

Title: Chart of Accounts Confirmation Session #2

Date: September 1, 2016

Participants: Terri Akers, Celise Elder, Chad Cleveland, Bill Weyrich, Ken Dover, Marsha O'Connor, Gail Chester, Cliff Merkell, Lisa Catanese, Susan McCullough, Susan Caldwell, Sarah Fraker, Toni Rogers, D. Lynn Tabor, Blake Waldrop, Rachel Bartlett, Ken McCollum, Stephanie O'Kelley, Emily Schattler, Nancy Perkins, Cabe Mottley, Ashley Bow, Larkin Sosby, Marsha Allen, Tracie Sapp, Shannon Kennedy, Sean Rogers, Sadie Brown, Lindsey Barner, Jennifer Oates, Emily Czaplinski, Kathleen A. Day, Holley Schramski, John Graham, Sabrina Hardison, Jeanell Muckle, Michael Oldham, Kenneth Little, Julie Thompson, Kristy Walker

Topics discussed:

Item	Notes
Review of Chart Fields	<ul style="list-style-type: none">• Chad Cleveland gave an overview of the chart fields and the definition of each.
Discussion of Department ID	<ul style="list-style-type: none">• Participants discussed the department ID chart field. Pros and cons were discussed for both options. Option A being the design committee recommendation where the first two digits would represent the college/school/unit and the next three digits would represent the department number. The remaining three digits in the field would be determined by the department. Option B was not using the first two digits to designate the college/school/unit and instead rely on trees for rollup.• An informal vote of participants was taken with 17 favoring option A and 13 in favor of option B.• For the portion of the department ID chart field in which the department would determine the value, there was a consensus among participants that three digits would allow departments enough flexibility.• There was also a consensus among participants that an eight-digit department ID would be sufficient.• Participants recommended that both options for the department ID field be presented at the chart of accounts public forum. This allow a broader audience to hear both options and give their feedback.

<p>Foundation Accounts</p>	<ul style="list-style-type: none"> • While project ID could be used to track University wide activities, such as graduation, an issue would arise if foundation funds needed to be used for that activity. Part of the UGA chart string must identify the specific Foundation account being used. If the project ID chart field is used to identify the specific Foundation account then we would lose the ability to track University wide activities. • Since the class code chart field is used to identify the source of funds it was proposed that this chart field be used to identify the specific Foundation account. • The class code, as defined by the University System of Georgia (USG), for funding from private sources is 64xxx. UGA could use the remaining three digits of this class code to identify the foundation account or perhaps request from USG the use of a 7xxxx series of class codes to designate the Foundation account.
<p>Current UGA Account Conversions to PS Chart String</p>	<ul style="list-style-type: none"> • Participants provided multiple UGA account numbers to use as examples for conversion to the new PeopleSoft chart string. The current conversion tool was used to convert the existing account to the various new chart field values. During this exercise it was demonstrated that not all UGA account numbers can be converted using the conversion tool. The conversion tool will be updated based on current chart string recommendations. • During the exercise of converting accounts, the need for additional class codes was identified. A class code for the following may be needed: <ul style="list-style-type: none"> *Program Income *Interest Income (perhaps 64INT) *Royalty Income *UGARF IDC • Not all accounts require the use of each chart field. For example, Auxiliary balance sheet accounts would only require fund, department, account. Program code could also be used. • Agency accounts (fund 60000) will have no revenues or expenditures – only balance sheet accounts. For departments with multiple agency accounts, separate department numbers may be needed for each.
<p>Public Forum</p>	<ul style="list-style-type: none"> • Holley Schramski asked participants for their suggestions as to how to present the proposed chart at the public forum on September 13th.

	<ul style="list-style-type: none"> • In addition to going over each chart field and their definition, it was suggested that a side by side comparison be shown. (current UGA account and new PeopleSoft chart string) • Another suggestion was a demonstration of the conversion tool. • It was also suggested that mapping and trees be shown in a visual format which would include a description of each chart field value. • Julie Thompson from USG offered to demo actual PeopleSoft trees.
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Action Items:

Item	Due Date	Person(s) Responsible
Chad Cleveland will contact USG about using class code for Foundation accounts.	As soon as possible	Chad Cleveland

Decisions:

Description	Person(s) Responsible
No decision items.	

Change Management Items:

Description
No change management items.

Parking Lot Items:

Description
The need for a class code to identify program income, interest income, royalty income, and UGARF IDC return.
The best method to account for multiple agency accounts within one department.
Format for public forum.