



**Department of Human Services  
Online Directives Information System**

**Index:  
Revised:  
Next Review:**

**POL 1224  
08/28/2019  
08/29/2021**

**Subject: Chartfield Requests**

**POLICY**

The policy of the Department of Human Services is to assign identifiers for use in the statewide accounting system, TeamWorks, for the purpose of accounting for financial resources appropriated to, granted to, donated to, or earned by the agency in support of its programs.

**A. Authority**

None

**B. References**

State Accounting Office: Accounting Policy Manual, Category 2 – Financial Reporting, Chart of Accounts Structure Overview.

<http://sao.georgia.gov/accounting-policy-manual>

**C. Applicability**

All Department of Human Services divisions and offices.

**D. Definitions**

- 1) **Chartfield:** An accounting identifier used in the TeamWorks Financial (FN) and Human Capital Management (HCM) applications to authorize, record, summarize, and report financial transactions.
- 2) **Fund Source:** Also called “funding source,” is a five-digit chartfield code used to identify revenue sources and track expenditures made against those revenues.
- 3) **Project:** A chartfield that captures financial data on operations that may derive resources from multiple funding sources.
- 4) **Department ID:** Chartfield used to identify separate divisions within the business unit. Represents cost center, organizational level of responsibility, or other structure to capture financial accounting data.
- 5) **Financial Tree:** TeamWorks hierarchies of related chart fields used for budget and accounting transactions. For example, the highest level of the department ID tree represents the agency, the next level represents the appropriation, and the lowest level represents the cost center. The State Accounting Office maintains the trees by entry of discretionary chart fields requested by the agencies.
- 6) **Business Unit:** Chartfield that identifies the State agency whose transactions are reflected in TeamWorks. Each agency has been assigned a business unit code. The business unit code for DHS is 42700.
- 7) **Fund Source Distribution (Calculator):** the predefined ratio of funding participation for the project chartfield. Fund source distribution is also used by

labor distribution to record payroll transactions, Concur to record travel transactions, and by DHS's offline electronic data processing systems to post financial transactions to the TeamWorks general ledger.

- 8) **Department Manual:** DHS's internal resource file containing the combinations of chart fields to be used to record financial transactions. TeamWorks requires that all chart fields be entered manually in the processing modules (purchase order, accounts payable, accounts receivable, asset management and general ledger). The department manual contains chartfield relationships for reference purposes.

## **E. Responsibilities**

- 1) The Office of Budget Administration and the budget units of the Division of Family and Children Services, and the Office of Information Technology are responsible for establishing the department IDs and expenditure levels of other chart fields to capture financial information needed for effective management of the department's resources, and to comply with the annual appropriations act. These units are responsible for requesting the expenditure level project codes, budget and expenditure level department ID codes, fund source distributions (calculator), and department manual maintenance.
- 2) The Office of Financial Services (OFS) is responsible for review, approval, and the assignment of budget level fund sources and project codes for expected grant awards and revenue contracts, and for the maintenance of the chartfield values in the statewide accounting system. OFS assigns budget level chart field values to assure that values that have been used in a previous state fiscal year are not reused. OFS is responsible for assuring that the requested codes do not already exist, for data entry of new chartfield values into TeamWorks, for modification of existing chartfield values, and for communicating requests to the SAO for required FN and HCM tree maintenance that user agencies are not permitted to perform at the agency level. OFS may also establish expenditure level project codes for the purpose of recording the results of cost allocation. OFS may also request that budget staff establish specific projects and department ID codes to facilitate financial status reporting (such as to separate categories of expenditure to comply with grantors' or contractors' reporting requirements).
- 3) The State Accounting Office (SAO) maintains TeamWorks FN budget and reporting trees, and the HCM department budget table. These trees and tables must exist in TeamWorks before the chartfield values can be used on financial transactions.

## **F. History**

This Policy replaces the Department of Human Services Chartfield Request policy POL1224 effective 7/10/2007.

## **G. Evaluation**

The effectiveness of this policy is evaluated by DHS financial management team, the Georgia Department of Audits and Accounts, the State Accounting Office, the Governor's Office of Planning and Budget, and by readers of system-generated financial reports in DHS and/or other interested parties.