



UNIVERSITY OF
SOUTH CAROLINA

**Controller's Office
Chart of Accounts
March 2022**

Today's Agenda

- Chartfield Maintenance Process and Forms
 - Where to find the form
 - How to use and complete the form
 - How the form is processed
 - Additional Tips and Tricks
- GASB 87
- Where to Find Resources and Contact Information



Chartfield Maintenance

What is UofSC's Process?



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Chartfield Maintenance

Purpose: To add/change/inactivate chartfield strings to the Chart of Accounts on the crosswalk.

- The following forms can be found on the Office of the Controller website:
 - Chartfield Request Form
 - E Fund Form
 - Z Agency Fund Form

https://sc.edu/about/offices_and_divisions/controller/chart_of_accounts/index.php




Chartfield Maintenance

How the **Chartfield Request Form** can be utilized to:


- Request new funds
- Request new departments
- Request new USCIP and USCSA projects
- Inactivate a project or chartfield string
- Change description for a chartfield string



 The picture can't be displayed.

Chartfield Maintenance

How to complete the Chartfield Request Form:

**South Carolina**

Chartfield Request Form

Please email completed forms to CFMAINT@MAILBOX.SC.GOV

Please select type:

Combination Description

ChartField String

Operating Unit

Department

Fund

Class

PC Business Unit

Project (if inactivating)

Project type (if applicable)

Project Start Date

Project End Date

For new Department or Project:

Approver(s) 1

Approver(s) 2

USCID(s) 1

USCID(s) 2

Mark for Payroll?

Attach justification

Why new department?

Why new project? How much to be transferred into new account and from where?

If E fund – attach E Fund questionnaire

If Z fund – attach Z Fund questionnaire

FOR NEW DEPARTMENT REQUESTS ONLY – PLEASE SEE BELOW:

Does this department need to be added to PeopleAdmin (Will you be creating PD's, postings, and hiring employees into this department?)

If you answered "Yes" above, please provide the Parent Department Number where this new department will roll up to.

Requested by

Business Manager

Date

Date

Controller's Office Approval:

Date:

Select Type: Add/Change/Inactivate

Provide a Combination Description

Chartfield string

Project (if requesting inactivation)

Project type and dates if applicable

Approvers with USCID's (only needed for new departments and new project requests)

Mark for payroll Y/N (Do you need HCM combo codes?)

Include justification: E or Z fund questionnaire if applicable, why new department, why new project, funding chartfield and amount.

Chartfield Maintenance

For **new departments only** and requesting payroll combo codes – complete the last two questions regarding PeopleAdmin.

- We send it to HRHCMBA@mailbox.sc.edu
- HR takes it from here. If they have questions, they will reach out.
- Once reviewed and approved, the new department is added to the Department tree in HCM PeopleSoft and then it is available to select on ePAF forms.

Does this department need to be added to PeopleAdmin (Will you be creating PD's, postings, and hiring employees into this department?)



If you answered "Yes" above, please provide the Parent Department Number where this new department will roll up to.

Note: New Department requests must have justification and be part of your organizational chart. These requests will be limited.



Chartfield Maintenance

What is the difference between a department and a project:

- **Departments** are part of your organizational chart and are considered permanent/ongoing. **Projects** are limited in scope and term and are funded by an existing department.
 - **Example:** Chemistry is a department in the College of Arts and Sciences. It is part of their organizational chart, has full-time employees, recurring annual expenses, etc. Chemistry Lab Equipment is a project. It was created for a 5-year initiative to save and set aside funding to replace lab equipment. At the end of the 5 years, once the equipment has been replaced, the project will be closed.



Chartfield Maintenance

What are the different types of Funds:

- The University receives funds from many different sources. The **Fund Number** in a chartfield string represents the source of funding and allows the University to track revenues and expenses related to that funding.
- Available Fund type resources:
 - Funding Quick View: drop-down boxes at the bottom of the Chart of Accounts webpage to give a quick overview of each fund type.
 - Funding Resource Matrix: detailed print-ready fund type matrix.

https://sc.edu/about/offices_and_divisions/controller/chart_of_accounts/index.php



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Chartfield Maintenance

How the form is processed, chartfield strings created, and departments notified:

- Completed forms should be sent to CFMAINT@mailbox.sc.edu for processing.
- Form is reviewed to ensure it is complete and accurate.
- Reviewed form is sent to Lindsay Anastasio, Assistant Controller, for approval.
- Upon approval, new chartfield is created and added to crosswalk PeopleSoft Finance.
- Department notified a funding JE should be submitted at this point.
- PSSECURE@mailbox.sc.edu is notified to add approvers if applicable



Chartfield Maintenance

Tips and Tricks

- Two types of projects maintained through this form and mailbox - Internal Projects (USCIP) and Student Activity Projects (USCSA).
- When inactivating a project, please provide the chartfield string you would like to have inactivated.
- **Repurpose vs. Renaming:** Chartfields **cannot** be repurposed, but we can update names and descriptions if necessary. Rather than repurpose a chartfield, please inactivate the unused chartfield and request a new chartfield. Descriptions must be inline with the original intent of the department/project.
- Regularly review the balances and end dates on each of your USCSA and USCIP projects. Those with negative balances should be funded and those that have ended should either be extended or inactivated if no longer needed.



Using the USC CF Combos Inquiry

PeopleSoft Finance Navigation: Main Menu > USC Conversion > USC Chartfield Mapping > USC CoA Combos Query

Navigation: Favorites | Main Menu > USC Conversion > USC Chartfield Mapping > USC CoA Combos Inquiry | Worklist | Home

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USC CF Combos Inquiry

USC Combo Key Fiscal Year From Fiscal Year To Status ☐ Payroll Only?

Operating Unit Department Fund Code Class Field ☐ Include Cost Share

PC Business Unit Project Activity Product

	USC Combo Key	Description	Fiscal Year	Status	Operating Unit	Department	Fund Code	Class Field	PC Business Unit	Project	Activity
1											




Using the USC CF Combos Inquiry Demonstration



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Finance Intranet: Using the GL to Identify an Active Internal Project

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HUB ▾ Finance Intranet ▾ GL DASHBOARD

Sign out

Department

Fund

USCID

Project

80004630

Activity

Project Reference

☐ Show BUD000

Class

Product (Term)

Statement

Direct Expenses ▾

Fiscal Period

GL Current [OPEN] ▾

☐ Display Account Chartfield

Submit

Clear

CSV

80004630

CAS COEC GRADUATE PROGRAM

USCIP - Internal Project

10/01/2021-10/01/2026 [1826]


100013578

PROJECT TEAM

Role	Name	USCID	Email
APPRV_1	Dorrell,Kay P.	Q94407338	dorrellk@cec.sc.edu



Finance Intranet: Using the GL to Identify an Inactive Internal Project

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HUB ▾ Finance Intranet ▾ GL DASHBOARD

Sign out

Department

Fund

USCID

Project

Activity

Project Reference

☐ Show BUD000

Class

Product (Term)

Statement
Direct Expenses ▾

Fiscal Period
GL Current [OPEN] ▾

☐ Display Account Chartfield

Submit

Clear

CSV

Operating Unit	Department	Fund	Class
<div><div>80001125</div><div>STARTUP ADDIS KIDANE</div><div>USCIP - Internal Project</div><div>*INACTIVE*</div><div>07/01/1990-06/30/2050 [21914]</div></div>			

PROJECT TEAM

Role	Name	USCID	Email
APPRV_1	Dorrell,Kay P.	Q94407338	dorrellk@cec.sc.edu
APPRV_1	POWELL,LAWRENCE	D03232938	

DEPARTMENT APPROVERS



GASB 87

What is GASB 87?

- “GASB 87 introduced the new definition of a lease as a contract that conveys control of the right to use another entity’s nonfinancial asset (an underlying asset such as buildings, land, vehicles, or equipment) as specified by the contract for a period of time.”

This requires the Controller’s Office to gather information on all lease agreements with a term **greater than 12 months** for university **tangible assets** such as building/office space, parking garages/lots, and equipment.

What does this mean for the departments?

- If your department is leasing tangible property to an outside entity and receiving revenue, we need to gather the following information:
- a list of all tangible leases for your department that are greater than 12 months
- the lease terms
- payment information
- a copy of the signed Lease Agreement



Where to Find the Resources Referenced in this Presentation

Controller's Website

http://sc.edu/about/offices_and_divisions/controller/



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Upcoming Webinars

Upcoming Webinars

Tuesday	March 8, 2022	9:00 AM	Cash Advance and Prepaid Program
Thursday	March 17, 2022	9:00 AM	General Accounting Training
Tuesday	March 22, 2022	9:00 AM	Payment Request
Wednesday	March 30, 2022	10:30 AM	Supplier Onboarding Liaison
Thursday	March 31, 2022	9:00 AM	AP Upload
Tuesday	April 5, 2022	9:00 AM	GL JE/JV Training
Thursday	April 21, 2022	9:00 AM	Creating Expense Reports (Pcard, Team Card, and Travel Card)

To register for a training, please visit the [**PeopleSoft Finance Training Schedule**](#). Click the active link for the training session you would like to attend and complete the registration form. You will receive a Team's meeting invitation 24 hours prior to the webinar



Contacts

Contact Us

General Accounting (JEs, JVs, Apex, GL issues/questions)

Cash Advance Settlement

genacctg@mailbox.sc.edu

Payroll Retro Journal Entries

cashadvsc@mailbox.sc.edu

Chartfield Maintenance

retroje@mailbox.sc.edu

Moving Mailbox

cfmaint@mailbox.sc.edu

PeopleSoft Finance Security Requests

moving@mailbox.sc.edu

pssecure@mailbox.sc.edu

Accounts Payable

AP Uploads

ap@mailbox.sc.edu

Supplier Maintenance

apupload@mailbox.sc.edu

apsupplr@mailbox.sc.edu

Travel Office

Student/Non-employee Travel Authorizations and

teoffice@mailbox.sc.edu

Travel Reimbursement Vouchers

tesubmit@mailbox.sc.edu

Card Programs

Business Expense/Participant Card

cards@mailbox.sc.edu

Team Card

teamcard@mailbox.sc.edu

Travel Card

trvcad@mailbox.sc.edu

Tax Office

Research/Development Sales/Use Tax Exemptions

tax@mailbox.sc.edu

rdequip@mailbox.sc.edu

Controller's Compliance Office

concp1@mailbox.sc.edu



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Questions



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