

Title: Chart of Accounts Discovery Session #2

Date: August 3, 2016

Participants: Lauren Holcomb, Beau Seagraves, Blake Waldrop, Michael Oldham, Sean Rogers, Russell Hatfield, Sadie Brown, John Graham, Jeanell Muckle, Chad Cleveland, Kenneth Little, Bill Weyrich, Cliff Merkell, Sunshine Jordan, Chris Wilkins, Lisa Catanese, Keith Morgan, Holley Schramski, Celise Elder, Ocie Anderson, Susan McCullough, Ashley Bow, Cabe Mottley, Tracie Sapp, Bill Prigge, Lynn Tabor, Baileigh Barnes, Mica Turner, Nicole Moon, Susan P. Caldwell, Delmas Henry

Topics discussed:

| Item | Notes |
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| Overview of PeopleSoft Processing | <ul style="list-style-type: none"> • Cliff Merkell provided an overview of basic PeopleSoft processing. The overview included: <ul style="list-style-type: none"> ▪ Examples of a balance sheet journal, intra business unit journal, and operating expenditure journal ▪ ALL journals must be edited, budget checked, and posted ▪ The only thing residing in the general ledger are journals ▪ Once a journal is posted it is locked ▪ In PeopleSoft blank is a valid field value ▪ The main repositories in PeopleSoft are LEDGER (general ledger), KEDGER_KK (commitment control), and PROJ_RESOURCE_TBL (grants/projects) ▪ There are two dates associated with all transactions; budget date and accounting date ▪ Within LEDGER_KK (commitment control) there is a 'ledger group' consisting of detail budget, operating budget, grants, projects, and revenue. Within these various 'ledger groups' there are multiple ledgers ▪ Commitment control (LEDGER_KK) provides budgetary control. It can be configured to provide multiple levels of control. The concepts of parent/child relationships and levels were discussed as they relate to budgetary control |

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| Group Discussion | <ul style="list-style-type: none"> • The unique needs for tuition funds, departmental sales and service, student activity funds, agency funds, and auxiliary funds were discussed. • Under USG guidelines, agency funds will be a liability. |
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Action Items:

| Item | Due Date | Person(s) Responsible |
|-----------------|----------|-----------------------|
| No Action Items | | |

Decisions:

| Description | Person(s) Responsible |
|--------------|-----------------------|
| No Decisions | |

Change Management Items:

| Description |
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| No Change Management Items |

Parking Lot Items:

| Description |
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| Level of budgetary control. |
| When will class code be required. |
| How projects relate to departments. (one to one relationship or should every project be associated with a department) |
| The need for a 'component' chart field. |

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| The fund to be used for agency funds |
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| At what level will fund 13000 (student activities funds) budget fees. |
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| Method to account for funding sources unique to the College of Agriculture (Federal Smith Lever, Hatch, Hatch Multi-State, etc.) |
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| Method to distinguish between regular departmental sales and service funds and conference and workshop funds. |
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