OneSource

Title: Chart of Accounts Discovery Session #6

Date: August 22, 2016

Participants: Lauren Holcomb, Celise Elder, Holley Schramski, Kenneth Little, Chad Cleveland, Susan McCullough, Sean Rogers, Cliff Merkell, Terri Akers, Sadie Brown, Brett Jackson, Kim Eberhart, Kristy Walker, Sunshine Jordan, Craig Mathews, Laura Elder, Stephanie Sharp, Blake Waldrop, Keith Morgan, Ashley Bow, Cabe Mottley, Sarah Fraker, Therese Hodges, John Graham, Tracie Sapp

Topics discussed:

Item	Notes
Question and Answers	- Staff from fellow PeopleSoft institutions joined the meeting via phone to answer questions submitted by UGA. - The list of questions and their responses are at the end of these meeting minutes.
Group Discussion	- After the conference call the group discussed the department ID field and other items related to the chart. - Holley went through some of the recommendations about the department ID field and the recommendation to use the 'operating unit' field for location.

Action Items:

Item	Due Date	Person(s) Responsible
Email COA team, grants team and additional SMEs the department examples and a draft list of pros and cons related to the department ID options.	Week of August 22	Celise Elder

Decisions:

Description	Person(s) Responsible
No decision items	

Change Management Items:

Description
No change management items.

Parking Lot Items:

Description
No parking lot items.

Questions for fellow PeopleSoft Institutions

1. Are you using the Project field for non-sponsored activities? If so, do you ignore project costing in those instances? Do the projects roll up by department and business unit? If not, what chart fields do you use to identify non-sponsored projects?

    The first institution does use the project field for non-sponsored activities. They do not use the project costing module. The project type drives the department that sets up the project number. For example, if it is a sponsored project then the Grants & Project department assigns the project number. If it is a non-sponsored project the Budget Office assigns the project number. The second institution uses the project field for non-sponsored activities as well. They use the project costing module. The budget reference field is used. Have encountered some issues with multi-year projects with multi-year budgets.

2. Are you using PS chart fields other than the ones listed in the USG chart of accounts? If so, which ones and how are those being used? What plans do you have for future changes?
    The first institution is not using PS chart fields. They have also talked about using additional chart fields in the future when they upgrade. Custom 'attributes' have been set-up for some departments which are used for reporting purposes. The second institution uses PC Business Unit and Activity ID in the project costing module.

3. If you could change something about your chart what would that be?
    The first institution would build less intelligence into chart fields and try not to customize anything. The second institution would build less intelligence into chart fields. They would also use attributes for not-for profit funding because their current chart field is fixed.

4. If you were to advise us to make a certain decisions or avoid a problem, what would those be?
    The first institution would recommend to not customize unless it is absolutely necessary.

5. Are you doing anything specific with chart fields to accommodate the National Science Foundation (NSF) Higher Education Research and Development Survey (HERD) reporting?
    The first institution is currently not doing anything to accommodate these companies, but may do so in the future when they upgrade. The second institution is also not doing anything specific, but has used the program codes to capture some categories that are used in the indirect cost proposal (like departmental administration).

6. Do you identify unrelated business income (UBI) revenue/expense using account code or are you using other chart fields?
    The first institution responded "yes, but for revenue only". The second institution responded "Yes, but for revenue only".

7. Do you have any recommendations for using speed types or speed charts?
    The first institution uses both speed types and speed charts. The speed type name is the same as the project id. For transactions, the speed type and account number are entered. All transactions have a project id except for balance sheet transactions. Speed charts get automatically created from speed types. Speed charts are used in procurement. The second institution uses both speed types and speed charts as well. Speed types are given named using an acronym that fits the department. Speed types are managed centrally. Speed charts

are used in SciQuest.

8. Do you integrate with AiM, SciQuest, or Kronos? If so, please answer the following questions in regards to integration.
   a. Did the expanded chart strings work with AiM (Facilities Management – ERP) or is there some conversion that happens to get them through AiM? **The first and second institution relayed that SciQuest uses speed type or speed chart and account number.**

   b. Do you have to do double entry transactions for AiM, SciQuest, or Kronos in PeopleSoft or PeopleSoft into any of those systems or are you fully integrated? **The first and second institutions relayed that SciQuest is fully integrated.**

   c. As far as integrations, did you develop them?
   The second institution used an integration broker for SciQuest.

   d. In what manner are these systems integrated – scheduled exports and imports through text files, an api, direct database connection or in another manner?

9. When PeopleSoft was implemented, were there existing feeder systems that had to be modified to account for a new chart string? **The first institution had existing feeder systems that had to be modified. They used combo edit rules for any journals coming from feeder system. In some situations, custom edits were built for the interface. They do not allow journals into Financials unless they are validated through the edit process. They also do not use suspense accounts. The second institution also had existing feeder systems which had to be modified. They used combo edit rules (SciQuest) and some custom edits were built (Banner). They do not allow journals into Financials unless they are validated through an edit process.**

10. For external systems, is speed type used or the full chart string? Would you make the same decision if you were implementing the change now? **The first and second institutions both use speed type.**

11. What parts of the chart string are reserved for use by university departments/units, if any? For any chart fields used specifically by departments, how is the nomenclature controlled by central administration? **The first institution reserves parts of the chart string for university departments. Their chart fields are centrally maintained. The second institution does not reserve any of the chart strings for university departments. Their chart fields are centrally maintained.**

12. At what level are you performing budget checking in PeopleSoft? Are units budgeting revenues/expenditures at a more detailed level than required by institutional policy/procedure? If so, how is this accomplished? **The first institution has budgets tracked at the appropriate level. The second institution has some unit's budget at the department level, while some budget at the college level (appropriate and organizational levels). Also, budget at the project and at the project master level.**

Second institution, how do you make the decisions on Department Codes? Is it completely left up to the units? Some that stand out are as follows – are these faculty names?

GSUFS   11060UKAT   1/1/1901   A   Biology – Katz
GSUFS   11060UKAU   1/1/1901   A   Biology – Kaur
GSUFS   11060UMER   7/1/2011   A   Biology – Merlin
Also:
GSUFS   121040000   1/1/1901   A   EMBA Class of 2004
GSUFS   121050000   1/1/1901   A   EMBA Class of 2005
GSUFS   121060000   1/1/1901   A   EMBA Class of 2006

The second institution indicates that there is logic in the first 4 digits of the department number. Some departments then go down to a more granular level with the remaining 5 digits. Institutional funds are tracked at the departmental level using department ID. For their purposes, a chart field length of 9 worked best for department id. Some shadow systems are still used by departments who wish to track at a more granular level.

13. Do your departments or units use shadow systems? If so, why?
    The first institution uses a shadow system for grants and contracts to help track encumbrances that cross fiscal years. Currently, they have a custom designed grants and contract system. The second institution also has a shadow system for those departments who wish to track at a more granular level.

14. What changes would you make to your current PeopleSoft system to meet the needs of colleges/departments/units? **The first institution would've liked to understand more about departments/college reporting needs when deciding on a new chart. They would also use pre-encumbrances, no system customization and the department id would be longer than three digits.**

15. We understand we would need to seek USG approval to add program codes. Do you have needs to request additional program codes? For example, Other Organizations – 27100 and a need to request 27101, etc. **The first institution relayed that the USG standardized the first three digits and allows for customization of the last 2 digits.**

16. Are you using institution discretion account codes? If so, please give some examples and explain the reason behind that decision. **The first and second institutions uses institution discretion codes for balance sheet accounts especially.**

    How do you process intra-department charges in PeopleSoft? **The first institution processes intra-department charges through cost transfers, online JVs, interfaces and spreadsheet upload. The second institution processes them through spreadsheet uploads and journals.**

17. Do individual departments see their balance sheet accounts? **The first and second institutions only have individual departments see their balance sheets if they have reconciliation items. Auxiliaries does see their balance sheet accounts.**

18. Are you using the Budget Reference chart field and if so, why is it important? **The first and second institutions both use the budget reference chart to represent the 'appropriation year'**

and to track encumbrances between fiscal years.

19. Second institution, why did you choose to go with a 9-digit department ID? **See response to item 13.**

20. Do you use department ID for institutional functions that are not specifically a 'department'? For example, federal student aid (PELL, SEOG, etc.)? If not, what is your tracking method? **The first institution is not using a department ID to track institutional functions, they are assigned to the unit responsible such as Bursar's Office or Financial Aid Office. The second institution is not using department ID for institutional functions. Currently, it's for financial aid – use class code, department ID and project to identify the source.**

Additional Items:

Reporting:
The first institution uses SQR and Query reporting but does not use nVision
The second institution uses uses nVision and SQR for reporting.
Both use trees for reporting.

Payroll Interface:
The first institution uses HR accounting lines for payroll interface.
The second institution uses HR accounting lines for payroll interface.
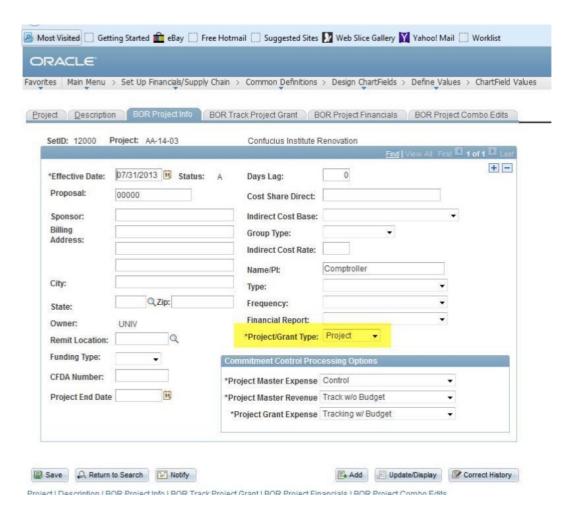
Affiliate Organizations:
The fist institution's Athletic Association uses PeopleSoft but is a separate set ID and business unit.
The second institution's Research Foundation and Athletic Association are different funds in their Financials.

Sample Questions:

1. Are you using the Project field for non-sponsored activities? If so, do you ignore project costing in those instances? If not, what chart fields do you use to identify non-sponsored projects?

   AU does use the Project field for non-sponsored activities. The naming convention and/or use of project as the type identify non-sponsored projects.

2. Are you using PS chart fields other than the ones listed in the USG chart of accounts? If so, which ones and how are those being used?

We use the same chart fields as USG, i.e. Fund, Department, Program, Class, Budget Ref, & Project.

3. If you could change something about your chart what would that be?
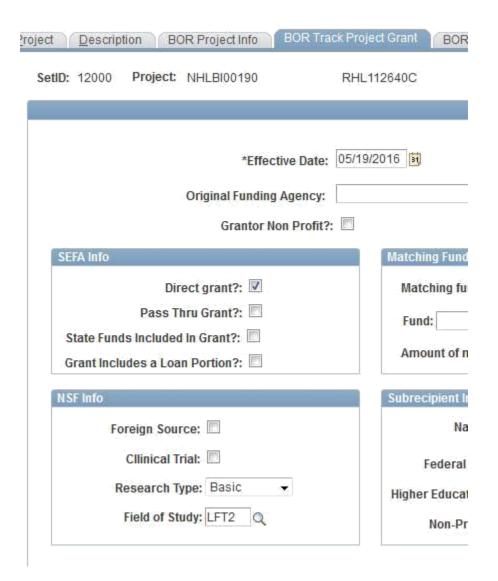
   I like the idea of separate fund codes for cost share, that way you do not have to setup an Approp Budget as well as a Proj_Grt Budget. I believe Georgia State uses this approach and USG is going to this as well.

4. If you were to advise us to make a certain decisions or avoid a problem, what would those be?

   Try to stick as closely as possible to the USG chart of accounts. We did not do this when we first implemented. For example, for agency accounts we ended the department an A instead of beginning it with an A. Because we did not begin it with an A, each time we add a new agency department I have to adjust the agency tree. The main purpose of the agency tree is to make only balance sheet account post to it.

5. Are you doing anything specific with chart fields to accommodate HERD reporting?

   We do not do anything with the Chart Fields, but have additional grant attributes in one of our grant panels to allow us to query on this information when we are completing the survey (see below).

6. Do you do identify UBI revenue/expense using account code or are you using other chart fields?

   I am not familiar with the term UBI.

7. Do you have any recommendations for using speed types or speed charts?

   We do not use speed types, but I do know some institutions use them extensively.