



Learning Services Participant Guide

Training Program: Chart of Accounts in PeopleSoft
Target Audience: UVM Staff And Faculty Who Work With Chartstrings and Combo Codes in PeopleSoft
Document Type: Blackboard Online Training Supplement and Activity Sheet

Objectives:

Overall: *Understand, find and use Chartstrings and create Combo Codes in PeopleSoft.*

Specific: Participants will...

1. Guidelines of working with Chartstrings
2. How to find Chartstrings
3. How to use Chartstrings
4. Guidelines of working with Combo Codes
5. How to use Combo Codes
6. How to create Combo Codes

IMPORTANT: Print this participant guide before continuing and refer to it as requested. You will use it throughout the course.

LOGGING IN TO PEOPLESOFT TO FIND CHARTSTRINGS

Notes:

To log in to PeopleSoft and access Chartstrings, follow these instructions:

1. Go to www.uvm.edu and select the **A-Z link** in the top, right corner
2. Select **P** for PeopleSoft and then select **PeopleSoft Log-in**
3. Log in through the **Financials**
4. Navigate to: **Commitment Control > Review Budget Activities > Budget Details**
5. Enter search criteria, including the Ledger Group and Budget Period, then click **Search**

ACTIVITY #1: FIND THE CORRECT CHARTSTRING

Working with chartstrings require following particular guidelines, especially if there is a sponsored project involved. Carefully review what are chartstrings, chartfield definitions, and guidelines for using chartstrings before continuing. Follow the instructions below.

Scenario: A regular journal was submitted using the wrong chartstring (not related to a grant or sponsored project). You are creating a journal to charge the correct chartstring and the system returns an error related to the chartstring. The chartstring needs correcting in order to submit the journal.

Here is the incorrect chartstring: **60001 11320 01 100001 300 905 0000 0000 0000**

Information to search for the correct chartstring: Department **11320**, Ledger **Detail KK**, Budget Period **2011** (*Use the account and fund chartfield value spreadsheets as reference resources.)

- A. Use the information above to fill in the Budget Details form on page 2 to search for the correct chartstring. Budget Details form. Fill in the **Ledger Group**, **Department**, and **Budget Period** fields. Then complete the questions for activity #1 before returning to the Chart of Accounts course in Blackboard.

Notes:

Budget Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Business Unit:	=	▼	<input style="width: 95%;" type="text" value="UVM01"/>	🔍
Ledger Group:	=	▼	<input style="width: 95%;" type="text"/>	🔍
Account:		begins with ▼	<input style="width: 95%;" type="text"/>	🔍
Department:		begins with ▼	<input style="width: 95%;" type="text"/>	🔍
Operating Unit:		begins with ▼	<input style="width: 95%;" type="text"/>	🔍
Source:		begins with ▼	<input style="width: 95%;" type="text"/>	🔍
Fund:		begins with ▼	<input style="width: 95%;" type="text"/>	🔍
Function:		begins with ▼	<input style="width: 95%;" type="text"/>	🔍
Program:		begins with ▼	<input style="width: 95%;" type="text"/>	🔍
Affiliate:		begins with ▼	<input style="width: 95%;" type="text"/>	🔍
Fund Affiliate:		begins with ▼	<input style="width: 95%;" type="text"/>	🔍
Purpose:		begins with ▼	<input style="width: 95%;" type="text"/>	🔍
Property:		begins with ▼	<input style="width: 95%;" type="text"/>	🔍
PC Business Unit:		begins with ▼	<input style="width: 95%;" type="text"/>	🔍
Project:		begins with ▼	<input style="width: 95%;" type="text"/>	🔍
Activity:		begins with ▼	<input style="width: 95%;" type="text"/>	🔍
Budget Period:		begins with ▼	<input style="width: 95%;" type="text"/>	🔍
Statistics Code:		begins with ▼	<input style="width: 95%;" type="text"/>	🔍

Search
Clear
[Basic Search](#)
[Save Search Criteria](#)

B. Questions for Activity # 1:

1. What is the next step to search for the correct chartstring?

2. How do you locate the correct chartstring from the search results?

Here are the results from the search:

Search Results																	
Business Unit	Ledger Group	Account	Department	Operating Unit	Source	Fund	Function	Program	Affiliate	Fund Affiliate	Purpose	Property	PC Business Unit	Project	Activity	Budget Period	Statistics Code
UVM01	DETAIL_KK	52000	11320	01	100001	100	905	0000	(blank)	(blank)	0000	0000	(blank)	(blank)	(blank)	(blank)	(blank)
UVM01	DETAIL_KK	56100	11320	01	100001	100	905	0000	(blank)	(blank)	0000	0000	(blank)	(blank)	(blank)	(blank)	(blank)
UVM01	DETAIL_KK	59910	11320	01	100001	100	905	0000	(blank)	(blank)	0000	0000	(blank)	(blank)	(blank)	(blank)	(blank)
UVM01	DETAIL_KK	60001	11320	01	100001	100	905	0000	(blank)	(blank)	0000	0000	(blank)	(blank)	(blank)	(blank)	(blank)
UVM01	DETAIL_KK	60002	11320	01	100001	100	905	0000	(blank)	(blank)	0000	0000	(blank)	(blank)	(blank)	(blank)	(blank)
UVM01	DETAIL_KK	60005	11320	01	100001	100	905	0000	(blank)	(blank)	0000	0000	(blank)	(blank)	(blank)	(blank)	(blank)
UVM01	DETAIL_KK	60009	11320	01	100001	100	905	0000	(blank)	(blank)	0000	0000	(blank)	(blank)	(blank)	(blank)	(blank)
UVM01	DETAIL_KK	60091	11320	01	100001	100	905	0000	(blank)	(blank)	0000	0000	(blank)	(blank)	(blank)	(blank)	(blank)
UVM01	DETAIL_KK	60123	11320	01	100001	100	905	0000	(blank)	(blank)	0000	0000	(blank)	(blank)	(blank)	(blank)	(blank)
UVM01	DETAIL_KK	60161	11320	01	100001	100	905	0000	(blank)	(blank)	0000	0000	(blank)	(blank)	(blank)	(blank)	(blank)

3. Enter the correct chartstring below

Line	*Account	Oper Unit	Department	Fund	Source	Function	PC Bus Unit	Project	Activity	Program	Purpose	Property
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. For chartstrings not related to projects, what fields are omitted?

5. Which three fields contain four zeros (0000) when there are no other values to enter?

LOGGING IN TO PEOPLESOFT TO CREATE COMBO CODES

Notes:

To log in to PeopleSoft and create Combo Codes, follow these instructions:

1. Go to www.uvm.edu and select the **A-Z** link in the top, right corner
2. Select **P** for PeopleSoft and then select **PeopleSoft Log-in**
3. Log in through the **Human Resources**
4. Navigate to: **UVM Modifications > Validate/Create Combo Codes**
5. Click **Add**

ACTIVITY #2: BASIC STEPS TO CREATE A COMBO CODE

Combo codes are used for payroll-related transactions in the Human Resources module of PeopleSoft and act as shortcut to chartstrings. Carefully review the guidelines for combo codes, the basic steps to create a combo codes, and view the demonstration before continuing. Follow the instructions below.

Scenario: You will be creating a combo code for a new employee in your department.

Information for creating new combo code

50200 01 54050 100 201001 311 0000 0000 0000 (no project)

A. Use the information above to fill in the blank Combo Code below.

Fill in the relevant **chartfield information** below. Then complete the questions for activity #1 before returning to the Chart of Accounts course in Blackboard.

Validate and Create Combo Code

Business Unit: UVM01 Transaction Number: Date:

Budget Status: Not Chk'd Status: Ready

Line	*Account	Oper Unit	Department	Fund	Source	Function	PC Bus Unit	Project	Activity	Program	Purpose	Property
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

B. Questions for Activity #2:

1. What is the next step in the process?
2. What Budget Status is required before you can create the combo code?
3. Can you create more than one combo code per chartstring?
4. If there is a budget checking error, what do can you do to resolve it?

ADDITIONAL RESOURCES

Notes:

[Chartfield Values](#) (excel)
[Chart of Accounts Mini-Manual](#)
[Commitment Control Mini-Manual](#)
[Financial Analysis & Budgeting](#)
[Financial Reporting and Accounting Services](#)
[General Accounting](#)
[Human Resource Services](#)
[University Financial Services](#)

If you require more personalized assistance, the Learning Services Team offers [PeopleSoft Open Labs](#) once a week in Billings Library 165.

Visit the [HRS Learning Services](#) website for more information on this and other PeopleSoft processes along with a host of other development opportunities.

To contact HRS Learning Services directly:

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