Chart of Accounts Public Forum

September 13, 2016
Agenda

• OneSource Project Overview
• Chart Fields Overview
• Example – UGA Account to PeopleSoft Chart String
• Chart of Account Committee Recommendations
• Comment Period and Office Hours
• Q&A
What is One Source?

• Multi-year business transformation project

• Replace many legacy administrative systems and associated business processes

• Next Generation Finance and Human Resource administrative systems and processes: Oracle PeopleSoft 9.2
Why undertake OneSource Project?

- **Aging Systems** - Core systems were designed decades ago with the purpose of satisfying the core processing and reporting requirements of the institution.

- **Unsustainable** - Modifying these core systems when possible and implementing ad-hoc vendor provided systems to augment current system capabilities is no longer a sustainable practice or an efficient approach.

- **UGA is ready** - Collegiate Project Services survey, interviews, and focus group sessions clearly identified that Colleges and Units need updated and efficient functionality, improved data access, and reporting.
UGA Strategic Plan 2020

- **Strategic Direction VI**
- *Improving and Maintaining Facilities and Infrastructure to Provide Excellence in Instruction, Research and Service*
- To achieve excellence in instruction, research, and service requires an investment in the underlying infrastructure of the campus that allows faculty, staff, and students to perform their functions with the greatest efficiency.
- **Strategic Priority**: Provide for technology infrastructure to meet the increased needs of instruction, research, service, and administration by replacing the legacy computing systems with modern systems having an emphasis on information systems that will improve the above functions.
- **Benchmark**: Stages of completion of the new system(s).
- **Goal**: A suite of modern computing systems that will meet the increased needs of instruction, research, service and administration by 2020.
Anticipated Benefits

- **Integration of data** across areas so that each department will have the information it requires when needed.

- **Streamlined business processes** to enable faculty and staff to work and plan more effectively.

- **Reporting tools** that will improve data access and UGA's ability to make data-driven decisions.

- **Collaboration** with the University System of Georgia’s “oneusg” project to provide standardized human resources business practices and IT platforms across institutions.

- **Industry standards and best practices** identification and adoption for current and future information technology architecture.

- **Improved data privacy and security**
Who will be affected?

• **All faculty and staff**
  through Payroll and Human Resources processes and self-service features

• **All offices**
  through Financial & HR reporting, processes, and systems
OneSource Project Timeline

- RFPs Issued: 10/1/2015
- UGA Consulting Partner PM Begins: 7/1/2016
- Finance/HR Data Warehouse Project Begins: 1/4/2016
- Budgets Kick Off (Hyperion Budgeting): 1/3/2017
- Financials Kick Off: 7/1/2017
- Budgets Go Live (FY19 Budget Development): 1/2/2018
- Financials Go Live: 7/1/2018
- OneSource HR/Payroll Go Live (Benefits - Open Enrollment): 11/1/2018
- OneSource HR/Payroll Go Live (Time & Labor, Payroll, Benefits, Talent Acquisition, Reporting): 1/2/2019
This Year:

Discovery & Budgets Kick Off

<table>
<thead>
<tr>
<th>Fall 2016</th>
<th>Spring 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart of Accounts Decisions with USG</td>
<td>• Budgeting System Kick Off (1 year to Budget System Go Live)</td>
</tr>
<tr>
<td>OneUSG R1 Assessment</td>
<td></td>
</tr>
<tr>
<td>Financials Fit/Gap - What components fit and what gaps need solutions?</td>
<td></td>
</tr>
</tbody>
</table>
Fall Discovery Sessions

- Huron Assessment: Key Integration Points Between Click (eResearch Portal) and PeopleSoft Grants
  - Final Report August 23
- Financial Discovery in two areas:
  - Procurement Scope – use of SciQuest (UGAmart) – early Sept
  - Chart of Accounts – Finalize Working Version – Oct 3
- Business Intelligence discovery
- IT infrastructure decisions and buildout
- Human Capital Management – OneUSG discovery sessions for Research / Land Grant needs
Q&A

Participation Survey

Project Feedback
onesource.uga.edu
onesource@uga.edu

Project Director
Chris Wilkins
chris.wilkins@uga.edu
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THANK YOU!!

Terri Akers
Baileigh Barnes
Penny Benton
Ashley Bow
Sadie Brown
Lisa Catanese
Gail Chester
Chad Cleveland
Elisa Collins
Cathy Cuppett
Emily Czapinski
Allison Davis
Maryann Deom
Ken Dover
Kim Eberhart
Laura Elder

Celise Elder
Sarah Fraker
John Graham
Russell Hatfield
Lauren Holcomb
Jenna Jones
Sunshine Jordan
Shannon Kennedy
Kenneth Little
Craig Mathews
Lisa McCleary
Susan McCullough
Cliff Merkell
Keith Morgan
Cabe Mottley
Jeanell Muckle
Stephanie O'Kelley

Michael Oldham
Amanda Patterson
Carey Paul
Nancy Perkins
Bill Prigge
Gary Rachel
Shea Ray
Sean Rogers
Tracie Sapp
Emily Schattler
Holley Schramski
Judy Scott
Beau Seagraves
Stephanie Sharp
Larkin Sosby
Tina Supakorndej
Lynn Tabor

Mica Turner
Lindsey Van Note
John Varghese
Blake Waldrop
Kristy Walker
Bill Weyrich
Matt Whitley
Clayton Wilcox
Chris Wilkins
USG GeorgiaFirst
Staff
# Chart Fields Overview

<table>
<thead>
<tr>
<th>Current</th>
<th>New</th>
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<tbody>
<tr>
<td>• Fund (2)</td>
<td>• Fund (5)</td>
</tr>
<tr>
<td>• Function (2)</td>
<td>• Function (5)</td>
</tr>
<tr>
<td>• Operation (1)</td>
<td>• Class (5)</td>
</tr>
<tr>
<td>• Activity (1)</td>
<td>• n/a</td>
</tr>
<tr>
<td>• Department (3)</td>
<td>• Department (8)</td>
</tr>
<tr>
<td>• n/a</td>
<td>• Operating Unit (3) <em>(if needed)</em></td>
</tr>
<tr>
<td>• Project (3)</td>
<td>• Project (10) <em>(if needed)</em></td>
</tr>
<tr>
<td>• Total 12 digits</td>
<td>• Total 36 digits</td>
</tr>
<tr>
<td>• Object Code (5)</td>
<td>• Account Code (6)</td>
</tr>
</tbody>
</table>

- **SpeedType 10**
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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

<table>
<thead>
<tr>
<th>UGA Account Number Segments</th>
<th>USG Chart Field</th>
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</thead>
<tbody>
<tr>
<td>10  Resident Instruction</td>
<td>Fund 10500 Tuition Fund</td>
</tr>
<tr>
<td>11  Instruction</td>
<td>Function 11100 General Academic Instruction Function</td>
</tr>
<tr>
<td>G   General Operations</td>
<td>Operation 11000 General Operation Class</td>
</tr>
<tr>
<td>H   Instruction</td>
<td>Activity N/A</td>
</tr>
<tr>
<td>168 Chemistry Department</td>
<td>Department Number 11012000</td>
</tr>
<tr>
<td>126 Curriculum Dev/Organic Chem</td>
<td>Project Number 1260000000</td>
</tr>
<tr>
<td>71400 Supplies &amp; Materials</td>
<td>Object Code 714100 Supplies &amp; Materials Expense Account</td>
</tr>
</tbody>
</table>
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Recommendation To Use The Class Code Chart Field for Foundation Accounts

**Current UGA Account Number**

- **Fund:** 10 Resident Instruction
- **Function:** 21 Research Individual or Project
- **Operation:** R Restricted
- **Activity:** R Research
- **Department:** 208 Vet Med Deans Office
- **Project:** 139 Vet Med Alumni Fund

**PeopleSoft Chart String**

- **Fund:** 20200 Restricted-Foundation
- **Function:** 12100 Research-Individual or Project
- **Class:** 64VMA Sponsored Operations – Private Vet Med Alumni Fund
- **Department:** 26012000 Veterinary Medicine
- **Project:** If needed
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.
In this example two SpeedTypes could be created – one for each unique chart field combination.
Department

- A specialized academic or operational unit
- Responsible for one or more support functions or programs
- Combined with other ChartField values can form the basis for department budgets to track expenditures and revenues.

Defined by UGA. Known as Department by USG Recommendation is an 8-digit alphanumerical 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
- Represent an independent organizational unit as defined in an organizational hierarchy
- 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

- VP for Finance & Administration
- Facilities Management
  - Facilities Management Administration
    - Business Office
    - IT
    - Work Management
    - Construction
  - Facilities Management Services Division
    - FMD – Services Department Administration
    - FMD – SVCS – Supplies & Materials
    - FMD Outlying Building Services
  - Facilities Management – O&M Division
    - FMD – Operations & Maintenance Administration
    - FMD – Energy – Steam Production
Recommendation for Department ID

Department ID: 23003000 Environmental Health Science

• The first two digits will be numeric and will identify the major unit (college/school/unit)
• The next three digits will be numeric and will identify the department within the major unit (college/school/unit)
• The last three digits can be alphanumeric and can be used by the college/school/unit at their discretion.

Requests for the last three digits must be a unique value and meet the department ID definition.
Pros & Cons
Recommended Department ID Chart Field

• Pro – Users would be able to look at the first two digits of the department ID and immediately identify the college/school/unit.
  • This could also be helpful in running queries and for reporting.
• Con – The logical fashion of department order could be temporary. If a department moved to a different college then the logic would be broken.
• Pro – The structure allows units the flexibility to customize their department structure and add additional IDs as needed within the definition of department.
Project

• Generally: supports identification of transactions associated with capital projects or grants
• Provides for additional functionality unique to projects accounting (project life, defined period, defined activities, etc.) as defined in the PeopleSoft Project Costing module
• Can be used for both sponsored and non-sponsored purposes

Defined by UGA 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)
In this example 15 SpeedTypes could be created – one for each unique chart field combination (3 departments x 5 Activity ID).
## Using Department ID or Project ID

**Example of potential ways of tracking and grouping by department or project ID**

<table>
<thead>
<tr>
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<th>Function</th>
<th>Class</th>
<th>Department</th>
<th>Project ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1065DA196006</td>
<td>Special Events Operations</td>
<td>14100</td>
<td>16500</td>
<td>41100</td>
</tr>
<tr>
<td>1065DA196804</td>
<td>Terry Events</td>
<td>14100</td>
<td>16500</td>
<td>41100</td>
</tr>
<tr>
<td>1065GA196018</td>
<td>Terry Special Events</td>
<td>10000</td>
<td>16500</td>
<td>11200</td>
</tr>
<tr>
<td>1065DA196125</td>
<td>Office of Marketing and Communication</td>
<td>14100</td>
<td>16500</td>
<td>41100</td>
</tr>
<tr>
<td>1065GA196019</td>
<td>Marketing &amp; Communications</td>
<td>10000</td>
<td>16500</td>
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**OR**

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<thead>
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Public Comment Period

We would like to hear your thoughts on the Chart of Accounts design and the Department ID options. Please provide your input on the COA Design by using the survey at:

The survey will be available until 5pm on Monday September 26.
You can also email us your feedback at: onesource@uga.edu

If you have questions or examples you’d like to explore, please attend...

Drop-In Office Hours or By Phone

401 Caldwell Hall
706-542-9224

September 19 10:30am-Noon
September 21 10:00am – 11:30am
September 22 2:30pm-4:00pm
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COA Public Forum Feedback

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