

*Chancellor and central unit representatives –  
Please cascade the email below to unit-level chief finance officers and finance leads, and staff who enter transactions in general ledger, RU Marketplace, PeopleSoft, and Projects module*

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Dear Colleagues,

We have been partnering with Chancellor units and central business managers to reduce the number of chart of accounts combinations to a more manageable and valid quantity. This involves changes to chart of accounts value segments, enforcing system rules, and removing invalid chart string combinations from our systems. With fewer accounts to manage, we expect to have a smaller number of errors and reconciliations to perform.

Thanks to the efforts of hundreds of people across the university, we have identified approximately [2,100 valid Unit-Division-Organization combinations](#). We are creating and testing system rules that will be implemented to: prevent the creation of new U-D-O combinations, and stop the use of invalid U-D-O combinations that already are in the system. **When the system rules are activated, all units will be required to use only valid U-D-O combinations for transactions in the general ledger, Projects module, RU Marketplace, and PeopleSoft.** We are taking these steps to help ensure transactions are processed, and to prevent subsequent corrections and/or re-work.

It will take time to clear existing accounts and balances that use invalid chart of accounts segments from the system. We will reclassify and fix balances, and delete invalid strings from the system after we clear the balances in all 10 segments of the complete general ledger string. In the meantime, there are several steps that you can take to ensure your unit uses only valid U-D-O- combinations.

#### **Steps Units Need to Take Now**

- **Review the [lists of valid and invalid U-D-Os](#), and begin to use only the valid U-D-O combinations.**
- **Immediately discontinue using the invalid U-D-Os on new transactions.**
- Work with your team to modify your business processes, as needed, to support the consistent and correct use of valid U-D-O combinations.
- Check with your unit's business manager or one of the [Chancellor unit or central business representatives](#), if you have questions about which combinations to use. These individuals can guide you through the U-D-O changes and answer questions you may have.

#### **Next Steps for This Project**

- Implement changes to segment value descriptions to provide more intuitive descriptions.
- Implement sub-ledger accounting rules to make the projects-to-general ledger accounting more accurate and consistent.
- Implement cross validation rules to prevent invalid general ledger string combinations for all 10 segments of the general ledger string.
- Apply changes in RU Marketplace to allow only valid U-D-Os to be available in the approval workflow.
- Communicate changes to other systems, such as PeopleSoft, as well as steps you will need to take to ensure that only valid U-D-Os are being used.

In the next few days, we will send a separate communication regarding the use of valid U-D-O combinations for sponsored and non-sponsored projects' set up.

Thank you for your partnership and patience with this effort. Several resources have been posted on the [Controller's Office website](#). If you have questions, please contact your business manager, a [Chancellor unit or central business representative](#), or the Budget Office at [budget@finance.rutgers.edu](mailto:budget@finance.rutgers.edu).

Regards,

*Kathy Dettloff, Vice President of Financial Planning and Budgeting*  
*Pete Larson, Associate Vice President and University Controller*

