Title: Chart of Accounts Confirmation Session #3

Date: September 6, 2016

Participants: Ken Dover, Chad Cleveland, Celise Elder, Marsha O'Connor, Terri Akers, Elisa Collins, Susan McCullough, Susan Caldwell, Sean Rogers, Lisa Catanese, Russell Hatfield, Cliff Merkell, Michael Oldham, Lauren Holcomb, Beau Seagraves, Shannon Kennedy, Tamara Morton, Stephanie O'Kelley, Jennifer Mathews, Emily Schattler, Nancy Perkins, Mica Turner, Cabe Mottley, Kenneth Little, Sabrina Hardison, Gail Chester, Jeanell Muckle, Lynn Tabor

Topics discussed:

Item	Notes
COA Conversion Examples	- Various UGA account examples were provided and Chad Cleveland demonstrated how they would be converted under the new PeopleSoft chart string. - In the conversion of an agency account it was explained that agency accounts will no longer use revenue and expense accounts. If a department has multiple agency accounts they can use the flexible portion of the department ID to establish a separate department for each agency account. - In the conversion of an endowment account is was explained that two separate accounts will no longer be needed.
Tracking for UBI	- Participants discussed the tracking of transactions for unrelated business income purposes. - While revenues are generally easier to track for UBI purposes, that is not the case for expenditure transactions. - Participants were in agreement that UBI will, for the most part, have to be calculated outside of PeopleSoft. This is due to the fact that most UBI expenses are calculated using an allocation method specific to the activity.
Quasi-Revenue	USG has defined class code 41900 as DSS quasi revenue. At UGA this could be used to identify 'ticket' revenue.

	• USG has defined class code 19000 for non-DSS quasi revenue. This could be used for auxiliary overhead revenue.
Public Forum Suggestions	• Participants thought showing a visual of a PeopleSoft tree, using real UGA departments, would be helpful at the public forum. • Participants suggested showing conversion examples at the public forum.

Action Items:

Item	Due Date	Person(s) Responsible
UGA will request, from USG, a new class code for continuing education.	As soon as possible	Chad Cleveland
UGA will need to confirm with USG that the class code 18500 is the appropriate class code for endowment funds.	As soon as possible	Chad Cleveland
Request, from USG, a new fund code (possibly 20400) for residual balance accounts.	As soon as possible	Chad Cleveland
Request, from USG, a specific class code for royalties.	As soon as possible	Chad Cleveland
UGA will clarify with USG about tuition fee waivers associated to student fees. In one COA document class code 17000 is designated for student activities but in another COA document this class code is assigned to the Governor's Emergency Fund.	As soon as possible	Chad Cleveland

Decisions:

Description	Person(s) Responsible
Residual balance accounts should have their own fund code.	COA Committee
UGA will use class codes 42181 – 42196 for auxiliary student fees.	COA Committee

Change Management Items:

Description
No change management items.

Parking Lot Items:

Description
The extent of endowment account transaction review will need to be determined during the business process review.
Will contingency accounts be needed for budget purposes?