CFR-3-01 Speedtype and chartfield structure

CFR-3-01.01   Introduction

The University's accounting system uses seven PeopleSoft chartfields to track and organize all financial transactions. Defined combinations of chartfields are called speedtypes.

CFR-3-01.02   Speedtypes

Speedtypes are six-digit numbers which provide control over transaction entry as well as convenience when accessing information. The first digit indicates the fund type. See chart in CFR-3-01.04 for the actual speedtype ranges.

PeopleSoft records all information by the chartfield combination and not the speedtype. Each unique chartfield combination will have a unique speedtype. If the chartfield combination changes for a speedtype (for example, a change in home department), the former chartfield combination will be recorded under a modified version of the original speedtype. Modifiers begin with -01 and continue through -99 (for example 2xxxxx-01). This allows for continued access to the historical chartfield combinations and the transactions recorded under them.

CFR-3-01.03   Chartfields

1. Fund
2. Department
3. Dept Unit
4. Program
5. Class
6. Project
7. Account

CFR-3-01.04   Fund

This five-digit numeric chartfield represents the highest level of university accounting. In general, regular departmental speedtypes will have a fund 10000 for Akron campus and 11000 for Wayne campus. Departmental Sales and Testing will be in the 10700 to 10999 range for Akron and the 11800 to 11999 range for Wayne. Auxiliary funds will start with the digit "2". All restricted funds will be composed of the last five digits of the related speedtype, except for sponsored programs which reside in funds 32001 through 32005.

Fund type		Campus	Speedtype	Fund range
Balance Sheet	Current Unrestricted	All	00xxxx – 01xxxx	10000 – 11999
	Auxiliary Enterprises	All	02xxxx	20000 - 21999
Current Unrestricted	Revenues	Akron	10xxxx	10000
		Wayne	11xxxx	11000
	Expenditures	Akron	20xxxx	10000
		Wayne	21xxxx	11000
	Financial Statement accruals	Akron	none	10001 – 10799
		Wayne	none	11001 - 11799
Auxiliary Enterprises		Akron	3001xx – 3096xx	20xxx
		Wayne	3101xx – 3197xx	21xxx
Departmental Sales and Testing		Akron	3097xx – 3099xx	107xx – 109xx
		Wayne	3198xx – 3199xx	118xx – 119xx
Current Restricted	Endowment	All	430000 – 431999	30000 – 31999
	Sponsored Programs	All	532000 – 549999	32001 – 32005
	Other	All	636000 – 639999	36000 – 39999

CFR-3-01.04   **Fund** (continued)

| Fund type		Campus	Speedtype	Fund range
Loan		All	04xxxx	4xxxx
Endowment & Similar		All	05xxxx	5xxxx
Plant	Unexpended	All	771xxx – 772xxx	71xxx – 72xxx
	Renewal & Replacement	All	773xxx	73xxx
	Retirement of Indebtedness	All	074xxx	74xxx
	Investment in Plant	All	079xxx	79xxx
Agency		All	99xxxx	9xxxx

CFR-3-01.05   **Department**

This six-digit numeric chartfield defines the academic or administrative department responsible for a transaction. This number is identical to the departments used in the HR PeopleSoft system. The first two digits represent campus, either 00 for Akron campus or 01 for Wayne campus. The final four digits represent the home department, such as 0322 for Biology or 4723 for the Controller's Office.

Examples: 000322 – Biology, Akron Campus
                010322 – Biology, Wayne Campus
                004671 – Student Financial Aid, Akron Campus
                004723 – Controller's Office, Akron Campus

CFR-3-01.06   **Dept Unit**

This eight-digit alphanumeric chartfield defines a unique budget within a department for unrestricted and auxiliary fund groups. It will start with either an A for Akron campus departments or a W for Wayne campus departments. The home department is incorporated into the Dept Unit chartfield as digits two through five. The last three digits are used in sequential order for each new Dept Unit needed within a home department with "000" always used as the main home department indicator.

Campus	Home Department			Identifier	
____	____ ____ ____		____	____ ____	____
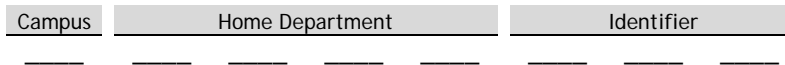
CFR-3-01.07   **Program**

This four-digit chartfield defines the expenditure function, or type of activity. The functions used are the required functions for reporting purposes.

Program	Function
1000	Instruction and departmental research
2000	Separately budgeted research
3000	Public service
4000	Academic support
5000	Student services
6000	Institutional support
7000	Operation and maintenance of plant
8000	Scholarships and fellowships
9000	Auxiliary enterprises
TRNF	Mandatory and Non-mandatory Transfers

CFR-3-01.08   **Class**

This five-digit alphanumeric chartfield defines the type of funding.

Below are a few examples:

2xxxxx Speedtypes		3xxxxx Speedtypes	
FRG	Faculty Research Grant	ATHL	Intercollegiate Athletics
IDC	IDC Distribution	DIN	Dining Services
OPER	Regular Operating Account	SALES	Departmental Sales and Service
SHARE	University Cost Sharing	WBKST	Wayne Bookstore

5xxxxx & 6xxxxx Speedtypes		7xxxxx Speedtypes		9xxxxx Speedtypes	
CDC	Center for Disease Control	PFAPP	Plant Fund State Appropriation	AGENC	Agency
DOD	Dept of Defense	PFDT3	Plant Fund Debt Bond 2003	EAF	Extracurricular Activities
HHS	Health and Human Services	PFINT	Plant Fund Internal Financing	SAF	Student Activity Fund
OBR	Ohio Board of Regents				
OHOE	Ohio Dept. of Education				
SUMCT	Summit County				

CFR-3-01.09   **Project**

This six-digit chartfield is used for transactions related to sponsored programs. Each sponsored program will have its own award number which then can have one or more projects associated with it. Each project ID identifies a unique project budget within the award. Related cost sharing speedtypes will carry the project chartfield as well. The Project ID is identical to its related speedtype.

CFR-3-01.10   **Account**

This four-digit numeric chartfield classifies the nature of a transaction, for example, office supplies or travel. Accounts are either budgetary pool accounts or detail transaction accounts.

The general ranges of account chartfields are:

Account	Range description
1000 – 1999	Balance Sheet – Assets
2000 – 2999	Balance Sheet – Liabilities
3000 – 3999	Balance Sheet – Fund balances
4000 – 4999	Revenues
5000 – 7999	Expenditures and Transfers
8000 – 8999	Budget Control and Encumbrances
9000 – 9999	Statistical codes

Budgetary account pools are:

Budgetary Pool	Account Range	Description
Revenues:		
4000	4001 – 4013	Tuition
4014	4015 – 4023	General Fees
4024	4035 – 4099	Nonresident surcharge
4034	4035 – 4099	Miscellaneous Fees
4100	4101 – 4199	State Appropriations
4200	4201 – 4299	Gifts, Grants & Contracts
4300	4301 – 4308	Endowment Income
4309	4310 – 4399	Investment Income
4400	4401 – 4699	Departmental Sales & Services
4700	4701 – 4799	Other Sources
4800	4801 – 4849	Mandatory Transfers In
4850	4851 – 4899	Non-Mandatory Transfers In

CFR-3-01.10   **Account** (continued)

Budgetary Pool	Account Range	Description
Expenditures:		
5000	5001 – 5029	Full Time Faculty
5030	5031 – 5039	Part Time Faculty
5040	5041 – 5049	Summer Faculty
5050	5051 – 5059	Faculty Overload
5100	5101 – 5149	Administration
5150	5151 – 5159	Part Time Contract Professionals
5200	5201 – 5119	Full Time Staff
5220	5221 – 5239	Part Time Staff
5240	5241 – 5249	Staff Overtime
5300	5301 – 5399	Graduate Assistants
5400	5401 – 5499	Student Assistants
5500	5501 – 5509	Base Savings
5510	5511 – 5529	One Time Savings
5520	5521 – 5529	Vacant Positions
5600	5601 – 5699	Fringe Benefits
5700	5701 – 6099	Supplies and Services
6100	6101 – 6199	Purchased Utilities
6200	6201 – 6209	Sub Contract Payments – Research
6210	6211 – 6299	Participant Support
6300	6301 – 6399	Communications
6400	6401 – 6499	Charge Back Dr/Cr
6500	6501 – 6599	Equipment Lease/Purchase
6600	6601 – 6699	Movable Equipment
6700	6701 – 6799	Library Books/Materials
6800	6801 – 6899	Plant Fund Expense
6900	6901 – 6999	Depreciation
7000	7001 – 7079	Travel & Hospitality
7080	7081 – 7099	Foreign Travel & Hospitality
7100	7101 – 7199	Cost of Goods Sold
7200	7201 – 7299	Student Aid
7300	7301 – 7399	Indirect Costs
7400	7401 – 7499	Cost Sharing
7700	7701 – 7749	Mandatory Transfers Out
7750	7751 – 7799	Non-mandatory Transfers Out
7800	7801 – 7899	Fund Deductions