

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM
BUSINESS PROCEDURES MANUAL

Procedure 1.3
Page 1 of 1

Effective Date: September 1, 2009
Supersedes: Business Procedure 1.3 dated April 1, 2009
Applies To: System Office and Colleges
Procedure Responsibility: System Office of Business Services

Add, Delete or Change Chartfield Number

Sections:

Section 1.3.1 - General
Section 1.3.2 - Request Approval
Section 1.3.3 - Request Exemptions (Grants)

Section 1.3.1 – General

In PeopleSoft Financial applications, the individual fields in the accounting structure are referred to as Chartfields. Chartfields are used to classify accounting transactions created in subsystems or entered directly into the General Ledger. The combination of all chartfields becomes the Chart of Accounts. Each individual chartfield component is described in procedure 1.1.

Section 1.3.2 - Request Approval

- A. All chartfield account changes or additions must be approved or disapproved by KCTCS Offices of Accounting and Budget and Financial Planning.
- B. Upon approval, the Financial System Administrator will issue a System Accounting Instruction (SAI) and appropriate pages for the KCTCS Chart of Accounts.
- C. Upon receipt of the SAI, the Financial System Administrator will update the PeopleSoft Tables and the KCTCS Chart of Accounts.

Section 1.3.3 - Request Exemptions (Grants)

Requests for a project or grant number fields are exempt from this procedure.

END OF PROCEDURE