Frequently Asked Questions – Chart of Accounts

What are combo codes?

Combo codes are used in the Human Resources module where they serve as shortcuts to chartstrings. Each chartstring is associated with a unique combo code that is created by the system.

Why do I need to create a combo code?

The HR system uses combo codes to represent the chartstring, rather than typing out all of the individual chartfield values. Combo codes are only used in the HR system.

Do I need a combo code for the benefit expense accounts (59910, 59912, 59914, and 59916)?

No, you do not need combo codes for the benefit expense accounts. The benefit expenses are calculated based on the account used for the payroll expense. For example, if the expenses are for staff payroll, account 52000 is associated with account 59910 which is for the full benefit rate.

How can I look up a combo code?

In the HR system use the following navigation to look up combo codes: Set Up HRMS > Common Definitions > ChartField Configuration > Combination Code Table. Search by various parts of the chart string or by the combo code number.

Is there a "live" place in PeopleSoft where one can enter a particular chartfield value (a fund or function or purpose value, for instance), and see what description is associated with that value?

There are many ways to see the description associated with a particular chartfield value. Where ever you see a look up icon next to a chartfield, you can click on that and search for the description. An easy way to do this would be to navigate as follows: Commitment Control > Review Budget Activities > Budget Details. Click on the Search icon beside the chartfield (function, fund, source, etc.) that interests you. Search through the resulting list, or type the number you are seeking into the first empty field and press "Look Up." In each case the chartfield will be matched with a textual description of that value. To get a complete list of values for each chartfield use in the PeopleSoft system there are reports that can be run. The navigation for the report is Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Reports > Chartfield Reports. Select the specific chartfield and run the report.

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 is comprised of 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, as configured at UVM, range in size from 2 to 6 digits, with each type of chartfield being a standard length (e.g., funds are 3 digits; projects are 6).

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 represent the nature of an expense such as domestic airfare or lab supplies. The account chartfield value represents similar financial data elements which were captured by the object code or sub-code in UVM’s legacy system.