Chart of Accounts Initiative for FY19 – Questions and Answers
Last Updated: April 27, 2018

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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 Chart of Accounts Advisory Group, 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 budget@finance.rutgers.edu.
From April 30-May 24, 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 chart of accounts initiative page.

Unit-Division-Organization (U-D-O)
7. 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).

8. 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.

9. 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.

Cross Validation Rules (CVRs)
10. 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.

11. What will happen if a chart string combination is violated?
    Invalid chart string 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.

Sub-Ledger Accounting (SLA)
12. 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.

13. 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.

14. **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.

15. **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.

**Employee Charging Instructions**

16. **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.

17. **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.

**Purchase Orders**

18. **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.

19. **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.

**Other**

20. **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.