



County of Riverside
OFFICE OF THE AUDITOR-CONTROLLER
STANDARD PRACTICE MANUAL

		SUBJECT: CHARTFIELDS
SECTION:	5	CATEGORY: GENERAL LEDGER
POLICY NUMBER:	502	(REPLACES PART 1, CHAPTERS 1 THROUGH 7, 3-19-97)
REVISED/ LAST REVIEWED:	3-26-02	APPROVED BY: <i>Robert Byrd</i>

PURPOSE: To establish what processes are needed to establish, change, or inactivate a chartfield in the automated financial system.

SCOPE: Applies to County departments, agencies, special districts, and authorities that are governed by Riverside County Board of Supervisors, and/or which maintain funds in the County Treasury.

POLICY: Establishing, changing, or inactivating chartfields values in the automated financial system will require a request form, justification documents, and approvals from one or more of the following: the Auditor-Controller's Office (ACO), the Executive Office (CEO), and/or the Executive Steering Committee (ESC) of the automated financial system,

PROCEDURE: There are eight (8) distinct chartfields that values can be established, changed, or inactivated in the system. The department completes a request form that has been designated for each chartfield and submits it for the appropriate approvals. Documents justifying the request must accompany the request form. Depending on the type of request or chartfield affected, discussions with the ACO, CEO, and/or ESC, may be required prior to any request being submitted.

Request forms for all chartfield types contain specific instructions and information requirements and can be obtained through the ACO or it's website www.auditorcontroller.org/

1. BUSINESS UNIT

The Business Unit is a required chartfield that is used in the General Ledger to define a financial reporting entity for general reporting purposes. The system balances ledgers by Business Unit.

The CEO and the ESC (or other premier authority) of the automated financial system must be contacted to obtain preliminary verbal approval before any written request affecting a Business Unit is made.

2. FUND

The Fund chartfield is a required chartfield and defines self-balancing sets of transactions that record cash and other financial assets, together with related liabilities, fund equity, and any corresponding financial sources and uses.

Preliminary verbal approval from an CEO analyst is required before any written request is made.

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3. DEPT ID

The DEPT ID chartfield is a required chartfield, representing a breakdown of organizational bodies within the County, and identifies the financial management structure associated with a particular financial transaction.

Preliminary verbal approval from an CEO analyst is required before any written request is made.

4. ACCOUNT

The Account chartfield is a required chartfield and is used for four different types of transactions: revenues, expenditures, balance sheet and statistical.

No preliminary approval is necessary. Written requests are sent directly to the ACO.

5. PROGRAM

The Program chartfield is optional on transactions and identifies particular activities or groups of related activities directed towards the accomplishment of recognized objectives. It is not used for Project/Grants.

Preliminary verbal approval from an CEO analyst is required before any written request is made.

6. CLASS (Location)

The Class chartfield, or location chartfield, is optional on transactions and provides another means by which to classify and arrange financial information by physical location.

No preliminary approval is necessary. Written requests are sent directly to the ACO.

7. PROJECT/GRANT

The Project/Grant chartfield is optional on transactions and captures and controls project or grant information and tracks financial activity across budget years, funds and departments. The Overall (Level One) Project is created and maintained by the ACO staff with the role of Central Project / Grant Approver. Exceptions to this rule must be approved by the ACO. The Segment (Level Two), Phase (Level Three), and Activity (Level Four) Projects levels are created and maintained by departmental staff with the role of Department Project / Grant Approvers.

Please see Policy #506, Project Grant Budget Structure, for more information on establishing or maintaining a Project Grant Budget Structure.

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8. STATISTICS CODE

The Statistics Code chartfield is optional on transactions and can be used to record statistical amounts for departmental and other reporting needs.

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