

Agency Chartfield 1 & 2



PURPOSE

The purpose of this document is to communicate the requirements that must be considered when determining new values, mapping strategies or conversion strategies for Chart of Accounts (COA) ChartFields.

Agency Chartfield 1 & 2

Field Definition	Agency Chartfields 1 & 2 are used to meet an agency's unique financial information/reporting needs. Agencies can define these fields to meet agency needs not accommodated in another Aspire chartfield.
Field Length	10 characters
Data Type	Alphanumeric
Format	All values must contain ten characters. Naming convention is dictated by the agency.
Uniqueness	Agency Chartfields 1 & 2 are Business Unit-specific chartfields that will be controlled at the agency level. There will be no statewide standards and no viable statewide query capability on the Agency Chartfields 1 & 2 across agencies.
Creation Process	Agencies will be responsible for establishing their unique Agency Chartfield 1 & 2 values. Values will be added to Aspire by Enterprise staff.
Numbering Convention	<ul style="list-style-type: none">• Agency Chartfields 1 & 2 are agency specific chartfields and as a result no numbering conventions will be established across agencies. Instead agencies will need to develop their naming conventions using consistent formatting in order to facilitate subsequent sorting and reporting of the data.• If an Agency determines that the schema should be Alpha-Numeric, there must be consistency in the values such as "the first three characters will be Alpha and the remaining seven characters will be numeric.• Agencies should use limited smart coding and allow for ranges to provide functional hierarchy.
Other Information	<ul style="list-style-type: none">• Agency Chartfields 1 & 2 are not required for transactions unless made a key chartfields in agency management budget definitions.• Every Agency Chartfield 1 & 2 must have a long description (30 characters) and a short description (10 characters). Descriptions must be mixed case with the first character of each word being a

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	<p>capital letter. Descriptions should contain only letters, numbers and spaces; no special characters.</p>
Combination Edits	<ul style="list-style-type: none"> No combination edits are anticipated for the Agency Chartfields 1 & 2.
Assumptions	<ul style="list-style-type: none"> Agencies will be required to submit a document to the Chief Financial Officer (CFO) specifying how the field will be used. Once the concept or intended use of the chartfield is determined for an agency, the concept/intent must remain constant.
Mapping	<ul style="list-style-type: none"> Since Agency Chartfields 1 & 2 are optional agency-unique chartfields, the data mapping tool will be customized to incorporate the needs of the individual agencies. Agencies will define their specific data mapping rules to conform to sound data mapping techniques and theories as well as Enterprise defined chartfield requirements.
Data Mapping Tool Requirements	<ul style="list-style-type: none"> The tool developed will need to allow agencies to establish new Agency Chartfield 1 & 2 values and ensure those values are validated for length. Once the new values are established the agencies will need to map all current FLAIR values that have concepts embedded that meet the agency definitions for Agency Chartfield 1 & 2 to the new Aspire chartfield values. The tool will be used to validate various mapping rules. Agency specific mapping rules must be validated against the data submitted. In addition various queries will be executed to check for mapping integrity issues. The tool must allow agencies to indicate combinations of FLAIR values that together will result in a new Agency Chartfield 1 & 2 values.