

CSU
BAKERSFIELD™

**Chart of Accounts
Training**

Accounting & Reporting Services



Chart of Accounts Training

Overview

The chart of accounts are the backbone of our financial system. These fields/values provide a common language for classifying an organization's business transactions and identifies the "where, who, what" in financial reporting. For our PeopleSoft finance system, these chartfields consist of seven values to define specific transactions.

Chartfield String Order (Where, Who, What):

***Business Unit**

***Fund** (Where is the funding source?)

***Department** (Who is responsible for transaction?)

***Account** (What is the nature of the transaction?)

Program

Project

Class

* Required chartfields on all transactions



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Business Unit

The business unit identifies the CSU Bakersfield entity in which the specific transaction will be recorded. CSUB has five business units, one for the main campus and each of the four auxiliaries. This chartfield is the highest-level key structure in PeopleSoft financial system and is a required chartfield on every transaction.

- **BKCMP** – CSU Bakersfield
- **BKASI** – CSUB Associated Students Inc.
- **BKFDN** – CSUB Foundation
- **BKSTU** – CSUB Student-Centered Enterprises Inc.
- **BKSPA** – CSUB Sponsored Programs



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Fund

The fund chartfield is composed of five alphanumeric characters which is used to account for specific activities. This required chartfield identifies the funding source (“where”) and tracks spending restrictions.

Example Fund Numbers:

- BK001 → Main operating fund
- MU--- → Miscellaneous student fees
- MY--- → Lottery funds
- MX--- → Miscellaneous trust funds



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Department

The department chartfield is composed of six alphanumeric characters which represents the detailed breakdown of campus organization structures. Combined with other chartfield values, they form the basis for department budgets and the tracking of expenditures and revenues. This chartfield identifies the area being charged and “who” is responsible for the transaction. Department chartfields are required on all revenue and expenditure transactions.



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Account

The function of this chartfield is to classify Assets, Liabilities, Fund Balance Reserves, Revenues and Expenses. It identifies “what” type of transaction is being recorded. Account will define the minimum level of required detail for campus reporting. This chartfield is composed of six digits and is required on all transactions.

Account Types:

Asset → Begins with 1

Liability → Begins with 2

Fund Balance → Begins with 3 or 4

Revenue → Begins with 5

Expenses → Begins with 6



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Program

The program chartfield is composed of four alphanumeric characters and is used to define a set of ongoing campus-wide activities that need to be tracked separately. This chartfield is not required and can span multiple divisions and departments. It can be used to group campus-wide expenditures across a school or division into meaningful cost reporting.

Example Programs:

- A101 – Antelope Valley
- 1001 – Campus Wide
- 1002 – Campus Reserve
- 1014 – Intramurals



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Project

The project chartfield is composed of six alphanumeric characters and is not a required chartfield. It is used to identify a discrete set of activities that occur within a specific time period, though it may span more than one fiscal year. Activities associated with this chartfield may span multiple departments or funds.

Example Projects:

PRxxxx – Construction/capital projects

F/Sxxxx – Sponsored grants

PJxxxx – Misc. campus activities with designated funding



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Class

The class chartfield is composed of five alphanumeric characters and used is to track detail transactions where no other chartfield is defined. Class codes are used to track specific expenses for internal purposes to the department only and is unique to that department. This chartfield is not required for recording transactions.

Example Class Codes:

C0001-C0099 → Established for all campus users



Chart of Accounts Training

Click on the link below if you are ready to take the Chart of Accounts test. The test is only seven questions and consists of multiple-choice questions. Good luck!

https://www.csub.edu/bas/fiscal/training_coa/coa_test.html

