



# PeopleSoft Financials General Ledger v9.1

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## Chartfield Conversion Tasks

# PeopleSoft Chartfield Structure

## What are PeopleSoft Chartfields & Trees?

- **Independent Data Elements:** PeopleSoft Chartfields (Chart of Account segments) are independent data elements that fundamentally define how transaction data is stored and reported – each chartfield or segment represents a ‘dimension’ of financial data.
- **Common usage among enterprise suites and modules:** Chartfields will be used throughout all PeopleSoft modules at SpearMCsconsin, including Financials (GL, AP, PO, AR, etc.), HRMS (Payroll, T&L), EPM (Financials Warehouse, Budgets) – this allows for a single point of maintenance if the Chartfields are shared across business units.
- **Affects users across entire organization:** Chartfields are used to record accounting distribution lines (e.g. debits and credits) specific to transactions, these may include but are not limited to:
  - Time Reporting within Time & Labor
  - Purchase Requisitioning within Purchasing
  - Budgeting, Reporting and Analysis within Financials Warehouse
  - Vouchering and Payments within Payables
  - Journals within General Ledger
- **Trees a graphical representations of Chartfield organization:** Think of trees as a visual hierarchy where one, multiple or a grouping of Chartfields “rolls-up” into a parent chartfield value. Trees can be loosely defined or very rigid according to business rules that are defined.

# PeopleSoft Chartfield Structure

## Chartfield Considerations affecting SpearMC

Configuration Value	PS v9.1 Capability	Configuration Consideration
PeopleSoft Chartfields	PeopleSoft delivers approximately twenty-three chartfields, and allows for full chartfield configuration	<ul style="list-style-type: none"> <li>• Centralize Chartfield maintenance when possible. SpearMC will want to keep the chartfields thin and enforce rigor when a new account or chartfield value is requested.</li> <li>• The use of ChartFields also directly affect system storage volumes and performance. SpearMC should consider the impact on Ledger table volume when additional chartfields are added. Each unique chartfield per month, per year, per business unit, represents a unique row in the ledger;</li> <li>• PeopleSoft v9.1 delivers a tool called ChartField Configurator. This tool allows you to perform various configurations to ChartFields to meet unique accounting requirements. All ChartFields fall into one of three categories: (1) Fully Configurable: any configuration action may be taken. (2) Partially Configurable: selective configuration actions may be taken. (3) Non-Configurable: ChartField is required and may not be changed;</li> <li>• Renaming, deleting or adjusting Chartfield field length is discouraged – it makes applying bundles and upgrades more complex. <b><i>Instead, it is recommended to re-label, inactivate or change display length (down from table field length) of Chartfields using Chartfield Configurator;</i></b></li> <li>• SpeedTypes complete a transaction by mapping to a common and allowed combinations of regularly used ChartField values. <b><i>This could be used to mitigate SpearMC’s loss of WISMART rapid data entry benefits.</i></b></li> </ul>

# PeopleSoft Chartfield Structure

## Tree Considerations affecting SpearMC

Configuration Value	PS v9.1 Capability	Configuration Consideration
PeopleSoft Trees	Trees organize Chartfield values and can be used to maintain Chartfield values.	<ul style="list-style-type: none"><li>• Trees add an intuitive, visual layer that enables you to see where detail items in your chart of accounts fit into the big picture;</li><li>• Trees in PeopleSoft are a graphical presentation of chartfield values; they can show hierarchy or group detail values in logical format;</li><li>• Many processes use the trees when they need hierarchical information, including: Summary Ledgers, Consolidations, Reporting, Combination Editing;</li><li>• Trees are driven by SetID, and are specific to a single chartfield value. When more than one CF dimension is required in a PS process, more than one tree must be used;</li><li>• An unlimited number of trees are supported, although 'corporate' tree structures are recommended to have a 'single' version of the organization for reporting and processing purposes;</li><li>• <b>Every time a detail chartfield value is added to the system, trees must be checked to verify that the new detail value is contained in the existing ranges specified.</b> Failure to do so could result in imbalances in reporting, consolidations, or any other processes that use trees. The ability to <b>add/modify chartfield values via Tree Manager</b> exists within PeopleSoft and <b>is recommended.</b></li></ul>

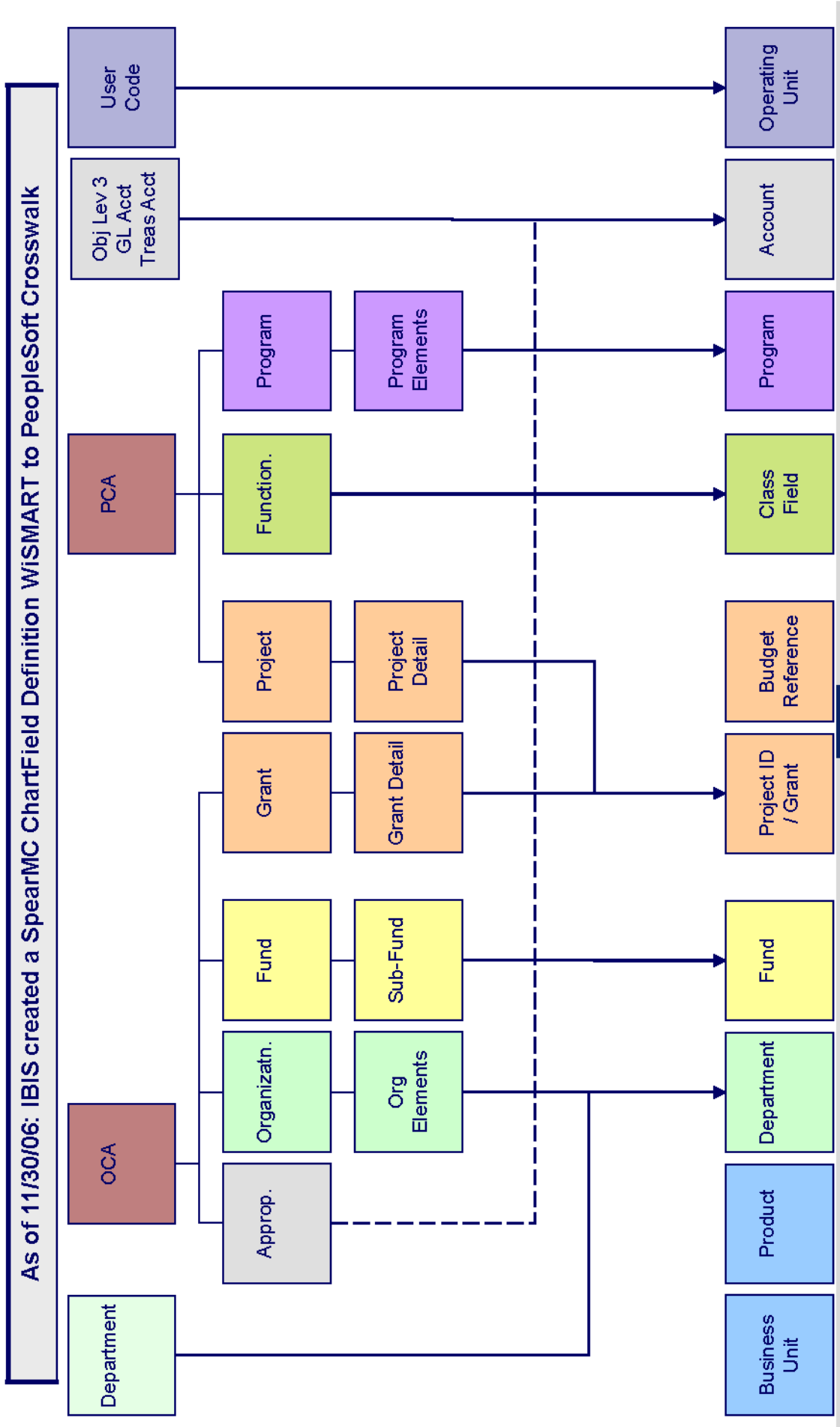
# PeopleSoft Chartfield Structure

## Understanding Tree Structure, Levels and Definition

Step	Description
1. Define Tree Structure	<p>Every tree is based upon a structure. The structure defines the links between the tree and the underlying chartfield tables to which it refers. There are two main kinds of tree structures:</p> <ul style="list-style-type: none"><li>• Detail tree structures. Node-oriented with detail value(s) or detail range(s);</li><li>• Summary tree structures. These are used for PS/nVision reporting using summary ledgers.</li></ul>
2. Create Tree Definition	<p>The tree definition specifies the tree structure used, tree name and key values, how the tree handles detail values, and whether the tree uses levels.</p>
3. Specify Tree Levels	<ul style="list-style-type: none"><li>• Recommend that at least one core chartfield tree be strictly enforced and contain all CF values. This will allow all levels within the tree to have a consistent meaning. Additional chartfield trees may be used for exceptions or other reporting needs.</li><li>• Name the tree levels correctly from the start (e.g. do not use LEVEL1, LEVEL2, etc.) – changing level names will be difficult once trees are built.</li><li>• Add Root Node equal to highest level tree node for tree.</li></ul>
4. Insert Tree Nodes	<ul style="list-style-type: none"><li>• Tree node codes should be labeled for simplicity – recommend using UPPER_CAPS with underscores in between words. This allows for speed and less errors in nVision processing. Node description should be what SpearMC wants to see on reports. In Tree Node Description do not use characters (e.g. use 'and' in place of '&amp;', do not use single quotes or parenthesis).</li></ul>
5. Attach Detail Values	<ul style="list-style-type: none"><li>• Define a single chartfield value, multiple chartfield values, a range of chartfield values or multiple ranges of chartfield values as the detail attached to a node.</li></ul>

# PeopleSoft Chartfield Structure

## Example Government Codeblock to PeopleSoft Chartfield Crosswalk:



# PeopleSoft Chartfield Structure

## Delivered PeopleSoft Chartfield Structure – Business Unit:



- While not a true PeopleSoft Chartfield, Business Units define the logical units within an organization, usually legal entities for financial and tax reporting purposes – each business unit keeps its own set of books and reports;
- Multiple ledgers can be tied to a GL Business Unit. For example: an ACTUALS track actual dollar transactions, FACCRUAL for GASB 34 requirements, and BUDGET ledger to track loaded budget data.
  - 5 Characters – Each agency will set up as a “Business Unit” in PeopleSoft.
  - Business Units will be set up with the statutory number followed by zeros. For example, Employee Trust Funds, Agency 515, would be set up as Business Unit 51500.
  - General Ledger Business units will only be set up for statutory agency.
  - The legislative agencies (765), Shared Revenue and Tax Relief (835), Miscellaneous Appropriations (855) and Program Supplements (865) will be allowed to use the last 2 characters to set up more specific Business Units. For example, 76501 could be Legislative Fiscal Bureau and 76502 could be Legislative Audit Bureau.