

# Terminology and Definitions - Accounting

This manual begins by defining the basic terms used in accounting functions.

**Chartstring** - What is typically called an account or thought of by most people as an “account” is called a Chartstring in PeopleSoft (PS). This Chartstring is a unique identifier contained in every transaction that is processed at LSU and links the transactions to each other. It functions in a manner similar to the way that an account number functions at a bank. All revenue (your paycheck and other sources of income) get deposited with that number and all expenses (checks, automatic withdrawals, etc.) get posted with that number and a balance is created from the net of these transactions.

A Chartstring is composed of the following pieces:

**Business Unit - 5 Digits** - Identifies campus within LSUHSC. (ex. LSUNO)

**PS Account - 6 Digits** - Categorizes a transaction as an asset, liability, fund balance, revenue or expenditure. The PS account corresponds to Object Code in the Legacy Software which LSU used before PeopleSoft. Object codes are still used in the Mainframe Budget system. Tables can be found on website identifying PS Account codes.

<https://intranet.lsuhs.edu/accounting/Revenue.htm>

<https://intranet.lsuhs.edu/accounting/Expense.htm>

**Fund - 3 Digits** - Identifies Chartstring by its major source

- Primary funds are:
  - 111 – SGF - funds from the State General Fund
  - 114 – IAT – Funds from state hospital contracts (University, EKL, UMC Hosp)
  - 113 – All other sources of funds (other state contracts, grants, private contracts, gifts, etc.)

**Department ID - 7 Digits** - Department or responsibility center

- All Departments within the School of Medicine begin as follows
  - 149xxXXX – Clinical Departments
  - 110xxXXX – Basic Science Departments
- In the PeopleSoft Human resource module, all Department ID’s are the same except that they begin with “NO”
  - Ex. NO1490100 is the Dean’s Office Department ID

**Program - 5 Digits** - Major Function Code for classifying Chartstring as Instruction, Research, Service, Etc

Some Example Ranges:

Program Chartfield	Program Description
00001 – 09999	Instruction
10001 – 19999	Research

20001 – 29999	Public Service
30001 – 39999	Academic Support

Class - 5 Digits - Detailed funding source for expenditure/revenue transactions.

Some Example Ranges:

PeopleSoft Class Chartfield	PeopleSoft Class Description
10100 - 10115	State Appropriation/Self Generated Revenue
10200 - 10215	State Interagency Transfers
00001 - 00999	Tuition and Fees
10300 - 10315	State Restricted Budget
30100 - 30400	Local Grants and Contracts
25100 - 25400	State Grants and Contracts
20100 - 20400	Federal Grants and Contracts
35100 - 35400	Private Grants and Contracts
37100 - 37400	Private Gifts

Project/Grant - 10 Digits - Unique value for each Chartstring.

- Closest thing in PeopleSoft to what most people would consider an account
- In this book, “account” will be synonymous with Project/Grant or chartstring
- Sequentially assigned by Accounting Services– little meaning in the number itself
- Numbers are not recycled
- The same number as Speedtype in most instances
- State General Fund Chartstrings do not have Project Grant numbers
- Other business units can be assigned the same Project Grant number (Shreveport)
- Request separately budgeted activity (grants, contracts or other activities that cross Fiscal Years)

A full **Chartstring** = Business Unit, Fund, Program, Class, Project ID, Project/Grant.

Example of a Chartstring:

LSUNO	113	1497600	00001	20200	149760004A
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	Code	Description
Business_Unit:	LSUNO	
Department:	1497600	M/S-Multidisciplinary
Fund:	113	RESTRICTED FUND
Program:	00001	Instruction
Class:	20200	Federal G & C-Account Category
Project_Grant:	149760004A	External Sponsored Projects-In

**Speed Type** – Nearly always the same value as Project/Grant number, but values are created for State General Fund (Fund 111) Chartstrings. Speed Type is not used very frequently.

**Legacy Account Number - 9 digits** - number that is a remnant of LSU's prior Accounting and HR mainframe software. It is still utilized for selected applications such as the budget file. Unlike PeopleSoft Chartstrings, Legacy numbers can be and have been recycled over the years. Two projects (contracts, grants, or gifts) can have the same legacy number spanning different time periods. Each digit in the account number string has a specific meaning;

- 1-3 Identifies Campus within LSU System
- 4-5 Department responsibility
- 6 Funding Source (0, State, 4 State, 5 Federal, 6 Private, 7 Foundation)
- 7 Function Code for Instruction Research, Service
- 8-9 Identifies grant, contract, construction project, etc

Ex: 449-89-5012

- **449** indicates that this is for a clinical Department within the school
  - Basic Science Departments begin with 410
- **89** indicates that this account is in the Dean's Office
- **5** indicates that this is a Federal account
- **0** indicates that this Instruction
- **12** is a sequentially assigned number

Legacy numbers are being phased out; some new projects are being set up without Legacy numbers.

**Chart of Accounts** The complete list of all Chartstrings (accounts) used at LSUHSC. The generally accepted definition of the term is a listing of accounts in a financial system, organized in a manner that supports the preparation of an organization's financial statements.

The entire chart of accounts for LSUHSC can be found at: <https://intranet.lsuhs.edu/accounting/>

This site is an essential tool that is used to cross reference Legacy account numbers, Project Grant numbers, and Chartstrings. Static lists of chartstrings that are printed should not be relied upon as the chart of accounts is regularly updated. The website is based upon the legacy number. If accounting services does not assign a legacy account number to the chartstring, you will not be able to look it up. Chartstrings without a legacy number can be queried directly in PeopleSoft. Contact the dean's office if you need assistance in querying this information.

LSU / PeopleSoft Chart of Accounts - Windows Internet Explorer

https://intranet.lsuhs.edu/accounting/

LSU Health Sciences Center

INTRANET >> LSU / PeopleSoft Chart of Accounts

Search by Legacy	Search by PeopleSoft
LSU Account: <input type="text"/>	Department: <input type="text"/>
LSU Description: <input type="text"/>	Fund: <input type="text"/>
GL Account: <input type="text"/>	Program: <input type="text"/>
Business Units: LSUNO & LSUSH	Class: <input type="text"/>
Sort By: LSU Account	* Project/Grant: <input type="text"/>
	Account: <input type="text"/>
	* Speed Type: <input type="text"/>

Clear Search Start Search Now

\* Values are subject to change

**General Ledger (GL)** – used to record the monetary transactions of the university in the form of debits and credits. These transactions can be directly entered into the general ledger or fed via an interface from systems such as LSUHSC’s PeopleSoft Human Resource Management System, Accounts Payable, Billing and other systems.

The General Ledger contains all financial transactions (Journal Entries) which are fed from Payroll, Direct Pay, Travel, Accounts Payable, Campus Office Stores, Auxiliary Enterprises, Animal Care and other service providers. GL transactions sometimes refer to entries which are created for each Period and FY. They are the aggregate or sum of the entries by PS Account for the period that they represent. These entries are created by Accounting Services during the close of each Accounting period after all entries have posted including fringe benefits and indirect costs. These aggregate entries are stored in a table in PeopleSoft called the Ledger.

Ex.: Salaries of \$100 and \$150 respectively post to a Chartstring with the PS Account 50100 (base pay) for Jane and John respectively – these are the only entries for PS Acct for this Chartstring. The GL entry for this period will have a PS Account code of 501000 and an amount of \$250.

Ledger transactions are what are used to calculate project to date balances for Chartstrings without having to sort through the thousands of transactions posted to the GL in PeopleSoft since rollout in 2001. The Period 0 amount for each Chartstring is the sum of the entire history of that Chartstring for that respective FY and PS Account.

**Period** - Month in which transaction is posted to the General Ledger (July = Period 1, June = Period 12) Some entries post after the period is over, such as fringe benefits and indirect cost entries which are created after the period for which they are for. At Fiscal Year end all of the entries relating to the close and all of the Retros done in early July post in period 12 of the prior FY. It is important to note that the previously mentioned entries are recorded in the respective period for the entries that they correlate to despite the fact that they are posted after the conclusion of that period. For example, a given month’s fringe benefit allocation and indirect costs are recorded in the same period as the salaries and expenses to which that they correlate. Also, Period 0 is the amount for each Chartstring is the sum of the entire history of that Chartstring for that respective PS Account.

**Fiscal Year (FY)** - July 1 through June 30. The year will close in late July or early August; the close process will include posting transactions for previous Fiscal Year. A closing schedule will be distributed by Accounting Services each June containing deadlines for submission of various types of transactions.

**Journal Entries (JEs)** - Journal Entries are counterbalancing entries that follow standard accounting practices for double entry accounting. There are two types: automatic – those generated by automated systems (such as payroll), and manual – imported into PS using the Journal Entry template. Credits are entered as negative amounts and debits are entered as positive amounts. While there are other types of debits and credits recorded in

the University's ledgers, Business managers will nearly always be concerned only with Revenue and Expense entries. Revenue (credits) in PeopleSoft is always negative (125.32) or -125.32. Expenses (debits) are always positive 125.32. This is counterintuitive for many people who do not have an accounting background, so pay attention to the signs in front of numbers.

**State General Funds** – Synonyms: SGF, unrestricted funds, State Funds, 111 funds.

- Funds allocated to the School for its primary missions of Education, Research, and Patient Care
- Primarily derived from the General Fund of the State of Louisiana and tuition
- Contrary to the title of “unrestricted funds,” SGF frequently have the most restrictions attached to their use. The term unrestricted comes from their source. They are generally given without a specific purpose other than the mission of the school. On occasion, a department may be the recipient of a line item appropriation which will be obligated to a particular purpose. Consult the dean's office if you have questions about this.
- Funds expire at the conclusion of the FY for which they have been allocated and cannot be carried over from one Fiscal Year to another
- Expenses charged to SGF must be used for the period for which they are allocated
  - SGF cannot be used to pay for a good or service received in a prior FY
  - SGF cannot be used to pre-pay for a good or service – goods must be delivered into LSU possession by June 30 of the year for which they are allocated
- SGF cannot be used for food or entertainment
- Faculty supplements cannot be paid from SGF
- Periodically additional restrictions on the use of SGF will be mandated by any level of administration above the Department; an example of this is the governor's ban on travel using SGF after Katrina

**State Funds** – Any funds held or expended by LSUHSC, regardless of source. A smaller subset of State Funds are State General Funds (SGF or 111 Funds) – see definition above.

**Restricted Funds** – (Fund 113) Funds which are received by the School for a specific purpose such as monies received to perform research for the Federal Government or from a private hospital to perform services.

**IAT Funds** – (Fund 114) Funds allocated by LSU Health Care Services Division to perform services at its hospitals (such as University Hospital). They are similar to SGF's in most respects. Funds must be expended and fully reconciled in the year in which they are budgeted. A significant difference between 111 and 114 funds is that 114 funds can be used to pay faculty supplements.

**Centrally Billed Account (CBA)** - credit card held by the Dean's Office that is used for purchasing airfare for employees who cannot get a corporate card, which is required for purchasing airfare at a state contracted rate.

**Public Query** – Query which is available to anyone who has access to that PeopleSoft Application.

**Private Query** – Query which is available only to the creator of the query when logged in under their user ID. Private Queries cannot be shared by individual users. If a private query needs to be shared, computer services can be asked to copy the query to another user's profile or make it a public query.