CSULB Finance
Chartfields, Speedcharts, and Approvals
Training Manual - CFS 9.2

Last Revised: **7/19/19**

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1.0   Overview

PeopleSoft Financial applications track all financial information and other activities of the University and its Auxiliaries. The applications include General Ledger, Accounts Payable, Purchasing, Asset Management, Billing and Accounts Receivable and each of those applications are viewable to you in our Common Financial System (CFS). The financial transactions are transferred nightly at 5 pm to our Data Warehouse (DWH).

In order to understand the functionality of CFS and DWH and our campus financial processes, a person must have a solid understanding of the Chartfields, Speedcharts and Approval Processes.

This document is intended to provide

- an introduction to CSULB business units
- definitions of the chartfields that form the Chart of Accounts
- an explanation for the use of Speedcharts with Campus Chargeback providers
- an understanding of Signature Authority approval structure & Delegation of Authority (DOA)
- the process for inquiring on Delegation of Authority (DOA)
- a basic understanding of Funding Sources and Ledgers

2.0   CSULB Business Units

Our campus is comprised of multiple functioning areas - the main operational part of campus and the supportive auxiliaries. The main operational part of campus processes all of the financial transactions within PeopleSoft CFS. The auxiliaries have their own financials systems. Each represents one of many suppliers that provides services to the main operations.

The operational units/entities are called business units. A business unit is always required with a financial transaction. We have three business units using CFS PeopleSoft.

Business Unit	Description	Purpose
LBCMP	California State University, Long Beach	Main Campus transaction processing and reporting
LBFDN	CSULB Research Foundation	Research Foundation transaction processing and reporting (Grants & Contracts, Research Stimulus)
LB49R	CSULB 49er Foundation	Philanthropic Donations transaction processing and reporting (Scholarships & Endowments)

3.0   Chart of Accounts

The **backbone** of the PeopleSoft Financial system is the Chart of Accounts. These are the fields and values that provide a common language for classifying the University and its Auxiliaries business transactions. The components that make up the Chart of Accounts and provide it with an overall structure are called 'ChartFields' in PeopleSoft. The ChartFields are defined as integration fields carried by every PeopleSoft system that feed accounting entries to the PeopleSoft General Ledger.

3.1   Chartfield Values

The following ChartFields are used:

GL ChartField Name	Field Length	Required?	Identifies	Definition
Business Unit	5	Y	Org Unit	• Identifies the organizational/operational unit • Available business units: LBCMP, LBFDN, or LB49R
Fund	5	Y	Where	• Identifies the Funding Source (**Where**). • A required ChartField in a financial transaction. • Unique to each business unit. • Example: GF001 - CSU Operating Fund
Account	6	Y	What	• Identifies the Expenditure Type (**What**). • A required ChartField in a financial transaction. • Shared across business units • Account type starts with: 1 = Assets 2 = Liabilities 3 = Fund Equity 5 = Revenues 6 = Expenses • Example: 660003 - Supplies and Services
Department	5	Y, for R/E	Who	• Identifies the Department being charged (**Who**). • A required ChartField in a financial transaction for Revenue and Expense Accounts ONLY. • Shared across business units. • Example: 00120 - Student Affairs Div Support
Program	5	N	Report	• Grouping common activities across the University. • Used to track reimbursable activities or expenses at a campus wide level such as commencement. • Shared across business units. • Optional ChartField. • Example: 10567 - Highly Valued Degree
Class	5	N	Report	• Further classifying Department Expenditures or grouping common activities across departments. • Optional ChartField. • Shared across business units. • Example: C9001
Project	10	N. Only required with grants or Public Works	Report	• Identifies a set of activities that span over multiple years. • Identifies Sponsored Programs. • Shared across business units. • Business reason defines whether this is Optional or Required. • Example: G205118200 - TRIO-Upward Bound I 2018

3.1.1 Defining and Looking Up Chartfield Values

Navigation: Setup Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Values

Processing Steps / Field Name	Screenshot / Description
Select **Account** Select **Fund Code** Select **Department** Select **Program Code** Select **Class Field** Select **Project** Find an Existing Value SETID = See below Chart Enter a ChartField value and select **Search**. After the Value is found, Select it. **Note:** If you do not narrow down your search you will see a message of **"Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results."** You will need to minimize your search. ie. If you select Account and enter 66 the search will bring up accounts that start with a 66.	**Fund Code** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** Add a New Value ▽ Search Criteria SetID: = ▼ LBCMP 🔍 Fund Code: begins with ▼ GF001 🔍 Description: begins with ▼ [ ] ☐ Include History ☐ Correct History ☐ Case Sensitive [Search] [Clear] Basic Search 💾 Save Search Criteria Fund Definition	CSU Fund Attributes	CSU Reimb Funds Fund Code SetID LBCMP Fund Code GF001 Effective Date Personalize | Find | View All | 🗗 🛅 First ◀ 1 of 1 ▶ Last *Effective Date Status Description Short Description Budgetary Only Attributes Long Description 01/01/2000 🛅 Active ▼ CSU Operating Fund [ ] ☐ Attributes Long Description ➕ ➖

3.1.2 Chartfield Attributes

Some Chartfields have additional information available that may help you when you are working within CFS PeopleSoft or Data Warehouse, such as whether or not your fund is budgeted. The Attributes link displays the Attribute Values and whether or not a fund is budgeted. If a fund's "Budgeted" attribute is set to "Y", then it is Budgeted. If the attribute is set to "N" it is non-budgeted. See images below that shows the Attributes link and the Chartfield Values.

3.2   SETID's by Business Unit

The PeopleSoft system for CSULB has been configured so ChartField values can be shared across Business Units or Business Units can have their own lists of ChartField values. A SetID in PeopleSoft is what makes this possible. ***SetIDs are the labels that identify a group/list of values*** (TableSet). Just as business units organize the company data, SetIDs organize configuration data within the system.

Business units are used to group and filter transactions and SetIDs are used to group and filter the setup data. To create logical groupings of values, you associate SetIDs with each value.

The table below identifies how the various CSULB Business Units have been configured and which chartfield SetID list they are using.

To understand the background, LBCMP started using PeopleSoft in 2003 and created lists of values. Since then, LBFDN and LB49R began using CFS. With some chartfield values, LBFDN and LB49R decided to SHARE the list of values that already existed for LBCMP, like department and account. In those cases, the SetID for all of the business units will be LBCMP. Looking at the table below, notice that only Fund and Class are the two chartfields values not shared across all business units.

Bus Unit	Fund SetID FS_20	Account SetID FS_05	DeptID SetID FS_06	Program SetID FS_28	Project SetID FS_08	Class SetID FS_29	Scenario SetID BD_02
LBCMP	LBCMP	LBCMP	LBCMP	LBCMP	LBCMP	LBCMP	LBCMP
LBFDN	LBFDN	LBCMP	LBCMP	LBCMP	LBCMP	LBCMP	LBCMP
LB49R	LB49R	LBCMP	LBCMP	LBCMP	LBCMP	LBCMP	LBCMP

3.3   Other Shared 'Lists'

LBCMP, LBFDN and LB49R have worked collaboratively to share lists when it makes sense for the organization. This reduces time and makes processing more efficient for all parties.

- Supplier/Vendor List – Suppliers have the same supplier ID number regardless of the business unit from which you are purchasing. When looking up a supplier ID, LBCMP is the appropriate SetID.

- Category Code List – Category codes are used by employees keying in a requisition or purchase order. Category codes help define the type of item being purchased.

- Speedcharts – Used for chargeback processes on campus. Speedchart values are all stored in SetID LBCMP. The specific chartfield value will communicate to which business unit the charge will be recorded.

4.0   SpeedCharts

A SpeedChart (also known as a chargeback code) is a 10 digit code or 'short key' which represents a chartfield string. A SpeedChart includes Business Unit, Fund, Department, and/or Program, Class, Project. For Chargebacks, Account is NOT included. The account number is determined by the Service Provider. The SpeedChart will be used when requesting goods or services from one of the campus service providers. It replaces the chartfield string currently being used. This is the same process currently being used for Staples when ordering supplies, mailing items or obtaining facilities services.

Navigation: CSU Administer Integration > CSU Chargebacks > SpeedCharts – Find an Existing Value

Processing Steps / Field Name	Screenshot / Description
SetID = LBCMP **SpeedChart Key**: Change to **contains** then enter the Department ID. Select Search. All SpeedCharts for the Dept you entered will display.	**Speedchart** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** | Add a New Value ▽ Search Criteria SetID: = ▽ LBCMP 🔍 SpeedChart Key: contains ▽ 00053 User ID: begins with ▽ 🔍 Primary Permission List: begins with ▽ 🔍 Effective Date: = ▽ 📅 ☐ Include History ☐ Correct History ☐ Case Sensitive Search | Clear | Basic Search | 💾 Save Search Criteria **Search Results** View All First ◀ 1-3 of 3 ▶ Last **SetID SpeedChart Key User ID Primary Permission List Effective Date Description** LBCMP 100053C000 (blank) (blank) 01/01/2014 FCE115P#####C#####J########## LBCMP 100053G000 (blank) (blank) 01/01/2014 FGF001P10292C#####J########## LBCMP 100053G001 (blank) (blank) 01/01/2014 FGF001P#####C#####J##########
For Chargebacks: 1st Digit of a SpeedChart represents the Business Unit: 1 = LBCMP 2 = LBFDN 3 = LB49R 9 = 3rd Party	**100002G000** 1 digit represents Business Unit (1=CMP, 2=FDN, 3=49R, 9=3rd party billing) 5 digits represent Department ID 1 character represents first letter and/or digit of fund 3 digit consecutive number
Each SpeedChart code has a description which identifies the chartfield string it maps to. Each Chartfield value is identified with character separators F, P, C and J.	**FGF001P10008C#####J##########** F=Fund P=Program C=Class J=Project
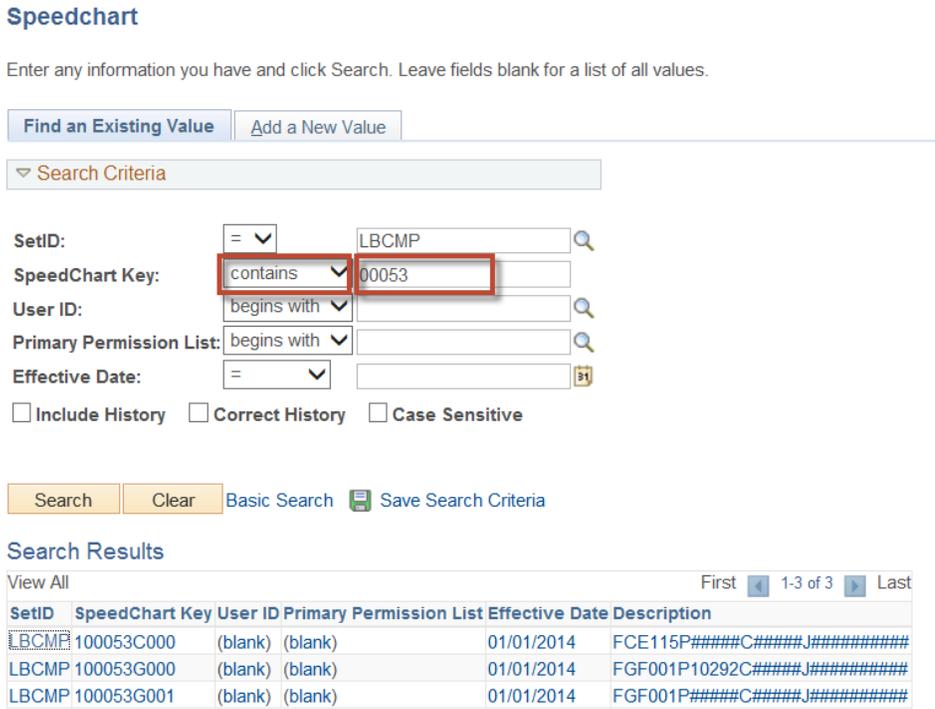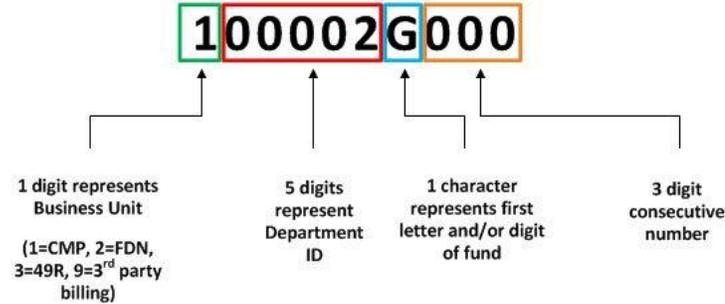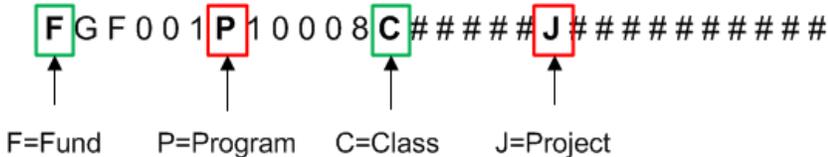
4.1   Chargeback Providers

The following provides a list of official chargeback providers on the campus. More options will likely become available as time passes.

- Copier Program (CRG)
- Daily Forty Niner Advertising (CDF)
- Defensive Driving (CDD)
- DIG Magazine (CDM)
- Document Destruction (CDD)
- Geography Production Lab (CGL)
- LiveScan (CLV)
- Office Supplies (Staples) (COS)
- Parking Ads (CPA)

- Parking Citations (CPC)
- Parking Permits - Regular Permits, Coupon Codes, Volunteer
  FDN Employee Deduction (CPK)
- Postage (CPG)
- PPFM Fuel (CFF)
- PPFM Work Orders (CFM)
- Telecom (CTL)
- University Print Shop (CPS)
- Water Service (CWS)

Chargebacks are typically repetitive purchases with the approval cycle at the beginning of the service setup. Very often they are services provided on a month to month basis. Errors by the services provided will be corrected by the service provider and other changes are posted through journals.

Below is a sample of what chargeback entries look like in Data Warehouse. Not only is there CHBK within the DocID field to identify the chargeback, but the first three characters of the Jrnl ID field will be representative of the chargeback service being provided. The CSU Ref 1 and CSU Ref 2 fields will provide additional detail not typically available with non-chargeback services such as ProCard.

Chargeback	Description	CSU Descr	CSU Ref 1	CSU Ref 2
CFF	Facilities Mgmt Fuel Chgbk	Date = Report Run Date for the month from FAMIS Software (PPFM uses FAMIS to track fuel/repair maintenance)	WO #	Request # generated from FAMIS Software, WO # and Dept Ref #
CFM	Facilities Mgmt Chargeback	Date = Report Run Date for the month from FAMIS Software (PPFM uses FAMIS to track fuel/repair maintenance)	WO #, Project #, or Even #	Request # generated from FAMIS Software, WO # and Dept Ref #
CPG	Postage Chargeback	"Postage" and Period of Service	N/A	N/A
CPP	Copier Prgm Paper Chargeback	Period of Service	Dept Ref #	"Copier Program" and Period of Service
CPS	Univ Print Shop Chargeback	"PRINTSHOP", and Period of Service	Dept Ref #, /, Print Shop Order #	N/A
CRG	Copier Program Chgback	Period of Service	Dept Ref #	"Copier Program" and Period of Service

Chargeback	Description	CSU Descr	CSU Ref 1	CSU Ref 2
CTL	Comm/Telephone Chargeback	Period of Service (Telecom Period End Date)	Description of Service (Type of expense i.e. TELECOM EXPENSE, TELECOM Work Order)	N/A
CLV	LiveScan	Date of Service	Dept Ref #	Name
CDD	Defensive Driving	Date of Service	Dept Ref #	Name
COS	Office Supplies (Staples) STAPLES CONTRACT & COMMERCIAL INC	Date of Order	Invoice #, and Order #	First & Last Name, Dept Ref #, Line Item Detail
CDF	Daily Forty Niner Advertising	WO #	Date of Service	Dept Ref #
CDM	DIG Magazine	Insertion #/Order #	Date of Service	Client and Subject of the Ad.
CGL	Geography Production Lab	Item Description, and Date of Service (ex: 26 Posters (5/10/18))	N/A	N/A
CPK	Parking Permits (Regular Permits Coupon Codes Volunteer FDN Employee Deduction)	Sold Date for LBCMP, Sold Month for LBFDN/LB49R)	Requestor	Permit or bulk ID number, permit count, permit type, permit valid dates, assigned to and reference number
CPC	Parking Citations (guests)	Date of Citation	Citation Number	Name
CPA	Shuttle Advertising Chargeback - Parking Ads	Period of Service	Quote # created by Parking Dept. (billable to dept.)	Ad Desc/Name
CWS	Water Services (DS) DS SERVICES OF AMERICA INC	DS Invoice #, and DS "Ship To" # (CSU Accounting line only show first three "Ship To" #)	Delivery Date	Department Location, Detail Transaction
CSS	Shredding Services SOUTH BAY DOCUMENT DESTRUCTION	Service Date	Supplier Invoice #, and Ticket #	Department Location, Detail Shredding Transaction

4.2   Speedchart Review

There are various options for looking up SpeedCharts. The method you choose will most likely be determined by the purpose for which you are using it.

CSU Administer Integration Method (shows active and inactive speedcharts)

This method is shown in section 4.0.

Query Method (shows Active speedcharts for stated query)

- Select *Reporting Tools > Query > Query Viewer*

- Search by Query Name begins with LB_SPEEDCHART

Query								Personalize | Find | View All | 🔲 | 📰 First ◀ 1-9 of 9 ▶ Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
LB_SPEEDCHART	Speedcharts	Public	FISCOA	HTML	Excel	XML	Schedule	Lookup References	Favorite

- Run to HTML or Excel

- Enter prompts – if you are looking for one or two speedcharts in a specific department use %,%, and the department number into the prompt fields and select "View Results".
  If you are looking for a variety of speedcharts, enter %, %, % into the prompt fields and then select "View Results". By running to Excel in the previous step, you can then use the filter data option to view all of the values you are looking for.

5.0   Approval Structure

Approvals are required on any transaction. The Signature Authority provides the structure defining the various levels of approval within the organization. The Delegation of Authority is an extension of the Signature Authority linking names with the approval levels by fund or department.

Approval Process:

1) Transaction Type – End users identify the transaction type by referencing the grid within Signature Authority and identify the Level of Approval required for the transaction. Note: All purchase requirements for transaction types are identified on the How to Purchase and Pay webpage including a link to Signature Authority.

2) Is Chartfield Approval by Fund or Department? – End user references the Delegation of Authority (DOA) Matrix for to determine if the delegation for the funding source is driven by department or fund.

3) Lookup Name of Approver – End user references CFS PeopleSoft to lookup appropriate approver in the Delegation of Authority.

4) Approver Signs - End User requests appropriate approver to sign/approve transaction

5) Transaction Processed – Operational groups processes transaction once appropriate approval is validated.

5.1   Signature Authority

CSULB transactions require approval from an employee with the appropriate level within the organization. The Signature Authority guideline is used to identify the 5 levels within CSULB and define the minimum level that must approve each transaction type. Reference the Signature Authority Overview or Signature Authority Guideline for up–to-date information.

Level Definitions

- – Level 1 = President
- – Level 2 = Direct reports to the Level 1, typically (but not limited to) Provost, Vice President, Athletic Director
- – Level 3 = Direct reports to Level 2, typically (but not limited to) Deans, Associate Vice Presidents, Assistant Vice Presidents
- – Level 4 = Management Personnel or Academic Equivalent, typically (but not limited to) Associate Deans, Department Chairs, Directors, ASMs, Division Fiscal Officers, Managers
- – Level 5 = Non management personnel, typically (but not limited to) Assistant ASMs

5.2   Delegation of Authority (DOA)

The Delegation of Authority takes the Signature Authority one-step further by connecting names to the levels in the organization and displaying those names and levels for each fund or department.

5.2.1   Delegation Level

All financial transactions require an approver listed in the DOA. To get added to the DOA, a person must complete a Delegation of Authority form. The level for the individual is determined by the person's job classification in Human Resources.

5.2.2   Delegation by Fund or Department

The Delegation of Authority matrix below will provide the guidelines on which funds have authority granted by Fund or Department. This matrix is subject to change but the most up to date DOA Matrix will be available on the Signature and Delegation of Authority Overview.

Identify if the Fund is listed in the grid. **Note:** Funds ending in xx or xxx represent all funds beginning with the prefix shown. For example, 481xx includes all funds that begin with 481.

- If the fund is listed in the grid…then the fund is delegated by Department ID.

- If the fund is not listed in the grid…then it falls under "All Others" and is delegated by Fund.

Delegation of Authority Matrix

- **Business Unit: LBCMP**

Fund	Delegation of Authority is by:
481xx	Department
CBxxx	Department
CL499	Department
GFxxx	Department
GRCxx	Department
PK001	Department
PK002	Department
All others	Fund

- **Business Unit: LBFDN**

Fund	Delegation of Authority is by:
CB200	Department
GFxxx	Department
All others	Fund

- **Business Unit: LB49R**

Fund	Delegation of Authority is by:
AF001	Department
CLxxx	Department
GFxxx	Department
All others	Fund

5.2.3 DOA Inquiry

To look up fund or department delegations one at a time, reference

- Navigate to *CSU Delegation of Authority > Delegation Inquiry*

Be aware that ALL department delegations are stored within the LBCMP SetID. When looking up Funds, ensure the SetID is updated to the appropriate Business Unit for the fund.

5.2.4 DOA using Query Viewer (by name or fund)

This method is ideal if you are looking up multiple funding sources or departments at a single time.

Note: Query is only valid for the current day. DOA changes on a daily basis so query must be re-run each day.

- Select *Reporting Tools > Query > Query Viewer*

- Search by Query Name begins with LB_FM_DOA_BY_NAME_ALL_BU2

- Run to Excel. There are no prompts. The results will return the entire DOA for all three business units.

- From anywhere in the list, select *Sort & Filter > Filter*

- Filter on the appropriate column to find your results.

    o Column A contains the Set ID (in this case the Business Unit for the fund, LBCMP is always used for Department IDs)

    o Column B for the DOA name

    o Column C differentiates between Fund or Department Delegation

    o Column D is the specific fund or department ID

    o Column E is useful if only the name of the fund is known

6.0   Understanding Funding Sources

There are many different funding sources for our campus. You must know the rules and restrictions around the funds to maximize flexibility and spending power for your department. Reference the Fund Matrix for current information on funding sources in the Other Resources section at
http://web.csulb.edu/divisions/af/cms/end_user/FIS/index.html.

Understanding the following items and how to get the information will help you when needing to spend or report on your funds.

- Is the fund budgeted? – Obtain this information by looking at the Fund Attributes. Reference the *Chartfield Attributes* section of this guide (section 3.1.2) on how to look up whether a fund is budgeted or non-budgeted. Each business unit has budgeted and non-budgeted funds.

- Where is the approval? Is it at the Fund or Department? – Obtain this information with the *Delegation by Fund or Department* (section 5.2.2).

- Are there revenues? – Many people spend their time managing expenses. If there are revenues, you may need to look at additional account codes for revenues. Revenue account numbers begin with 5.

Understanding the funding sources provides you the information you need to manage and run reports in Data Warehouse.

7.0   Ledgers in a Business Unit

Each business unit has ledgers which are described below. All financial transactions for a business unit are posted to a Ledger.

7.1   Budget

Budget ledger reflects the amount allocated based on anticipated spend. Note: Not all funds are budgeted. To determine whether a fund is budgeted, review the attributes for the fund. Reference the Chartfield Attributes section of this guide.

7.2   Encumbrance

Encumbrance ledger represents commitments made to suppliers via a Purchase Order. Because there is a commitment the money is set aside as if it has been spent. Once the invoice is received and paid, the amount appears within the actuals ledger as an expense and is credited to the encumbrances.

7.3   Actuals

Actuals ledger shows the amounts the university has actually paid out to suppliers regardless of the method of procurement (ProCard, Purchase Orders, Chargebacks, and Direct Pay). Sub-systems upload their actuals into CFS PeopleSoft via journals. Examples of sub-systems that upload: Human Resource Accounting Lines, Student Financial Accounting Lines, CSU Accounting Lines (chargebacks), Billing accounting lines, etc.

This ledger doesn't reflect commitments to suppliers, only actual expenses. Users will typically spend the most time in the Actuals ledger.

7.3.1   Actuals Transaction Process Flow

- Transactions are processed by Business Unit

- Transactions are posted to Accounting Line Tables (within subsystems: AP, BI, AR, AM, External Systems) or Journal Lines (Manual Journals)

- Transactions in Accounting Line Tables are Journal Generated

    o   Journals are Created

- All Journals are posted to a ledger

7.3.2   Ledger Transaction Flow

- Budget transactions includet the starting budget, revised budget or budget transfer requests

- Encumbrance transactions include PO Encumbrance lines (commitments to a supplier) and voucher reversals (payments)

- Actuals ledger include payments to a supplier or manual journal entries (corrections to previous entries)
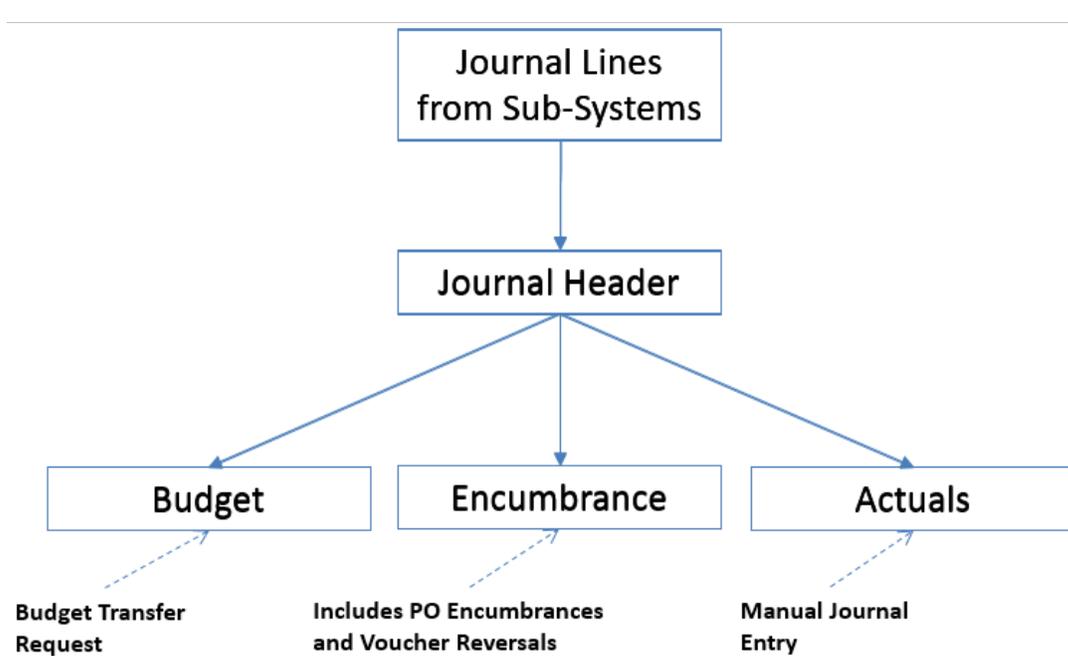
7.3.3   Sub-systems that are Journal Generated include the following
- AP Voucher Accounting Lines (Accounts Payable)

- CSU Accounting Lines (chargebacks)

- AR Accounting Lines (Accounts Receivable)

- Billing Accounting Lines

- HR Accounting Lines (Human Resources)

- SF Accounting Lines (Student Financials)