



**Office of the Controller
Operational Management & Reporting
Looking up ChartField Values in PeopleSoft Finance**

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I. Objective

The purpose of this job aid is to show a user how to use the **ChartField Values** inquiry page within PeopleSoft Finance to search and review the University's chart of accounts and existing ChartFields.

II. Understanding ChartField Values

- A ChartField is a data field that stores accounting information used for budgeting, internal, and external reporting. All accounting systems consist of codes used to identify transactions and track financial activity.
- USC Required ChartFields are:

CHART OF ACCOUNTS - CHARTFIELDS - FOR PEOPLESFT FINANCE					
Business Unit XXXXX	Account XXXXX	Operating Unit XXXXX	Department XXXXXX	Fund XXXXX	Class XXX
USC Legal Entity	Transaction Type	Campus, College, Division	Department	Source of Funding	Functional Account Category
WHICH responsible entity?	WHAT are we doing with our dollars?	WHO is spending the funds?	WHO is spending?	WHERE is the funding?	HOW are we spending the funds?

- A full listing of ChartFields can be found at the end of this job aid in the Appendix or online by clicking [here](#).
- Use the USC CoA Combos Inquiry Page Job Aid to look up valid ChartFields. For more information click [here](#).

III. Using PeopleSoft Finance to look up specific ChartField Values

This is an example of how to navigate to the ChartField Values page.

Step 1: Log into [PeopleSoft Finance System](#) and navigate to the **ChartField Values** page by selecting:

Main Menu > USC Conversion > USC ChartField Mapping > ChartField Values.

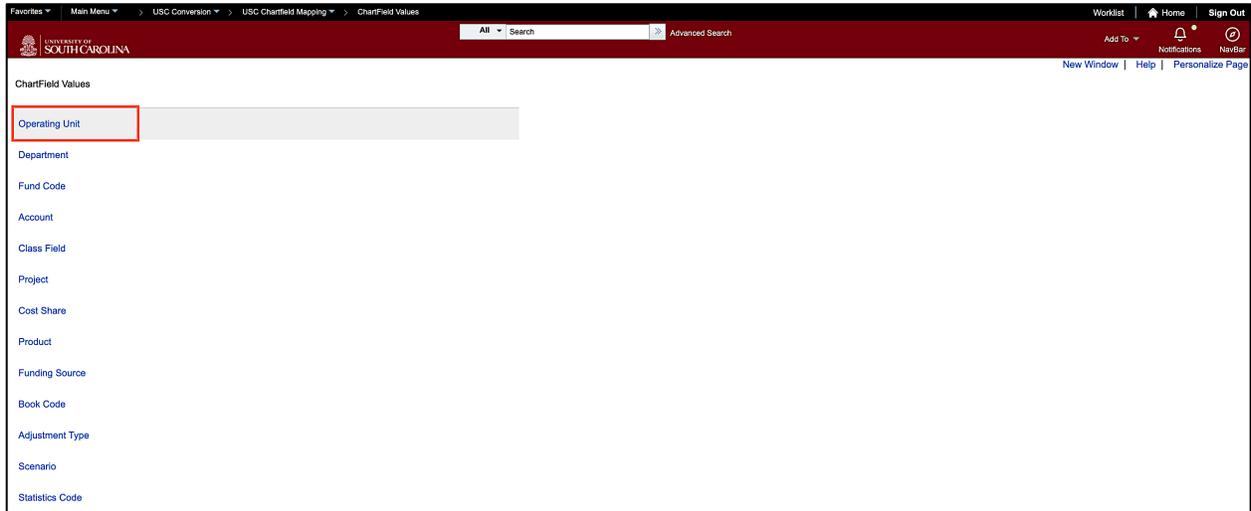


Step 2: Next, select a ChartField to look up (i.e. Department, Fund, Class, Project, Cost Share, etc.). Each option will open a **Find an Existing Value** page where search criteria can be entered. The following sections walk through each of the chartfield options.

IV. ChartField Values: Operating Unit

Operating Unit – Identifies who (campus, college, division) is spending the funds.

Step 1: For this example, select **Operating Unit** on the **ChartField Values** page.



Step 2: On the **Find an Existing Value** page, search by value or description. Use the magnifying glass to scroll through a list or use the text box and wildcards (%) to search for specific values in the Operating Unit or Description field.

Note: The SetID will always equal USC01.

For this example, use the **Description** text box to perform a search for departments that **contains** the word **Finance**.

Operating Unit
Find an Existing Value ⊕ Add a New Value

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

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

*SetID = USC01
 Operating Unit: begins with
 Description: contains **finance**

Case Sensitive Include History Correct History

Search Results
 3 rows - SetID "USC01" Description "finance"

SetID	Operating Unit	Description	Short Description
USC01	CL004	ADMINISTRATION AND FINANCE	ADMIN & FIN
USC01	CL010	FINANCE	FINANCE
USC01	CL083	FINANCE SYSTEMS	ONECAROLIN

Step 3: From the search results list, select an Operating Unit for further review. For this example, select **CL010 – FINANCE**. The Operating Unit page will provide additional information, including:

1. If the operating unit is active or inactive.
2. The long and short description of the Operating Unit or chartfield value.
3. If the chartfield value is marked budgetary only. Budgetary only operating units are not used in General Ledger transactions.

SetID USC01 Operating Unit CL010

Effective Date

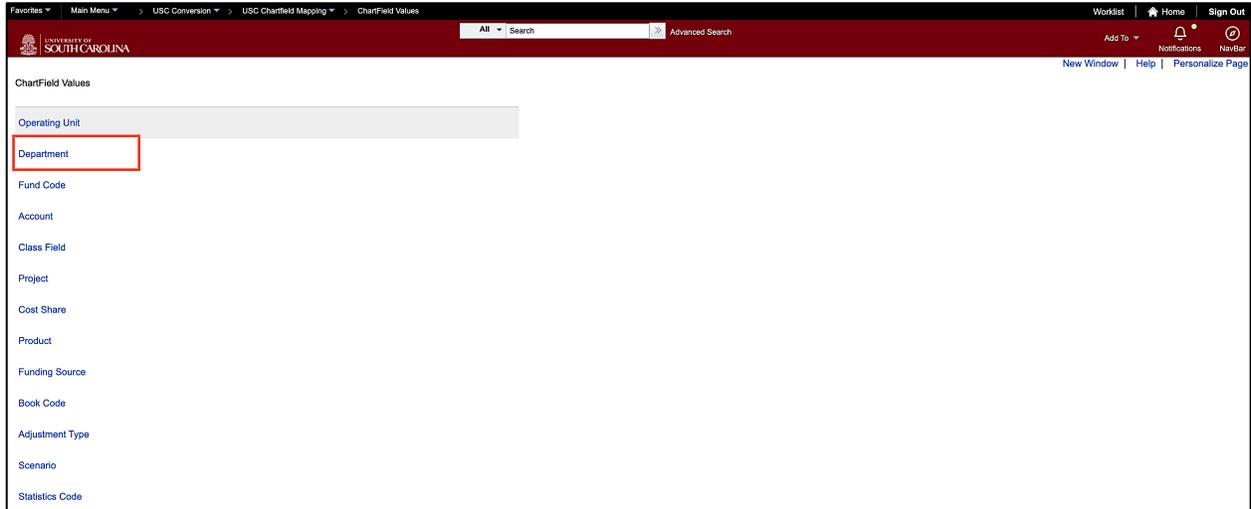
Effective Date	Status	Description	Short Description	Budgetary Only	Attributes	Long Description
01/01/1901	Active	FINANCE	FINANCE	<input type="checkbox"/>	Attributes	Long Description

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Include History, Correct History

V. ChartField Values: Department

Department – Identifies who (Department) is spending the funds.

Step 1: For this example, select **Department** on the **ChartField Values** page.



Step 2: On the **Find an Existing Value** page, search by value or description. Use the magnifying glass to scroll through a list or use the text box and wildcards (%) to search for specific values in the Department or Description field.

For this example, use the drop-down box for description to select **“contains”** and then key **“research”** in the description and perform a **search**. Notice the results appear below the screen and 168 departments are returned that contain the word **“research”**.

Department
Find an Existing Value Add a New Value

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

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

*SetID = USC01
 Department begins with
 Description contains research

Search Results
 168 rows - SetID "USC01" Description "research"

SetID	Department	Description	Manager Name
USC01	911822	AK INDIVIDUAL & PROJ RESEARCH	(blank)
USC01	917822	AK INDIVIDUAL & PROJ RESEARCH	(blank)
USC01	911150	AK RESEARCH SUPPORT	(blank)
USC01	220075	ANIMAL RESEARCH	(blank)

Step 3: From the search results list, select a department for further review. For this example, select the **“Animal Research”** department number **220075**. The Department page will provide additional information, including:

1. If the value is active or inactive.
2. The long and short description of the Department.
3. If the chartfield value is marked budgetary only. Budgetary only departments are not used in General Ledger transactions and are created to facilitate workflow and security in PeopleSoft HCM only.

SetID USC01 Department 220075

Effective Date: 07/01/2017

*Status: Active
 *Description: ANIMAL RESEARCH
 *Short Description: ANIMALRES

Budgetary Only

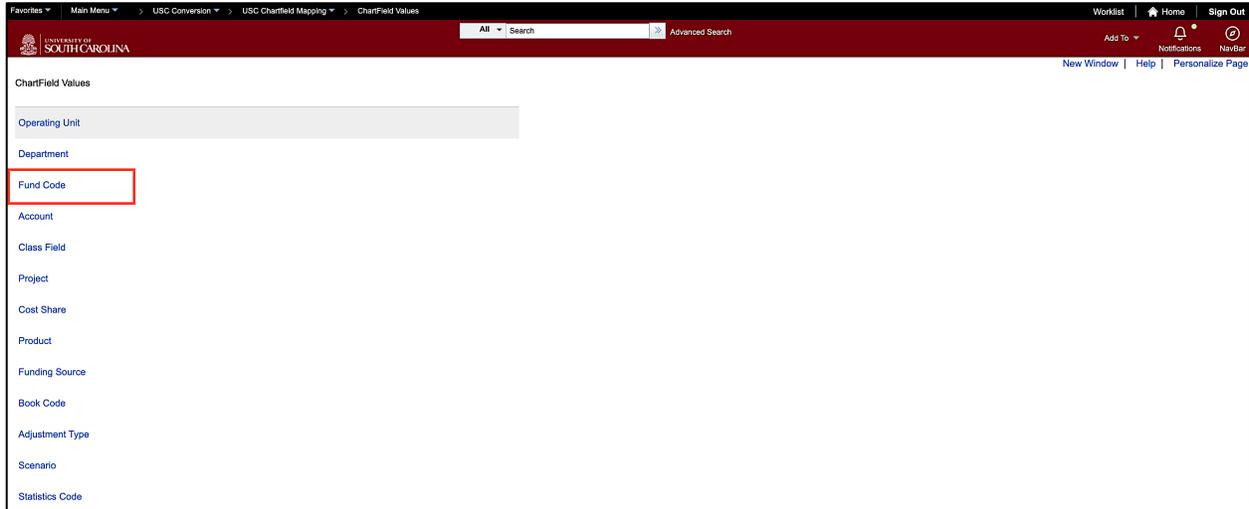
Manager ID: Manager Name:

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Include History, Correct History

VI. ChartField Values: Fund Code

Fund Code – Identifies where the funding is (source) for the transaction.

Step 1: For this example, select **Fund Code** on the **ChartField Values** page.



Step 2: On the **Find an Existing Value** page, search by value or description. Use the magnifying glass to scroll through a list or use the text box and wildcards (%) to search for specific values in the Fund Code or Description field.

Note: The SetID will always equal USC01.

For this example, use the **Fund Code** text box and a wild card (%) to perform a search for Fund Codes that begin with **D02%**.

Fund Code

Find an Existing Value Add a New Value

Search Criteria

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

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

*SetID: USC01

Fund Code: begins with **D02%**

Description: begins with

Case Sensitive Include History Correct History

Search

Search Results

25 rows - SetID "USC01" Fund Code "D02%"

SetID	Fund Code	Description	Short Description	
USC01	D0200	ATHLETIC ACTIVITIES	ATHLETIC A	>
USC01	D0201	REC & FITNESS CNTR	REC & FITN	>
USC01	D0202	USCB ENGL AND THEATER-SUPPORT	USCBENGL	>
USC01	D0205	ATHL BASEBALL ACTIVITIES	ATHL BASEB	>
USC01	D0206	ATHL BASEBALL FUNDRAISING	ATHL BASEB	>

Step 3: From the search results list, select a fund code for further review. For this example, select **D0201 – REC & FITNESS CNTR**. The Fund Code page will provide additional information, including:

1. If the Fund Code is active or inactive.
2. The long and short description.
3. If the chartfield value is marked budgetary only. Budgetary only Fund Codes are not used in General Ledger transactions and are used for budget purposes only.

SetID USC01 Fund Code D0201

Effective Date

Effective Date: 01/01/1901

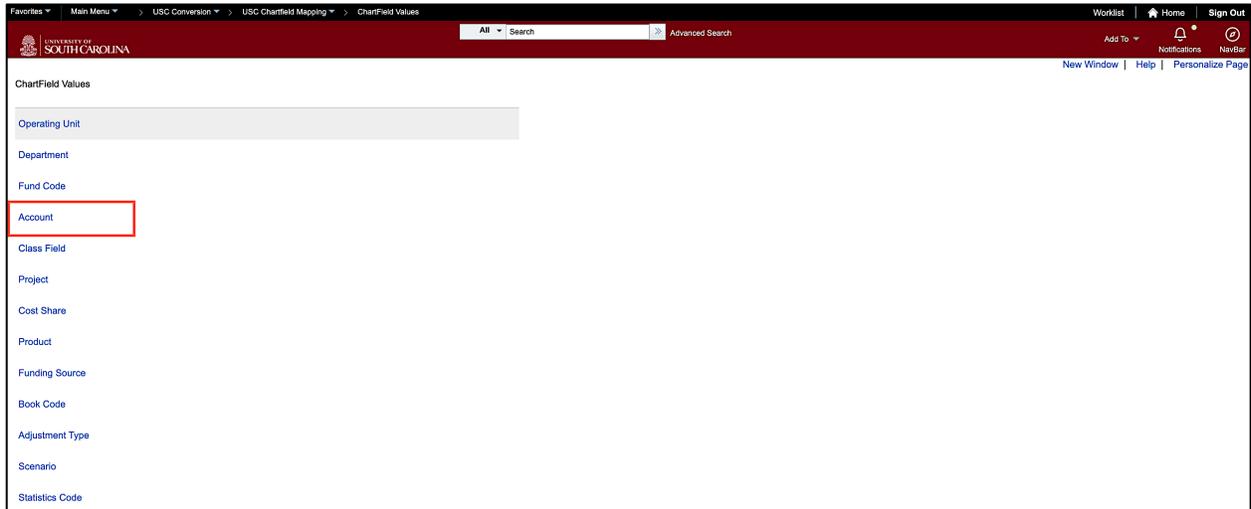
Effective Date	Status	Description	Short Description	Budgetary Only	Attributes	Long Description
01/01/1901	Active	REC & FITNESS CNTR	REC & FITN	<input type="checkbox"/>	Attributes	Long Description

Save

VII. ChartField Values: Account

Account – Identifies what the transaction is being used for (revenues, expenses, etc.).

Step 1: For this example, select **Account** on the **ChartField Values** page.



Step 2: On the **Find an Existing Value** page, search by account number, description, or account type. Use the magnifying glass to scroll through a list or use the text box and wildcards (%) to search for specific values in the account number, description, or account type fields.

For this example, use the **magnifying glass** to select **“Revenue”** as the **Account Type** and perform a search.

Step 3: Notice several options returned (300). To return fewer options, narrow down the results by incorporating additional search criteria.

Account
Find an Existing Value Add a New Value

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

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

*SetID = USC01

Account begins with

Description begins with

Account Type begins with **R**

Case Sensitive | Include History | Correct History

Search | Clear | Save Search

Search Results
 300 rows - SetID "USC01" Account Type "R" - Only the first 300 rows can be displayed. Refine your search to see more.

1-10 of 300 | View 100

SetID	Account	Description	Account Type	Control Flag	Book Code	Balance Sheet Indicator
USC01	40000	REVENUES	R	N	(blank)	(blank)
USC01	40100	UNIVERSITY FEES	R	N	(blank)	(blank)
USC01	40101	UNIVERSITY FEE REFUNDS PRIORITY	R	N	(blank)	(blank)

Step 4: For this example, use the drop-down menu for **Description** to search for accounts that contain the word “gift”, narrowing the results to 17.

Account
Find an Existing Value ⊕ Add a New Value

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

Recent Searches: Choose from recent searches Saved Searches: Choose from saved searches

*SetID = USC01

Account begins with

Description contains gifts

Account Type begins with R

Case Sensitive Include History Correct History

Search Results
17 rows - SetID "USC01" Description "gifts" +1 more

1-17 of 17

SetID	Account	Description	Account Type	Control Flag	Book Code	Balance Sheet Indicator	
USC01	46100	CASH GIFTS	R	N	(blank)	(blank)	>
USC01	46000	GIFTS	R	N	(blank)	(blank)	>
USC01	48627	GIFTS - MED SCHOOL TRUST	R	N	(blank)	(blank)	>
USC01	46102	GIFTS DONATED CAPITAL ASSETS	R	N	(blank)	(blank)	>

Step 5: For this example, select **Cash Gifts**, account number **46100** to review more information about the account. The Account Information page will provide several things about the account, including:

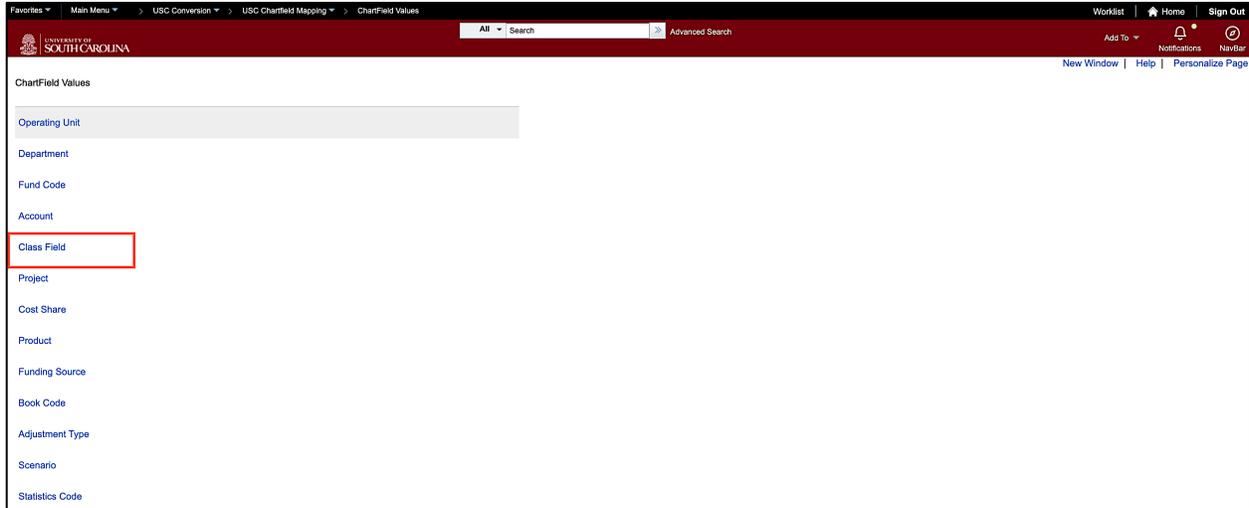
1. **Description**
2. **Status** – if the account is active or inactive.
3. If the account is marked as a **Control Account** or not. If the Control Account is checked, journal entries cannot be keyed directly to the account. An example of a Control Account is **10300 – Due To/Due from Claim on Cash**.
4. If the account is marked as **Budgetary Only** or not. If the Budgetary Only is checked, only system-generated entries (payroll, accounts payable, etc.) can post directly to the account. An example of a Budgetary Only account is **51000 for Salaries**.

The screenshot displays the 'Account Information' page for Account 46100. The page is titled 'Account' and 'Map to Alternate Account'. The SetID is USC01 and the Account is 46100. The Effective Date is 01/01/1901. The Description is CASH GIFTS. The Status is Active. The Control Account checkbox is unchecked, and the Budgetary Only checkbox is also unchecked. The page includes various other fields such as Monetary Account Type (Revenue), Balance Sheet Indicator, VAT Account Flag (Non-VAT Related), and Performance Measurement (General Ledger Account). The page also features a search bar, navigation buttons (Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Include History, Correct History), and a top navigation bar with links for Favorites, Main Menu, USC Conversion, USC Chartfield Mapping, ChartField Values, Worklist, Home, Sign Out, Add To, Notifications, and NavBar.

VIII. ChartField Value: Class Field

Class Field – Identifies how the funds are being spent (the functional account or purpose of the transaction)

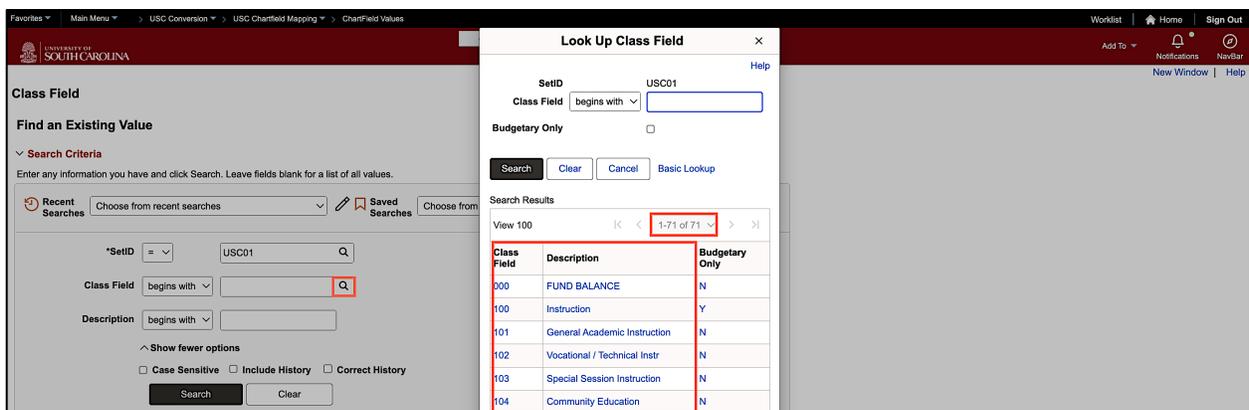
Step 1: For this example, select **Class Field** on the **ChartField Values** page.



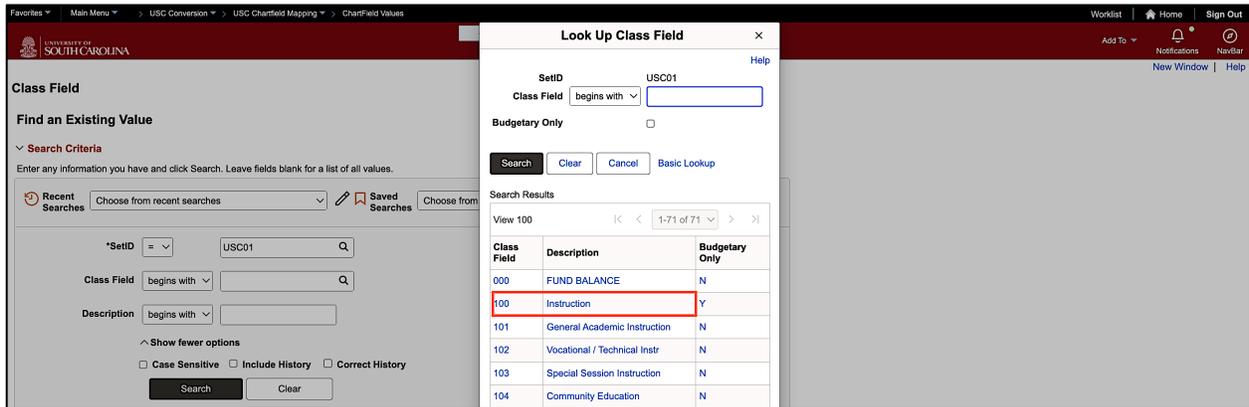
Step 2: On the **Find an Existing Value** page, search by value or description. Use the magnifying glass to scroll through a list or use the text box and wildcards (%) to search for specific values in the Class Field or Description field.

Note: The SetID will always equal USC01.

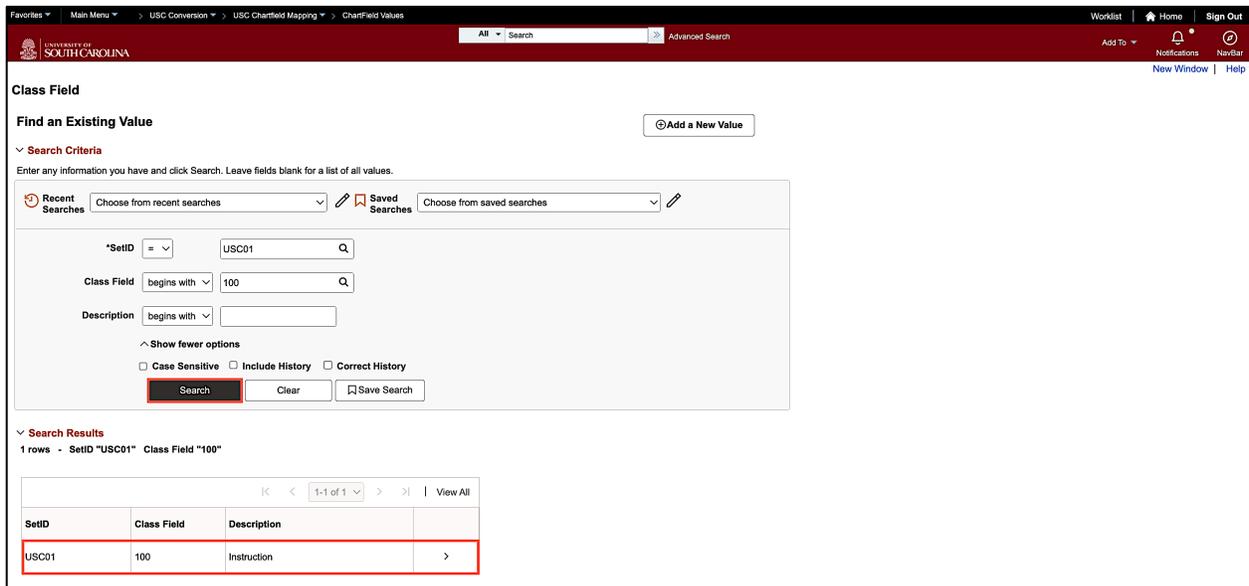
For this example, use the **Magnifying glass** to perform a search of all class codes.



Step 3: From the **Look Up Class Field** page, select a class field for further review. For this example, select **100 – Instruction**.

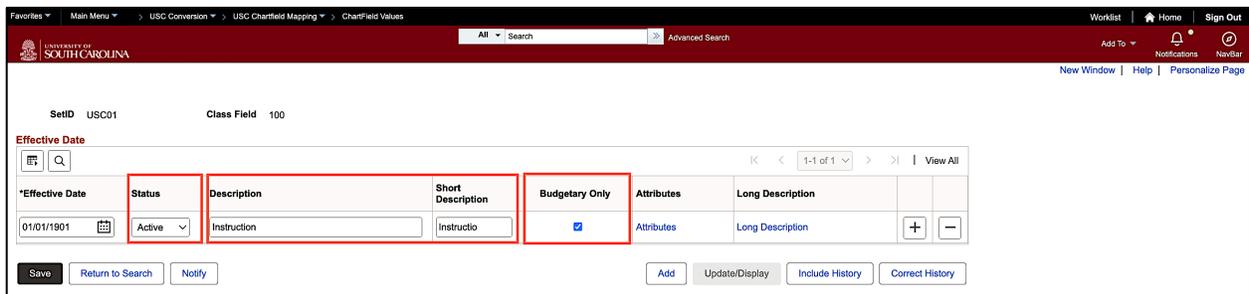


Step 4: Click the **Search** button and select the Class Field **100 – Instruction**.



Step 5: The Class Field page will provide additional information, including:

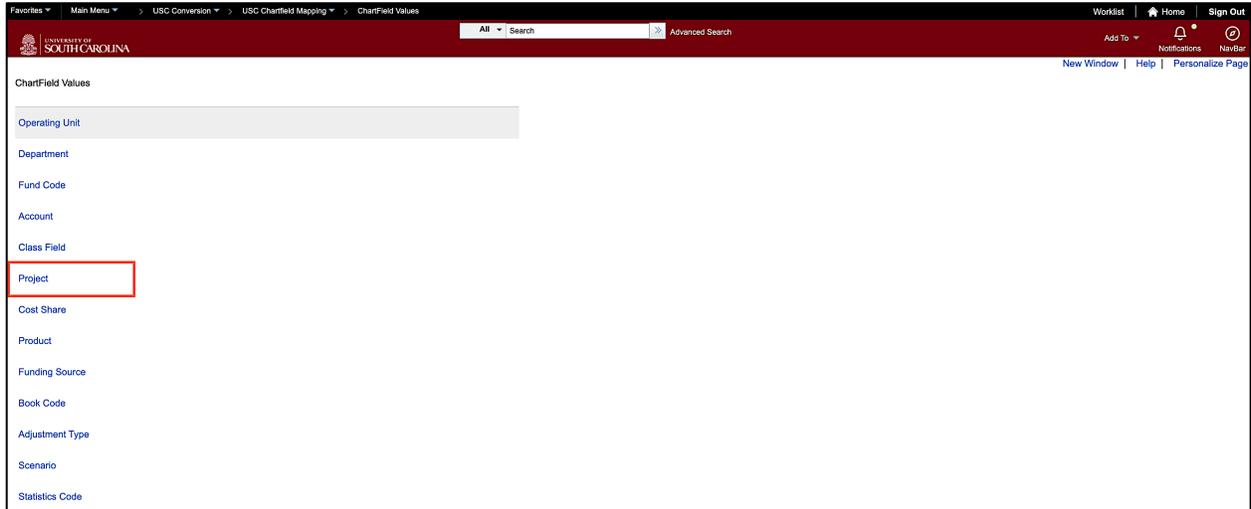
1. If the class field is active or inactive.
2. The long and short description of the class field.
3. If the chartfield value is marked budgetary only. Budgetary only class fields are not used for General Ledger transactions and are used for budget purposes only.



IX. ChartField Value: Project

Project – Identifies why the funds are being spent (grants, capital projects, endowments).

Step 1: For this example, select **Project** on the **ChartField Values** page.



Step 2: On the **Find an Existing Value** page, search by value or description. Use the magnifying glass to scroll through a list or use the text box and wildcards (%) to search for specific values in the Project or Description field.

Note: The SetID will always equal USC01.

For this example, use the **Description** text box to search for values that contains the word **DHEC** to perform a search of all projects.

Project ID
Find an Existing Value Add a New Value

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

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

*SetID: [=] USC01 [Search]
 Project: [begins with] [Search]
 Description: [contains] DHEC [Search]

Case Sensitive

Search Results
 95 rows - SetID "USC01" Description "DHEC"

SetID	Project	Description
USC01	10001974	2010-2011 SCDHEC Contract CR-1
USC01	10006318	2015-2016 DHEC Collegiate Recy
USC01	10008236	2017-2018 DHEC COLLEGIATE RECY
USC01	10013413	CARE Evaluation of DHEC
USC01	10012489	CARE Evaluation of DHEC's Div

Step 3: A listing of projects containing the word DHEC will be returned. For this example, select project **10006318** from the list to review further. The Project page will provide additional information, including:

1. The start and end date of the project.
2. If the project is active or inactive.
3. The long description of the project.

Project

SetID: USC01

Project: 10006318
 Description: 2015-2016 DHEC Collegiate Recy

*Status: Inactive

*Start Date: 10/29/2015
 *End Date: 06/30/2016

Integration: USC01

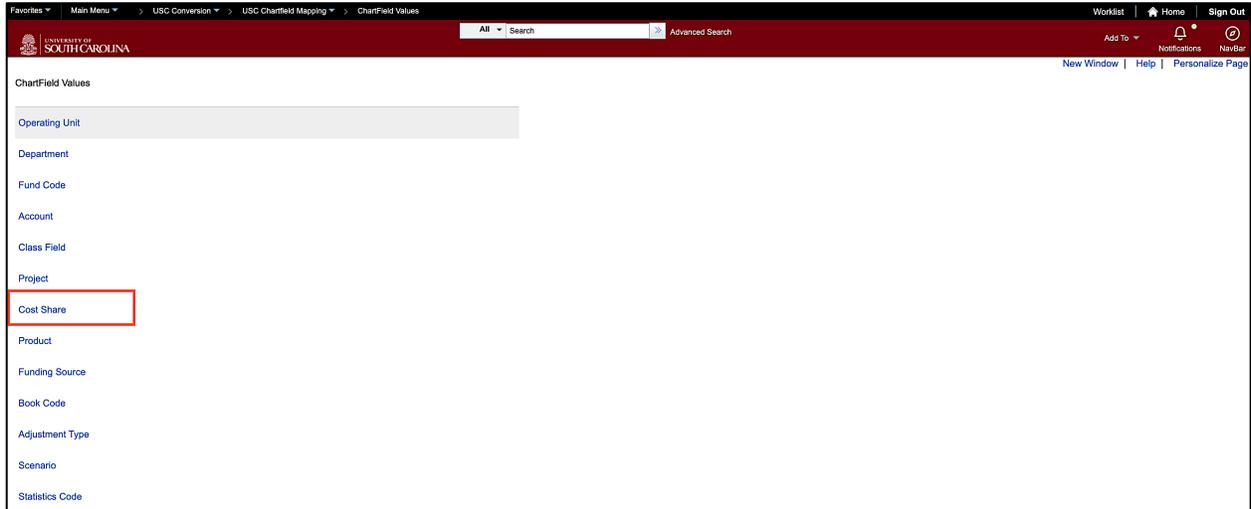
Summary Project

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Correct History

X. ChartField Value: Cost Share

Cost Share – Identifies what project and transaction is being used as cost share.

Step 1: For this example, select **Cost Share** on the **ChartField Values** page.



Step 2: On the **Find an Existing Value** page, search by value or description. Use the magnifying glass to scroll through a list or use the text box and wildcards (%) to search for specific values in the Cost Share or Description field.

Note: The SetID will always equal USC01.

For this example, use the **Description** text box to search for values that contains the word **HICAM** to perform a search of all cost share values.

Cost Share

Find an Existing Value ⊕ Add a New Value

▼ **Search Criteria**

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

Recent Searches Choose from recent searches ✎ Saved Searches Choose from saved searches

*SetID =

Cost Share

Description

^ Show fewer options

Case Sensitive Include History Correct History

▼ **Search Results**

14 rows - SetID "USC01" Description "hicom"

SetID	Cost Share	Description	Short Description	
USC01	10010906	HICAM 3.07 - DFM & CAPP TOOLS	HICAM 3.07	>
USC01	10012716	HICAM P1 TCP GEN 01	HICAM	>
USC01	10012718	HICAM P1 TCP GEN 01	HICAM	>
USC01	10012719	HICAM P1RIFDFM01	HICAM P1RI	>
USC01	10012717	HICAM P1TCPGEN01 DESIGN MANUF	HICAM P1TC	>

Step 3: A listing of cost share projects containing the word **HICAM** will be returned. For this example, select cost share project **10012716** from the list to review further. The Cost Share page will provide additional information, including:

1. The effective date of the cost share project
2. If the cost share project is active or inactive
3. The long and short description of the cost share project

Note: Cost Share project values must be manually set up within PeopleSoft Finance. If a value is not found, it means that it has not been set up as a cost share project value within the system and a formal request needs to be made.

SetID USC01 Cost Share 10012716

Effective Date

Effective Date	Status	Description	Short Description	Budgetary Only	Attributes	Long Description
07/01/2017	Active	HICAM P1 TCP GEN 01	HICAM	<input type="checkbox"/>	Attributes	Long Description

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Include History, Correct History

XI. ChartField Value: Product

Product – Identifies when or the academic term the transaction is related.

Step 1: For this example, select **Product** on the **ChartField Values** page.

ChartField Values

- Operating Unit
- Department
- Fund Code
- Account
- Class Field
- Project
- Cost Share
- Product**
- Funding Source
- Book Code
- Adjustment Type
- Scenario
- Statistics Code

Step 2: On the **Find an Existing Value** page, search by value or description. Use the magnifying glass to scroll through a list or use the text box and wildcards (%) to search for specific values in the Product or Description field.

Note: The SetID will always equal USC01.

For this example, use the **Description** text box to search for values that contains **2024** to perform a search.

Product
Find an Existing Value Add a New Value

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

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

*SetID: USC01
 Product: begins with
 Description: contains 2024

Case Sensitive Include History Correct History

Search Results
 3 rows - SetID "USC01" Description "2024"

SetID	Product	Description	Short Description
USC01	202408	FALL 2024	FALL 2024
USC01	202401	SPRING 2024	SPRING 2024
USC01	202405	SUMMER 2024	SUMM 2024

Step 3: A listing of products containing 2024 will be returned. For this example, select the product **202408 – FALL 2024** from the list for further review. The Product page will provide additional information, including:

1. If the Product code is active or inactive.
2. The long and short description of the product.

Note: Product values are used within Banner to identify the semester associated with the transaction.

SetID USC01 Product 202408

Effective Date

*Effective Date	*Status	*Description	*Short Description	Budgetary Only	Attributes	Long Description
01/01/1901	Active	FALL 2024	FALL 2024	<input type="checkbox"/>	Attributes	Long Description

XII. PeopleSoft Chart of Accounts Diagram (Full)

PeopleSoft Chart of Accounts
Updated March 2022



CHART OF ACCOUNTS - CHARTFIELDS - FOR PEOPLESFT FINANCE						
Business Unit XXXXX	Account XXXXX	Operating Unit XXXXX	Department XXXXXX	Fund XXXXX	Class XXX	Product XXXXXX
USC Legal Entity	Transaction Type	Campus, College, Division	Department	Source of Funding	Functional Account Category	Academic Terms
WHICH	WHAT	WHO	WHO	WHERE	HOW	WHEN
responsible entity?	are we doing with our dollars?	is spending the funds?	is spending?	is the funding?	are we spending the funds?	is the related term?
• USC01	<ul style="list-style-type: none"> Assets Liabilities Fund Balance Expenses Revenues Examples: 10300, 21221, 48650, 53005	<ul style="list-style-type: none"> Finance Law School Aiken Examples: CL010, CL043, AK000	<ul style="list-style-type: none"> Chemistry Human Resources Aiken Examples: 130200, 620100, 910000	<ul style="list-style-type: none"> Tuition/Appropriations Sales and Services Federal Grant Examples: A0001, E3170, F1000	<ul style="list-style-type: none"> Instruction Research Fiscal Operations Examples: 101, 202, 602	<ul style="list-style-type: none"> Fall Spring Summer Examples: 202108, 202201, 202205
<u>Required on all transactions</u>	<u>Required on all transactions</u>	<u>Required on all transactions</u>	<u>Required on all transactions</u>	<u>Required on all transactions</u>	<u>Required on all transactions</u>	<u>Used on term specific Transactions (from Banner)</u>

REQUIRED for Project Transactions		
PC Business Unit XXXXX	Project ID XXXXXXXXX	Activity ID X
WHY	WHY	Required Chartfield
are we spending the funds?	are we spending the funds?	
<ul style="list-style-type: none"> Sponsored Programs Construction Projects Internal Projects Endowments Student Activities Examples: USCSP, USCCP, USCIP, USCEN, USCSA	<ul style="list-style-type: none"> Grants Capital Projects Internal Projects Endowments Student Activities Examples: 1009009, 50000104, 80000173, E0000125, S000450	<ul style="list-style-type: none"> USC only uses 1

OPTIONAL
Cost Share XXXXXXXXX
WHAT
is the transaction cost share?
<ul style="list-style-type: none"> Use the project ID that the cost share expense is related to Example: 10009009