CHART OF ACCOUNTS

TABLE OF CONTENTS

Overview

- The PeopleSoft Chart of Accounts (COA) structure uses chartfields (or segments) to record the financial effect (e.g., balance sheet, income statement, etc.) of each transaction.

- The Chart of Accounts is intended to consider all financial reporting needs, providing sufficient flexibility to allow for the development of financial statements for management as well as external readers.

- Each chartfield captures a different element of information (Who, What, Why, How, Where) regarding the transaction. It is the combination of chartfields that brings meaning to the transaction.

- The use of multiple chartfields allows for flexible data accumulation and reporting of the financial aspects of projects, activities, programs, events, etc. that occur across UVM organizations or funds.

- In addition to the chartfields, PeopleSoft uses Trees for summarizing and reporting on data maintained in the General Ledger. Trees represent a hierarchy of the values in each chartfield so that parent-child relationships can be established to support reporting. Multiple Trees can be created for each chartfield, allowing flexibility in reporting and analysis through alternate views of the data.

Chart of Accounts

UVM's Ten Chartfields

UVM uses ten chartfields to summarize and report financial information.

Chartfield Name	Account	Operating Unit	Dept	Fund	Source	Function	Project	Program	Purpose	Property
Length (no. of digits)	5	2	5	3	6	3	6	4	4	4
	xxxxx	xx	xxxxx	xxx	xxxxxx	xxx	xxxxxx	xxxx	xxxx	xxxx

Chartfield Definitions

Account: The Account chartfield categorizes the nature of the transaction as a specific type of revenue, expense, asset, liability, or net asset (equity). This chartfield is a required field for all revenue, expense, or balance sheet transactions.

Operating Unit (OU): The Operating Unit identified with a transaction separates University units with identifiable assets and liabilities and is a required chartfield for all transactions.

Assets represent the economic resources owned by the unit. Liabilities are the obligations/debts of the University. Generally, Operating Units represent higher-level organizations also captured in the organizational hierarchy established in Department chartfield trees.

Department: The Department or organization identified with the transaction represents the UVM academic or operating unit responsible for or affected by the transaction. It is a required field for all transactions.

Units generally meet the following criteria to be considered a department or an organization:

• Have an ongoing business purpose and objective within the University

• Have an established budget

• Have fiscal oversight by a responsible person

• Have positioned employees

• Occupy space

Fund (Net Asset Class): The Fund chartfield is used to track spending restrictions and designations and to categorize UVM's net assets for external reporting. This chartfield is required on all revenue, expense, and balance sheet transactions.

Source: The Source chartfield is used to identify UVM's revenue earned from educational and operating programs, sponsored projects, contributions from donors, endowment income, etc. The chartfield is intended to identify/record the funds generated or expended in connection with each transaction. It serves as the identifier for each pool of money (gift, endowment, etc.) that requires separate budgeting, financial management, and/or reporting. This chartfield is required for all revenue and expense transactions.

Function: The Function chartfield is used to designate the purpose of the transaction as it applies to federal and other external reporting requirements. This chartfield is essential for compliance with federal cost principles, and is required on all revenue and expense transactions.

Project: The Project chartfield is used to identify transactions associated with a project or grant. It provides additional functionality unique to projects accounting (project life, defined period, defined activities, etc.). Projects are not limited to activities associated with sponsored awards. At UVM, the Projects chartfield and associated projects accounting functionality supports financial management associated with sponsored grants and contracts, capital projects, other internally funded projects, and faculty discretionary activities. Projects can be broken down into specific phases, segments, and activities for lower level tracking and control. Characteristics of a project typically include the following:

• Defined begin and end dates

• Designated budget or funding support

- Specific group of participants

- One-time event or initiative

- May cross fiscal years

- May have distinct reporting requirements.

Program: The Program chartfield is used to record revenue and expense transactions associated with formal or informal programs including cross-disciplinary initiatives and centers, public service activities, academic initiatives, and athletic areas.

Purpose: The Purpose chartfield provides a tracking mechanism for university-wide purposes and activities occurring within and/or across departments and organizations, programs, and funds. The ability to record costs associated with faculty recruiting is an example. Such costs will continue to be identified by their natural account (travel, etc.) through the Account chartfield, but they also can be associated with the Purpose of faculty recruiting. The Purpose field can be used to track both revenues and expenses to a specific purpose or activity.

> **Note:** University-wide activities, as well as recurring activities within departments, are assigned specific values in the Purpose chartfield. In addition, generic values are available for departments to track initiatives, purposes, or activities unique to their organizations.

Property: The Property chartfield is used to track capital additions, deletions, and maintenance costs associated with particular University buildings.

Additional Project-Related Fields

In addition to the Project ID chartfield, three other chartfields are used to gather information specific to projects. These chartfields are PC Business Unit, Activity and Analysis Type and are used by the by the other modules of PeopleSoft to process project transactions correctly. Therefore, these following chartfields are required for transactions using a project ID:

PC Business Unit: Defines the ledger the project will be accounted for in the Projects, Commitment Control and Grants/Contracts modules.   UVM currently has two options for PC Business Unit; all projects at UVM are categorized as either Sponsored Contracts (Business Unit GCA01) or Non-Sponsored Projects (Business Unit PC001).

Business Unit	Description
GCA01	Sponsored Contracts
PC001	Non-Sponsored Projects

Project Type: Further defines the type of project. The Project Type is *not part of the project chartstring,* rather, it is a high level description of the purpose of the project within Project Costing. The Project Type limits the Project Activity that can be selected, which *is* part of the chartstring

Sponsored Projects (business unit GCA01) can have the following project types:

Project Type	Description
AGREL	Agriculture Related
BBUMP	Budget Bump Projects
CNVTD	Converted Project
P_INC	Program Income Project
SALCP	Salary Cap Cost Share
SPCAP	SP Capital Projects
SPSTD	Sponsored Project - Standard
STDFA	Student Financial Aid

Non-Sponsored Projects (business unit PC001) can have the following project types:

Project Type	Description
AGNON	AG-Nonmatched
ARCHL	NonFederal Archaeology Project
BILLN	Billing - External
CAPTL	Capital Projects
CLNTR	UVMMC Clinical Trials -Non-Cap
CNTED	Continuing Education - Non-Cap
DFMNT	Deferred Maintenance - Capital
DFMOM	Deferred Maintenance - O & M
ENERG	Physical Plant Energy -Capital
ENRGO	Physical Plant Energy - O & M
FCLTY	Faculty Discretionary -Non-Cap
GRSCH	Graduate Research Project
INAWD	Internal Award
INTCH	Internal Charges - Non-Cap
NOCAP	Other Non-Capital
RESLF	Residential Life - Capital
RSLFO	Residential Life - O & M
START	Faculty Start-Up
URSCH	Undergraduate Research Project
UVMPR	UVM General Financial -Non-Cap

Activity: The Activity chartfield allows for more granular detail about the project. The activities associated with a project are defined during the initial project set-up. When selecting the activity value for a transaction such as a journal entry, the list of available activities will be limited to the values that were associated with the project during set-up.

The following Activity values are assigned to the PC001 business unit as of June 2018:

Proj Type	Description	Activity	Description
AGNON	AG-Nonmatched	AGNM	AG-Nonmatched
ARCHL	NonFederal Archaeology Project	ARA0	Archaeology Resource Assessmnt
ARCHL	NonFederal Archaeology Project	HIST	Historic Resources Review
ARCHL	NonFederal Archaeology Project	OTHR	Other-Mgmt Plans,Testimony,etc
ARCHL	NonFederal Archaeology Project	PHS1	Archaeology Phase I Study
ARCHL	NonFederal Archaeology Project	PHS2	Archaeology Phase II Study
ARCHL	NonFederal Archaeology Project	PHS3	Archaeology Phase III Study
BILLN	Billing - External	BLLN	Billing - External
CAPTL	Capital Projects	AEGN	General A & E
CAPTL	Capital Projects	BIDD	Bidding
CAPTL	Capital Projects	BLDG	Building & Site Construction
CAPTL	Capital Projects	CADM	Construction Administration
CAPTL	Capital Projects	CDOC	Construction Documents
CAPTL	Capital Projects	CEST	Cost Estimating
CAPTL	*Capital Projects*	*CNV4**	*Capital - For Conversion*
CAPTL	Capital Projects	CPTL	Capital Project Default
CAPTL	Capital Projects	DSDV	Design Development
CAPTL	Capital Projects	EXST	Existing Conditions
CAPTL	Capital Projects	FEAS	Feasibility Study
CAPTL	Capital Projects	LEED	LEED Consulting
CAPTL	Capital Projects	NOCP	Non-capital transactions
CAPTL	Capital Projects	OWNA	Owner's Administrative Costs
CAPTL	Capital Projects	OWNM	Owner Managed Construction
CAPTL	Capital Projects	PERM	Permit Costs
CAPTL	Capital Projects	PLR8	Pollution Remediation - CAPTL
CAPTL	Capital Projects	SCDS	Schematic Design
CLNTR	UVMMC Clinical Trials -Non-Cap	CLIN	UVMMC Clinical Trials
CNTED	Continuing Education - Non-Cap	CTED	Continuing Education
DFMNT	Deferred Maintenance - Capital	DFRD	Deferred Maintenance - Capital
DFMNT	Deferred Maintenance - Capital	PLR1	Pollution Remediation - DFMNT
DFMOM	Deferred Maintenance - O & M	DFDO	Deferred Maintenance - O & M
DFMOM	Deferred Maintenance - O & M	PLR2	Pollution Remediation – DFMOM
ENERG	Physical Plant Energy -Capital	NRGC	Physical Plant Energy –Capital
ENERG	Physical Plant Energy -Capital	PLR3	Pollution Remediation – ENERG
ENRGO	Physical Plant Energy - O & M	NRGO	Physical Plant Energy - O & M
ENRGO	Physical Plant Energy - O & M	PLR4	Pollution Remediation - ENRGO
FCLTY	Faculty Discretionary -Non-Cap	FCLT	Faculty Discretionary

GRSCH	Graduate Research Project	GRSC	Graduate Research Project
INAWD	Internal Award	INAW	Internal Award
INTCH	Internal Charges - Non-Cap	INTC	Internal Charges
NOCAP	Other Non-Capital	NCAP	Other Non-Capital
NOCAP	Other Non-Capital	PLR7	Pollution Remediation - NOCAP
RESLF	*Residential Life - Capital*	*CNVJ**	*RL Capital - For Conversion*
RESLF	Residential Life - Capital	PLR5	Pollution Remediation - RESLF
RESLF	Residential Life - Capital	RLBD	Res Life Bidding
RESLF	Residential Life - Capital	RLBL	Res Life Bldg & Site Construct
RESLF	Residential Life - Capital	RLCA	Res Life Construction Admin
RESLF	Residential Life - Capital	RLCD	Res Life Construction Document
RESLF	Residential Life - Capital	RLCE	Res Life Cost Estimating
RESLF	Residential Life - Capital	RLDD	Res LIfe Design Development
RESLF	Residential Life - Capital	RLDF	Res Life Default
RESLF	Residential Life - Capital	RLEC	Res Life Existing Conditions
RESLF	Residential Life - Capital	RLFE	Res Life Feasibility Study
RESLF	Residential Life - Capital	RLLD	Res Life LEED Consulting
RESLF	Residential Life - Capital	RLOM	Res Life Owner Managed Constr
RESLF	Residential Life – Capital	RLOW	Res Life Owners Admin Costs
RESLF	Residential Life – Capital	RLPR	Res Life Permit Costs
RESLF	Residential Life – Capital	RLSD	Res Life Schematic Design
RSLFO	Residential Life - O & M	PLR6	Pollution Remediation - RSLFO
RSLFO	Residential Life - O & M	RLMO	Residential Life - O & M
START	*Faculty Start-Up*	*CNVD**	*CNVD Temp to correct Blankets*
START	Faculty Start-Up	STRT	Faculty Start-Up
URSCH	Undergraduate Research Project	URSC	Undergraduate Research Project
UVMPR	UVM General Financial -Non-Cap	UVMD	UVM General Financial Activity

*Converted Activity Types are listed here for reference and should not be used in a new project's set-up or transactions.

For the GCA01 business unit, the standard Activity is SPNS. (Sponsored Projects Administration may by exception designate another Activity if warranted by special circumstances, such as, for example, if UVM receives a sponsored award for a construction project.)

Analysis Type: The Analysis Type chartfield is used to further categorize the transaction as expense or revenue. The Analysis Type also is used to calculate Facilities & Administrative costs. Users need to enter this value only when entering a journal; otherwise, the system selects the correct value.

Most frequently used Analysis Types are:

Analysis Type	Transaction Type
GLE	General Ledger Expense
CGE	Cost-Share General Ledger Expense
GLR	General Ledger Revenue

PeopleSoft Chartstring Guidelines

How to complete a chartstring depends upon where users are working in the software. Following are general guidelines for using chartstrings in PeopleSoft. The PC Business Unit and Activity chartfields do not appear in PeopleSoft HR.

Chartstrings in the Financial Module

Account	Operating Unit	Dept.	Fund	Source	Function	PC Business Unit	Project	Activity Id	Program	Purpose	Property

- These fields must have a valid value entered for all transactions.

- These fields must have a valid value entered for a project or left blank for non-project-related transactions.

- These fields must have a valid value entered for all transactions. Use non-zero values if the transaction is related to a defined program, purpose, and/or property; otherwise, four zeros (0000) must be entered. The fields cannot be left blank.

Chartstrings in the HR Module

Account	Operating Unit	Dept	OPER Unit Affil	Fund	Source	Function	Project	Program	Purpose	Property	AFFL

- These fields must have a valid value entered.

- This field must have a valid value entered for a project or left blank for non-project-related transactions.
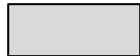
- These fields must have a valid value entered for all transactions. Use non-zero values if the transaction is related to a defined program,

purpose, and/or property; otherwise, four zeros (0000) must be entered. The fields cannot be left blank.

- These fields are not used and should be left blank.

Frequently Asked Questions

Is there a place to enter a particular chartfield value and see what description is associated with that value?

There are many ways to see the description associated with a particular chartfield value. Wherever there is a look-up icon (magnifying glass) next to a chartfield, users can click on the icon to search for the description. In each case, the chartfield will be matched with a textual description of that value.

What is a chartstring?

A chartstring is the combination of each of the defined chartfields. It is the combination of the chartfields that brings meaning to the transaction. At UVM, a chartstring comprises the following elements: Account-OU-Dept-Fund- Source- Function- Project- Program-Purpose-Property.

What is a chartfield?

A chartfield is a unique element of information related to financial data. Each chartfield captures a different element of information related to the transaction (e.g. what, why, who, how, where). Within each chartfield, there are assigned values that represent defined financial data that UVM needs to track for reporting. Chartfields at UVM range in length from 2 to 6 digits, with each type of chartfield being a standard length.

What is the significance of the Account chartfield?

The Account chartfield is used to categorize the nature of the transaction as a specific type of revenue, expense, asset, liability or equity. For example, it may designate an expense such as domestic airfare or lab supplies. The Account chartfield value represents similar financial data elements to those captured by the object code or sub-code in UVM's legacy system, FRS.

Resources/Help

If you have questions about the information in this user guide, please email Financial Reporting and Accounting Services.

Here are links to related resources, training opportunities, and policies:

- Chart of Account Spreadsheets
- Non-sponsored Project User Guide (PDF)
- University Financial Services
- UFS Roadshow Training Topics (PDF)
- Professional Development & Training Classes
- University Policies and Operating Procedures