

OFFICE OF THE CONTROLLER

Chart of Accounts Top 10 Q and A

January 2026



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Top 10 Chart of Accounts Q and A



UNIVERSITY OF
South Carolina

#1 Chart of Accounts Q and A

What is the Chart of Accounts and why is it essential to the University's financial operations?

The Chart of Accounts is the backbone of the University's financial reporting system.

- ✓ Provides a structured way to record and classify all financial transactions
- ✓ Uses Chartfields to define the source of funds, the purpose of spending, and ownership or responsibility for each transaction
- ✓ Ensures financial integrity and supports accurate reporting across the institution
- ✓ Ensures compliance with institutional, state, and federal requirements



#2 Chart of Accounts Q and A

What is a Chartfield, and how is it used within the PeopleSoft Finance system?

- ✓ A Chartfield is a data element that stores accounting info
- ✓ Chartfields combine to form a **Chartfield string**
- ✓ The string determines how transactions are categorized, tracked, and reported across the University

Required Chartfields include:

- Business Unit
- Operating Unit
- Department
- Fund
- Class
- Account



PeopleSoft Chart of Accounts

Updated March 2022



CHART OF ACCOUNTS - CHARTFIELDS - FOR PEOPLESFT FINANCE						
Business Unit XXXXX	Account XXXXX	Operating Unit XXXXX	Department XXXXXX	Fund XXXXX	Class XXX	Product XXXXXX
USC Legal Entity	Transaction Type	Campus, College, Division	Department	Source of Funding	Functional Account Category	Academic Terms
WHICH	WHAT	WHO	WHO	WHERE	HOW	WHEN
responsible entity?	are we doing with our dollars?	is spending the funds?	is spending?	is the funding?	are we spending the funds?	is the related term?
• USC01	<ul style="list-style-type: none"> • Assets • Liabilities • Fund Balance • Expenses • Revenues Examples: 10300, 21221, 48650, 53005	<ul style="list-style-type: none"> • Finance • Law School • Aiken Examples: CL010, CL043, AK000	<ul style="list-style-type: none"> • Chemistry • Human Resources • Aiken Examples: 130200, 620100, 910000	<ul style="list-style-type: none"> • Tuition/Appropriations • Sales and Services • Federal Grant Examples: A0001, E3170, F1000	<ul style="list-style-type: none"> • Instruction • Research • Fiscal • Operations Examples: 101, 202, 602	<ul style="list-style-type: none"> • Fall • Spring • Summer Examples: 202108, 202201, 202205
<i>Required on all transactions</i>	<i>Required on all transactions</i>	<i>Required on all transactions</i>	<i>Required on all transactions</i>	<i>Required on all transactions</i>	<i>Required on all transactions</i>	<i>Used on term specific Transactions (from Banner)</i>

REQUIRED for Project Transactions		
PC Business Unit XXXXX	Project ID XXXXXXXXX	Activity ID X
WHY	WHY	Required Chartfield
are we spending the funds?	are we spending the funds?	
<ul style="list-style-type: none"> • Sponsored Programs • Construction Projects • Internal Projects • Endowments • Student Activities Examples: USCSP, USCCP, USCIP, USCEN, USCSA	<ul style="list-style-type: none"> • Grants • Capital Projects • Internal Projects • Endowments • Student Activities Examples: 1009009, 50000104, 80000173, E0000125, S000450	<ul style="list-style-type: none"> • USC only uses 1

OPTIONAL
Cost Share XXXXXXXXX
WHAT
is the transaction cost share?
<ul style="list-style-type: none"> • Use the project ID that the cost share expense is related to Example: 10009009

#3 Chart of Accounts Q and A

What Is the Difference Between a Department and a Project?

- ✓ Departments and projects serve different purposes within the University's financial structure
- ✓ **Departments** are:
 - Part of organizational chart
 - Permanent and ongoing
 - Represents long-term organizational responsibility
- ✓ **Projects** are:
 - Limited in scope and duration
 - Funded by an existing department
 - Created for up to a five-year term
 - Can be extended by submitting a request to CFMaint@mailbox.sc.edu



#4 Chart of Accounts Q and A

What does the “Fund Number” signify in a Chartfield string?

- ✓ The Fund Number identifies the **source of financial resources**
- ✓ Ensures funds are used according to applicable restrictions
- ✓ Allows transactions to be segregated by origin, such as:
 - State appropriations
 - Student Tuition & Fees
 - Grants
 - Sales and Services
 - Auxiliary Funds
 - Student Activities



#5 Chart of Accounts Q and A

What are the primary Fund types used at USC, and how are they categorized?

- ✓ The University's Fund types include:
 - **A – Departmental Operating Funds:** Core unrestricted operating resources
 - **F – Federal Funds:** Federal grants and contracts with spending limitations
 - **N – Internal Funds:** Department-managed funds for specific purposes or initiatives (e.g. internal grants, strategic initiatives, program income)
 - **G – State Funds:** State sponsored awards, specific state appropriations

- ✓ Each Fund type follows distinct accounting and reporting requirements



#6 Chart of Accounts Q and A

What types of Expense accounts exist, and how should they be applied?

- ✓ Expense accounts capture costs incurred by the University and are categorized as either:
 - **Direct Expenses (5xxxx):** Payments to vendors or payroll costs.
 - **Contra/Internal Expenses (6xxxx):** Reductions of expenses or internal revenue transactions between departments.

- ✓ Proper classification ensures accurate financial reporting and compliance



#7 Chart of Accounts Q and A

What's the process for creating, modifying, or inactivating a Chartfield?

- ✓ Complete the **Chartfield Maintenance Request Form**
- ✓ The form can be used to:
 - Request new Departments.
 - Request new Funds.
 - New USCIP and USCSA projects.
 - Change a description for a chartfield (Renaming only; re-purposing is not allowed).
 - Extend an existing USCIP or USCSA project.
 - Inactivate a USCIP/USCSA project or chartfield.
- ✓ Submit the completed form and required documentation to [**cfmaint@mailbox.sc.edu**](mailto:cfmaint@mailbox.sc.edu)



#7 Chart of Accounts Q and A Cont'

What's the process for creating, modifying, or inactivating a Chartfield?

Before a Chartfield or project can be inactivated, it must:

- ✓ Have a zero balance
- ✓ Ensure payroll funding has been reassigned to active Chartfields
- ✗ Contain no open encumbrances or receivables
- ✗ Have no prepaid card, asset, or active lease balances

NOTE: Actions involving USCSP projects must originate with the SAM Office



Completing a Chartfield Request Form

UNIVERSITY OF South Carolina
Chartfield Request Form
 Please email completed forms to CFMAINT@MAILBOX.SC.EDU

1 Please select type: _____

Combination Description _____ 2

ChartField String _____ 3

Operating Unit Department Fund Class PC Business Unit

4 Project (if inactivating) _____

Project type (if applicable) _____ 5

Project Start Date Project End Date

For NEW Department or Project: Approver(s) 1* USCID(s) 1 _____

For NEW USCIP PROJECT: Design Principal Investigator (PI)*: Approver(s) 2* USCID(s) 2 _____

USCID: _____

7 *must be an active employee

Mark for Payroll? _____ Select "Yes" if you need HCM Payroll Combo Codes created for this chartstring.

Attach justification

Why new department? _____ 8

Why new project? How much to be transferred into new account and from where?
 If E fund – attach E Fund questionnaire
 If Z fund – attach Z Fund questionnaire

FOR NEW DEPARTMENT REQUESTS ONLY – PLEASE SEE BELOW:

Does this NEW department need to be added to your Organizational Chart within PeopleAdmin or is it for payroll funding only? Funding Only _____
 (Will the NEW Department need to create PD's, job postings, and hire employees within it?)

If you answered "Yes" above, please provide the Parent Department Number where this NEW department will roll up to. _____

9 Requested by _____ Date _____

Business Manager _____ Date _____

1. Select Type of Action: Add/Change/Inactivate
2. Provide a Combination Description/Name
3. Enter chartfield string
4. Enter Project (if requesting inactivation or change to an existing project)
5. Enter Project Type, Start and End dates (if applicable)
6. Enter the name of Approvers (PI if applicable) & their USCIDs
7. Will this chartfield have payroll?
8. Include Justification and any additional supporting documentation
9. Signature & Approval



#8 Chart of Accounts Q and A

What is the difference between a Combo Key and Combo Code?

Combo Keys and Combo Codes are two separate and different things:

- ✓ **Combo Key:** Unique Identifier in PeopleSoft **Finance** assigned to a chartfield string on the crosswalk
 - Sponsored Award Projects - begin with a U and correspond to USCeRA
 - Older chartstrings – the combo key for chartfields that were converted from our legacy system are the legacy dept/fund number
 - All others – begin with a 1000xxxxx
 - Construction projects – begin with an X000xxxx

- ✓ **Combo Code:** Unique identifier in PeopleSoft **HCM** assigned to a specific payroll account code for a chartstring value
 - Begin with A00000xxxxx and C00000xxxxx
 - Used for payroll processing



#9 Chart of Accounts Q and A

How can users verify valid Chartfield combinations in PeopleSoft Finance?

Helpful Tip: Use the wildcard to look up multiple values “%”

✓ Use the **USC CoA Combos Inquiry Page** in PeopleSoft

PeopleSoft Finance Navigation: Main Menu > USC Conversion > USC Chartfield Mapping > USC CoA Combos Inquiry

✓ To find a Chartfield inactivated in a prior fiscal year, remove the **Fiscal Year** field to view all Chartfield strings and see when it was inactivated

✓ Step-by-step guidance is available in the [USC CoA Combos Inquiry Job Aid](#)



#9 Chart of Accounts Q and A Cont'

How can users verify valid Chartfield combinations in PeopleSoft Finance?

Helpful Tip: Use the wildcard to look up multiple values “%”

- ✓ Use the **Chartfield Values Page** in PeopleSoft

PeopleSoft Finance Navigation: Main Menu >
USC Conversion > USC Chartfield Mapping >
Chartfield Values

- ✓ Can search for specific values by their name/description or value

- ✓ Step-by-step guidance is available in the **[Chartfield Values Job Aid](#)**



Chartfield Values

PeopleSoft Finance Navigation: Main Menu > USC Conversion > USC Chartfield Mapping > Chartfield Values

Favorites ▾ Main Menu ▾ > USC Conversion ▾ > USC Chartfield Mapping ▾ > ChartField Values

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All ▾ Search >> Advanced Search

ChartField Values

- Operating Unit
- Department
- Fund Code
- Account
- Class Field
- Project

Chartfield Values – Search by Description

Navigation: Favorites ▾ Main Menu ▾ > USC Conversion ▾ > USC Chartfield Mapping ▾ > ChartField Values

Search: All ▾ Search [] >> Advanced Search

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Department

Find an Existing Value + Add a New Value

▼ **Search Criteria**
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches ▾
Saved Searches: Choose from saved searches ▾

*SetID = ▾ USC01 []

Department begins with ▾ []

Description begins with ▾ []

contains ▾

Include History Correct History

not = [] < <= > >= between in

Clear []



#10 Chart of Accounts Q and A

What is the difference between a PeopleSoft Finance department and and PeopleSoft HCM department?

- ✓ **Budgetary Only Departments:** used for HCM security and workflow only and do **not** process financial transactions

- ✓ **Financial Departments:** departments with financial transactions that can be used in both HCM and Finance PeopleSoft
 - **Funding:** Funds payroll but does not house employees
 - **Organizational:** Houses employees and appears in org reporting
 - **Both:** Houses employees and funds payroll



Peoplesoft Finance Department vs. Peoplesoft HCM Department

Type	Created in PS Finance?	Created in PS HCM?
Funding Only	Yes – can be used as funding source on payroll and non-payroll transactions	No – cannot be used to create PDs, hire employees, not a part of organizational structure
Organizational	Yes - can be used as funding source on payroll and non-payroll transactions	Yes – can be used to “house” employees, included as part of organizational chart
Funding & Organizational	Yes	Yes
Budgetary Only	Yes – no financial transactions, cannot be used as funding source for payroll and non-payroll transactions.	Yes

Questions



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Resources & Contacts



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Chart of Account Resources

- [Review the PeopleSoft Chart of Accounts](#)
- [Funding Sources Matrix](#)
- [ChartField Values Job Aid](#)
- [USC CoA Combos Inquiry](#)
- [USC CoA Combos Inquiry Page Job Aid](#)
- [General Ledger Queries and Job Aid](#)
- [Chartfield Request Form](#)
- [E Fund Questionnaire](#)
- [Custodial Fund Questionnaire](#)
- [Requesting New Chartfields Webinar Recording](#)
- [Requesting New Chartfields Presentation](#)
- [How to Use the Finance Intranet Demo Video](#)
- [How to Use the Finance Intranet Presentation](#)
- [Drilling Down into the Expenses/Payroll in the Grant Dashboard Job Aid](#)
- [How to use the GL Dashboard Report Job Aid](#)
- [How to use the GL Summary Report Job Aid](#)
- [How to use the GL Activity Report Job Aid](#)
- [How to use the Non-USCSP Project Dashboard Job Aid](#)
- [Using HCM Distribution in the Finance Intranet Job Aid](#)
- [Using HCM Distribution in the Finance Intranet Webinar Recording](#)
- [Using HCM Distribution in the Finance Intranet Presentation](#)
- [Earnings Summary Payroll Report Job Aid](#)



Office of the Controller

Office of the Controller

General Accounting

Accounts Payable

Capital Assets

Chart of Accounts

General Ledger

Moving and Relocation

Travel

Treasury Management

General Accounting Staff Directory

Grants and Funds Management

Compliance and Tax Management

Payroll Department

Operational Management and Reporting

External Financial Reporting and Transparency

Resource and Training Toolbox

Contact Us

Chart of Accounts

The Chart of Accounts is made up of unique chartfields used to store accounting information. Chartfields are used track budget and actual financial activity across the University system.

Expand all

PeopleSoft Chartfields 

Fund Numbers 

PeopleSoft Finance Chart of Accounts Inquiry 

Helpful Chartfield Related Queries 

Chartfield Maintenance 

Contact Us

For questions about the chart of accounts or organizational structure, please contact us directly:

1600 Hampton St., 6th Floor
Columbia, SC 29208

Email: cfmaint@mailbox.sc.edu 

Where to Find the Resources

For Chartfield maintenance resources, visit the [Chart of Account](#) page.



Office of the Controller

Office of the Controller

General Accounting

Grants and Funds Management

Compliance and Tax Management

Payroll Department

Operational Management and Reporting

External Financial Reporting and Transparency

Resource and Training Toolbox

Business Manager

Grant Administration

Principal Investigator

Policies & Procedures

Forms

Newsletters

PeopleSoft Finance Training Schedule

Listserves

Social Media

Contact Us

Business Manager

The role of each Business Manager at the University of South Carolina varies across each college and department. Each Business Manager handles several responsibilities that directly influence the success of their departments and the University overall. They provide business expertise on a variety of topics including, but not limited to budget, expenses, supplier onboarding, transaction corrections, and University policies and procedures.

Below is a list of tasks a Business Manager may be responsible for within their college/department. Sections include links to training resources that support each task.

Note: Each year the Controller's Office provides refresher trainings starting the month of February thru the end of April. Registration links for all scheduled trainings are sent to our BIZMANAGER listserv end of January, provided in our monthly newsletter, and in a prior week reminder email. On demand training can be found in the sections below.

Account Funding Change

AP Uploads

Business Expense Prepaid Cards

Cash Advances

Cost Transfer

Departmental Deposits

Employee Reimbursement (Non-travel)

Endowments

Finance Intranet

Expand all



Where to Find the Resources

For general training resources, visit our [Business Manager](#) page.



Controller's Office Contact List

General Accounting (JEs, JVs, Apex, GL issues/Questions)	Email Address
General Email Address	genacctg@mailbox.sc.edu
Cash Advance Settlement	cashadvc@mailbox.sc.edu
Payroll Retro Journal Entries	retroje@mailbox.sc.edu
Chartfield Maintenance	cfmaint@mailbox.sc.edu
Moving & Relocation Mailbox	moving@mailbox.sc.edu
PeopleSoft Finance Security Requests	pssecure@mailbox.sc.edu
Accounts Payable	Email Address
General Email Address	ap@mailbox.sc.edu
AP Uploads	apupload@mailbox.sc.edu
Supplier Maintenance	apsupplr@mailbox.sc.edu
Travel Office	Email Address
General Email Address	teoffice@mailbox.sc.edu
Student/Non-employee Travel Authorizations and Travel Reimbursement Vouchers	tesubmit@mailbox.sc.edu

Controller's Office Contact List

Capital Assets	Email Address
Physical Inventory	physinv@mailbox.sc.edu
Capital Leases	lease@sc.edu
Cash Management and Treasury	Email Address
General Treasury Email Address	treasury@mailbox.sc.edu
Program Expense Card	cards@mailbox.sc.edu
Team Card	teamcard@mailbox.sc.edu
Travel Card	travelcard@sc.edu
Compliance and Tax	Email Address
General Compliance Email Address	controllercompliance@sc.edu
General Tax Email Address	tax@mailbox.sc.edu
Research/Development Sales/Use Tax Exemptions	rdequip@mailbox.sc.edu
Time and Effort Reporting	timeandeffort@sc.edu

Controller's Office Contact List

Grants and Funds Management	Email Address
Sponsored Award Specific Questions	Contact your Post Award Accountant (PAA)
Payroll	Email Address
General Email Account	payroll@mailbox.sc.edu

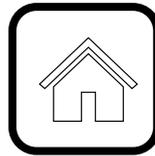


THANK YOU!

Office of the Controller



Alone, we can do so little; together,
we can do so much.



Address:

1600 Hampton Street
Columbia, SC 29208



Contact Number:

Phone: 803-777-2602
Fax: 803-777-9586



Email Address:

controller@sc.edu



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