

OFFICE OF FINANCE & BUSINESS SERVICES CHARTFIELD COMBINATION REQUIREMENTS

Defining Chartfields

The College of New Jersey has adopted the following Peoplesoft chartfields: Fund, Class, DeptID, Program, Account, and Project Grant. A Chartfield combination is a group of chartfields that are representative of a cost center (i.e. departments, program, grant). Class, Fund, and Account, are required chartfields for all college activity. DeptID is valid for general college operating activity. Programs are valid for activities outside of general college operations. Project/Grants are chartfields specifically used for construction projects and restricted Grants and Contracts.

Determining which chartfield combinations are appropriate.

Fund (2 characters)

⇒ Fund codes are assigned based upon the funding source. The fund code is primarily used for financial statement reporting.

Class (2 characters)

⇒ Class codes are assigned to classify various expenses for State reporting purposes.

DeptID (4 Characters)

⇒ In general, represents operating activity related to the different departments within the college.

Program (5 Characters)

⇒ Represents a cost center activity within a department, one that crosses multiple departments, or operates independently. For example, self-funding accounts have been assigned program codes in Peoplesoft.

Project/Grant (5 characters)

⇒ Only restricted grants and capital projects warrant a project/grant number. Examples of project/grants are research grants, financial aid grants and major construction projects.

Account (5 characters)

The account designates the type of transactions such as revenues and expenses.

Chartfield Combination Requirements

This illustration shows how the chartfield value required is based on the fund code used.

Fund	Description	Fund	Class	DeptID	Program	Prj/Grt	ACCT
10	General Fund	X	X	X			X
11	College Services	X	X	X			X
12	Summer School	X	X	X	X		X
13	Off-Campus Contracts	X	X	X	X		X
14	Overseas	X	X	X	X		X
15	Enterprises	X	X		X		X
16	Scholarships and Waivers	X	X		X		X
17	College Operating Projects	X	X	X	X		X
18	Housing Operating Projects	X	X	X	X		X
19	Student Ctr. Operating Project	X	X	X	X		X
20	Current Fund Capitalization	X	X	X			X
21	Student Center	X	X	X	X		X
22	Conference Center	X	X	X	X		X
23	Summer Camps	X	X	X	X		X
24	Housing	X	X	X	X		X
25	Telecommunications Resale	X	X	X			X
26	Athletics Programs	X	X	X	X		X
40	Restricted Grants & Contracts	X	X			X	X
41	Financial Aid	X	X		X	X	X
42	Multi-Year Grants & Contracts	X	X		X	X	X
60	Loan Funds	X	X	X			X
71	Unexpended Plant Funds	X	X	X		X	X
72	Plant Renewal & Replacements	X	X	X		X	X
73	Plant Debt Service	X	X	X		X	X
74	Investment in Plant	X	X	X		X	X
75	Plant Funds Capital Projects	X	X	X		X	X
90	Agency Funds	X	X		X		X