WISCONSIN ACCOUNTING MANUAL
Department of Administration – State Controller's Office

Section	02	Chartfield Coding	Effective Date	08/15/2015
Sub-section	06	COA Maintenance Requests	Revision Date	05/12/16
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BACKGROUND

General ledger chartfields are used to record all transactions in the STAR system and provide the basic structure to categorize transactional and budget data. Proper use of available chartfields is integral to maintaining consistent and meaningful information in the STAR system. Therefore, chartfield requests must be consistent with policies established in the Wisconsin Accounting Manual.

POLICIES

1. Agencies shall ensure chart of accounts (COA) maintenance requests for the General Ledger are consistent with WAM policies prior to submitting a chartfield request.

2. Agencies shall include a clear business justification in all COA maintenance requests.

3. Department, Operating Unit, Program, and Product are agency specific chartfields. Agencies shall establish values and names that maintain meaningful chartfield order within their agency. This is particularly important for the Department chartfield.

4. All chartfields except for appropriation (class) and department shall have effective dates of 01/01/1901.

5. Department id chartfields shall have effective dates of 07/01/xx with the year being determined by the first day of the fiscal year in which the value was established.

6. Department id values shall be set up using a numbering convention so that the first three digits of the value is the agency number e.g. DATCP department ids will all begin with "115".

7. Appropriations shall have effective dates of 07/01/xx.

GENERAL PROCEDURES

Chartfield maintenance requests will be handled via the STAR system. STAR uses roles to control the request, establishment, and modification of chartfield values. STAR workflow is used to manage the process.

Agency staff given a COA requester role may request new chartfield values for centrally controlled chartfields. They will also be able to request revisions for existing accounts. STAR workflow will direct the request to the State COA maintainer in the State Controller's Office (SCO). The request will be reviewed and, if approved, established in STAR by SCO.

SCO staff will review requests for compliance with established WAM policies and for reasonableness. Additional information and discussion may be requested from the agency to ensure intended goals are met.

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As noted, STAR workflow will route COA maintenance requests to SCO for approval. Therefore, agencies should reach internal agreement prior to submitting the request. Agencies are responsible for establishing and implementing internal controls necessary to ensure chartfield integrity within their agency. Agency COA requesters are responsible for complying with procedures internal to their agency.

STAR Roles

Role Name	Role Description
Agency COA Maintainer	The Agency COA Maintainer is responsible for the setup of agency-owned COA values and the maintenance of SpeedTypes and SpeedCharts. The Agency COA Maintainer will also be responsible for the setup of agency default values on the COA translation process.
Chartfield Requester	The Chartfield Requester may initiate a request for a new chartfield value to SCO.
State COA Maintainer	The State COA Maintainer is responsible for the setup and maintenance of COA values, trees and maintenance of combination edit definitions and rules. The COA Maintainer will also be responsible for the maintenance of the COA translation tables and rules.
SCO HR COA Approver	SCO HR COA Approver approves HR chart of accounts (department chartfield).
SBO Appropriation Requester	The SBO Appropriation Requester may initiate a request for a new or modified appropriation value to SCO.
SCO Appropriation Approver	The SCO Appropriation Approver is responsible for the setup and maintenance of appropriation values in STAR tables.

SCO-Controlled and Maintained Chartfield Values

Account, department, fund, operating unit, program and product chartfield values are maintained and controlled by state COA maintainers in the SCO. Department chartfield values are further controlled by state Human Resource COA approvers in DOA. Prior to performing department code maintenance, HR COA approvers in DOA must also review and approve the requests through workflow in STAR.

A STAR job aid provides additional information on the COA request procedures. See
https://starlrn.wi.gov/temp/REV1STARPP/PlayerPackage/data/toc.html

When making requests for multiple additions or changes, agencies may use STAR to request the action and attach a spreadsheet that clearly designates the action(s) being requested. Agencies should contact SCO if they have questions on how to proceed with a request for many chartfields.

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Account Chartfield Values

Because accounts are SHARED with all agencies, requesters should first research whether an existing account value exists that may serve their agency's purposes. Alternatively, using a combination of other chartfields may provide the information an agency needs negating the need to set up a shared account. If it is determined the account is required, a request should be placed that includes an explanation of the business need. Names of accounts should generally not contain an agency's name or other text that would suggest use of that account is limited to a specific agency.

Department ID Values

Department id is a critical element to the Human Capital Management (HCM) system. Accordingly, adding, changing or inactivating department ids requires very careful consideration due to the risks associated with this chartfield. The values must follow an established numbering convention in which the first three digits of the requested value is the agency number. Further, agencies should be cautious in how they set up the remaining digits of the ids to ensure flexibility for future growth or changes of the agency as well as for efficient establishment of tree elements used for reporting purposes. That is, agencies should consider the individual department ids altogether for the agency prior to submitting a request.

Viewing the CC_Dept_Spring tree provides agencies with a visual of the existing tree structure for their agency. Agency chartfield requesters are able to view trees by navigating: **Main Menu>Tree Manager>Tree Viewer**. The CC_Dept_Spring trees have effective dates beginning with the first day of the fiscal year. For example, a tree with an effective date of 07/01/2015 was effective for FY 2016.

Operating Unit, Program, and Product Chartfield Values

Operating unit, program and product chartfields are agency specific but are set up and maintained by the chartfield maintainers in SCO.

Fund and Business Unit Chartfield Values

The fund and business unit chartfield values are controlled by state COA maintainers in the SCO. Additions or changes to the fund and business unit chartfields generally occur infrequently. They often occur as a result of the biennial budget act, although separate legislation may also necessitate changes.

Staff in the State Budget Office (SBO) assigned a chartfield requester role shall request new fund and business unit values via STAR providing SCO-FRS with supporting documentation (e.g. informational paper or references to WI Acts) for the proposed additions or changes. After reviewing the request and determining the appropriate presentation of the new or changed values in CAFR, such as those pertaining to GAAP reporting, SCO-FRS will add new chartfield values, or revise existing values.

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Appropriation Chartfield Values

New appropriation values, or changes to appropriation values, originate with either the SBO or from agencies for a number of reasons. SBO will coordinate with agencies to ensure the appropriations established or changed meet SBO operational and compliance needs.

After determining the appropriation required the State Budget Office (SBO) shall use STAR to request the new appropriation(s) or revisions to existing appropriation values. SCO will review the request and, if approved, update the applicable STAR tables.

If agencies wish to request new appropriation values or to make changes to existing appropriations, they should contact their budget analyst in SBO via email with their request.

Note: This section is referring to the maintenance of the values assigned to the appropriation chartfield (i.e. numeric values assigned to agency alpha appropriations). Additions or changes in _spending authority_ are discussed in Wisconsin Accounting Manual Section 03-03 Appropriation Increases and Decreases.

Agency-Controlled and Maintained Chartfield Values

Project and related codes (project, activity, source type, category and subcategory) are controlled and maintained by agency COA maintainers. Agencies are responsible for establishing and implementing internal controls necessary to ensure the integrity of agency controlled chartfield values within their agency. Agency COA maintainers are responsible for complying with procedures internal to their agency.

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Requests for new chartfields, or changes to existing chartfields, is done by navigating to: **Main Menu>Set Up Financials/Supply Chain>Common Definitions>Design Chartfields>Define Values>Chartfield Request.**

The chartfield request screen will appear:

PROCEDURES TO ADD A NEW ACCOUNT CODE:

Fill in the chartfield request screen as follows:

Set ID:	SHARE
Field Name:	ACCOUNT
Field Action:	Add
Field Value:	Type in the numeric account you wish to have established. The numeric value should correspond with existing accounts or account ranges for asset, expense, liability, equity, or revenue codes.

Click on "Add".

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The Core Information screen appears:

Enter in the following information:

Effective Date:	Always use **01/01/1901** as the effective date for accounts. The date you set up the request will default in the effective date field but this should be changed.
Status:	Active
Monetary Account Type:	Enter Asset, Expense, Liability, Equity, or Revenue (A, E, L, Q, or R)
Description:	Type in up to 30 characters for the account description
Short Description:	Type in up to 10 characters
Request Comments:	Add comments to explain or justify the request.

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Business Justification:	Attach justification documents, if necessary.
Long Description:	This allows for up to 250 characters of information

Click "SAVE" at the bottom of the page. A "Request Action" box will appear at the bottom of the screen:

Note: There is no need to add tree information to account requests. Rather SCO staff will manage tree maintenance as accounts are added.
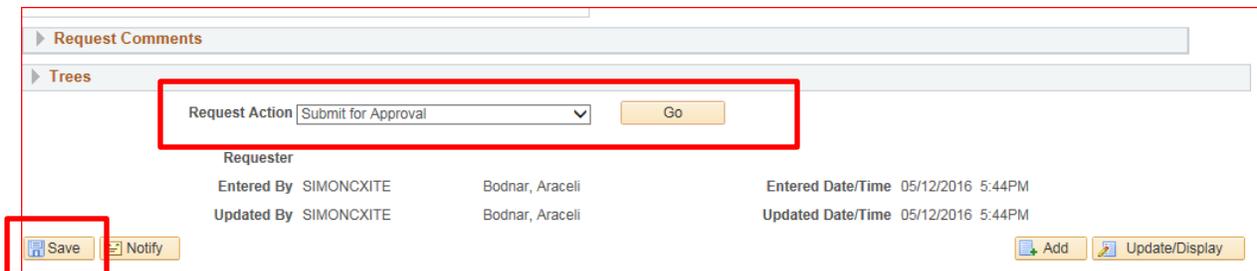
In the Request Action box select the"Submit for Approval" option.

Click "GO".

The request will be submitted to SCO for approval. After the account request has been reviewed, you will receive an email notification the account was approved or denied. Additional information may be requested from SCO prior to approving the request.

PROCEDURES TO ADD A NEW FUND CODE:

A similar process is available for setting up new funds in STAR. However, given the limited specific circumstances in which new funds are added, detailed procedures are not included here.

In the event agencies wish to have a new fund code added to STAR, they should contact staff in the State Controller's Office to discuss the request prior to making a submission.

PROCEDURES TO ADD A NEW DEPARTMENT ID CODE:

The addition of department ids can be very complex dependent on the nature of the requests. While adding a department id code is relatively simple, maintaining the trees that must exist to appropriately capture information in an organized manner is much more difficult.

If agencies are simply adding a department that represents a new unit added to an already established bureau and division within a state agency's organizational structure, then the request can usually be processed efficiently because the required tree structure (nodes) will already exist.

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However, in some cases, requests for new department ids cannot be approved and the trees finalized until other department ids have already been set up. This is the case such as when new divisions are are set up that also need new bureaus and new units to be set up. Because of the hierarchical pattern in which agencies are organized, a sequential approach must be taken to be able in order to maintain trees associated with department ids.

To illustrate, if a request to add department id 1150010240 for Farmer Services was desired, it could be requested and immediately added to an existing tree structure as seen in the following screen print:

The CC_Dept_Spring tree would be selected as the appropriate tree with an "Insert Under Node Value" of 1150010200. By numbering the new department 1150010240 it would fit into the existing tree structure for the bureau/division/agency.

However, if a new division was requested along with 4 new bureaus each with their own units, requests would have to be processed sequentially. First, a request to set up a new division would be submitted. It would be assigned to the same level as other divisions in the agency. Only after it was set up and approved, could requests for the four new bureaus be completed and approved because their tree information would have to include the newly set up division. Then, only after the bureaus were set up and approved, could the tree information for the new units be set up using the new bureaus.

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Navigation:

Obtain the chartfield request screen by navigating to Main Menu>Set Up Financials/Supply Chain>Common Definitions>Design Chartfields>Define Values>Chartfield Request:

Set ID:	SHARE
Field Name:	DEPTID
Field Action:	Add
Field Value:	Type in the department id code you wish to have established. The numeric value should correspond with existing department ids or ranges of department codes.

After entering the field name, you may search for existing field values using the spyglass next to the field value. This allows you to see existing department ids to provide insight into whether you are following an appropriate numbering scheme for your agency.

Note that department ids must start with the first three digits of the agency number e.g. all DATCP department ids begin with "115" as seen in the following screenshot:

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Look Up Field Value

SetID: SHARE
Department: begins with ▾ 115
Manager Name: begins with ▾

[Look Up] [Clear] [Cancel] Basic Lookup

Search Results

View All   First ◄ 1-77 of 77 ► Last

Department	Description	Manager Name
1150000000	Ag Trade and Consumer Protectn	(blankblank)
1150010000	Div of Food Safety	(blankblank)
1150010100	DFS Bureau of Food Safety_Insp	(blankblank)
1150010110	DFS BFS Field Services	(blankblank)
1150010120	DFS BFS Technical Services	(blankblank)
1150010200	DFS Bureau of Meat Safety_Insp	(blankblank)
1150010210	DFS BMS Field Services	(blankblank)
1150010220	DFS BMS Technical Services	(blankblank)
1150010230	DFS BMS Veterinary Services	(blankblank)
1150010900	DFS Admin Services	(blankblank)
1150014000	Div of Trade_Consumer Prot	(blankblank)
1150014100	DTCP Bureau of Bus Trade Pract	(blankblank)
1150014110	DTCP BTP Trade Practices	(blankblank)
1150014120	DTCP BTP Ag Producer Security	(blankblank)
1150014200	DTCP Bureau of Consumer Prot	(blankblank)
1150014210	DTCP BCP Off of Privacy Prot	(blankblank)
1150014220	DTCP BCP Cnsmr Info_Edu	(blankblank)
1150014230	DTCP BCP Complaint Admin	(blankblank)
1150014240	DTCP BCP Investigation	(blankblank)
1150014300	DTCP Bureau Weights_Measures	(blankblank)
1150014310	DTCP BWM Field Operations	(blankblank)
1150014320	DTCP BWM Storage Tank Reg	(blankblank)
1150014330	DTCP BWM Laboratory	(blankblank)
1150014900	DTCP Admin Services	(blankblank)
1150020000	Div of Animal Health	(blankblank)
1150021000	DAH Bureau of Animal Dis Cntrl	(blankblank)
1150021100	DAH ADC Program Support	(blankblank)
1150021200	DAH ADC Office Veterinarians	(blankblank)
1150022000	DAH Bureau of Field Services	(blankblank)
1150022100	DAH BFS Compl_Dog Sellers	(blankblank)

Note how this department structure is broken down into layers that correspond with divisions and bureaus in the agency. The numbering convention follows the structure of the organization which allows for effective tree structures which are critical for reporting purposes.

After determining what you would like your new department id value to be, enter it into the Field Value box.

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ChartField Request

Find an Existing Value | Add a New Value

Request ID: NEXT
SetID: SHARE
Field Name: DEPTID
Field Action: Add
Field Value: 1150014340

Add

Find an Existing Value | Add a New Value

Click "Add".

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A screen with five sections (Core Information, Business Justification, Request Comments, Questions, and Trees) will appear. All sections must be completed before approval will occur. A document does not need to be attached in the Business Justification section but complex requests (major reorganizations or numerous requests) will be rejected if adequate justification is not included in the justification or comments sections.

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Enter in the following information:

Effective Date:	Always use **07/01/xx** as the effective date for department ids. The *year* of the effective date should always be the *first* day of the fiscal year in which you are establishing the department id e.g. 07/01/2016 would be the effective date for departments being added for FY 2017.
Status:	Active
Description:	Type in up to 30 characters for the account description
Short Description:	Type in up to 10 characters
Long Description:	This is optional but allows for up to 250 characters of information.
Request Comments:	Add comments to explain or justify the request. Refer to legislation or other legal requirements, if applicable.
Business Justification:	Attach justification documents, if necessary. Attaching an organizational chart for major reorganizations would be appropriate.

After filling in those fields continue with filling in the "Questions" section of the request. You must answer these three questions to confirm:

1. Employees will be assigned to the department;
2. The location code for the department id; and
3. The default funding code to be used with the new department id.

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Continue with filling in the "Trees" section of the form. The tree section is most easily completed by using the spyglasses located next to the "Tree Name" and "Insert Value Under Node" fields in the Tree section:

First choose the correct tree:

Tree Name:	CC_Dept_Spring (always choose a tree with this name when adding departments)
Effective Date for the Tree:	**07/01/xx** is the effective date for CC_Dept_Spring trees. But multiple trees exist. The correct tree to choose will be the one with the effective date that is the first day of the fiscal year in which you are establishing the department id. For example, select the CC_Dept_Spring tree with an effective date of 07/01/2016 for departments being added for FY 2017.

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After choosing the correct effective-dated CC_Dept_Spring tree, choose the correct node for your department id.

Click on the spyglass to bring up existing departments for your business unit.

Click on the department id that you would like your new department id to fall under. It will populate in the "Insert Value Under Node" field. You may also type the value into the "Insert Value Under Node" field but generally it is easier to click on the existing department id so it is entered correctly.

Click "SAVE".

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Review the information in your request for accuracy one last time.

Select "Submit for Approval" from the dropdown menu.

Click "Go".

The request will be submitted to SCO for approval. After the request has been reviewed, you will receive an email notification the department id was approved or denied. Additional information may be requested from SCO prior to approving the request.