SW Chart of Accounts Overview

January 2017

Cardinal ChartFields

ChartField Label	Technical Name	Max Length	Required?	Maintained
GL Business Unit	BUSINESS_UNIT_GL	5	All Transactions	Centrally
Fund	FUND_CODE	5	All Transactions	Centrally
Account	ACCOUNT	10	All Transactions	Centrally
Program	CHARTFIELD2	10	All Expenditures	Centrally
Department	DEPTID	10	All Transactions	Agency
FIPS	CLASS_FLD	5	No	Centrally
PC Business Unit	BUSINESS_UNIT_PC	5	All Projects	Centrally
Project	PROJECT_ID	10	No	Agency*
Task	PRODUCT	6	No	Agency
Cost Center	CHARTFIELD1	10	No	Agency
Asset	OPERATING_UNIT	8	No	Agency
Agency Use 1	CHARTFIELD3	10	No	Agency
Agency Use 2	BUDGET_REF	8	No	Agency

*Except for Capital Outlay and Commonwealth-wide Initiatives
Note: All ChartFields are character field type; all non-numeric chartfield values must be upper case

Cardinal ChartFields (continued)

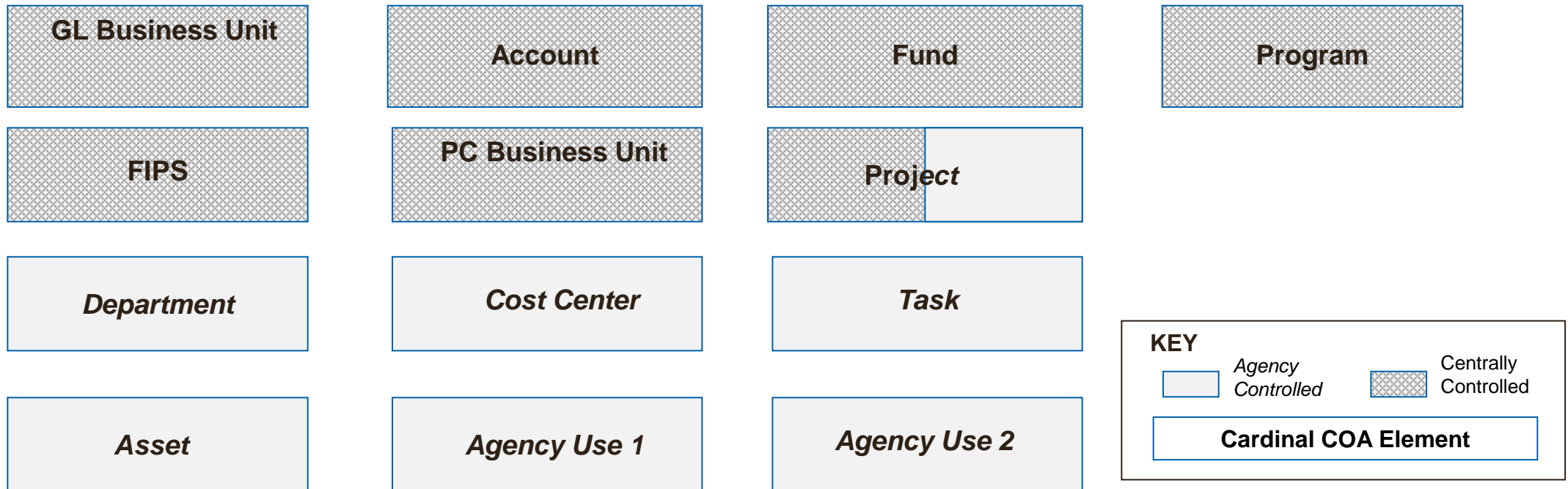| ChartField Label	Purpose
GL Business Unit	• Represents an organization at an appropriation level and is used to define a financial reporting entity for General Ledger reporting purposes. • Is the key to all financial transactions in the system.
Fund	• Defines a fiscal and accounting entity with a self-balancing set of accounts. • Records cash and other financial resources, together with related liabilities and residual equities or balances, and any corresponding changes. • Is segregated for the purpose of conducting specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations (e.g., restricted fund).
Account	• Is a detailed classification of financial activity. • Used to specify the balance sheet account or operating account (e.g., expenditure, revenue codes) on financial transactions. • Stores an account type identifier, which indicates whether the value entered in the account ChartField is an asset, liability, fund equity, expenditure, or revenue type account.
Program	• Accumulates financial information related to activities or sets of activities. • Captures the cost of programs across funds. • Provides the basis for program budget formulation and control.
Department	• Identifies a specific organization unit. • The organization element represents responsibilities and duties assigned to individuals and depicts reporting relationships that exist within an agency. • Agency size and complexity, as well as other variables, contribute to determine the organizational structure most appropriate for an individual agency.

Cardinal ChartFields (continued)

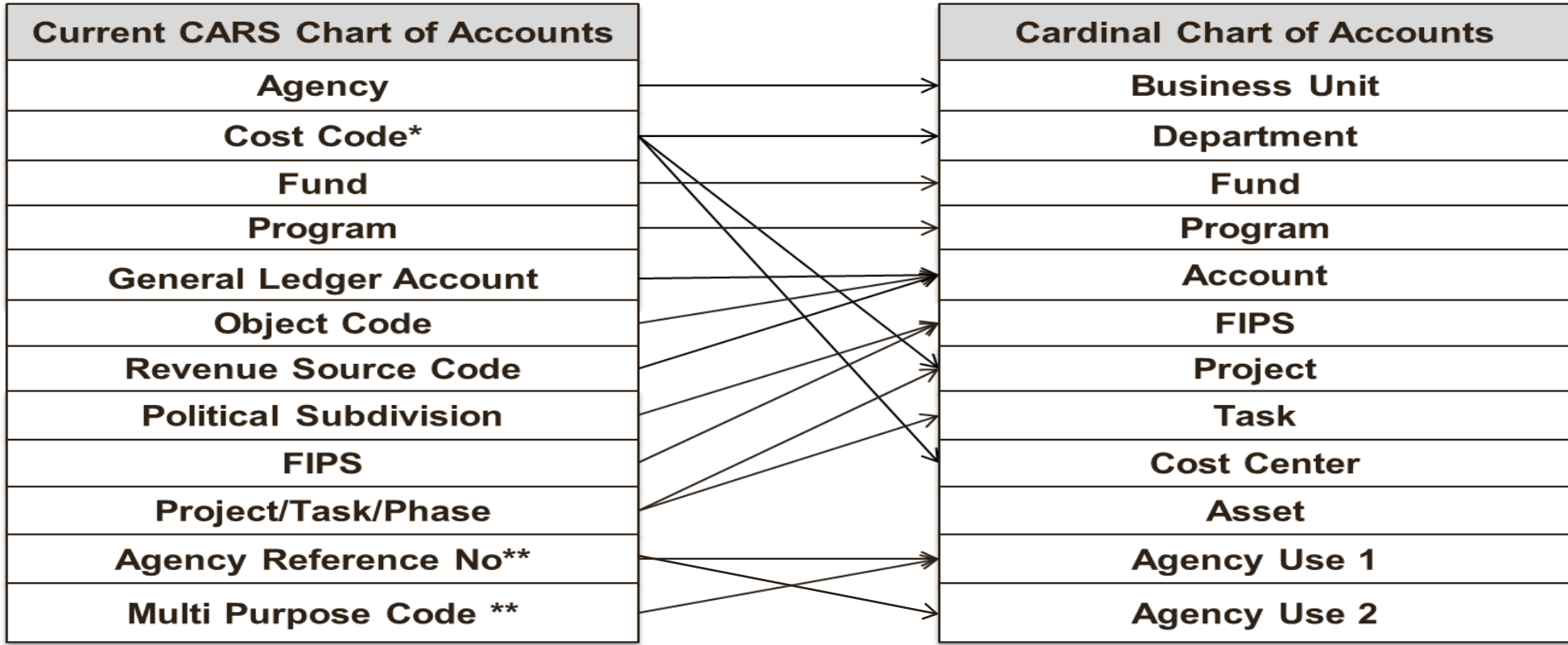| ChartField Label	Purpose
Project	• Used to capture a planned undertaking of something to be accomplished or produced, having a finite beginning and a finite ending, for which expenditures/costs and revenues are to be tracked. • Designed to track project and grant financial activity, which can cross budget years, funds, and departments.
FIPS	• Identifies cities, counties and towns of the Commonwealth of Virginia. • Utilized to track costs associated with these geographic designations.
Task	• Identifies the work or services performed and can be associated with a project.
Cost Center	• Used to capture administrative or operational related financial costs (e.g., Administration and Support, Training, Employee Programs, Research and Development). • Is not used to capture costs directly related to a project.
Asset	• Used to capture financial transactions associated with various assets of an agency such as: buildings, lots, structures, facilities, or equipment. • Used in this context is for the purpose of tracking expenditures, not for the purpose of tracking the value of the asset.
Agency Use 1	• Is a flexible field reserved for tracking either agency reporting fields or agency specific use.
Agency Use 2	• Is another flexible ChartField reserved for tracking either agency reporting fields or agency specific use.

COA Element Ownership

- The Cardinal Chart of Accounts (COA) structure and values are maintained in General Ledger. Many of the COA elements are controlled at the agency level, but some are controlled by the central agencies (Department of Accounts, Department of Planning and Budget).

GL Business Unit	Account	Fund	Program

FIPS	PC Business Unit	Project	

Department	Cost Center	Task

Asset	Agency Use 1	Agency Use 2

KEY

Agency Controlled	Centrally Controlled
Cardinal COA Element	

- The Project ChartField is agency controlled except for capital outlay and Commonwealth-wide initiatives.
- The PC Business Unit ChartField is only used by agencies using the Project ChartField on a transaction in Cardinal.

COA Crosswalk Diagram

Current CARS Chart of Accounts	Cardinal Chart of Accounts
Agency	Business Unit
Cost Code*	Department
Fund	Fund
Program	Program
General Ledger Account	Account
Object Code	FIPS
Revenue Source Code	Project
Political Subdivision	Task
FIPS	Cost Center
Project/Task/Phase	Asset
Agency Reference No**	Agency Use 1
Multi Purpose Code **	Agency Use 2

*Agencies use Cost Code for multiple purposes; therefore, it may map to several agency maintained COA elements in Cardinal. This diagram does not include all possible mapping combinations.

**These fields are not true CARS COA elements; they are not summarized to the ledger. An agency will have Agency Use 1 or any of the other new COA elements to map to where necessary.