



RUTGERS

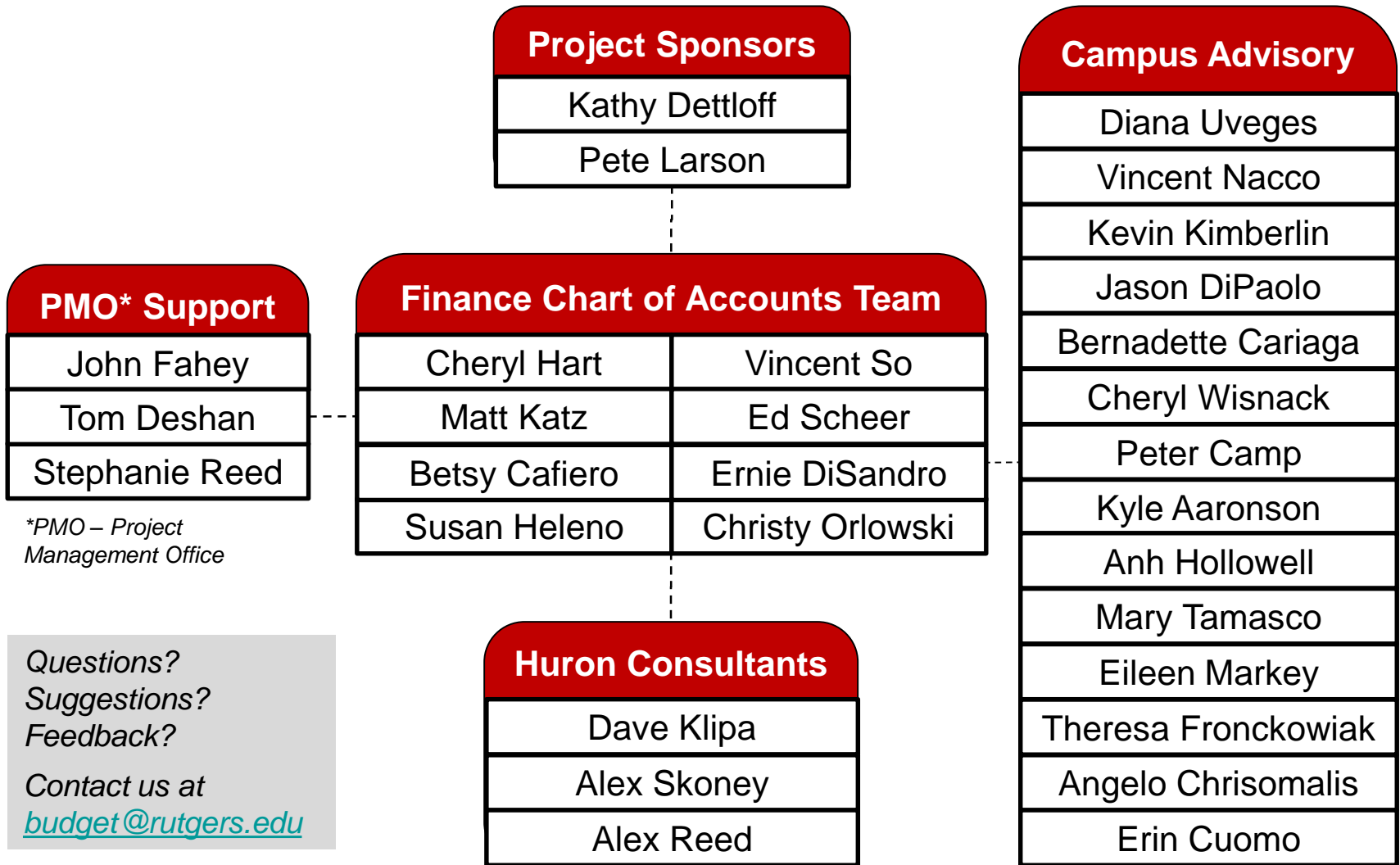
Chart of Accounts Initiative

- We are exploring ways to better serve the University through chart of accounts changes, improved controls and education, guidance, support, and policies to ensure best use of the COA.

Goal

Improve how we support our operations by making the chart of accounts simpler to use, ensuring the data are accurate and easily reportable across the University, and making certain that the project ledger interacts seamlessly with the general ledger.

- In this phase, we will:
 - Clearly (re)define chart segments and values, and communicate how to use them;
 - Break out Central units currently identified in Unit 900 into separate units;
 - Provide guidance and directives on common business practices;
 - Establish cross validation rules to systematically reject invalid chart segment combinations;
 - Optimize use of chart segments; and
 - Develop more comprehensive training courses.



	Month										
	0	2	4	6	8	10	12	14	16	18	19
	Dec17	Feb18	Apr18	Jun18	Aug18	Oct18	Dec18	Feb19	Apr19	Jun19	Jul19
Near-Term Efforts											
Document current-state business processes	█										
Expand Activity segment; develop training materials		█									
Add proposed Fund Types; develop training materials		█									
Define use of PPM		█									
Longer-Term Efforts											
Detailed project planning	█										
Complete full future-state structure and values	█										
Compare current configuration to best practice		█									
Implement full future-state chart of accounts structure and values					█						
Develop local and central reports and queries						█					
Campus-wide training and change management							█				

**Estimated timeline; strategy sessions ongoing to develop more comprehensive timeline*

Business Practice Change	Impact to Units	Status	Next Steps
Unit-Division-Organization combinations <ul style="list-style-type: none"> Reduce number of chart of accounts segments to a more manageable and valid quantity 	<ul style="list-style-type: none"> Fewer accounts to manage will lead to fewer errors and reconciliations to perform 	<ul style="list-style-type: none"> Confirmed list of valid and invalid U-D-Os with Chancellor and central unit representatives 	<u>February 2018</u> <ul style="list-style-type: none"> Units to immediately begin using valid U-D-O combinations Units to discontinue using invalid U-D-O combinations
Sponsored and Non-Sponsored Projects <ul style="list-style-type: none"> Set up all Sponsored and Non-Sponsored projects with valid and correct U-D-Os 	<ul style="list-style-type: none"> More accurate accounting from the Projects sub-ledger to the general ledger 	<ul style="list-style-type: none"> Sponsored Projects: Preparing instructions and resources for units to validate U-D-O and Location Non-Sponsored Projects: Preparing instructions and resources for units to validate U-D-O, Location, and Business Line 	<u>February 2018</u> <ul style="list-style-type: none"> Units to review project lists and notify the Controller's Office if updates are needed
Chart of Accounts Descriptions <ul style="list-style-type: none"> Update descriptions, and make them easily visible in the financial management system, and in other resources 	<ul style="list-style-type: none"> More intuitive and easily accessible descriptions of chart of accounts value segments 	<ul style="list-style-type: none"> Completing revised descriptions 	<u>February/March 2018</u> <ul style="list-style-type: none"> Launch new descriptions in the system, and post online

Business Practice Change	Impact to Units	Status	Next Steps
<p>Sub-ledger Accounting (SLA) Rules</p> <ul style="list-style-type: none"> Implement new system rules to ensure sub-ledger-to-general ledger accounting is consistent, including applying costs and revenues to the same valid and correct U-D-O combination 	<ul style="list-style-type: none"> Sponsored Projects: Costs will follow the accounting for all segments , and will match revenues Non-Sponsored Projects: Use the Project's U-D-O and Fund Type, and the user's Location and Business Line 	<ul style="list-style-type: none"> Reviewing and redesigning SLA rules 	<p><u>Timing TBD</u></p> <ul style="list-style-type: none"> Complete design and test rules Publish rules, instructions and guidance to help units adopt new way of working in general ledger before activating the rules
<p>Cross Validation Rules</p> <ul style="list-style-type: none"> Implement system rules to prevent invalid general ledger strings from being used and created 	<ul style="list-style-type: none"> Better financial and system controls to help prevent errors and re-work 	<ul style="list-style-type: none"> Defined and preparing to test cross validation rules 	<p><u>Spring 2018</u></p> <ul style="list-style-type: none"> Publish rules, instructions and guidance to help units adopt new way of working in general ledger before activating the rules