



# Chartfield Information User Guide

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August 19, 2015  
Version 3.0

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## 1. Background

Prior to ERP's implementation, TxDOT users were not required to enter chartfield information as they are today. They were responsible for knowing the Segment (PC Bus Unit), District/Division Office and Project number or CSJ (Project), Function Range/SFI (Activity), and Function code (Source Type). Post implementation, the users are expected to code all of the following values:

Dept	Account	AY (Bud Ref)	Approp (Class)	Fund	PC Bus Unit	Project	Activity	Source Type
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This Link was developed to help the TxDOT users understand PeopleSoft required chartfields and list all of the valid chartfield combinations by Appropriation Year (AY).

## 2. Chartfields

In Oracle's PeopleSoft applications, the fields that store your charts of accounts and provide your system with the basic structure to segregate and categorize transactional and budget data are called Chartfields. Each Chartfield has its own attributes for maximum efficiency and flexibility in recording, reporting and analyzing its intended category of data. While a particular Chartfield always represents only one category of data, it stores many values that you use to further categorize that same data.

TxDOT has decided to use the following values to define their chart of accounts:

Dept – Department - Tracks information according to a divisional breakdown of your organization. Can be used to indicate who is responsible for or affected by a transaction.

Account - Classifies the nature of a transaction.

AY (Bud Ref) – Appropriation Year

Approp (Class) - Can be used to identify specific appropriations.

Fund – The primary structural units of Education and Government accounting.

PC Bus Unit – Use as an operational subset of an organization to organize project activity independently of the constraints of the standard accounting procedures for the financial posting and reporting of the organization. You create PC Business Units on the Project Costing Definition page.

Project - Captures additional information useful for grant and project accounting.

Activity - Activities are the specific tasks that make up a project. You create activities on the Project Activities page or the Activity Details page.

Source Type - Source types identify the purpose or origin of a transaction. For example, you might create a source type of Labor to track total labor costs in a project.

A valid budget check is required at for requisitions, purchase orders, and vouchers. The budget check process checks to ensure that an available budget exists and the chartfield has funds to expense.

### 3. Using the Chartfield Information

Navigate to Main Menu > Reporting Tools > TxDOT Query/Report Quick Links, click on the Chartfield Catalog Tab:

Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > TxDOT Query/Report Quick Links

ORACLE

TxDOT Query/Report Quick Links FSCM Query/Report Catalog **Chartfield Catalog**

## Chartfield Catalog

This page contains information on the Chartfield Catalog. Included below is a user guide, definitions and valid values for each chartfield.

This information and data are pertinent to all individuals in search of chartfield definitions and valid values. The data is in Excel and can be filtered as needed by the user. More information on chartfields can be found by clicking on the blue ERP PeopleSoft Reference button:

For further assistance with chartfields, please contact your District or Division Office Budget Analyst.

[ERP - PeopleSoft Reference](#)

[Chartfield Catalog User Guide](#)

[Definition of Required Chartfields and Valid Values](#)

[Refresh](#)

TxDOT Query/Report Quick Links | FSCM Query/Report Catalog | Chartfield Catalog

- The [Chartfield Catalog User Guide](#) first link: takes you to the Chartfield Catalog User guide you are currently viewing. \*Note\* When you click on this link, the excel spreadsheet will open on the lower left hand corner of the page.
- The second link: [Definition of Required Chartfields and Valid Values](#) takes you to the definition of each required chartfield along with a list of valid values for each required chartfield. Users can refer to this spreadsheet if they need to understand the basic definition of each required chartfield or if they need to inquire on valid values for the chartfield. \*Note\* When you click on this link, the excel spreadsheet will open on the lower left hand corner of the page.
- The last link on the spreadsheet:

**Valid combinations of PC Bus Unit, Activity, and Source Type**  
[Valid Combos!A1](#)

Allows the user to filter valid combinations of Project Costing Business Unit, Activity, and Source Type, example: Filter on PC Bus Unit 60170:

<b>Valid combination of PC Bus Unit, Activity, and Source Type</b>		
<b>PC Bus Unit</b> ▾	<b>Activity</b> ▾	<b>Func Cd (Src Type)</b> ▾
60170	CLR	000
60170	CLR	001
60170	CLR	400
60170	CLR	401
60170	CLR	402
60170	CLR	403
60170	CLR	404
60170	CLR	405
60170	CLR	406
60170	CLR	407
60170	CLR	408