FINANCIAL SERVICES CHARTFIELD REQUEST FORM INSTRUCTIONS

Departments may request new Chartfields by completing the Chartfields Request Form. This form requires the approval from the appropriate administrator of the requesting department. Requests for new Chartfields are subject to approval of Financial Services. The routing of the form through email will ensure that the Requester, Appropriate Approver and Chartfield Approver (chart.fields@sonoma.edu or fieldsa@sonoma.edu for SOASI) all have electronic copies of the Chartfield Request form.

 In PeopleSoft, Chartfields are the segments that make up the Chart of Accounts and provide it with an overall structure. The Chartfields are defined as integration fields carried by every PeopleSoft system that will feed accounting entries to the General Ledger. The following are the six Chartfields recognized by the CSU system and Sonoma State University:

Account - The account Chartfield is composed of six digits and is required on all transactions. This Chartfield is used to identify the type of activity and is classified as Assets, Liabilities, Fund Equities, Revenues, or Expenses to produce the Balance Sheet and Income Statement of the fund or entity.

Fund - The fund Chartfield is composed of five alphanumeric characters and digits which is used to account for specific activities or obligations. This required Chartfield identifies the funding source and tracks spending restrictions. Request for trust funds require the completion of a Trust Agreement Form.

Department - The department Chartfield is composed of four digits which represents the detailed breakdown of campus organizational structures. This Chartfield identifies the area being charged and "who" is responsible for the transaction. Department Chartfields are required on all revenue and expenditure transactions.

Program Code - The program Chartfield is composed of four letters and is used to define a set of ongoing campus-wide activities for which revenues and/or expenditures need to be tracked separately. This Chartfield is not required and is available for the entire campus to use and can span multiple divisions and departments. Program numbers are not restricted by start and end dates.

Project – The project Chartfield is composed of 5-7 alphanumeric characters. It is used to identify a discrete set of activities that occurs within a definite time period, though it may span more than one fiscal year. The common types of projects include capital projects (major and minor capital outlay), sponsored grants, and miscellaneous departmental projects or events.

Class - The class Chartfield is composed of 3-4 alphanumeric characters and is used to track any specific operating expenses for internal purposes. This Chartfield is not required and may be used by various departments for different tracking purposes.