio
*Requester: UTSTEST73 Dept Admin
Requisition Name: UTSA - Ed Conference Supplies

Vendor Name: 4IMPRINT INC
Quantity: 100.0000 Each
Price: 1.50000
Total: 150.00

Override Suggested Vendor

Due Date: 
Ship To: Modify Onetime Address
SpeedChart: Add Ship To Comments

Accounting Lines

Account Fund Dept Program Function PC Bus Unit Project Activity Affiliate Cost Centr
63003

Add Account
### Exception

Purchase funded from multiple sources

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

**Business Unit:** UTSA1 UT San Antonio

**Requester:** UTSTEST73 Dept Admin

**Requisition Name:** UTSA - Ed Conference 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>Custom Pens</td>
<td>4IMPRINT INC</td>
<td>100.0000</td>
<td>Each</td>
<td>1.5000</td>
<td>150.00</td>
</tr>
</tbody>
</table>

- **Consolidate with other Reqs:**
- **Override Suggested Vendor**

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#### Accounting Lines

<table>
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<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Function</th>
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<th>Project</th>
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<td>BFA001</td>
<td></td>
<td>700</td>
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<td></td>
<td></td>
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<tr>
<td>63003</td>
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<td>AEN00</td>
<td></td>
<td>200</td>
<td>UTSSP</td>
<td>3260201100</td>
<td>1</td>
<td></td>
<td></td>
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</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.
  
  o The **Speedtype** creates a **Combo Code** with the associated Chartfield String.
  
  o 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

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.
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
Budget Overview – Inquiry Results

Budget: 537,952.00
Expenses (-): 0.00
Encumbrance (-): 0.00
Pre-Encumbrance (-): 0.00
Budget Balance (=): 537,952.00

Cost Centers
Available Budget
Cost Center Budgets
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/

Accounting Services

- http://utsa.edu/financialaffairs/accounting/

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

- http://utsa.edu/financialaffairs/opguidelines/0114.html
  - http://utsa.edu/financialaffairs/Forms/details.cfm?form_number=68
  - http://utsa.edu/financialaffairs/opguidelines/0122.html
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!