FINANCIAL MANAGEMENT SYSTEM (FMS)
CHART OF ACCOUNTS
OVERVIEW

April 27th – April 29th
HUM-133
What is a Chart of Accounts?

- Fields and values that provide a common language for classifying our business transactions.
- Components that make up the Chart of Accounts and provide it with the overall structure are called “ChartFields”.

ChartFields Used at SFSU

- Account
- Fund
- Department ID
- Program
- Class
- Project
- Scenario (for Budget Office Use)

- 6 digits – Numeric
- 5 digits – Alphanumeric
- 4 digits – Numeric
- 4 digits – Numeric
- 5 digits – Numeric
- 8 digits – Numeric
- 10 digits - Alpha
ChartField Definitions
The Account ChartField is the detailed breakdown for a Balance Sheet and Income Statement. The function of this ChartField is to classify Assets, Liabilities, Fund Equities, Revenues and Expenses. This ChartField captures the nature of the financial transaction that is entered into the system.

The General Ledger and subsidiary ledger will be combined in FMS. The account controls will translate to assets, liabilities and fund balance in the Account CF. The sub-codes will translate to revenue and expenses in the Account CF.
Fund

- Fund consists of 2 alpha + 3 numeric characters. This ChartField value is the lowest level at which a Trial Balance can be generated. The Fund ChartField and its corresponding attributes provide the necessary information for state reporting requirements.
The Department ID ChartField represents the detailed breakdown of campus organization structures.

Combined with other ChartField values, they form the basis for department reporting that track expenditures and revenues.
Program

- Program ChartField values are defined by Fiscal Affairs and are universal to the department users.
- Program is considered a further breakdown of Account and will be used for transactions which require a semester designation or for Hospitality transactions.
Program ChartField Values:

- Winter
- Spring
- Summer
- Fall
- Hospitality – Food
- Hosp – Entertainment
- Hosp – Event Supplies
- Hosp – Facility Rental
- Hosp – Gift to Non-Employee
- Hosp – Award to Employee
- Hosp – Sympathy Gift

- 1111
- 1112
- 1113
- 1114
- 2010
- 2020
- 2030
- 2040
- 2050
- 2060
- 2070
Class

- Class may be used for any special reporting needs a campus department or other organizational unit may have that are **not met** by the other defined ChartFields.
- Departments have the flexibility to define class values to meet their departmental reporting/tracking needs for expenses.
- For revenue, the values are pre-defined by Fiscal Affairs.
- Since each department may decide to use Class in a different way, a field description will not appear on reports. Each Department will maintain their own values and their corresponding definitions.
Class ChartField Values

- 10000 – 29999 series = Fiscal Affairs – defined codes
- 30000 – 39999 series = User-defined expense codes; description on reports will be “User Defined”
- 44400 – 44499 series = Payroll-related transactions; may not be activated until later this calendar year
Class Values for Revenue

- Check our website to obtain the prescribed Class values for revenue. (http://fiscaff.sfsu.edu/)
Examples of Class

- 30001
- 30002
- 30003
- 30004
- 30005
- 30006

- Copier paper
- Envelopes
- Staplers
- Pens/pencils
- Lined notepads
- Toner
Project

- Project is used to identify a discrete set of activities that occur within a finite time period.
- This ChartField will be used primarily for Grants and Contracts and for construction projects.
How do I know which values to use when I submit a requisition or invoice for payment?

- You can obtain translate values by going to http://fiscaff.sfsu.edu/
- Simply click on FRS Translation to CMS Chart of Accounts
- There are several page tabs from which to choose --- simply follow the instructions
Must I use all of the ChartFields when submitting a transaction?

- NO!
- There are only 3 ChartFields that must appear in every transaction.
- The mandatory Chartfields are:
- Account, Fund and Department ID
How do I decide when to use other ChartFields in my transaction?

- When you determine that you want more granularity in your reporting.
- For instance, if you want to track certain expenses by semester – you would choose a value for the Program ChartField.
- Or if you want to breakdown supplies and services into more discrete categories, you could define Class ChartField values for your use.
What about my Agency and Unit designation?

- Agency and Unit will essentially go away in the new system.
- We will be paid out of only one (1) agency by the SCO, then the expenses will be driven to the correct Account, Fund and Department by means of LCD (Labor Cost Distribution).
- Although the term “Unit” will exist in the HR system, it will be used for check sorting purposes only.
How do I go about learning the new ChartField values?

- Start by going to the CMS website to obtain the FRS to FMS translate values.
- Query on all of the “account numbers” you have used over the last year for FRS transactions.
- Then record them on a spreadsheet for your use in the new FMS system.
When must I start using the new ChartField values?

- **All** requisitions for the 2004-2005 fiscal year **must** contain the new ChartField values, as well as all approved invoices submitted after June 30th.

- So, if you submit requisitions in June for next fiscal year, your requisition must contain at least the three mandatory ChartFields: Account, Fund and Dept ID.
What about other training?

- Workshops regarding the Chart of Accounts begin May 4th and will continue (on Tuesdays, Wednesdays and Thursdays) thru May 20th.
Requisition Training

- On-Line Requisition Training will begin July 13th and will run thru the Thanksgiving week.
- Training will consist of 2 consecutive mornings, Tuesday & Wednesday, 9 a.m. – Noon in ADM-103.
- Training will be scheduled by college.
More Training?

- In conjunction with the Requisition training, we will have **open** lab-type workshops **daily, 2 – 4 p.m.,** to assist you with questions and problems.

- Training will also be scheduled for P-Card and Accessing Reports, during June and July.
How will training be scheduled?

- Requisition/Approver training will be scheduled by College – this was a key recommendation by our Campus Users Focus Group.

- Training for the COA Workshops, E-Way, P-Card and Reports will be on a sign-up basis.
Chart of Accounts and Budget Transfer Workshops

- Two sessions daily: 10 – Noon; 2 – 4
- May 4th, 5th, 6th
- May 11th, 12th, 13th
- May 18th, 19th, 20th
- ADM-103 (Old Admin)
Training Schedule for P-Card:

- Four sessions daily: 9-10:30; 10:30-Noon; 1-2:30; 2:30-4
- July 6th, 7th, 8th and 9th
- ADM-103
Training Schedule for Reports

- Two sessions daily: 9-10:30; 10:30-Noon
- July 12th, 15th, 19th, 22nd, 26th and 29th
- August 2nd, 5th, 9th and 12th
- ADM-103 (Old Admin)
Do I need to do anything prior to attending training?

- Go to the FRS translate values application on our website and document the new ChartField values you will use most often.

- You may find it useful to go through the navigation and database training sessions found on our website (or go directly to http://lms.synaptis.com/lms/), prior to attending the Requisition or Reports training sessions.
How do I sign up for training?

- Send an e-mail to our Finance Training address: fintrain@sfsu.edu
- Give your name, phone #, e-mail address
- Indicate which training you are signing up for: E-Way, P-Card or Reports
- Indicate Date and Time you would like and provide your second choice
- We will confirm your enrollment or advise you that both of your preferred sessions are already fully enrolled and ask you to select other dates
FMS Information To Be Found On http://fiscaff.sfsu.edu/

- FRS to FMS Translate Application
- Chart of Accounts Workshop Schedule
- Chart of Accounts Overview Presentation
- Campus User Training Schedule