

Title: Chart of Accounts Discovery Session #1

Date: August 2, 2016

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Topics to be discussed:

Item	Notes
Introductions & Overview	<ul style="list-style-type: none"> • Introductions were made. • The discovery, design, confirmation, public forum and delivery schedule for the chart of accounts was presented.
Chart of Accounts Design Goals and Definitions	<ul style="list-style-type: none"> • Design goals were outlined for the COA. • Definitions and examples of each chart field were presented. Some chart fields have been defined by the University System of Georgia (USG) and some chart fields will be defined by UGA. • In addition to the chart fields specifically discussed, PeopleSoft offers other chart fields that may be used. For discussion purposes these fields were termed 'component'.
Specific Department or College Needs	<ul style="list-style-type: none"> • Meeting participants discussed the types of shadow systems used and what benefits/data those systems provide that the current legacy system does not. • Reporting requirements which are unique to certain colleges were discussed.

Action Items:

Item	Due Date	Person(s) Responsible
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No action items		
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Decisions:

Description	Person(s) Responsible
The business unit ID for UGA will be 51800.	USG
The fund chart field values and field length.	USG
The program chart field values and field length.	USG
The class chart field values and field length	USG
The first three digits of the account chart field and field length. (Note, most balance sheet accounts have the full chart field value defined.)	USG
A starting point definition for department. The definition is contained in the PowerPoint presentation attached to these meeting minutes.	COA Team and SMEs
A starting point definition for project/grant. The definition is contained in the PowerPoint presentation attached to these meeting minutes.	COA Team and SMEs

Change Management Items:

Description
No change management items.

Parking Lot Items:

Description
Budgetary control level.
Department chart field value.
Project/Grant chart field value and field length.
The need for a 'component' chart field(s).

Chart of Accounts



Chart of Accounts Design Goals

Decisions on the following;

- COA Fields, Lengths, Titles, Values, Balancing
- COA Definition
- COA Ownership
- SpeedType numbering

Do we have enough information to:

- Account for Cost Sharing?
 - Capital Projects?
 - Produce needed reports?
 - Produce Grant bills?
-

Definition of a Chart of Accounts

Chart of Accounts (COA) – The PeopleSoft COA is designed to be a way for an entity to store, categorize, structure, and segregate transactional and statistical data for management and financial reporting.

The PeopleSoft COA is made up of *independent* Data Elements called *ChartFields* each with its own attributes.

ChartField Design Criteria

Each ChartField Should Have a **One-To-Many Relationship** With EACH Other Individual ChartField.

If This Relationship Does Not Exist Then It Should **Not** Be A ChartField.

New ChartField String

- Fund Code - Where is money coming from?
 - Account - What type of transaction?
 - Class Code - What function does it serve?

 - Department - Who's responsible?
 - Project ID - What Capital or Grant project?

 - Component - What additional categorization is needed?
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Business Unit

Business Units in PeopleSoft generally represents a legal entity or another grouping to segregate financial information and is generally defined by an entity possessing a unique Tax ID. This separate balanced “set of books” allows an organization to isolate and analyze the operating costs, revenues, assets and liabilities for separate entities.

Business Unit

➤ UGA



1785

The University of Georgia

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Fund Code

Funds maintain a self-balancing set of accounts that segregate financial information for the purpose of carrying on specific activities and meet the objectives of various state regulations, restrictions and other limitations.

Defined by USG - known as Fund Group

Fund Code - Where is money coming from?

- **State General**
- **Grants and Contracts**
- **Work Force**
- **Student Activities**
- **Housing and Food Services**
- **Trust & Agency**
- **Endowments**



Account

Account is used to categorize the nature of the transaction as a specific type of revenue, expense, asset, liability, or net asset (equity).

High Level Sort Defined by USG known as Account (112xxx Petty Cash)

Account - What type of transaction?

- **UGA Cash**
- **Accrued Sal Payable**
- **Retained Earnings**
- **Tuition & Fee Revenue**
- **Expenses**



Department

A **Department** is a specialized academic or operational unit responsible for one or more support functions or programs. Combined with other ChartField values, they can form the basis for department budgets that track expenditures and revenues.

Defined by UGA know as Department by USG

Department

Units generally meet the following criteria to be considered a **department** when they:

- Have an ongoing business purpose and objective within the University
 - Have an established control budget
 - Have fiscal oversight by a responsible person
 - Have positioned employees
 - Represent workflow approval
-

Department

Department values will be defined uniformly and consistently across the university campus, and represent an independent organizational unit as defined in an organizational hierarchy and roll-up to various hierarchical levels such as Department, College, Organization, Division, Executive and Presidential.

Department - Who's responsible?

- **Human Resources**
- **Accounts Payable**
- **Continuing Education**
- **Mathematics**
- **Sociology**
- **Economics**
- **Government Relations**
- **Baseball**
- **Key Shop**



Classification

The **Class Code** ChartField, is generally defined as an ongoing specific regular event. Programs may cross organizations, funds, sources of funds, and they may have revenues and expenses.

Class Codes shall be defined to represent categories in accordance with Programs and Sub-Programs as defined in AFRS used for state reporting based on NACUBO categories.

Defined by USG known as Funding Source Code

Class - What function does it serve?

- **Instructional**
 - **Research**
 - **Public Service**
 - **Community Service**
 - **Library Services**
 - **Student Services**
 - **Instructional Support**
 - **Plant Operations & Maintenance**
 - **Sponsored Programs**
 - **Working Capital**
 - **Capital Projects**
-

Project/Grant

The **Project** ChartField is generally defined to support identification of transactions associated with a capital project or grant. It provides for additional functionality unique to projects accounting (project life, defined period, defined activities, etc.) as defined in the Project Costing module.

Defined by UGA know as Project Indicator by USG

Project/Grant

Characteristics of a project value typically include the following:

- Defined begin and end dates
 - Designated budget or funding support
 - Specific group of participants
 - One time event or initiative
 - May cross fiscal years
 - May have distinct reporting requirements
-

Project/Grant

- **Science Ph2 Construction**
 - **Elevator Upgrades 13-15**
 - **SURC Ballroom Lights**
 - **UGA/USDA Sunflower Yr 1-4**
 - **GADNR Aquatic Proj 11-15**
 - **GADOT I-85 Mammals 13-14**
 - **Achievers Scholarship**
 - **Estep Scholarship**
-

Component

The **Component** is an optional, user-defined code that provides a tracking mechanism for university-wide purposes and activities occurring within and/or across departments, programs, and funds.

Not used by USG

Component - What additional detail is needed?

- **Camps & Clinics**
- **Professional Development**
- **Reserves/Preservation**
- **Summer Session**
- **Sphere of Distinction**
- **Speakers Series**
- **Recruitment/Position Searches**
- **Special Projects**
- **Special Events**
- **Courses**
- **Indirects**
- **Start-Ups**
- **Theater Productions**
- **Student Clubs**
- **TaiChi**
- **Yoga**
- **Beer Certificate**



Summary of COA

USG	PS Translation	UGA Use?
Fund Group (5)	Fund	Must use USG values
Function Code (5)	Program	Must use USG values
Funding Source Code (5)	Class	Must use USG values
Department (7)	Department	UGA Defined
Project Indicator	Project	UGA Defined
Account (6)	Account	Must use USG High level sort value
Budget period	Budget Reference	

Q&A

Town Hall Feedback
bit.ly/ostownhall

Project Feedback
onesource.uga.edu
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Project Director
Chris Wilkins
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OneSource

The University of Georgia's project to launch a new finance and human resources administration system that's integrated, efficient, modern and supports a data-driven environment

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