Title:	Chart of Accounts Confirmation Session #1
Date:	August 29, 2016
Participants:	Chad Cleveland, Celise Elder, Ken Dover, Marsha O'Connor, Emily Czaplinski, Greg Bennett, Cliff Merkell, Terri Akers, Elisa Collins, Susan McCullough, Beau Seagraves, Amanda Patterson, John Varghese, Carey Paul, Vickie Poole, Jennifer Mathews, Stephanie O'Kelley, Lauren Holcomb, Tamara Morton, Emily Schattler, Nancy Perkins, Laura Elder, Lisa Catanese, Kenneth Little, Blake Waldrop, Vonnie Swain, Julie Thompson, Keith Morgan, Kristy Walker, Jeanell Muckle, Kim Eberhart, Sarah Fraker, Therese Hodges, Marsha Allen, Tracie Sapp, Donna Wooddell, Sean Rogers, Julie Camp, Ashley Bow, Cabe Mottley, Gail Chester, Sunshine Jordan, Sadie Brown, Bill Cheesborough, Holley Schramski, Sabrirna Hardison, Larkin Sosby

Topics discussed:

Item	Notes
COA Recommendations	• Chad Cleveland outlined each chart field and their definition. Chart field values and lengths for fund, program, class, and account are set by the University System of Georgia (USG). If the University needs additional fund, program, class or accounts codes they must submit a request to USG. • The department, project, operating unit, PC business unit and activity ID chart fields are defined by the University (field length and value).
Recommendations	• The COA design committee recommendations were presented. • The recommendation for the department ID is an 8-digit alphanumeric value with the first two digits to delineate the college/school/unit and the next 3-digits to represent the department number (new numbers for all departments.) Going in, the first five digits would be numeric. The last three digits would be determined by the department and can be alphanumeric. • The recommendation for the project ID is a 10-digit alphanumeric value with the first digit being an 'S' for sponsored projects, a 'C' for capital projects, an

	'N' for non-sponsored projects or an 'F' for foundation projects. • The recommendation for the Operating Unit (location) is a 3-digit alphanumeric field. The value is to be determined. • To be determined are the values and length of the chart fields unique to the project costing module. – PC business unit and activity ID. • The University will use the budget reference chart field to designate the budget year in which revenues, expenses, and encumbrances originate but the value of the field is to be determined.
Examples	• Chad presented various examples taking our current 12-digit account number and translating that into the PeopleSoft chart string value. • Chad explained how 'Speed Types' will be used for most all data entry. Instead of keying the value of each chart field individually, a 10-digit speed type will be used to represent a full chart string. The description of a speed type can be changed. However, it is not recommended that the chart string value behind an existing speed type be changed. Instead it is recommended that a new speed type be created for a new/different chart string. • Trees and the structure of a tree were demonstrated by using the department ID chart field.
Presentation Excel File	• The Excel file used in the presentation is available on the OneSource web site 'Project Events' page next to the listing for this meeting. • http://onesource.uga.edu/project_events/

Action Items:

Item	Due Date	Person(s) Responsible
Participants were asked to think about the recommendations made for the department ID, project ID and operating unit chart fields. (field values and length)	09.01.2016	Meeting Participants>

Participants were encouraged to come up with current account examples for a demonstration as to how they will be translated into the new PeopleSoft chart string.	09.01.2016	Meeting Participants

Decisions:

Description	Person(s) Responsible
Members of the COA team should meet with each college/school/unit to discuss and determine their department ID structure.	Project and COA Team
Agreed to modify the definition of department by adding the word 'may' to the statement on positioned employees. As modified the statement will read 'may have positioned employees'.	Meeting Participants

Change Management Items:

Description
A cross walk will be needed to map the value of the current department number to the value of the new PeopleSoft department number.
Obtaining historical data for restricted accounts which are active at the time of conversion.

Parking Lot Items:

Description
Chart field value and length for budget reference.
Chart field values for operating unit (location).
Chart field values and length for PC business unit and activity ID.
The naming/numbering convention to be used for speed types.