CONTENT

General Questions

1. **Why is the chart of accounts changing?**
   After working in the chart of accounts for more than a year, and hearing about difficulties with its use, the University Controller's Office and University Budget Office are developing ways to better serve the University through chart of accounts changes, improved controls and education, guidance, support and policies to ensure the best use of the chart.

2. **How is the chart of accounts changing?**
   Several system changes and controls will prevent the use of invalid Unit-Division-Organization combinations, and chart string combinations when transacting in the systems.

3. **Who is affected by this change?**
   We are in this together. Our offices will provide comprehensive project management, clear communication, multiple ways to engage you, and education and support. We need your input on requests to provide data, support and leadership to adhere to the system changes and controls, and your feedback on what is and is not working with the process.

4. **What important dates should I know?**
   April 25   Deadline to update U-D-O approval rules in RU Marketplace

   May 7   Cross validation rules will be implemented for monitoring
               RU Marketplace will require valid U-D-Os for new requisitions
               PeopleSoft will require valid U-D-Os for new employee charging instructions

   May 23   Deadline to correct employee charging instructions in PeopleSoft
               Deadline to correct invalid U-D-Os for purchase order lines

   May 31   Sub-ledger accounting rules will be implemented

   July 1   Cross validation rules will be implemented

5. **Where do I go for help?**
   You can reach out to a member of the <u>Chart of Accounts Advisory Group</u>, which includes representatives from every Chancellor's office and line of business. You can also speak with your unit's business manager or Dean's office. You can also reach the project team at <u>budget@finance.rutgers.edu</u>.

   From April 30-May 23, we will host webinars to provide more specific details about the changes, as well as provide job aids and other resources to guide you through completing transactions.

6. **Where can I find updates and resources?**
   We will continue to post updates and resources on this initiative on the University Controller's site, on the <u>chart of accounts initiative page</u>.

7. **Where can I download a copy of the presentations from the open forum, and Webinars?**
   The presentation for the open forum and Webinars are posted on the <u>chart of accounts initiative page</u> on the Controller's website, under Resources.

8. **Do you expect issues on June 30, 2018?**
   We will monitor cross violation rules violations through "exception" reports. We will work with units to make corrections. We anticipate there may be issues among people who are frustrated on May 7 when RU Marketplace and PeopleSoft require the use of valid U-D-Os and not contact us. If we realize closer to July 1 that people are not ready, we will not implement.

9. **Will combination codes be eliminated?**
   No, PeopleSoft continuously updates its 10-segment chart string combinations to align with the ones that will be allowed through Oracle. PeopleSoft will allow the same valid chart string combinations, and apply the same cross validation rules.

   We do not need to do this in RU Marketplace because that system has a direct feed into Oracle and systematically validates the chart string combination on requisitions.

10. **Will this initiative lead to standardizing terminology across Oracle, PeopleSoft and RU Marketplace?**
    Yes, that is our goal. It will take time, but we will get to it soon.

Unit-Division-Organization (U-D-O)

11. **On what type of transactions should I use the valid U-D-Os?**
    Use the "valid" U-D-Os on new transactions in all systems, including Oracle (financial management, and expense management), RU Marketplace (procurement), PeopleSoft (payroll).

12. **When should I start using the valid U-D-Os?**
    You should begin to use only the valid U-D-O combinations immediately, and 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.

13. **What should I do if I do not see my U-D-O on either list?**
    If a U-D-O that you have been using is not on the valid or invalid U-D-O list, you should contact your unit's business manager or your Dean's office.

14. **What is the difference between a valid and an invalid Unit-Division-Organization combination?**
    Valid U-D-Os were identified by each unit's business managers, Chancellor's office or central unit representatives, and validated by the University Controller's Office and University Budget Office.

15. **Where can I find a list of the valid U-D-O combinations?**
    The valid U-D-O combinations are posted on the chart of accounts initiative page on the Controller's website, under Resources.

16. **Will all invalid U-D-O transactions be cleared before July 1, 2018?**
    You can start to clean up balances now, but we do not expect to clean up all the balances before July 1, 2018. We will leave balances in the invalid U-D-Os, and they will roll over to invalid combinations. After, July 1, we will correct that centrally by moving it to the right place. Cleaning up as much as you can before July 1 will make the transition period easier.

Cross Validation Rules (CVRs)
17. **What is a cross validation rule?**
    A cross validation rule prevents a user from creating unwanted transactions in the system. Approximately 43 CVRs will be phased in between May 7, 2018 (for monitoring purposes) and July 1, 2018 (full implementation). They will affect which segments can be used together when entering transactions. It is important that you become familiar with the rules and begin to follow them immediately.

18. **What will happen if a chart string combination is violated?**
    Invalid chart sting combinations will be rejected. Reports will be posted to the Controller's site that identify chart string combinations that are in violation of any CVRs.

19. **When will the proposed cross validation rules be implemented?**
    On May 7, 2018 the cross validation rules were implemented in Oracle for monitoring purposes only. On May 7, 2018 rules will be implemented in RU Marketplace and PeopleSoft to require the use of valid U-Os for new requisitions and new employee charging instructions. On July 1, 2018 the cross validation rules will be fully implemented.

20. **How can I ensure a chart string combination is valid?**

    A valid chart string combination consists of a valid U-D-O <u>and</u> remaining segments that are in compliance with the cross validation rules. You can approach this in two ways.

    - You can enter your chart string combination into the system, and see if you receive an error message. If you do not, then you used a valid chart string combination.

    - You also can refer to the [COA100 Webinar presentation](#) (slide 28), and follow the "rules of the road." Start with the valid U-D-O list, then review the cross validation list for the remaining segments, which must comply with the cross validation rules.

21. **Where can I find the CVR monitoring reports?**

    There are four reports to monitor cross validation rules violations – new transactions, general ledger balances by fiscal year, open purchase orders, and new requisitions. Links to the reports, and instructional videos are posted on the [chart of accounts initiative page](#) on the Controller's website, under Resources.

22. **What happens if a journal entry violates multiple CVR rules? Will I receive an error message for each rule that is violated, or just one at a time?**

    You will receive error messages one at a time.

23. **Is the error message for a journal entry and an expense report the same?**

    Yes, you will see the same error message when doing a journal entry and when processing an expense report.

24. **How should units manage balances that violate the cross validation rules?**

    Units are not required to reclassify balances for prior fiscal periods. If a unit decides to reclassify balances for this fiscal period and prior years, report [RU GL 095 GL Balances with CVR Violations](#) will help identify the balances by fiscal year that violate cross validation rules.

25. **How should units correct CVR violations?**

    During the monitoring phase – now through June 30 – we ask that units run the appropriate reports to see which transactions may be in violation of the cross validation rules. We have provided [instructions on how to run these reports](#) to help you monitor violations. Refer to this [May 8th communication](#) for more information.

If you are looking for violations related to…	…then you should run this report, and….	…watch this tutorial.
New transactions	[RU GL 094 Transactions with CVR Violations](#)	[RU GL 094 video](#)
Balances by fiscal year	[RU GL 095 GL Balances with CVR Violations](#)	[RU GL 095 video](#)
Purchase orders	[RU P2P 009 Open Purchase Orders with CVR Violations](#)	[RU P2P 009 video](#)
New requisitions	[RU P2P 010 Requisitions with CVR Violations](#)	[RU P2P 010 video](#)

26. Who will receive the violation report emails?

We are addressing this at multiple levels. We know the people who we identify as the owner of a U-D-O combination may not be the same person who transacts on it. We are sending the communications about the monitoring reports to business managers, and others who transact in the system. You can access the reports and instructions on how to run the reports on the chart of accounts page initiative resources page on Controller's website.

Sub-Ledger Accounting (SLA) Rule

27. What is a sub-ledger accounting rule?

An SLA is a rule that dictates how transactions in the sub-ledger are recorded in the general ledger. The SLAs will be live in the system on May 31, 2018.

28. How will the SLAs affect project costs?

All costs from the projects sub-ledger will follow the U-D-O set up at project level, so costs always match revenues in the general ledger.

The U-D-O and Fund Type will be derived from the project owning organization for all projects, regardless of what is entered on the transaction.

The Location and Business Line will be derived from the project/task master data for sponsored projects, and via user entry for non-sponsored projects.

29. How will Accounts Payable Freight and Miscellaneous Lines be handled for sponsored and non-sponsored projects?

All freight and miscellaneous lines on an invoice that does not have an associated line with account instructions will be automatically posted to specific general ledger string, and will no longer require a manual journal entry.

Beginning May 31, freight will be charged to Account 69220, and miscellaneous will be charged to Account 69300.

30. What is a Grant Fund Type rule?

This rule will prevent "Grant Fund Type" project transactions from being entered in the general ledger. Users should use the projects module to enter Grant Fund Type project transactions.

31. What grant Fund Type values does this apply to?

Fund Type Value	Fund Type Description
310	Federal Grants & Contracts
315	Federal Pass-Through
320	Hatch
330	Smith Lever
375	State Pass-Through
380	Grants & Contracts State of NJ
385	Grants & Contracts Other States
390	Restricted Medical Contracts State of New Jersey
400	Local Municipal Grants & Contracts
500	Corporate Grants & Contracts
520	Foundations Grants & Contracts
560	Associations Other Non-Profit Grants & Contracts
580	Foreign Grants & Contracts
640	Restricted General Grants

Employee Charging Instructions

32. After May 23, will I have access to employee charging instructions files for previous years?
You can continue to access ECIs from previous years via PeopleSoft for historical purposes only. You will not be able to edit, or reallocate, ECIs after May 23.

33. How will I know if I have to correct employee charging instructions?
We will continue to email employee charging instructions violations reports to commitment accounting users. It is up to each unit to determine who will make the necessary corrections – the person who enters commitment accounting transactions, or the unit's business manager.

34. If I have incorrect chart string combinations and salary entries in employee charging instructions, should I fix it through a Salary and Wage Redistribution and Justification form, which takes a long time to be processed, or wait until central fixes it after July 1, 2018?
ECIs that are not for a grant do not have the 90-day rule, so you can make reallocations retroactive to the beginning of the fiscal year in PeopleSoft. The SWRJ process relates to the 90-day rule for grants, and the only way to get that done is through Grant and Contract Accounting. We will monitor the volume of those requests to make sure they are being processing as quickly as possible.

Purchase Orders

35. How will I know is I have to correct purchase order lines?
We will continue to email the purchase order lines violation reports to business managers. It is up to each unit to determine who will make the necessary corrections – the person who enters transactions in RU Marketplace, or the unit's business manager.

36. **Does the shipping need to be a separate line on the purchase order?**
    If you know what the shipping fee is when you submit a purchase order (PO), you should include it so that it matches the invoice. The sub-ledger accounting rule for shipping costs will affect shipping costs that are unknown when a PO is submitted.

Expense Management

37. **I work in the expense management module mostly, and activity has never been used. Will this field be required going forward?**
    Nothing will change in this area. When the expense management module interacts with Oracle, it will populate the activity as "000".

38. **What improvements can be made to the expense management module to simplify entering repetitive accounting information in volume? The duplication key does not carry over the accounting information.**
    Oracle is working to resolve the missing Template default. For the accounting string, this will automatically default to the string in Human Resources for the employee.

39. **Is there a way to indicate who the expense auditor is on an expense report?**
    In October 2017, when Rutgers upgraded to the most current version of Oracle, the auditor's name was replaced with "Auditor." This is the Oracle default for that field, and cannot be changed.

Full Chart String Combination

40. **Since the U-D-Os are changing, will the project string, contract number and task number link to the new U-D-Os?**
    The U-D-Os are at the project level, not at the task of the contract level. The contract and task are associated with the project that is going to be updated with the new U-D-O. This is part of the project master data collection that we are completing.

Project Accounting

41. **How should I correct a project setup if it is breaking a CVR rule?**
    If one of your project's set up violates a cross validation rule, we will contact you to either ask for a valid U-D-O combination, or inform you that a business line does not work with a fund type, for example. The Controller's Office has been reaching out to people who need to correct project set up. There will be a mass upload of all project master data to make sure project setups will not violate the CVRs when we go live on July 1.

42. What will happen to expenses that are charged to the wrong project?

Another initiative that is aligned with this project, is project review. The central administration team – including Grant and Contract Accounting, the Project Management Office, the Controller's office and external consultants – is reviewing all sponsored research projects in the Oracle system. During the next several weeks they will contact people who manage sponsored research projects to review adjustments made, and to validate expenses and balances.

43. Will the next phase of project review address state and service contracts?

State contracts are included in the scope of this phase of review. The sponsored research project review effort is being implemented in two phases.

1. Complete work to stabilize the data in the system to allow PIs to run accurate reports and obtain accurate expense and balance information on active sponsored research awards.

2. Continue remaining data clean up (manual invoice updates, AR adjustments to GL, reconciliations, expired contracts closures, compliance reporting) and developing business processes and policies to support consistent and correct use of the system going forward.

If you have questions about specific types of service contracts, please contact the project review team at projectreview@finance.rutgers.edu.

44. Can we start requesting projects now for faculty funds that do not have projects?

We are developing a process to request projects for faculty funds. The charts of account team will work with you to start getting projects put together. You can reach the chart of accounts team at coa@finance.rutgers.edu.

Other

45. Will the balances that need to be corrected be completed by the end of the fiscal year?

We will not be able to complete that work before June 30. In fiscal year 2019, after all the CVRs are in place, we will begin the work to correct balances and close invalid chart strings.