



Chart of Accounts Definitions

Background Materials for
September 13, 2016 Chart of Accounts Public Forum

Definition of a Chart of Accounts

Chart of Accounts (COA) – The PeopleSoft COA is designed to be a way for an entity to store, categorize, structure, and segregate transactional and statistical data for management and financial reporting.

The PeopleSoft COA is made up of **independent** Data Elements called **ChartFields** each with its own attributes.

UGA will adopt the University System of Georgia chart of accounts. Therefore many of the chart fields are defined and pre-determined.

ChartField Design Criteria

Each ChartField Should Have a **One-To-Many Relationship** With EACH Other Individual ChartField.

If This Relationship Does Not Exist Then It Should **Not** Be A ChartField.

UGA Account to PeopleSoft Chart String

Account number 1011GH168126-71400 or 10-11-GH168-126-71400 is broken down below and could become USG PeopleSoft **chart string** 10500-11100-11000-11012000-1260000000-714100

UGA Account Number Segments			USG Chart Field		
10	Resident Instruction	Fund	10500	Tuition	Fund
11	Instruction	Function	11100	General Academic Instruction	Function
G	General Operations	Operation	11000	General Operations	Class
H	Instruction	Activity	N/A	-	
168	Chemistry Department	Department Number	11012000	Chemistry	Dept ID
126	Curriculum Dev/Organic Chem	Project Number	1260000000	Curriculum Dev/Organic Chem	Project ID
71400	Supplies & Materials	Object Code	714100	Supplies & Materials Expense	Account

Chart Fields Overview

Current

- Fund (2)
- Function (2)
- Operation (1)
- Activity (1)
- Department (3)
- n/a
- Project (3)
- Total **12** digits
- Object Code (5)

New

- Fund (5)
- Function (5)
- Class (5)
- n/a
- Department (8)
- Operating Unit (3) *(if needed)*
- Project (10) *(if needed)*
- Total **36** digits
- Account Code (6)
- Budget Reference (4)

SpeedType = 10

SpeedType

While the new chart string will be longer than the current “account number”, the SpeedType provides a nice data entry tool that does not require the user to enter all the chart fields needed for a specific transaction.

The SpeedType represents the chart field value combination that you want the system to enter into vouchers or journals automatically when you select the SpeedType key.

Think of the SpeedType as your chart string shortcut. The SpeedType is a 10-digit alphanumeric field that represents a complete chart string combination. The SpeedType plus the account chart field would be used for most transactions.

Account Code

Account is used to categorize the nature of the transaction as a specific type of revenue, expense, asset, liability, or net asset (equity).

High Level Sort Defined by USG, known as Account Code (6-digit numeric chart field). Last two digits of some USG account codes provide institutional flexibility. UGA will establish those as needs are identified. For example: 715100 Repairs and Maintenance. 7151xx Repairs & Maintenance Institution Discretion.

Examples: Cash, Inventory, Accrued Payroll, Reserves (Unallocated Balance), In-State Tuition, Student Activity Fee, Parking Permit Fees, Salary Expense, Fringe Benefit Expense, Supplies & Materials

Fund Code

Funds maintain a self-balancing set of accounts that segregate financial information for the purpose of carrying on specific activities and meet the objectives of various state regulations, restrictions and other limitations.

*Defined by USG. Known as Fund Group.
(5-digit numeric chart field)*

*Examples: State Appropriations, Tuition, Departmental Sales,
Sponsored, Auxiliary*

Function Code

Function Codes classify transactions according to their function within or across the institution; these codes assist in defining the mission or purpose of the transaction. Transactions can then be grouped to show the purpose for which costs were incurred. Public institutions must follow functional definitions as defined by NACUBO in the Financial Accounting and Reporting Manual.

*Defined by USG. Known as Function Code.
(5-digit numeric chart field)*

Examples: Instruction, Research, Public Service, Academic Support, Student Services, Institutional Support, Operations & Maintenance, Auxiliary Enterprises

Class Code

The **Class Code** ChartField serves as a more detailed indicator or classification of the funding source.

Defined by USG known as Class Code (5-digit numeric chart field)

Examples: Fees Undergraduate Fall Semester, Georgia Research Alliance, Quasi-Revenue (Tickets), DSS – Public Services, DSS – Conferences & Workshops, Sponsored Operations – Local Government

Department

A **Department** is a specialized academic or operational unit responsible for one or more support functions or programs. Combined with other ChartField values, they can form the basis for department budgets that track expenditures and revenues.

*Defined by UGA. Known as Department by USG
Recommendation is an 8-digit alphanumeric
chart field.*

Department

Units generally meet the following criteria to be considered a **department** when they:

- Have an ongoing business purpose and objective within the University
- Have an established control budget
- Have fiscal oversight by a responsible person
- May have positioned employees
- Represent workflow approval

Department

Department values will be defined uniformly and consistently across the university and represent an independent organizational unit as defined in an organizational hierarchy and roll-up to various hierarchical levels such as Department, College, Organization, Division, Executive and Presidential.

Department Examples

- **Human Resources**
- **Georgia Center Hotel**
- **Mathematics**
- **Sociology**
- **Economics**
- **Government Relations**
- **Auxiliary Services Administration**
- **Central Research Stores**
- **African Studies Institute**
- **Accounts Payable**
- **Undergraduate Admissions**

PeopleSoft Trees – trees allow you to have hierarchical relationships of data, such as Department ID. This is a sample of how it could work for Department ID in the Facilities Management Division.



Project

The **Project** ChartField is generally defined to support identification of transactions associated with a capital project or grant. It provides for additional functionality unique to projects accounting (project life, defined period, defined activities, etc.) as defined in the PeopleSoft Project Costing module. The project ChartField can be used for both sponsored and non-sponsored purposes.

*Defined by UGA. Known as Project Indicator by USG. **Recommendation is a 10-digit alpha/numeric chart field.***

Project/Grant

Characteristics of a project value typically include the following:

- Defined begin and end dates
- Designated budget or funding support
- Specific group of participants
- One time event or initiative
- May cross fiscal years
- May have distinct reporting requirements

Project

There are two **Project** specific ChartFields that are unique to the PeopleSoft Project costing module. Those are:

- PC Business Unit – An operational subset of an organization to organize project activity independently of the constraints of the standard accounting procedures for the financial posting and reporting of the organization.
- Activity ID – Identifies activities and specific tasks that make up a project.

Defined by UGA. The length of these fields is to be determined; they can be alpha/numeric: up to five digits for PC Business Unit and up to 15 digits for Activity ID.

Project Examples

➤ Grants

- NSF RF Ga Coast Eco
- RF Nanophotonic Tripp
- NIH RF Bordetella Harvi
- USDA/FS RF Clim Chng Adabrosi
- DC/NIH RF HPV Vaccine Simon
- MGH RF HIV Vaccines Wells

➤ Capital Projects

- Correll Hall
- Tate Center Food Service Renovations

➤ Non-Sponsored

- School/College Faculty Allocations
- Events (Graduation, Alumni, Student Groups)
- Initiatives (Experiential Learning)

Recommendation To Use The Operating Unit Chart Field for Location

The operating unit chart field would be used to indicate location.

The recommendation for operating unit is a 3-digit alphanumeric chart field.



Budget Reference

Budget Reference is used to identify unique budgets, when individual budgets share budget keys and overlapping budget periods.

Defined by UGA. Can be up to 8 alpha/numeric digits.