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

Last Revised: 7/19/19
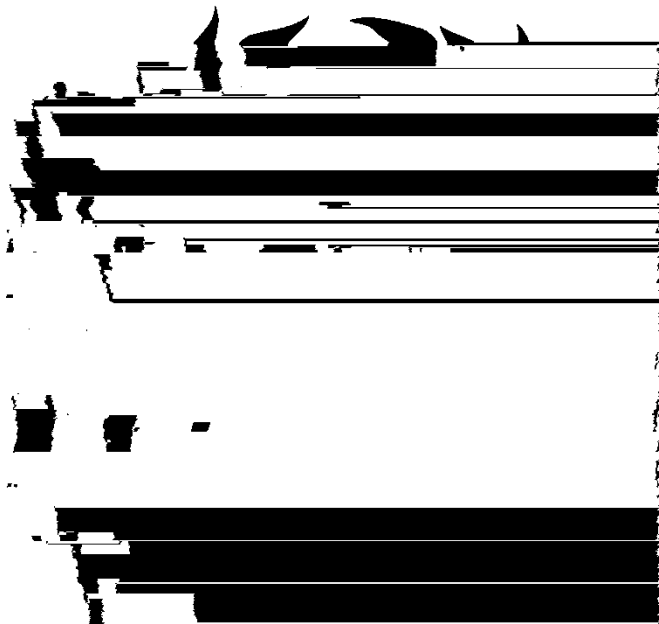
1.0   Overview

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

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   Chart field 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 cScb D0 b" ArQ•)–2hƒ@ "•€<6E67 Q >3.123406
				• Example: 660003 - Supplies and Services

Department	5	Y, for R/E	Who	• Identifies the Department being charged (Who).

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.	

3.1.2   Chartfield Attributes

Some Chartfields have additional information available that may help you when you are working within CFS
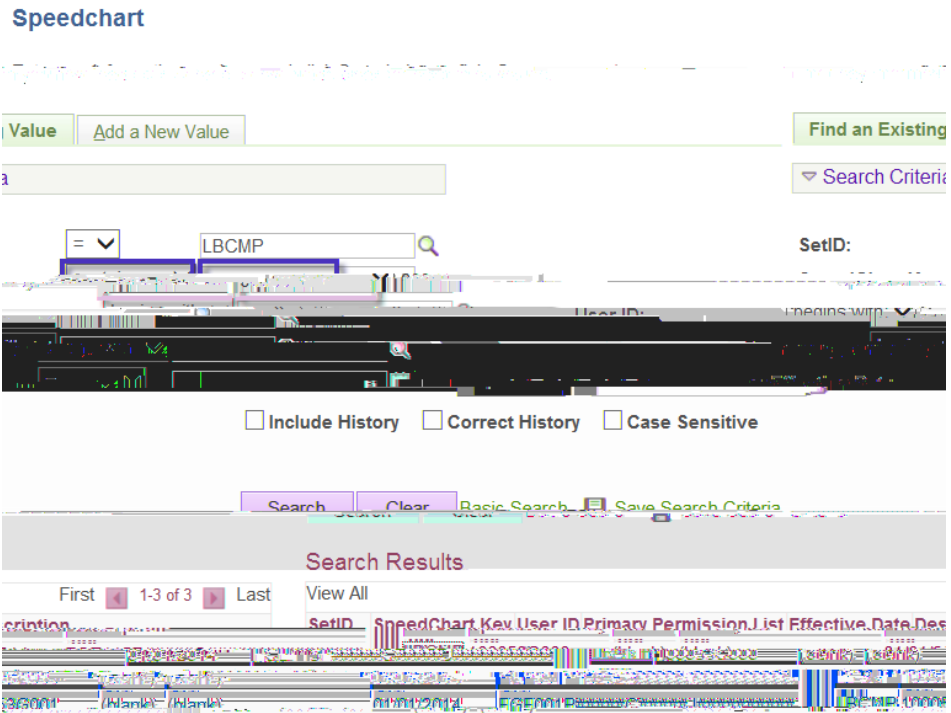
3.2   SETID's by Business Unit
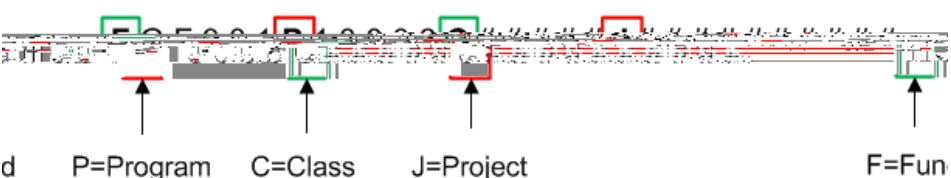
The PeopleSoft system for CSULB has been configured so ChartField values can be shared across Business Units or Business Units can have their own lists of ChartField values. A SetID in PeopleSoft is what makes this possible. ***SetIDs are the labels that identify a group/list of values*** (TableSet). Just as business units organize the company data, SetIDs organize configuration

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.	
For Chargebacks: 1st Digit of a SpeedChart represents the Business Unit: 1 = LBCMP 2 = LBFDN 3 = LB49R 9 = 3rd Party	
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.	 d P=Program C=Class J=Project F=Fun

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.

4.1   Chargeback Providers

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			

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 (sho   ws 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 Name	Description	Owner	Folder	Run to HTML	Excel	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.

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*

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

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

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