

Soar-Fin ChartFields

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INTRODUCTION

Effective April 1, 2005 USM upgraded the financial system, SOAR-FIN, to a newer web based version. The system is available via the internet at <https://soarfin.usm.edu/psp/fnprd88/?cmd=login>.

Please note that tables used in this document are sample tables only. This document was designed as an introduction to Soar-Fin ChartFields and the use of sample tables is to assist in the reader's understanding of the material presented.

SOAR-FIN CHARTFIELDS

Chartfield is a Soar-Fin term used to define the data elements that will constitute the University's Chart of Accounts. Soar-Fin General Ledger has six Chartfields that comprise the Chart of Accounts (COA).

These ChartFields are:

- Business Unit
- Fund
- DeptID
- Project/Grant
- Program
- Account

USM uses Business Unit, Fund, DeptID, Project/Grant, Program, and Account Chartfields to determine where transactions will be posted in the general ledger.

Not all Chartfields are required for every transaction. Minimum requirements for every transaction are Fund, DeptID, Program, and Account. The combination of Fund, DeptID and Program Chartfields comprise the "Budget String".

For Projects (GRxxxxx, DExxxxx, WPxxxxx, etc) when doing an online requisition you will also need to include the PC Business Unit and Activity in addition to the other fields of the Budget String. The Activity will always be 00000. For GRxxxxx the PC Business Unit is USM01 and for all others (DExxxxx, SRxxxxx, RRxxxxx, WPxxxxx, etc.) the PC Business Unit is USMPC.

Definitions for each Chartfield follow.

BUSINESS UNIT

- This is a required field in the "Budget String" in Soar-Fin and is defaulted in; no entry is required by the user
- Five characters in length
- Represents separate legal entities

Budget inquiry in Soar-Fin is at the Business Unit level. A Business Unit in Soar-Fin is defined as a legal entity. Departments within the Business Unit “USM01” will be able to view other departments’ budgets for all funds at the Business Unit level; however, they will not be able to make any changes. The other two Business Units listed below (FOUND & ATHLE) are using standard budgets, and other Business Units will not be able to view their budgets.

Alpha Characters	Business Unit
USM01	The University of Southern Mississippi, including Hattiesburg campus, Gulf Coast (GC), Gulf Coast Research Lab (GCRL), Center of Higher Learning at Stennis Space Center & Mississippi Polymer Institute (MPI)
FOUND	Foundation
ATHLE	Athletic Foundation

FUND

- Required field in “Budget String”
- Five characters in length
- An accounting entity with a self-balancing set of accounts, established for carrying on specific activities in accordance with regulations or limitations
- **Each campus/location will have individual funds**
- **Third digit in field will designate campus/location *SEE BELOW**
- Grid below comprises funds set up currently in Soar-Fin. Auxiliary Funds, Designated Funds and Restricted Funds are the only funds that currently have multiple funds within the fund group. Once again, these funds have been set up at **each** location.

Fund	Fund Code
Current Funds	10x10-14x50
General Fund	10x10
Auxiliary Fund	12x10-13xxx
Aux – Food Services	12x10
Aux – Housing	12x20
Aux – Bookstore	12x30
Aux – Rental properties	12x40
Aux – Fraternities	12x50
Aux – Other	12x60
Designated Fund	14x10-14xxx
Designated – Fees	14x10

Designated – Development	14x20
Designated – Lucas Endow.	14x30
Designated – Special Projects	14x40
Designated – Study Abroad	14x50
Restricted Funds – Expendable	16xxx **
Loan Funds	20x10-20xxx
Endowment Funds	30x10-30xxx
Plant Funds	40x10-43xxx
Unexpended Plant Fund	40x10-40xxx
Renewals & Replacement Fund	41x10-41xxx
Retirement of Indebtedness Fund	42x10-42xxx
Investment in Plant Fund	43x10-43xxx
Agency Fund	50x10-50xxx

*Campus/Location	Soar-Fin # (third character in Fund Chartfield - represented by an x)
Hattiesburg	H
Gulf Coast	G
MS Polymer Institute	P
Gulf Coast Research Lab	L
Center of Higher Learning at Stennis Space Center	S
MS Sea Grant Consortium	C
All Campuses (wild card)	%

** Restricted Fund Codes	Last 2 characters in fund code
Business and Industry	BI
Federal	FD
Foundation	FN
Other	OT
State	ST

For example, a fund code of 16HST is a Restricted Fund from the State linked to a department located on the Hattiesburg campus.

DEPTID

- Required field in “Budget String”
- Six numeric characters
- Each department represents an operating unit within an entity
- Trees are used to organize DeptIDs into campus organizational structures
- Third digit in DeptID is a “5” for GC accounts and an “8” for GCRL accounts

Example of coding scheme for Academic Departments is as follows:

Sample Table		
Colleges	Soar-Fin DeptID	Academic Department
College of Arts & Letters	300000-309999	
	300001	Dean’s Office – Arts & Letters
	300010	Aerospace Studies
	305000	GC Division of Arts & Letters
	330000-339999	College of the Arts & Letters depts.
College of Business	310000-319999	
	310001	Dean’s Office – Business
	310020	School of Prof Accountancy
	315000	GC Division of Bus Admin
College of Ed & Psych	320000-329999	
	320001	Dean’s Office – Education & Psych
	320010	Technology Education
	325000	GC Division of Ed & Psych
College of Science & Tech	350000-359999	
	350001	Dean’s Office - Science & Technology
	350010	Biological Sciences
	370000-379999	Marine Science
College of Health	360000-369999	
	360001	Dean’s Office – Health & Human Svcs
	360010	School of HPR
	365012	GC Hospitality Management
	340010	School of Nursing
Internat’l Edu. & Prof. Dev.	380000-389999	
	380001	International Education
	380011	Prof Dev & Education Outreach
Honors College	390000-399999	
	390001	Dean’s Office - Honors College
	390010	Honors College
Graduate School	400000-409999	
	400001	Dean’s Office - Graduate School
University Libraries	410000-419999	
	410010	University Libraries
	418000	GCRL Gunter Library

The Dean's account for each college is the first number within the college's range (i.e., College of Arts & Letters range is 300000-309999, and the Dean's account is 300001). Departments within that college are sequentially numbered beginning with 10 (i.e., Aerospace Studies 300010).

Effective July 1, 2003, the University went through an academic department reorganization and decided NOT to change the DeptID's to reflect the changes. As a result, the original numbering convention, will not be followed for some departments.

Example of coding scheme for administrative departments

	Sample Table	
Administrative Area	Soar-Fin DeptID	Department
Executive Management	100000-109999	
	100001	Office of the President
	100002	Office of President Emeritus
Fiscal Operations	110000-119999	
	110001	Office of Internal Audit
	118002	GCRL Business Office
General Admin Services	120000-129999	
	120001	Office of Affirmative Action
	125022	GC Development Office
Logistical Services	130000-139999	
	130001	Procurement Services
	135002	GC Shipping & Receiving
Community Relations	140000-149999	
	140001	Official Functions
	145003	GC Publicity
Physical Plant Operations	150000-159999	
	150001	Admin Physical Plant
	155001	GC Phys Plant O&M Admin
General Institutional	160000-169999	
	160001	Comm On Services & Res for Women
	160002	Women's Studies Programs
Counseling & Career Guidance	170000-179999	
	170001	Support Services for Students w/Disabilities
	170002	University Counseling Center
Financial Aid	180000-189999	
	180001	Financial Aid
	185001	GC Financial Aid

Student Admissions & Records	190000-199999	
	190001	Commencement
	190003	Office of the University Registrar
Research	200000-209999	
	200001	University Research
	200002	Research & Sponsored Programs
Public Service	210000-219999	
	210001	Comm Engagement & Svs Learning
	210002	WUSM FM Public Radio Service
Academic Support	220000-229999	
	220001	Student Computer - Based Testing Center
	220002	Student Awards

The following chart identifies the first two digits for all academic/administrative/auxiliary departments.

Department/College	Number begins with
Executive Management	10
Fiscal Operations	11
General Admin Services	12
Logistical Services	13
Community Relations	14
Physical Plant Operations	15
General Institutional	16
Counseling & Career Guidance	17
Financial Aid	18
Student Admin & Records	19
Research	20
Public Service	21
Academic Support	22
College of Arts & Letters	30, 33
College of Business	31
College of Ed & Psychology	32
College of Science & Technology	35, 37
College of Health	36, 34
International Education & Professional Development	38
Honors College	39
Graduate School	40
University Libraries	41
General Academic	51
Agency Funds	70

Auxiliaries	90
Food Service	91
Housing	92
Bookstore	93
Rentals	94
Fraternities	95
Other	96
Athletics	99

PROGRAM

- Required field in “Budget String”
- Five digit code identifying major function
- To record major function categories of expenditure transactions that will be used for reporting purposes

Sample Table	
Soar-Fin #	Program
01000-01999	Instruction
01001	Instruction – General
01002	Instruction – Grad Students
01003	Instruction – Part Time Faculty
01004	Instruction – Summer Session
01005	Instruction – Special Allocation
02000-02999	Research
02001	Research – General
02002	Research – Grad Students
02003	Research – Part Time Faculty
02004	Research – Summer Session
02005	Research – Special Allocation
03000	Public Service
04000	Academic Support
05000	Student Services
06000	Institutional Support
07000	O&M Plant
08000	Financial Aid

ACCOUNT

- Required field in “Budget String”
- Classifies transactions as asset, liability, net asset, revenue, or expenditure
- Six digit code
 - Transaction type is first character

Sample Table	
Account	Account number
Assets	100000 – 199999
Cash in Bank- General	110001
A/R Students	121001
Liabilities	200000 – 299999
Vouchers Payable	201000
Deferred Income Student Fees	212007
Net Assets	300000 – 399999
Unappropriated Funds	301000
Pre-Encumbrance	301111
Revenues	400000 – 599999
Tuition Undergraduate	401001
Tuition Graduate	401002
Expenditures	600000 – 799999
Salaries Exec & Managerial	601100
Employee's Retirement Matching	603910
Travel In/Off Meals & Lodging	604010

For a complete listing of valid account codes visit the Controller's Office website at:
<http://www.usm.edu/financialaffairs/newdocs/AccountChartfieldsinNumericalOrder.xls>

PROJECT/GRANT

- Used only for **Restricted Accounts, some Designated Accounts, and Physical Plant Projects**
- Seven Digits - first two digits in this field will identify type of account
 - **Restricted Grants & Contracts** – First two digits in ChartField will be “GR”. The remaining five digits will be sequentially assigned.
 - **Designated Fund Accounts** – The only types of designated fund accounts that will use this field are the Lucas Endowments (Fund 14x30) and Special Project (Fund 14x40) Accounts. Salary Recovery Accounts will be included in the Special Project Fund and will be assigned a project/grant number. Fee, Development, and Study Abroad Designated Accounts do not use this Chartfield. They will be assigned to their home department (DeptID) and coded as Fund 14x10 for fees, 14x20 for development, and 14x50 for Study Abroad accounts. For Lucas Endowments, the first two characters in the Project/Grant Chartfield will be “DE”. For Special Project Funds other than Salary Recovery accounts, the first two characters in the Project/Grant Chartfield will be “DE” also. The first two characters in the Project/Grant Chartfield for Salary Recovery accounts will be “SR”. The remaining five digits will be sequentially assigned.

- Work in Process - First two characters in Chartfield will be “WP”. The remaining five digits will be sequentially assigned.
- Used for activities that are temporary in duration and for which revenues and expenditures may be accumulated over more than one fiscal year

Sample Table	
Account type	Soar-Fin #
Restricted Accounts	GR00001 – GR99999
MS Future Teachers Tech Implem Project	GR00001
Southern MS Writing Project	GR00002
Designated Accounts	DE00001 – DE99999, SR00001 – SR99999
Lucas Endowment – Bond	DE00017
Salary Recovery – Science & Tech	SR00003
Work in Process Projects	WP00000 – WP99999
Dorm Construction	WP00006
Theatre/Liberal Arts Parking	WP00009

HR/PAYROLL DEPARTMENT CODE – NAMING CONVENTION

Each department from which an employee is paid at the University must have an HR/Payroll department code.

The naming convention used in the assignment of HR department codes by the Controller’s Office is based on the following:

- The first character will be an alpha code representing the campus location of the department. The second through seventh digits will be the Financials DeptID. The final three digits will be a sequential number beginning with 001. The following is an example:

English Department – Hattiesburg	H300014001
English Department – Summer school – H’burg	H300014002
Cox Library – Gulf Coast	G415000001
GCRL Technology Office	L128023001

- The HR Department code assigned to a project will be the Project/Grant ID # assigned to the account, which is a 7 digit number (GRxxxxx, DExxxxx, etc.)
 - For Restricted Fund Accounts, the first two characters in the code will be GR (see earlier discussion of project/grant id’s in this document).

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- For Designated Fund Accounts (**only Lucas Endowments – Fund 14x30 and Special Projects – Fund 14x40**), the first two characters in the code will be DE or SR for salary recovery accounts (see earlier discussion of project/grants id's in this document)
 - HR Department codes for other Designated Accounts (Fund 14x10, 14x20, 14x50) will follow the same naming convention as the 10-digit accounts described above

QUESTIONS?

- Questions regarding Soar-Fin ChartFields should be directed to Sally Downey, Sally.L.Downey@usm.edu, 266-6677.