

Title: Chart of Accounts Design Session #2

Date: August 24, 2016

Participants: Michael Oldham, Lauren Holcomb, Holley Schramski, Sarah Fraker, Cliff Merkell, Bill Weyrick, Kenneth Little, Sadie Brown, Sean Rogers, Emily Czaplinski, Chad Cleveland, Ken Dover, Blake Waldrop

Topics discussed:

Item	Notes
Department ID Chart Field	<ul style="list-style-type: none"> • Reviewed the pro and con list related to the department ID field. • Discussed the use and length of department ID chart field as used by Georgia Tech and Georgia State. • The revised recommendation for the department ID (DEPT_ID) chart field is a length of 8-digits. • The recommendation is to go with option 2 which was to create a new department ID strategy. • The new strategy recommended is: <ul style="list-style-type: none"> * First two numeric digits will represent the college/school/unit * Next three numeric digits will represent the new department number * The last three digits (alpha numeric) will be determined by the department (can be used as a sub-department) • The department number will still be centrally managed as it is currently. Departments will submit a request for a new department to be added. • Cliff mapped out how this department schema would look in a standard tree level structure. For tree purposes, the college/school/unit itself will be assigned a department number as a ‘node’ on the tree. This node level would not be used for transactions but for roll up purposes and potentially for budget purposes. The actual department and sub-departments would be a ‘leaf’ on the tree. This level is where transactions are processed. UGA will need to be consistent and set up the same tree level structure for all colleges/schools/units no matter the size.

Project Id	<ul style="list-style-type: none"> • Examples were given to show how the project ID (PROJECT_ID) can be used across multiple funding sources. • A common practice is for departments to allocate funds from various sources to faculty. Departments could establish a project ID for each faculty member, if they choose, to track these allocations whether they be from general funds, indirect cost recovery, etc. An example of using project ID in this manner are attached to these meeting minutes. • The recommendation for the project ID field is that the length be 10-digits (alpha numeric) with the first digit begin as follows: C for capital projects S for sponsored projects N for non-sponsored projects F for foundation • The remaining 9-digits for capital, non-sponsored, and foundation projects would be determined by the department. The remaining 9-digits of the project ID for sponsored projects will be determined at a later date based on the grants module functionality.
Operating Unit	<ul style="list-style-type: none"> • In the first design session the recommendation was to use the operating unit (OPERATING_UNIT) for location. • It was decided to recommend the operating unit chart field be a 3-digit alpha numeric field.

Action Items:

Item	Due Date	Person(s) Responsible
Ask the University System of Georgia (USG) to create the following additional class codes for recording departmental sales and service revenue: 41501 – federal 41502 – state 41503 – local 41504 – private industry 41505 – private foundation 41506 – general public	As soon as possible	Chad Cleveland



415xx – study abroad		
Ask USG for two new program codes (research and public service) for service centers.	As soon as possible	Chad Cleveland
Ask USG for three new program codes (instruction, research and public service) for conference & workshop departmental sales and service accounts.	As soon as possible	Chad Cleveland
Clarification from Denise Metke (Huron) on award ID and project ID in <i>Click</i> .	As soon as possible	Holley Schramski

Decisions:

Description	Person(s) Responsible
The recommended field length for Department ID is 8 digits (alphanumeric) with the first two digits being used to identify the college, the next three digits to identify the department, and the final three digits would be set by the department (if they wanted to further subdivide their departments.).	COA Team
The recommended field length for Project ID is 10 digits (alphanumeric) with the first digit being an S for sponsored, an N for non-sponsored, a C for capital project and an F for foundation funding.	COA Team
The recommended field length for Operating Unit is 3 digits (alphanumeric) to be used to identify the location.	COA Team

Change Management Items:

Description
All departments will be impacted by the change of department numbers.
Education related to the project ID field and it's possible uses will be important.

Parking Lot Items:

Description
No parking lot items.