

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 (8)
- Operating Unit (3) *(if needed)*
- PC Bus Unit *(if needed)*
- Project (15) *(if needed)*
- Activity ID (3) *(if needed)*
- Chart Field 1 (10) *(if needed)*
- Account Code (6)
- Budget Reference (4)

SpeedType 10

UGA Account to PeopleSoft Chart String

The following is an example of how a current UGA **account number 1011GH168126-71400** or **10-11-GH168-126-71400** is broken down according to the current chart fields and what chart fields under the USG chart of accounts will be used to create a corresponding **chart string 10500-11100-11000-11012000-1260000000000000-714100-ATH**. UGA will utilize a "SpeedType" in PeopleSoft as a short-hand for a specific USG chart string combination. SpeedTypes will be alphanumeric and can be up to 10 digits in length. There is a one-to-one relationship between a SpeedType and its corresponding chart string combination values.

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	Project Number	1260000000000000	Curriculum Dev/Organic Che	Project ID
71400	Supplies & Materials	Object Code	714100	Supplies & Materials Expens	Account
			ATH	Athens Campus	Operating Unit

SpeedType: CHEM021

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 –UGA** and **R** to designate a **Sponsored Project –UGARF**
- 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**

Guidelines for Sponsored Project/Grants Use of Department ID, Project ID and Activity ID

The following guidelines are for use by sponsored projects/grants with PeopleSoft chart fields: Department ID, Project ID and Activity ID. These guidelines were developed by departmental financial managers and staff from Sponsored Projects Administration.

Department ID

- Departmental ID's may be established for an individual PI. This can facilitate tracking of all funds by PI, regardless of fund source.

Project ID

- The creation of multiple projects under one award should be limited to circumstances where this is required. This may be an option for multiple sponsor consortiums due to the unusual arrangements these present.
- Guidelines for managing consortiums such as Southeastern Cooperative Wildlife Disease Study (SCWDS) are still under development.

Activity ID

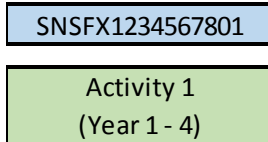
Activity ID should be utilized for the following:

- At least one activity per project ID is required by PeopleSoft.
- In most cases, sponsored projects will have one activity that may cover multiple years. An example is a multiyear National Science Foundation (NSF) grant with one activity budget spanning multiple years.
- Multiple activity ID's should be used for multiple year sponsored projects where we must:
 - Track years/ increments of funding separately per sponsor guidelines such as National Institutes of Health (NIH) carryforward restricted grants.
 - Segregate multiple year segments with each year subject to approval and or release of funds. Some United States Department of Agriculture (USDA) grants will provide a multiple year budget with the initial award but modifications may be received that may modify the later budget period amounts with the release of funds.
- Multiple activity ID's should be used for tasks reported separately as required by sponsored project grant/ contract guidelines. There are sponsored projects that have separate budgets for very specific tasks that must be tracked separately. One example: Savannah River Ecological Laboratory (SREL).
- Multiple activity ID's should be used for budget category amounts tracked separately per agency guidelines such as National Science Foundation (NSF) grant with participant support. Participant Support budgets must be tracked separately because of restrictions in re-budgeting.

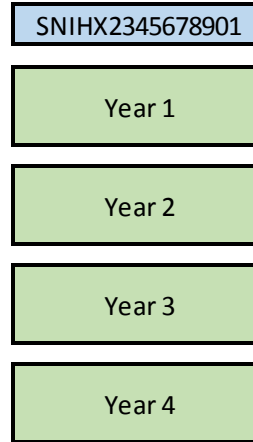
The Activity ID field will support multiple budgets and can accommodate multiple F&A rates under one project. All of the activity ID scenarios above will support sponsored projects with multiple departments and PI's.

Examples of Activity ID in use. Project IDs are in blue and Activity IDs are in green.

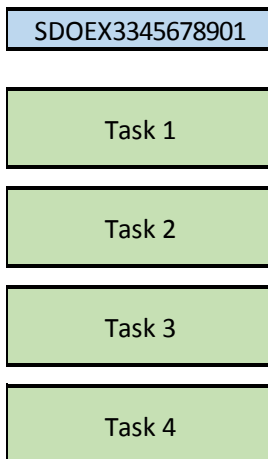
Example 1: Most common case



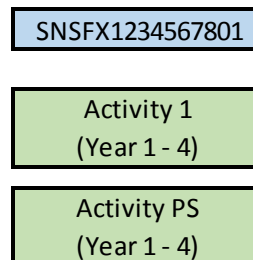
Example 2: Tracking separate increments of funding



Example 3: Tracking separate tasks



Example 4: Participant Support



Sponsored Project Conversion Format for Existing Sponsored Projects

Active sponsored projects will be converted from the IMS accounting system to PeopleSoft. Therefore, a new project number will be needed for PeopleSoft. OneSource Grants team has created the following format for the conversion of existing sponsored project account numbers to PeopleSoft project ID's.

- The fund, program, class, and department ID will follow the conversion rules for those chart fields.
- The new project ID will be 15 characters formatted as shown in the following table:

Character Position	Value	Designation
1	S or R	S = UGA Sponsored Project R = UGARF Sponsored Project This will be consistent across all project IDs for sponsored projects
2-5	XXXX	Sponsor Code = alpha/numeric value to designate the sponsor. For example, USDA = US Department of Agriculture
6-13	XXXXXXXX	Last 8 characters of the existing UGA sponsored project account number. For example: 1021RE694207 would be converted to project ID "RE694207"
14-15	CV	CV = Converted Project. This signals that this project existed prior to the PS Financials go-live and was converted for use in PS.

The following is an example of how an existing UGA sponsored project account number (1021RE694207) will be fully converted using the new PeopleSoft chart string:

UGA Account Number Segments			UGA Chart Fields		
10	Resident Instruction	Fund	20000	Restricted and Sponsored Prog	Fund
31	Public Service	Function	13100	Public Service	Program
R	Sponsored	Class	61000	Sponsored Federal Govt	Class
E	Public Service	Activity	N/A	-	
694	Institute of Ecology	Dept Number	34013000	Institute of Ecology	Dept ID
207	Feral Swine	Project Number	SUSDARE694207CV	Feral Swine	Project ID
-	-	N/A	001	First Year of Grant	Activity ID
71400	Supplies & Materials	Object	714100	Supplies & Materials Expense	Account
			ATH	Athens Campus	Operating Unit

*Activity can also serve other specific needs for a sponsored project.

Two challenges to note:

- New department ID numbers may be different from existing department numbers.
- We will use character position 6-13 of the IMS *prime account* in conversion scenarios involving multiple internal accounts for the same sponsored project. In the example below, UGA Account number 1021RR166850 serves as the *prime account number*. Prime account 1021RR166850 will convert to project ID SNIHXRR166850CV. The users of internal subaccounts 1021RR194358 and 1021RR549538 will also use the same project ID of SNIHXRR166850CV. Note that these two internal subaccounts associated with this sponsored project will use the same fund, program, class and project ID number but the department number will vary.

UGA Account Number	UGA Fund	UGA Program	UGA Class	UGA Department	Project ID	Activity ID
1021RR166850	20000	12100	61000	19009000	SNIHXRR166850CV	001
1021RR194358	20000	12100	61000	19011000	SNIHXRR166850CV	001
1021RR549538	20000	12100	61000	43007000	SNIHXRR166850CV	001

CHART FIELD 1

Chart field 1 is an optional chart field. It can be used if there is a need to track specific expenses for departmental or institution wide activities.

Chart field 1 is a ten digit alpha numeric field.

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 and this document will be updated to include those values when they are finalized. An example would be to use chart field 1 to capture graduation expenses across all University departments.

BUDGET REFERENCE

Budget reference is the budget year in which revenues, expenses, and encumbrances originate. Budget reference coincides with the State of Georgia fiscal year for budget basis accounting. The value in the budget reference chart field will be the four digit budget/fiscal year.

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.

Chart Field Design Criteria

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

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

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*

Program Code

Program 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

This field will be an 8-digit alphanumeric value. The first two digits represent the intermediate unit with budgetary responsibility for the department (unit) ID. The next three digits represent the department/unit and the last three digits can be assigned to facilitate needs for sub-departments or groupings.

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**
-

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. **An alphanumeric value up to 15-digits in length.***

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.

An alphanumeric value up to 3-digits in length.

