

State
of
New York

PeopleSoft CHARGE CONTINUATION

Business Unit	Business Unit Name	Voucher ID

Business Unit	Department	Program	Fund	Account
1	2	3	4	5
Budget Reference	Project ID	Activity	Class	Operating Unit
6	7	8	9	10
Product	Chartfield 1 - Accumulator	Chartfield 2 - Agency Use	Chartfield 3	Amount
11	12	13	14	15

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PeopleSoft Format Charge Lines (If Applicable)			
Reference	Name	New Length	Description
1	Bus. Unit	5 AN	A code identifying the Business Unit that prepared the Claim for Payment. The Business Unit is required for all transactions.
2	Department	7 AN	Department ranges are assigned to Business Units to keep the values unique across New York State (NYS). Each Business Unit has been assigned 3 unique leading digits, followed by a numeric range from 0000 to 9999 for it use. Department is required on all operating statement transactions.
3	Program	5 AN	Numeric Program codes will capture all programmatic information both specific to Appropriation Bill Copy and agencies, with the exception of appropriations for Funds 10250 through 10258. Ranges are assigned to Business Units, beginning with the 1xxxx series, to keep the values unique across NYS. Ranges were originally assigned by alphabetical order of Business Unit name. Program is required on all appropriated expense transactions.
4	Fund	5 AN	Fund is a balancing chartfield, and as such transactions in SFS must balance (by debits/credits) by Business Unit. Where transactions entered by users do not balance by Fund, system-generated entries will be created, based on configuration templates, to create balancing entries. Fund is required on all transactions. Fund will be inherited on transactions to support recording cash balances at the fund level of detail.
5	Account	5 AN	A five-digit alphanumeric field identifying the type of resources acquired or disbursed. Account codes replace object codes. Account code is required for all transactions.
6	Budget Reference	7 AN	A Budget Reference code is created for each year of appropriation authority needed for transactions processed within SFS. The format is "XXXX-YY", where "XXXX" represents the first year of the state fiscal year of appropriation authority, and "YY" represents the last two digits of the second year of the state fiscal year of appropriation authority (e.g., 2009-10). Budget Reference is required on all expense transactions.
7	Project ID	15 AN	Each Project is assigned a Project Type. Ranges have been developed for non-Federal Grant projects, and Project ID values are assigned, based on the Project Type of the Project and is required on all Federal Grant transactions.
8	Activity	15 AN	Each Activity is associated with a specific Project Type. Naming is dependent on the Project Type of the associated Project. Activity is required on every transaction where a Project ID is entered.

Reference	Name	New Length	Description
9	Class	5 AN	<p>The convention for assigning values for Class where this is required to identify the life of GO Bonds is "PPU" followed by the number of years of life in the GO Bond series.</p> <p>The convention for assigning values for identifying taxable and tax-exempt status of transactions for GO Bonds is as follows:</p> <ul style="list-style-type: none"> - Taxable: Years of life in GO Bond series followed by "YTX" - Tax-Exempt: Years of life in GO Bond series followed by "YTE" <p>The complete list of Class values can be found on the SFS website.</p>
10	Operating Unit	6 AN	<p>Operating Unit ranges are assigned to agencies to keep the values unique across New York State (NYS).</p> <p>Operating is not required on transactions.</p>
11	Product	6 AN	<p>Product is additionally used to capture Refund Type related to Comptroller's Refund Account transactions. Product ranges are assigned to agencies to keep the values unique across New York State (NYS).</p> <p>Agencies that submitted values for Product during pre-"Go-Live" Cost Center Mapping have been assigned ranges of Product values using the methodology below. Agencies that did not submit requests for Product values have not yet been assigned ranges.</p> <p>Product is only required on transactions for the Comptroller's Refund Account.</p>
12	Chartfield 1 - Accumulator	5 AN	<p>Accumulator values can be defined by an agency to tag transactions for the purpose of accumulating information.</p> <p>Accumulator ranges are assigned to agencies to keep the values unique across New York State (NYS). Although the values will be established in agency-specific SetIDs, this follows NYS governance policies to not repeat any values across agencies, regardless of SetID configuration, for any chartfield.</p> <p>Agencies that submitted values for Chartfield 1: Accumulator during pre-"Go-Live" Cost Center Mapping has been assigned ranges of Chartfield 1: Accumulator values using the methodology below. Agencies that did not submit requests for Chartfield 1: Accumulator values have not yet been assigned ranges. If the need for Chartfield 1: Accumulator values arise in the future, the next available range of codes will be assigned to that agency using the same methodology.</p> <p>Chartfield 1 is not required.</p>

Reference	Name	New Length	Description
13	Chartfield 2 - Agency Use	5 AN	<p>Agency Use values can be defined by an agency at its discretion, subject to oversight by the statewide governance group.</p> <p>Chartfield 2: Agency Use ranges are assigned to agencies to keep the values unique across New York State (NYS). Although the values will be established in agency-specific SetIDs, this follows NYS governance policies to not repeat any values across agencies, regardless of SetID configuration, for any chartfield.</p> <p>Agencies that submitted values for Chartfield 2: Agency Use during pre-“Go-Live” Cost Center Mapping have been assigned ranges of Chartfield 2: Agency Use values using the methodology below. Agencies that did not submit requests for Chartfield 2: Agency Use values have not yet been assigned ranges. If the need for Chartfield 2: Agency Use values arises in the future, the next available range of codes will be assigned to that agency using the same methodology.</p> <p>Chartfield 2 is not required.</p>
14	Chartfield 3	3-10 AN	<p>Chartfield 3 has three uses at SFS go-live:</p> <ol style="list-style-type: none"> 1. Temporary “workaround” chartfield intended to capture concepts needed solely for conversion and Cost Center Mapping for non-Phase 1 agencies. Governance enforces that these values will be inactivated when agencies migrate to SFS and retire cost centers. 2. Capture non-statewide Project uses for Non-Phase 1 agencies, as non-Phase 1 agencies will not have access to the Project Costing module. 3. Replace DOT Land Claim, Eminent Domain and Highway Localities subledgers. <p>As agencies migrate fully to SFS, the first two uses of Chartfield 3 will be discontinued and this chartfield will capture the DOT subledgers only.</p> <p>For uses 1 and 2 of Chartfield 3, ranges are assigned to agencies and by chartfield usage type to keep the values unique across New York State (NYS). Although the values will be established in agency-specific SetIDs, this follows NYS governance policies to not repeat any values across agencies, regardless of SetID configuration, for any chartfield.</p> <p>Chartfield 3 is not required.</p>
15	Amount	27 AN	<p>The accumulation of all Merchandise Amounts should total the Amount in fields 18 and 33.</p>