

CLEMSON UNIVERSITY BUSINESS SYSTEMS - CHARTFIELDS

Colleges and universities use an accounting method commonly referred to as fund accounting.

The fundamental purpose of fund accounting is to properly account for all resources received and used. Fund accounting classifies all resources into funds according to specific limitations placed on their use by the resource providers. Classification recognizes the stewardship responsibility inherent in accepting restricted resources from external parties.

Each fund has its own revenues, expenditures, transfers, assets, liabilities, and a fund balance. A change in fund balance represents the difference between fund additions (revenues and transfers in) and deductions (expenditures and transfers out). A fund balance is identified as the net difference between a fund's assets and liabilities.

A chartfield is the basis of fund accounting and describes what is occurring in an accounting transaction. Each chartfield is also an important element of reporting. Reports based on the chartfields are distributed to the University, the State of SC, Federal agencies, creditors, other colleges and universities, and various organizations which publish benchmark studies of specific activities. Chartfields must be accurate and appropriate for each transaction.

Chartfields are comprised of alpha and numeric elements. Alpha chartfield elements are primarily used for budgeting and are often referred to as "budget nodes". Numeric chartfield elements represent the lowest level of detail and are used for all vouchers and journal entries entered in the CUBS general ledger.

All expense (and some revenue) transactions in CUBS are budget checked for available funds. This budget checking occurs in LEDGER_KK. Budget journals, containing a mix of alpha and numeric chartfield elements, are entered into LEDGER_KK. Vouchers and journal entries entered in the CUBS general ledger, which should never contain alpha chartfield elements, are checked against these budgets in LEDGER_KK.

Each accounting transaction has a group of chartfields which is called a chartfield string. A chartfield string includes nine elements for every transaction. The fiscal year and budget period are assigned automatically by CUBS according to the transaction date.

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Business Unit
Fiscal Year
Budget Period
Fund
Program
Account
Department
Class
Project

Business Unit

Business Unit refers to the entities which use the CUBS accounting system. Each record in the accounting system has a business unit associated with it.

CU	Clemson University
CUF	Clemson University Foundation
CURF	Clemson University Research Foundation
FCREF	Clemson University Real Estate Foundation
FCRFC	Clemson Research Facilities Corporation
FCECC	Clemson Univ Continuing Education & Conference Complex Corp
FMREC	AMREC, LLC

CU, CUF and CURF have additional business units for Accounts Payable transactions which facilitate the processing of checks.

EMPLY	Clemson University vouchers for employees
STUDENT	Clemson University vouchers for students
CUFP	Clemson University Foundation vouchers for CU employees
CURFP	Clemson University Research Foundation vouchers for CU employees

Fiscal Year

Fiscal Year is the time period that makes up the operating year for all the entities. Our fiscal year begins on July 1 and ends June 30. Months or periods within the fiscal year begin with July as month or period 1, August as month or period 2, and so on.

Budget Period

Budget Period refers to the time period that makes up the budget year. All budgets, with the exception of sponsored projects (funds 19, 20, 82, and 83) and capital projects (funds 40, 41 and 42), have budgets which coincide with a fiscal year. For example, 2006YR is the Budget Year for fiscal year 2006, 2007YR for fiscal year 2007. Budgets for sponsored projects and capital projects have a time span for the life of the specific project.

Fund

A fund is a grouping of projects with similar funding sources or limitations from external sources. There is intelligence in the fund numbering system which indicates which business entity “owns” the funds.

Examples of funds are:

10	CU State Appropriations for PSA
15	CU State Appropriations for Education & General
20	CU Sponsored Program Activities
21	CU Scholarships
30	CU Permanent Endowments
55	CUF Donor Restricted Operating
82	CURF Sponsored Research

Please refer to <http://www.clemson.edu/cubs/> for a complete listing of all funds.

Program

The program field is used to identify the purpose or reason for the transactions processed. The field is used to produce system wide reports that define financial activities by function. These reports are required for comparison nationally with other institutions of higher learning. Many annual reports are also based upon functional classifications.

Each functional program grouping is further broken into the specific programs used for transactions. Please refer to <http://www.clemson.edu/cubs/> for a complete listing of all programs and their definitions.

1xx - Instruction – Expenses for all activities that are part of the instruction program, including credit and non-credit courses, remedial and tutorial instruction. Expenses for departmental research and public service activities that are not separately budgeted should be included. Expenses for academic personnel such as deans whose primary function is administration are not included.

2xx - Research – Expenses for activities specifically organized to produce research, whether funded by an agency external to the institution or separately budgeted by an organizational unit within the institution.

3xx - Public Service – Public Service includes expenses for activities established primarily to provide noninstructional services beneficial to individuals and groups external to the institution. These activities include community service programs and cooperative extension services.

4xx - Academic Support – Academic Support includes expenses incurred to provide support services for the university's primary missions of instruction, research, and public service. It includes libraries, museums, academic computing, and academic deans.

5xx - Student Services – The student services category includes expenses incurred for the Offices of Admissions and the Registrar and activities with the primary purpose of contributing to students' well-being and development. It includes expenses for student activities, cultural events, intramural athletics, and student financial aid administration.

6xx - Institutional Support – Institutional support includes expenses for central, executive-level activities concerned with the management and long range planning of the institution. It includes employee personnel and records, planning and programming operations, legal services, public relations, administrative data processing, and procurement.

7xx - O&M of Plant – The operation and maintenance of plant category includes all expenses for the administration, supervision, operation, maintenance, preservation, and protection of the university's physical plant. They include expenses for janitorial and utility services, maintenance and repair of buildings, care of grounds, safety, and property insurance.

8xx - Scholarships & Fellowships – Expenses for scholarships and fellowships, grant-in-aids, trainee stipends and awards to students. Trainee stipends for individuals not enrolled as students should be classified as instruction, research, or public service. The college work study program should be classified as expenses of the department where the student service is rendered.

9xx - Auxiliary Enterprises – Auxiliary enterprises exist to furnish goods or services to students, faculty, staff, and other institutional departments or incidentally to the general public and charge a fee directly related to but not necessarily equal to the cost of the goods and services. An auxiliary enterprise is generally operated as a self-supporting activity. Examples of auxiliaries are food services, residence halls, intercollegiate athletics, parking, and student health services.

Account

Accounts represent named segregations of assets, liabilities, revenues and expenses. The following are examples of accounts.

Assets

1130 Cash on deposit - State Treasurer
1201 Accounts receivable - Student Fees
1503 Investments - Common Stock

Liabilities

2001 Accounts payable – CUBS APP transactions
2459 Unearned Revenue

Revenues

4201 Federal grant & contract
4904 Private gifts
4726 Workshops

Expenses

5150 Salaries & Wages – undergraduates
6015 Travel out of state – commercial aircraft
7207 Supplies – postage
7327 Subscriptions

A complete listing of accounts can be found on the CUBS home page at <http://www.clemson.edu/cubs/>

A description of the most frequently used expense accounts can be found at http://virtual.clemson.edu/groups/procurement/other_operating_expenditures.htm

Department

Department, sometimes referred to as organization unit, is a division of the university. It can be based on courses of study or administrative organization. Although not an element of the chart of accounts, departments are grouped into Budget Centers.

A complete listing of departments can be found at the CUBS home page.

Class

Class indicates the source of funds received. Class is used for reporting back to the entities which provided the funds and for other financial reporting. The major types of classes follow.

State appropriations – State appropriations are commonly referred to as E&G or PSA funds. These are funds provided through the State of SC legislative budget process.

Federal appropriations – Funds provided through the US legislative budget process.

Grants & contracts – Funds provided by the federal, state, or local government specifically for sponsored research activity. Funds are also provided by the Clemson University Research Foundation and private sources.

Gifts – Gifts can be from private individuals, corporations, and the related organizations that support the mission of the university such as the Clemson University Foundation (CUF) and the Clemson University Research Foundation (CURF).

Scholarships – Funds provided for specific scholarship programs by federal and state programs such as the Federal Work Study program.

Facilities and Administrative Recoveries – Funds provided by charges to grants and contracts for costs related to the operation of the institution that cannot be directly attributable to a particular sponsored project. Costs such as operation of the library, operation & maintenance of plant, general administration of the university.

Sales and services – Funds which result from the activities of auxiliaries such as athletics, dining hall services, and housing for students or from revenue generating activities of the mission related activities of the university.

Investment earnings – Income from the investment of endowment and gift funds.

Project

Project is the smallest division of a fund. There is intelligence built into the project grant number used in CUBS.

Project Grant Number

Business Unit

<5000000

Clemson University

5000000 – 7299999

Clemson University Foundation

7600000 – 7799999	CU Continuing Education & Conference Complex Corporation
8000000 – 8399999	Clemson University Research Foundation
9000000 – 9100000	Clemson Research Facilities Corporation
9500000 – 9599999	AMREC,LLC

Within the University projects, there are two types of projects; those which are considered State supported and those which are self-supporting or funded by external sources. Projects which are state supported (funds 10, 11, 15 and 17) have assets and liabilities, but at the end of each year any remaining funds are pooled in a central project at the Budget Center. All other projects have their own assets, liabilities, and funds remaining at the end of the year which roll forward to the next year in the same project. This is called fund balance.

Chartfield Distribution

A chartfield distribution for a web voucher transaction in CUBS is:

Account -	4 characters
Fund -	2 characters (same as first two characters of project)
Department -	4 characters
Program -	3 characters
Class -	3 characters
Project -	7 characters

The order of the chartfield distribution may change with the document type but all chartfields are required for every transaction.

Journal Sources

- ALO – Allocations
- APP – Accounts Payable Transactions
- AR – Accounts Receivable Transactions
- BI – Billing Transactions
- CCC – Computer Center Contracts
- CHG – Procurement Card Charges
- CRC – Cash Receipt Corrections
- CRS – IDT Receipts from State Agencies
- CRU – Cash Receipts (Bursar’s Office)
- DRW – Foundation Draws
- FWO – Facilities Work Orders
- HRE – Payroll Errors
- HRP – Payroll
- IAD – Institutional Advancement Deposits
- IDO – Inter-departmental Orders
- IDT – IDT Disbursements to State Agencies

JEC – Journal Entry Corrections
MTP – Motor Pool Charges
ONL – Online Journal Entry
PHO – Central Photo Transactions
PO – Purchase Order Transactions
POS – Central Mail Room
PRC – Payroll Corrections
PSV – Printing Services Transactions
SRG – Student Receivable System Transactions
TEL – Telecommunications Transactions
UJE – University Miscellaneous Journal Entry
UTL – Utilities Transactions
VCE – Voucher Corrections
WRT – (State) Warrant Receipts