



Chart of Accounts Workshop

February 22, 2017

Workshop Agenda

- Outline the goal for this workshop
- COA overview
- Department, Operating Unit, Project ID, and Chart Field 1
- PeopleSoft Budget Terminology & Concepts
- Overall considerations
- Approaches to chart development
 - AU/UGA Medical Partnership – Bill Prigge
 - College of Agricultural & Environmental Sciences – Sadie Brown
 - Facilities Management Division – Susan McCullough
- Overall Lessons Learned
- Next Steps (Preliminary plans due no later than **May 15, 2017**)
- Questions

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)
- Program (5)
- Class (5)
- n/a
- Department ID(8)
- Operating Unit (3) *(if needed)*
- Project ID (15) *(if needed)*
- Chart Field 1 (10) *(if needed)*
- Total **51** digits
- Account Code (6)
- Budget Reference (4)

SpeedType 10

USG Defined Chart Fields & UGA Defined Chart Fields

USG Defined Chart Fields

- Fund
- Program
- Class
- Account

UGA may request from USG additional fund, program and class codes. For most account codes, USG has designated the last two digits as 'institutional discretion'.

UGA Defined Chart Fields

- Department ID
- Operating Unit
- Project ID
- Chart Field 1
- Budget Reference

How do I use these chart fields?

Account Codes – The “What”

- The account code chart field identifies what for the transaction:
- Assets “1s”
- Liability “2s”
- Fund Balance/Reserves “3s”
- Revenue “4s”
- Expense “5s”, “6s”, “7s”, “8s”

Other Chart Fields – The “Who” “Why” or “Purpose”

- Fund (source) - Who
- Program – Purpose
- Class (more detail on funding source) – Who
- Department ID – Who
- Project ID – Why
- Operating Unit – Who
- Chart Field 1 - Purpose

Department ID Chart Field Numbering

- Department ID will be an 8 digit alphanumeric value
- The first two digits will be numeric and will identify the major unit (college/school/unit). These numeric values are assigned by the University
- The next three digits will be numeric and will identify the department within the major unit (college/school/unit). These numeric values are at the discretion of the college/school/unit
- The last three digits can be alphanumeric and can be used by the college/school/unit at their discretion

Example: **20010012**

20= Terry College of Business, 010 = Deans Office, 012 = IT Support

Department ID Example

Consider giving individuals or groups their own department ID. This will allow for the tracking of all funding sources (state, grants, IDC, Foundation, etc.) for an individual or group.

Chart Field	Field Value		Field Value		Field Value
Fund	10000		20000		15000
Program	11600		12200		11600
Class	-		-		-
Dept ID	43001JON		43001JON		43001JON
Project ID	-		SNIHX1234567801		-
Operating Unit	GWI		-		ATH
Account	641000		714101		743200

Department ID Example

Consider the need for a department number to represent a departmental sales and service activity or indirect cost return activity.

Chart Field	Field Value		Field Value		Field Value
Fund	14100		14100		14100
Program	13100		13100		13100
Class	-		-		-
Dept ID	19012FAL		19012SPR		19012SVC
Project ID	-		-		-
Account	641000		714101		743200

Operating Unit Chart Field Numbering

- Operating unit will be a 3 digit alphanumeric value
- The operating unit chart field will be used to indicate location

Example: TIF = Tifton Campus
CRE = Camp Rock Eagle
108 = Oconee County



Project ID Chart Field Numbering

Grants

- Project ID's for grants will be 15-characters.
- The project ID will start with the letter **S** to designate a **Sponsored Project**.
- The next 4 characters will represent the **sponsor designation**. These will be specific for each sponsor and will be centrally maintained.
- The next 8 digits will be the **Click ID**. This is a unique number generated by the eResearch Portal.
- The last 2 digits will be **defaulted to "01"** with the understanding that these characters are reserved for potential use on future scenarios.

Sample: **SNIHX1234567801**

Project ID Chart Field Numbering

Capital Projects

- Project ID's for capital projects will be between 9 and 15-characters.
- The project ID will start with the letter C to designate a Capital Project.
- The remaining digits will be determined by the type of project:
 - University Architect Project
Example: **COUA17001**
C = Capital, OUA = University Architect, 17 = Year, 001 = Consecutive Number
 - Facilities Management
Example: **CFMD12345**
C = Capital, FMD = Facilities Mgmt Dept, 12345 = AiM Work Order Number
 - Board of Regents
 - MRR

Project ID Chart Field Numbering

Non-Sponsored Projects

- Project ID's for non-sponsored projects can be between 2 and 15-characters.
- The project ID will start with the letter N to designate a Non-Sponsored Project.
- A non-sponsored project ID should be used for tracking projects or events that have:
 - A budget
 - A specific start and end date

Example: The OneSource Project

The OneSource project has a budget and a set start and end date.

Sample non-sponsored project ID: **NONESOURCE**

Chart Field 1

- Chart field 1 is a ten digit alpha numeric field
- It can be used if there is a need to track specific expenses for departmental or institution wide activities
- For Capital Projects, chart field 1 will be used to designate the bond allocation number
- Institutionally UGA will have mandatory usage of chart field 1 to track specific expenses. Those values are being determined at this time.

Chart Field 1 Example

- Use Chart Field 1 to track expenses for an ongoing activities.
For example, Chart Field 1 could be used to track institutional wide expenses.

Fund	10000	20200	14000
Program	11150	14500	12100
Class	-	67123	-
Department	19011000	21009000	43007001
Operating Unit	-	ATH	-
Chart Field 1	GRADUATION	GRADUATION	GRADUATION
Account	714101	714103	651100

PeopleSoft Budget Terminology & Concepts

- Budgets are defined and controlled in PeopleSoft Commitment Control.
- In PeopleSoft Commitment Control you can choose to control a budget or track a budget.
- If you **control** a budget, the system will stop a transaction from being processed if there is not enough budget available.
- If you **track** a budget, the system will track a transaction but will NOT stop it from being processed if there is not enough budget available.

PeopleSoft Budget Terminology & Concepts

- Commitment Control uses different ledger groups to enforce budgeting rules by chart fields. In our legacy system, the budget is enforced for each account number. In PeopleSoft, budget is enforced by chart fields.
- Two of the main commitment control ledgers will be an expense ledger and a project ledger. Each ledger will control the budget by specific chart fields.

Commitment Control Ledgers

Expense Ledger
Initial Budget **Control** Chart Fields
All funds except 20200

- **Fund**
- **Department**
- Class
- Program
- Operating Unit
- Project ID
- Chart Field 1
- Account
- Budget Reference

Expense Ledger
Initial Budget **Control** Chart Fields
Fund 20200 (UGA Foundation)

- **Fund**
- **Department**
- **Class** (Corresponds to UGAF Fund Number)
- Program
- Operating Unit
- Project ID
- Chart Field 1
- Account
- Budget Reference

Commitment Control Ledgers

Project Ledger
Initial Budget **Control** Chart
Fields

- **Fund**
- **Department**
- Class
- Program
- Operating Unit
- **Project ID**
- Chart Field 1
- **Account**
- Budget Reference

Overall Considerations

- Understand the chart field definitions and their purpose
- Ask your departments about their specific needs
- Get the appropriate individuals involved
- Think about your reporting needs and plan with the end in mind
- Determine where you want to control budget
- Don't box yourself in to the current structure of your departments
- Clean up old accounts that are no longer used
 - Determine if any accounts are no longer needed and should be inactivated
 - Email Holly Byrd, in Accounting, the list of accounts to be inactivated



Chart of Accounts – AU/UGA Medical Partnership

Bill Prigge



Chart of Account Development

Background

Considerations

Process

Lessons Learned



Background

- We currently use PeopleSoft on the Augusta University side so we're familiar with the chart string structure.

Sample of our AU accounts:

<u>Fund</u>	<u>Dept</u>	<u>Prog</u>	<u>Class</u>	
• 10001	04610000	11100	11000	Instruction
• 10001	04610000	14700	11000	Institutional Service
• 10001	04610000	11600	11000	Departmental Research
• 10001	04610000	11700	11000	Teaching while Supervising in Clinic
• 10001	04610000	32100	11000	Teaching with Patient Care

Background (cont'd)

- Current budget/org structure on UGA side doesn't provide visibility desired (basically just 5 big buckets).
 - Instruction
 - Administration
 - Research
 - GME Non-Reimbursable
 - GME Reimbursable



Considerations

- What information do we want to see?
- How do we want to see it?
- How do we want to report it?
- We plan to use FY18 as a bridge to OneSource and get accounts/structure put in place to ease transition.



Process

- Started with our org chart to determine what level of reporting visibility and budget accountability we wanted to see.
- Created new “departments” for the areas we want to track budget.
- Built in “ability for growth” in department numbering scheme.
- Developed a strawman structure and reviewed concept with Senior Leadership Team for their comments/buy in.

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The process isn't pretty!

*Potential
 MP/18*

• Medical Partnership

1916JUN000 → • Deans Office (1) - (5) People/Thing

1916JUN000 → • Student Affairs (2) - (5) People/Thing

1916JUN000 → • ~~Communications~~ GME (9) - (5) People/Thing (rolling level)

001 → - Basic Sciences (10) → Inst./resid./admit?

002 → - Clerkship (5)

003 → - Medical Education (5)

• GME (14) People/Thing

1916JUN000 → - Reimbursable (10)

1916JUN000 → - Non Reimbursable (4)

1916JUN000 → • Research (5) - (5) People/Thing

1916JUN000 → • Communications (1) - (5) People/Thing

- Special Events

1916JUN000 → • IT (1) - (5) People/Thing

*edit of Faculty, do we need to go down to next level
 out some research, admin, etc... ??*

FUND	DEPT	FUNCTION	CLASS	
10.500	33002000	10	11000	General
			11700	Sample
			12000	
			12700	
			13000	
			13700	
			14000	
			14700	
			15000	
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AU/UGA MEDICAL PARTNERSHIP
PROPOSED CHART OF ACCOUNTS STRUCTURE

NAME	FUND	FUNCTION	CLASS	DEPARTMENT	PROJECT	CHARTFIELD1	COMMENTS	People	Current Account
Medical Partnership	10800			40000000			Roll up for entire MP		
Dean's Office	10800	11100	11200	41100000			Roll up for Dean's Office	Prigge, Simmons-Dorsey, Kinney, Marohl, Hall, Allen (.5)	1911GJ146000
Dean's Office (DS&S)	14100	11100	41100	41100000					1911DH146001
Kirby Memorial Scholarship	20800	11100	64000	41100000	KIRBYSCHOL				1911RH146014
MP White Coat Scholarship	20800	11100	64000	41100000	WHITECOATSCHOL				1911RH146015
MP Dean's Discretionary Fund	20800	11100	64000	41100000	DEANSFUND				1911RH146016
Communications	10800	11100	11200	41110000				Adams, Rogers	1911GJ146000
Communications	10800	11100	11200	41110000		MATCHDAY			1911GJ146000
Communications	10800	11100	11200	41110000		GRADUATION			1911GJ146000
IT	10800	11100	11200	41120000					1911GJ146000
IT - Student Tech Fee	16000	11100	11600	41120000					1919TJ146001
Student Affairs	10800	11100	11200	41200000				Mitchell	1911GJ146000
Student Organizations	60000	tbd	11200	41210000			Agency acct- SGO dues		9086GN589741
Student Activity Fees	13000	15920	11990	41220000			Allocation from UGA		9593GN623001
Undergraduate Medical Education (UME)	10800	11100	11200	41300000			Roll up for UME	Lee, Ramsey, Cervero, Hill	1911GH146000
Basic Sciences	10800	11100	11200	41310000				Griffin, Boegehold, Davis, Medlock, Hesse, Halper, Holmes	1911GH146000
Clerkship Office	10800	11100	11200	41320000				Arnold, Anderson	1911GH146000
Medical Education	10800	11100	11200	41330000				Sanders, Chin, Ebell, A. Martin, Norris, Palmer, Peteet	1911GH146000
Graduate Medical Education (GME)	10800	11100	11200	41400000				Knight, Gunter (.5), Sperr	1911GH146007
GME Reimbursable - St Mary's (DS&S)	14100	11100	41100	41410000			Departmental Sales acct	Ward, Gunter (.5), Avelar, Layher	1911DH146002
Research	10800	12400	11200	41500000				GAs	1925GR146008
Research	10800	12400	11200	41500000		MEDICALSCHOLARS		Students	1925GR146008
Research - IDC	15000	12400	11500	41500000					1925AR146930
Research - Startup	20080	12100	64000	41500000					1921RX146007
CTRU - AU/UGA Medical Partnership	10800			41800000			Roll up for entire CTRU		
CTRU Operations	10800	11100	11200	41810000				Phillips	1911GJ247012
CTRU Operations (DS&S)	14100	12400	41100	41810000			Departmental Sales acct		1925DR247002
CTRU Research	10800	12400	11200	41820000				Schmitz, Dunlop, Capitano, Meaders	1925GR247013
CTRU - Seed Grant	10800	12400	11200	41830000			Funds distributed to individual departments		1925GR247001
CTRU - Funded Studies	10800	12400	11200	41840000					1925GR247002

Process (cont'd)

- Kept refining strawman structure.
- Looked at Chart of Accounts Reference Document and started matching our current 12-digit structure into the corresponding chart string elements.
- Utilized “crosswalk” tool to verify new chart strings.
- Made sure that all of our current accounts were accounted for in the new chart string structure & deleted accounts no longer needed!
- Reviewed new chart strings and “**eliminated redundancy**”.

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	Fund	Prog	Class	Dept	Project	Chartfield1
Dean's Office	10800	11100	11200	41100000		
Dean's Office (DS&S)	14100	11100	41100	41100000		
Kirby Memorial Scholarship	20800	11100	64000	41100000	KIRBYSCHOL	
MP White Coat Scholarship	20800	11100	64000	41100000	WHITECOATSCHOL	
MP Dean's Discretionary Fund	20800	11100	64000	41100000	DEANSFUND	
Communications	10800	11100	11200	41110000		
Communications	10800	11100	11200	41110000		MATCHDAY
Communications	10800	11100	11200	41110000		GRADUATION
IT	10800	11100	11200	41120000		
IT - Student Tech Fee	16000	11100	11600	41120000		

Same Dept. Numbers
Differentiated by Fund/Class/Project

Roll up level

Separate Dept. Numbers to
allow tracking at these levels

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	<u>Fund</u>	<u>Prog</u>	<u>Class</u>	<u>Dept</u>	<u>Project</u>	<u>Chartfield1</u>
Dean's Office	10800	11100	11200	41100000		
Dean's Office (DS&S)	14100	11100	41100	41100000		
Kirby Memorial Scholarship	20800	11100	64000	41100000	KIRBYSCHOL	
MP White Coat Scholarship	20800	11100	64000	41100000	WHITECOATSCHOL	
MP Dean's Discretionary Fund	20800	11100	64000	41100000	DEANSFUND	
Communications	10800	11100	11200	41110000		
Communications	10800	11100	11200	41110000		MATCHDAY
Communications	10800	11100	11200	41110000		GRADUATION
IT	10800	11100	11200	41120000		
IT - Student Tech Fee	16000	11100	11600	41120000		

Same Chart String Core

Different Chartfield1s

Lessons Learned

- OneSource implementation allows us to define how we want to both allocate and track our resources on the UGA side.
- The COA structure provides a lot of flexibility in how you both allocate funding and report on the information (especially with the “Project” and “Chartfield1” fields).
- We didn’t need as many true departments as we initially thought.
- The COA Reference Document is an extremely valuable resource!
 - Print out the key 10-12 pages and keep them as a handy resource!!



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Chart of Accounts - CAES

Sadie Brown

U N I V E R S I T Y O F G E O R G I A



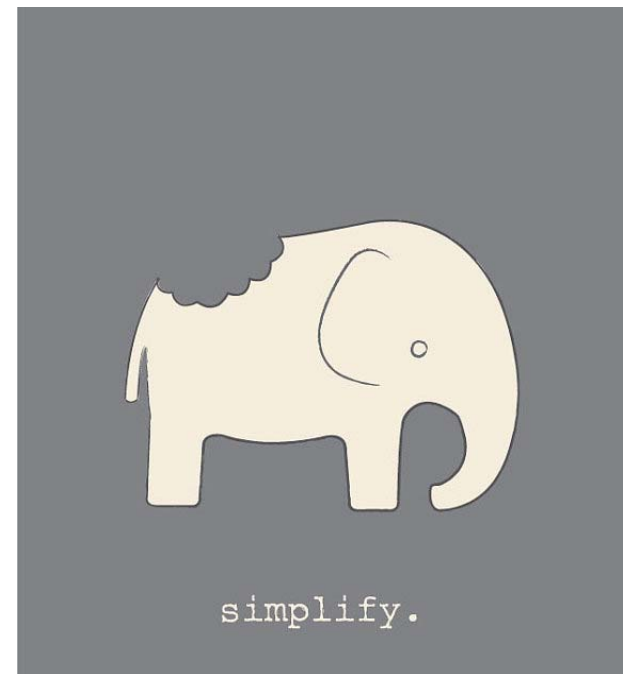
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- Reviewed current reporting structure

How we do business now.

How we would like to do business.

- Understanding definitions of Chart String
- TEST, TEST, TEST





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- Think Big regarding reports and structure

Current State

College POV

Department/Unit POV

Needs

College POV

Department/Unit POV

Wants

College POV

Department/Unit POV





Handwritten organizational chart for the University of Georgia, dated Fall 2016. The chart is organized into several main branches, including:

- President & Vice President:** At the top, with various offices and departments.
- Academic Affairs:** Includes the Office of the Provost, Academic Affairs, and various academic departments.
- Student Affairs:** Includes the Office of the Vice President for Student Affairs, Student Services, and various student organizations.
- Research & Extension:** Includes the Office of the Vice President for Research, Research Centers, and Extension Programs.
- Administration & Support:** Includes the Office of the Vice President for Administration, Human Resources, and various support services.

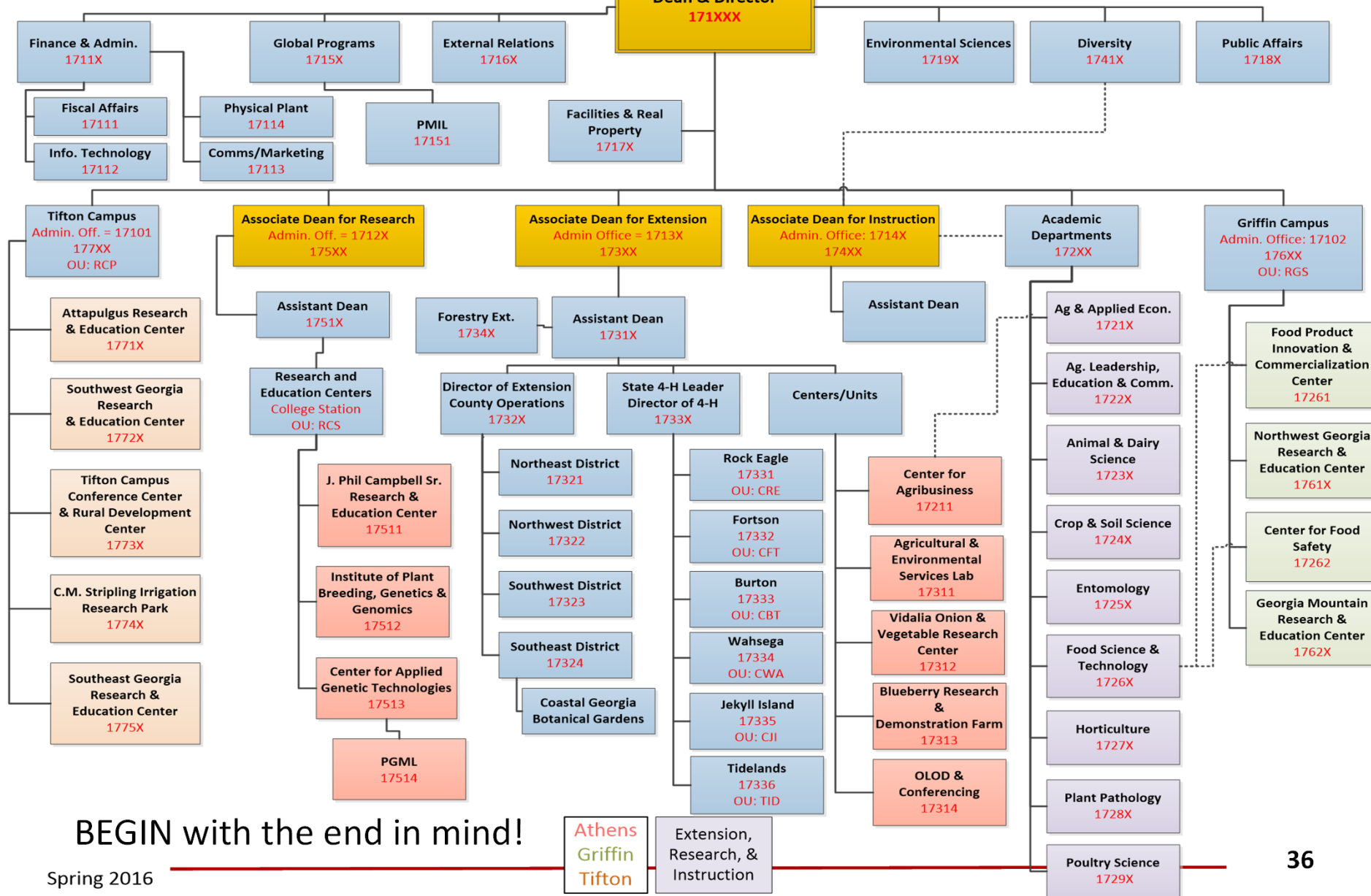
The chart is heavily annotated with handwritten notes, including names, titles, and dates. It also includes a list of "Fall 2016" changes at the bottom.



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CAES = 17000000

Dean & Director
171XXX



BEGIN with the end in mind!

Spring 2016

Athens
Griffin
Tifton

Extension,
Research, &
Instruction



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- Using the Chart Fields to fullest potential

Thinking OUTSIDE the box

What can that do?

- Operational Units
 - Gives us the ability to track where we spend \$



CAES across Georgia

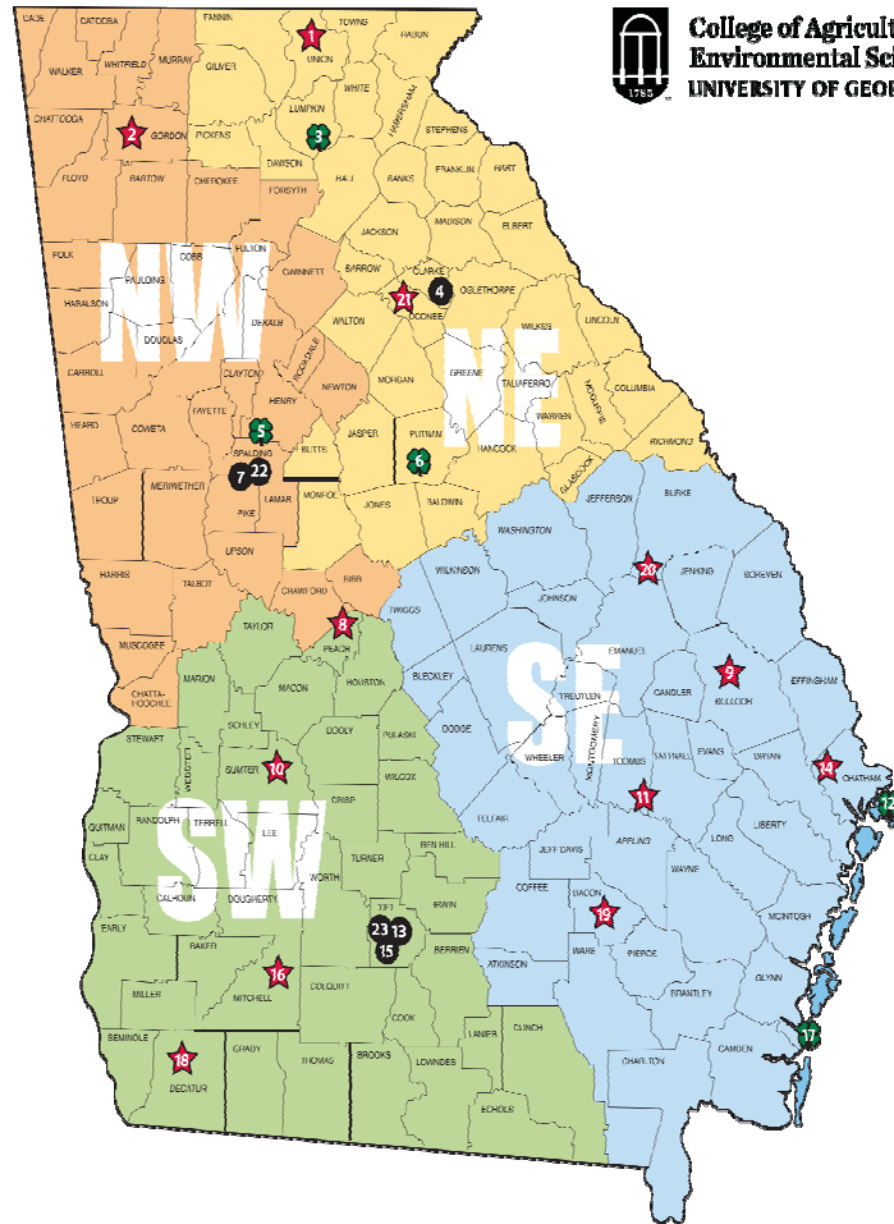
Facilities

- ★ Georgia Mountain Research and Education Center, *Blairsville*
- ★ Northwest Georgia Research and Education Center, *Calhoun*
- 3 Wahsega 4-H Center, *Dahlonega*
- 4 UGA Athens Campus
- 5 Fortson 4-H Center, *Hampton*
- 6 Rock Eagle 4-H Center, *Eatonton*
- 7 UGA Griffin Campus
- ★ Land-grant Partner, *Fort Valley State University*
- ★ Southeast District Extension Center, *Statesboro*
- ★ Southwest Georgia Research and Education Center, *Plains*
- ★ Vidalia Onion and Vegetable Research Center, *Lyons*
- 12 Burton 4-H Center, *Tybee Island*
- 13 UGA Tifton Campus
- ★ Coastal Georgia Botanical Gardens, *Savannah*
- 15 Tifton Campus Conference Center, *Tifton*
- ★ C.M. Stripling Irrigation Research Park, *Camilla*
- 17 4-H Tidelands Nature Center, *Jekyll Island*
- ★ Attapulgus Research and Education Center, *Attapulgus*
- ★ Blueberry Research and Demonstration Farm, *Alma*
- ★ Southeast Georgia Research and Education Center, *Midville*
- ★ J. Phil Campbell Sr. Research and Education Center, *Watkinsville*
- 22 Food Product Innovation and Commercialization Center, *Griffin*
- 23 Future Farmstead, *Tifton*

Revised December 2015



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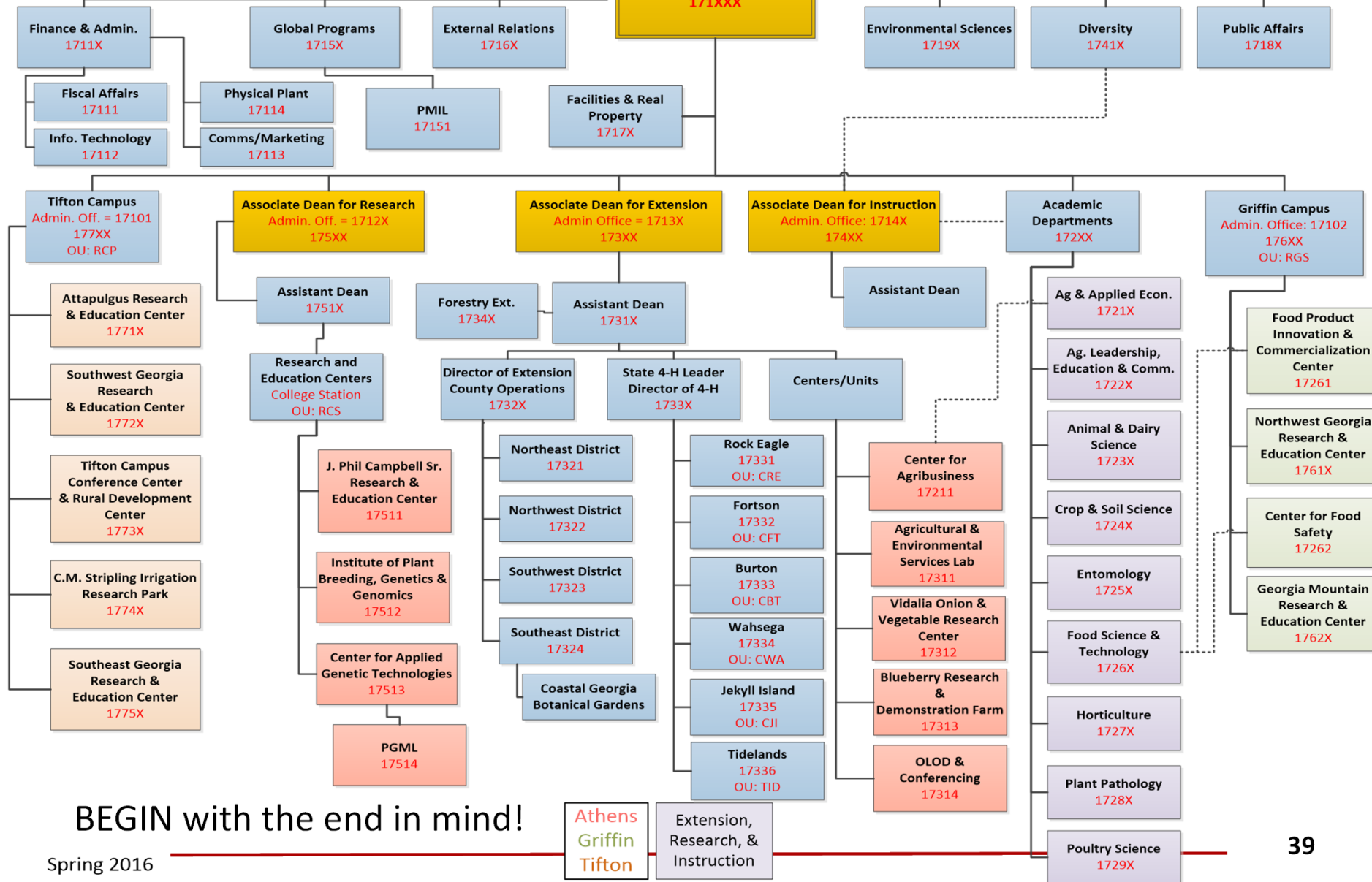




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CAES = 17000000

Dean & Director
171XXX



BEGIN with the end in mind!

Spring 2016

Athens
Griffin
Tifton

Extension,
Research, &
Instruction



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Get Input!

Visit with end users, department/unit heads, administration

Determine the needs of the organization





Chart of Accounts - FMD

Susan McCullough

Preparation

- Go over Existing Accounts and Departments in Excel
- Note the departments that are no longer active
- Coordinate with Central Accounting to get these accounts deactivated and off the conversion list
- Take these accounts/departments off of your list to convert



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Facilities Management Division

Getting Started

- Using UGA's Chart of Account Reference Document at https://onesource.uga.edu/resources/files/documents/Chart_of_Accounts_Reference_Document.pdf
- Go Over Organizational Structure with Division Leaders to determine department numbering strategy
- Organize Remaining Existing Accounts sorted by
 - Fund (P. 5-7)
 - Program (P. 8-11)
 - Class (P. 12-14)
 - Department (P. 15-34, 74-89 use this guide to assist with design)



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Facilities Management Division

Department Number

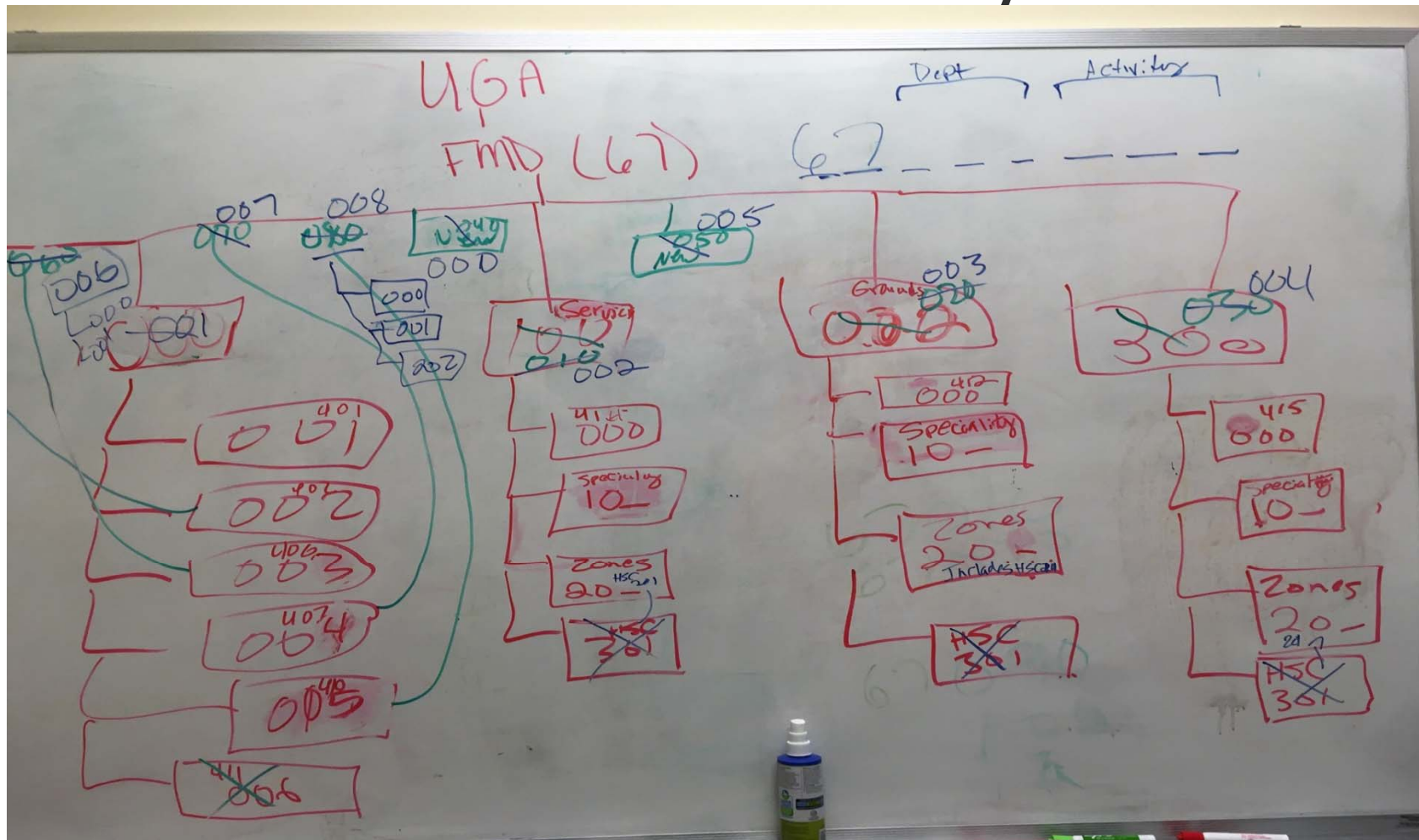
- Must be 8 digits (Alpha Numeric)
- First 2 digits represents Intermediate Unit and is determined by UGA (P. 15-34)
- The last 6 are determined by Intermediate Unit
- Department descriptions from P. 81
 - First 2 digits represent Budgetary Unit ie. (FMD = 68)
 - Next three digits represent Department/Unit ie. (Building Maintenance)
 - Last three digits represent sub-departments or groupings



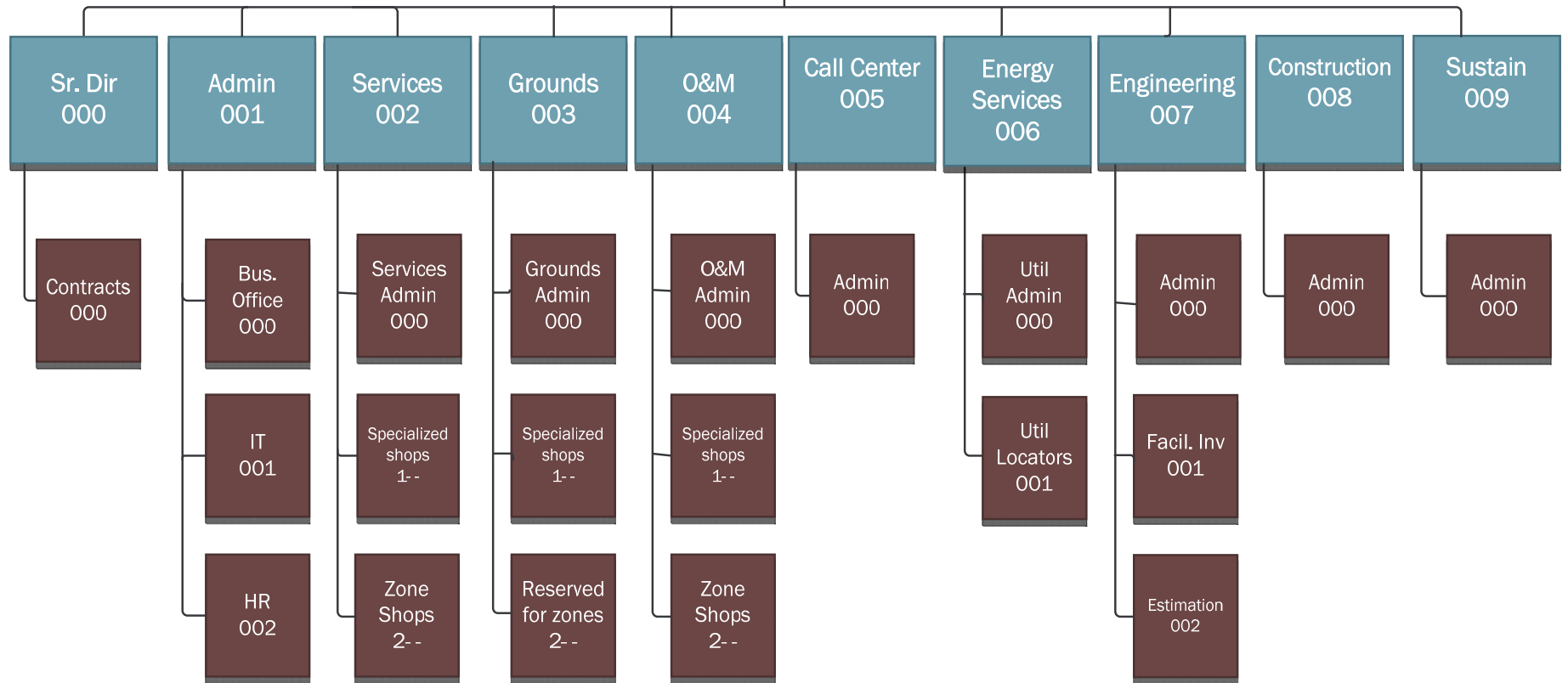
UNIVERSITY OF GEORGIA

Facilities Management Division

It Can Get Messy



Facilities Management Division 68



FMD Department Numbers

68######



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Facilities Management Division

Chart Strings - Sample

Current Account	Current dept	Fund	Program	Class	Department	Sub-Division	Type	Project
					all FMD			
1071GP400000	400	10000	17100	11200	68	000	000	
1071GP499000	499	10000	17100	11200	68	000	999	
NEW MRR - BUILDINGS		50300	17620	16000	68	000	999	CFMRR0101
NEW MRR - NON BUILDING		50300	17630	16000	68	000	999	CMRRSEWER
1071GP401000	401	10000	17100	11200	68	000	001	
New account HR	HR	10000	17100	11200	68	000	002	
1071GP402000	402	10000	17100	11200	68	009	000	
1071GP408000,1071GP409000	408-409	10000	17100	11200	68	002	101	
1071GP410000	410	10000	17100	11200	68	007	000	
New account estimators	410	10000	17100	11200	68	007	001	
New account facilities inventory	410	10000	17100	11200	68	007	002	
new account -construction	411/407	10000	17100	11200	68	008	000	
1071GP420000	420	10000	17100	11200	68	002	102	
1071GP428000	428	10000	17100	11200	68	002	103	
1071GP412000	412	10000	17100	11200	68	003	000	
1071GP414000	414	10000	17100	11200	68	002	000	
1071GP415000	415	10000	17100	11200	68	004	000	
1071GP415100	415	10000	17210	11200	68	004	000	
1071GP406000	406	10000	17400	11200	68	006	000	
new account - util locators		10000	17400	11200	68	006	001	
1071GP443000	443	10000	17200	11200	68	004	101	
1071GP448000	448	10000	17200	11200	68	004	102	
1071GP451000	451	10000	17200	11200	68	004	103	
1071GP452000	452	10000	17200	11200	68	004	104	
1071GP453000	453	10000	17200	11200	68	004	105	
1071GP454000	454	10000	17400	11200	68	004	106	
1071GP455000	455	10000	17200	11200	68	004	107	
1071GP460000	460	10000	17200	11200	68	004	108	
1071GP462000	462	10000	17200	11200	68	004	201	



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Facilities Management Division

Finishing up

- Use the crosswalk to check your Fund, Program, and Class codes

<http://busfin.uga.edu/chartconversion.htm>

- The crosswalk can be incorrect so if you disagree with it, attend one of the office hour sessions to get clarification or email onesource@uga.edu
- Ensure you have converted all accounts that you want converted
- Let Accounting know of any departments or accounts that need to be deactivated so they do not get converted

Overall Lessons Learned

- Consider the need for a department number to represent an individual
- Consider the need for a department number to represent a departmental sales and service activity
- The COA structure provides a lot of flexibility in how you both allocate funding and report on the information (especially with the “Project” and “Chart Field 1” fields)
- Think outside the box and not just how things have always been done
- This is a unique opportunity to start from scratch and organize your departments to meet the overall needs of the school/college/unit

Next Steps

- Chief Business Officers coordinate preliminary plan on behalf of school/college/unit.
 - Review and discuss up and down your organization
 - Consider present and future operational and reporting needs
 - Test your scenario using your new chart
- Walk-in “office hours”:
 - Wednesday, March 8 1:00 – 3:00pm
 - Wednesday, March 22 1:30 – 3:30pm
 - Monday, April 3 8:00am – 10:00am
 - Tuesday, April 18 3:00pm – 5:00pm
 - Tuesday, May 2 10:00am – Noon
 - Tuesday, May 9 1:00pm – 4:00pm
 - Friday, May 12 3:00pm – 5:00pm

Next Steps

- Chief Business Officers to submit preliminary plans no later than **May 15, 2017**.
- Completed preliminary plans should be emailed to onesource@uga.edu
- Utilize templates to submit preliminary plans
 - These will be emailed to each Chief Business Officer
- July demo days: July 26 – 27, 2017
- Final plans September 1, 2017



Campus Participation

How can I prepare for success?

- **Educate** – Website, Brochure
- **Communicate** – Regular updates via campus forums, listserv
- **Participate** - Discuss within your organization. Volunteer.
- ***Your input and questions make a difference. We want to hear from you: onesource@uga.edu.***

Questions

Project Feedback or Questions

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OneSource

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Overview

- [Guiding Principles](#) 
- [Project Organization](#) 
- [Project Timeline](#) 
- [FAQs](#)

One Source