

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 PEOPLESOFT FINANCE										
Business Unit	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	WHAT	who	WHO	WHERE	ном						
responsible entity?	are we doing with our dollars?	is spending the funds?	is spending?	is the funding?	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 <u>here</u>.
- Use the USC CoA Combos Inquiry Page Job Aid to look up valid ChartFields. For more information click <u>here</u>.

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:

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	Search Menu:			All - Search	Advanced Search	0° @
		»				Add To V C Notifications NavBa
ougue	Worklist					Personalize Content Layout ? He
Top Menu Fea	VAT and Intrastat		0 07			
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	Travel and Expenses	•	USC COA Combos Inquiry			
	Travel Administration	•	HCM Account Setup			
	Supply Planning	•	ChartField Makes			
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path and give subfolders	Supplier Contracts	•	Cr mappingcombo bala creation			
Subiolauro.	Statutory Reports		Dian 4			

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 walks through each of the chartfield options.

ChartField Values in PS Finance

IV. ChartField Values: Operating Unit

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

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

Favorites Main Menu VUSC Conversion VUSC Chartfield Mapping ChartField Values			Worklist	A Home	Sign Out
	All - Search	Advanced Search	Add To	→ Û	ns NavBar
ChartField Values			New Window	Help Pers	onalize Page
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 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**.

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Operating	g Unit							
Find an	Existing Value				⊕Add a New Value			
V Search (Criteria							
Enter any in	formation you have and	d click Search. Leave fields blank for	r a list of all values.					
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	Description	contains 🗸 finance						
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		Search Clear	Save Search					
✓ Search 3 rows -	<mark>Results</mark> SetiD "USC01" Desc	cription "finance"	1-3 of 3 ∨ > > >	View All				
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.

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SetID USC01	Operating	Unit CL010					
Effective Date							
E, Q						I< < 1-1 of 1 → > >I I View All	
*Effective Date	*Status	*Description	*Short Description	Budgetary Only	Attributes	Long Description	
01/01/1901	Active ~	FINANCE	FINANCE	0	Attributes	Long Description + -	
Save Return t	Search Prev	ious in List Next in List Notify			Add Upda	te/Display Include History Correct History	

V. ChartField Values: Department

Department – Identifies <u>who</u> (Department) is spending the funds.

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

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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 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".

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Department							New Wind	low Help
Find an Exi	isting Value			[⊕Add a New Value			
✓ Search Crit	eria							
Enter any inform	nation you have and click Se	earch. Leave fields blank for a list of all v	alues.					
Recent Searches	Choose from recent sear	rches 🗸 🗸	Saved Searches Choose from se	aved searches	~ <i>I</i>			
	*SetID = ~	USC01 Q						
	Department begins with	~ Q						
1	Description contains	✓ research						
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✓ Search Res 168 rows - S	sults SetID "USC01" Descriptio	on "research"	> > View 100					
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) >					
		ARTS & SCI MOUSSEAU						

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.
- 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.

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	*Description	ANIMAL RESEARCH			
	Manager ID	Q	Manager Name		
Save	Return to Search	Previous in List Next in List	Notify Add Update/Display	Include History Correct History	

ChartField Values in PS Finance

VI. ChartField Values: Fund Code

Fund Code – Identifies <u>where</u> the funding is (source) for the transaction.

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

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ChartField Values			New Window	Help Pers	onalize Page
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 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%**.

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✓ Search Res 25 rows - Se	<mark>ults</mark> tID "USC01" Fu	nd Code "D02%"							
		<	f25 ✓ > >	View All					
SetID	Fund Code	Description	Short Description						
USC01	D0200	ATHLETIC ACTIVITIES	ATHLETIC A	>					
USC01	D0201	REC & FITNESS CNTR	REC & FITN	>					
USC01	D0202	USCB ENGLAND 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.

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Save Return to Sea	rch Previor	us in List Next in List Notify			Add Updat	e/Display Include History Com	ect History			

VII. ChartField Values: Account

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

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

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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 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.

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Account										INGW VVIII	dow 1 Help
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Recent Search	Choose from	recent searches		~ Ø 🗖	Saved Searches	hoose from save	ed searche				
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		Search	Clear	□□Sav	e Search						
✓ Search R 300 rows - your search	SetID "USC01" to see more.	Account Type "R" - O	nly the first 3	00 rows can b	e displayed.	Refine					
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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 PRIOR Y	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.

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Account										New Wind	ow Help
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Enter any int	formation you hav	ve and click Search. Leave f	ields blank for a	list of all value	es.						
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	*Setil	usco	n	۹							
	Accoun	t begins with \checkmark		۹							
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	Account Type	e begins with ∨ R		Q							
		∧ Show fewer options									
	1	🗆 Case Sensitive 🛛 Inc	lude History	Correct Hi	story						
		Search	Clear	Save	Search						
✓ Search I 17 rows -	Results SetID "USC01"	Description "gifts" +1 m	ore								
				K < 1	-17 of 17 🗸	\rightarrow \rightarrow	View 10				
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	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.
- 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**.

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Account	Map to Alternat	e Account					New Window Help Personalize Page
	SetID	USC01	Account	46100			
Effective Date	e				Q K < 1of1 > >	View All	
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	*Description	CASH GIFTS		Control Account	Commitment Control Override	,	
*Sh	ort Description	CASH GIFTS		Rudgeten Only			
		Statistical Account	UOM	Budgetary only			
Monetar	y Account Type	Revenue v	Book Code				
Balance	Sheet Indicator	~	Book oode	Allow Book Code Override			
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		Openitem Account		Reconcile on Base Amount	VAT Default		
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Performance I	Measurement						
		General Ledger Account		Performance Measurement	Acct CABM Account		
Save	eturn to Search	Previous in List Next in List	Notify	Add	Update/Display Include History Co	mect History	

VIII. ChartField Value: Class Field

Class Field – Identifies <u>how</u> 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.

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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 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.

Favorites * Main Menu * > USC Conversion * > USC Chartfield Mapping * > ChartField Values				Worklist 🎓 Home Sign Out
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Class Field Find an Existing Value	Class Budgetary	SetID USC01 Field begins with \checkmark	Help	New Window Help
✓ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.	Search Search Res	Clear Cancel Basic Lo	okup	
Searches Choose from recent searches Searches Choose from	View 100	K < 1-71 of 5	1 V > ->I	
*SetID = V USC01 Q	Class Field	Description	Budgetary Only	
Class Field begins with V	000	FUND BALANCE	N	
Description hasias with y	100	Instruction	Y	
	101	General Academic Instruction	N	
	102	Vocational / Technical Instr	N	
Case Sensitive U Include History Correct History	103	Special Session Instruction	N	
Search Clear	104	Community Education	N	

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

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Description boging with x	100	Instruction	Y	
	101	General Academic Instruction	N	
∧ Show fewer options	102	Vocational / Technical Instr	N	
Case Sensitive Unclude History Correct History	103	Special Session Instruction	N	
Search Clear	104	Community Education	N	

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

Favorites Main Menu >	USC Conversion V >	USC Chartfield Mapping V > ChartField Values				Worklist	A Home	Sign Out
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Class Field							New Windo	w [Heip
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✓ Search Criteria								
Enter any information you have	e and click Search.	Leave fields blank for a list of all values.						
Recent Searches Choose from	m recent searches	∽ 🖉 🗖 Saved Searches	Choose from s	saved searches	~ /			
*SetID	= ~	JSC01 Q						
Class Field	begins with \checkmark	00 Q						
Description	begins with $\!$							
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	Search	Clear Clear]					
✓ Search Results 1 rows - SetiD "USC01" (Class Field "100"							
		$ \langle \langle 1-1 \text{ of } 1 \rangle \rangle > \rangle $	View All					
SetID Cla	ass Field	Description						
USC01 10	0	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.

Favorites 🔻	Main Menu 🔻	> USC Conversio	n 🔻 > USC Chartfield Mapping 👻 > ChartField Values							Worklist	A Hor	ie S	ign Out
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01/01/19	901 🛗	Active ~	Instruction	Instructio		Attributes	Long Description	+ -					
Save	Return to S	earch Notif	/			Add Upda	te/Display Include History	Correct History					

ChartField Values in PS Finance

IX. ChartField Value: Project

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

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

Favorites Main Menu VSC Conversion VSC Chartfield Mapping ChartField Values			Worklist	A Home	Sign Out
	All - Search	Advanced Search	Add To	• Q. Notificatio	ns NavBar
			New Window	Help Pers	onalize 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 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.

Favorites Main Men	u▼ > USC Conversion	USC Chartfield Mapping				Worklist	A Home	Sign Out
	UNA		4	All V Search	Advanced Search	Add To 👻	Q. Notifications	Ø NavBar
Project ID							New Wind	ow Help
Find an Existin	g Value			[⊕Add a New Value			
✓ Search Criteria								
Enter any information	you have and click Sear	ch. Leave fields blank for a list of all values.						
Searches Ch	oose from recent search	es V Saved Searches	Choose from :	saved searches	~ <i>I</i>			
	*SetID = ~	USC01 Q						
F	roject begins with ~	٩						
Desci	ription contains ~	DHEC						
		options						
	Case Sensiti	ve						
	Search	Clear Save Search						
✓ Search Results								
95 rows - SetiD "	USC01" Description "	DHEC"						
		< < 1-10 of 95 → >	View All					
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.

Favorites Main Menu VUSC Conversion VUSC Chartfield Mapping ChartField Values	Worklist	A Home Sign O	ut
All • S	iestroh 🔊 Advanced Search Add To <	D. O) Bar
Project	New Window	rlelp Personalize Pa	ıge
SetID USC01 Project 10006318 Project 10006318 'Status Inactive Attributes.			
Start Date 10/29/2015			
Summary Project			
Save Return to Search Previous in List Next in List Notify Add Update/Displa	Correct History		

X. ChartField Value: Cost Share

Cost Share – Identifies <u>what</u> project and transaction is being used as cost share.

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

Favorites Main Menu VUSC Conversion VUSC Chartfield Mapping ChartField Values			Worklist	📔 🏫 Home	Sign Out
SOUTH CAROLINA	All V Search	Advanced Search	Add To	↓ Û Notificat	e e e e e e e e e e e e e e e e e e e
ChartField Values			New Window	Help Pe	sonalize Page
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 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.

Favorites 🔻 Main	Menu 🌱 💦 🗦 US	C Conversion 🔻 > USC Chartfield Mapping 👻 >	ChartField Values				Worklist	A Home	Sign Out
SOUTH C	ROLINA			AI	Search	Advanced Search	Add To 🔻	Q. Notification	Ø NavBar
Cost Share								New Wind	JOW Help
Find an Exis	ting Value				[⊕Add a New Value			
✓ Search Crite	ria								
Enter any informa	ation you have ar	nd click Search. Leave fields blank for a lis	t of all values.						
Recent Searches	Choose from re	ecent searches	Searches Cho	cose from s	aved searches	~ /			
	*SetID =	V USC01	۹						
c	ost Share be	gins with 🖌	٩						
D	escription co	ntains 🗸 hicam]						
	^ SI	how fewer options							
	_ c	ase Sensitive 🛛 Include History 🗌	Correct History						
		Search Clear	Save Search						
✓ Search Result 14 rows - Set	i lts ID "USC01" De	escription "hicam"							
		< < 1-10 of	14 ✓ → >	View All					
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.

Favorites 🔻 Main Menu 🔻	> USC Conversion	▼ > USC Chartfield Mapping ▼ > ChartField Values					Worklist 🛛 🏫 Home 🛛 Sign Out
			All - Seat	rch	Advanced Search		Add To 👻 💭 🅐 🏉 Notifications NavBar
SetID USC01	Cost Share 100 ⁻	12716				< 「1.1 of 1 マ > >) View All	New Window Help Personalize Page
*Effective Date	*Status	*Description	*Short Description	Budgetary Only	Attributes	Long Description	
07/01/2017	Active 🗸	HICAM P1 TCP GEN 01	HICAM	0	Attributes	Long Description + -	
Save Return to S	earch Previ	ous in List Next in List Notify			Add Updat	e/Display Include History Correct History	

XI. ChartField Value: Product

Product – Identifies <u>when</u> or the academic term the transaction is related.

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

Pavones * Main Menu * > OSC conversion * > OSC cramero Mapping * > charmero Values			worklist	1.1 Home	ວາຍ	gn Out
SOUTH CAROLINA	All - Search	Advanced Search	Add To	- L Notifice	tions	Ø NavBar
ChartField Values			New Window	Help Pe	rsonalize	e Page
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.

Favorites 🔻	Main Menu 🔻 💦 > USC Conver	sion 🔻 > USC Chartfield Mapping 👻	> ChartField Values			Worklist	A Home	Sign Out
	sity or			A	Search Advanced Search	Add To 🔻	÷.	Ø
SOU1	IHCAROLINA						Notifications New Windo	s NavBar ow Help
Product								
Find an I	Existing Value				Add a New Value			
V Paarah (Criteria							
 Search of Enter any int 	formation you have and click S	Search. Leave fields blank for a	list of all values.					
Recer Searc	nt Choose from recent sea	arches ~	Saved Che Searches	oose from s	aved searches			
	*SetID = ✓	USC01	٩					
	Product begins with	1 ¥	Q					
	Description contains	~ 2024	7					
		er options	-					
	🗆 Case Sen	sitive 🗆 Include History 🕻	Correct History					
	Sea	Clear	Save Search					
✓ Search I	Results							
3 rows -	SetID "USC01" Description	"2024"						
		K < 1	-3 of 3 🗸 🔿 🖂	View All				
SetID	Product	Description	Short Description					
USC01	202408	FALL 2024	FALL 2024	>				
USC01	202401	SPRING 2024	SPRNG 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.

Favorites 🔻 Main Menu 🔻	> USC Conversio	n 🔻 > USC Chartfield Mapping 🖛 > ChartField Values						Worklist 🛛 🏫 Heme 🛛 Sign Out
	JA		All - Searc	h	Advanced Search			Add To 💌 🔑 🧭 Notifications NavBar
								New Window Help Personalize Page
SetID USC01	Product 202	408						
Effective Date								
E Q						$ <$ $ <$ 1-1 of 1 \checkmark $>$	> View All	
*Effective Date	*Status	*Description	*Short Description	Budgetary Only	Attributes	Long Description		
01/01/1901	Active ~	FALL 2024	FALL 2024	C	Attributes	Long Description	+ -	
Save Return to	Search Prev	ious in List Next in List Notify			Add Upda	tte/Display Include History	Correct History	

XII. PeopleSoft Chart of Accounts Diagram (Full)

PeopleSoft Chart of Accounts Updated March 2022



		CHART OF ACCO	UNTS - CHARTFIELDS	- FOR PEOPLESOFT FINA	NCE	
Business Unit	Account	Operating Unit	Department	Fund	Class	Product
XXXXX	XXXXX	XXXXX	XXXXXX	XXXXX	XXX	XXXXXX
USC Legal	Transaction Trans	Campus, College,	Denertment	Source of Funding	Functional Account	Acadomic Torme
Entity	Transaction Type	Division	Department	Source of Funding	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	Assets Liabilities Fund Balance Expenses Revenues Examples: 10300, 21221, 48650, 53005	• Finance • Law School • Aiken Examples: CL010, CL043, AK000	Chemistry Human Resources Aiken Examples: 130200, 620100, 910000	Tuition/Appropriations Sales and Services Federal Grant Examples: A0001, E3170, F1000	 Instruction Research Fiscal Operations Examples: 101, 202, 602 	• Fall • Spring • Summer Examples: 202108, 202201, 202205
<u>Required</u> on all transactions	<u>Required</u> on all transactions	<u>Required</u> on all transactions	<u>Required</u> on all transactions	<u>Required</u> on all transactions	<u>Required</u> on all transactions	Used on term specific Transactions (from Banner)

REQ	UIRED for Project Tra	ansactions
PC Business Unit XXXXX	Project ID XXXXXXXX	Activity ID X
WHY are we spending the funds?	WHY are we spending the funds?	Required Chartfield
Sponsored Programs Construction Projects Internal Projects Endowments Student Activities Examples: USCSP, USCCP, USCIP, USCEN, USCSA	Grants Capital Projects Internal Projects Endowments Student Activities Examples: 1009009, 50000104, 80000173, E0000125, S000450	USC only uses 1