

Controller's Office Chart of Accounts March 2022

Today's Agenda

- Chartfield Maintenance Process and Forms
 - Where to find the form
 - How to use and complete the form
 - How the form is processed
 - Additional Tips and Tricks
- GASB 87
- Where to Find Resources and Contact Information



Chartfield Maintenance What is UofSC's Process?



Purpose: To add/change/inactivate chartfield strings to the Chart of Accounts on the crosswalk.

- The following forms can be found on the Office of the Controller website:
 - Chartfield Request Form
 - E Fund Form
 - Z Agency Fund Form

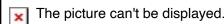


https://sc.edu/about/offices_and_divisions/controller/chart_of_accounts/index.php

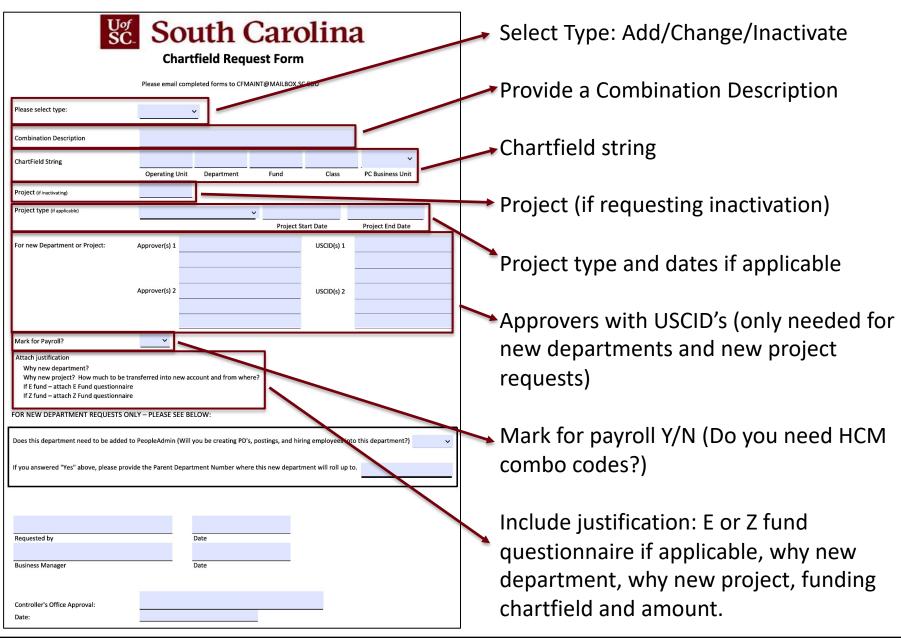
How the **Chartfield Request Form** can be utilized to:

- Request new funds
- Request new departments
- Request new USCIP and USCSA projects
- Inactivate a project or chartfield string
- Change description for a chartfield string





How to complete the Chartfield Request Form:



For **new departments only** and requesting payroll combo codes – complete the last two questions regarding PeopleAdmin.

- We send it to HRHCMBA@mailbox.sc.edu
- HR takes it from here. If they have questions, they will reach out.
- Once reviewed and approved, the new department is added to the Department tree in HCM PeopleSoft and then it is available to select on ePAF forms.

Does this department need to be added to PeopleAdmin (Will you be creating PD's, postings, and hiring employees into this department?)	~
If you answered "Yes" above, please provide the Parent Department Number where this new department will roll up to.	

Note: New Department requests must have justification and be part of your organizational chart. These requests will be limited.



What is the difference between a department and a project:

- Departments are part of your organizational chart and are considered permanent/ongoing. Projects are limited in scope and term and are funded by an existing department.
 - Example: Chemistry is a department in the College of Arts and Sciences. It is part of their organizational chart, has full-time employees, recurring annual expenses, etc. Chemistry Lab Equipment is a project. It was created for a 5-year initiative to save and set aside funding to replace lab equipment. At the end of the 5 years, once the equipment has been replaced, the project will be closed.



What are the different types of Funds:

- The University receives funds from many different sources. The Fund Number in a chartfield string represents the source of funding and allows the University to track revenues and expenses related to that funding.
- Available Fund type resources:
 - Funding Quick View: drop-down boxes at the bottom of the Chart of Accounts webpage to give a quick overview of each fund type.
 - Funding Resource Matrix: detailed print-ready fund type matrix.



https://sc.edu/about/offices_and_divisions/controller/chart_of_accounts/index.php

How the form is processed, chartfield strings created, and departments notified:

- Completed forms should be sent to <u>CFMAINT@mailbox.sc.edu</u> for processing.
- Form is reviewed to ensure it is complete and accurate.
- Reviewed form is sent to Lindsay Anastasio, Assistant Controller, for approval.
- Upon approval, new chartfield is created and added to crosswalk PeopleSoft Finance.
- Department notified a funding JE should be submitted at this point.
- <u>PSSECURE@mailbox.sc.edu</u> is notified to add approvers if applicable



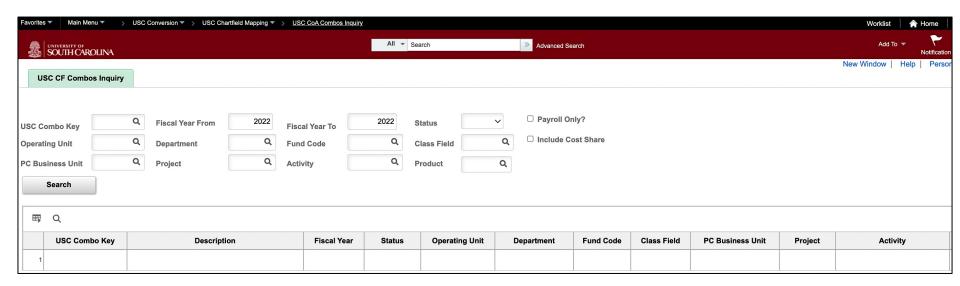
Chartfield Maintenance Tips and Tricks

- Two types of projects maintained through this form and mailbox - Internal Projects (USCIP) and Student Activity Projects (USCSA).
- When inactivating a project, please provide the chartfield string you would like to have inactivated.
- Repurpose vs. Renaming: Chartfields cannot be repurposed, but we can update names and descriptions if necessary. Rather than repurpose a chartfield, please inactivate the unused chartfield and request a new chartfield. Descriptions must be inline with the original intent of the department/project.
- Regularly review the balances and end dates on each of your USCSA and USCIP projects. Those with negative balances should be funded and those that have ended should either be extended or inactivated if no longer needed.



Using the USC CF Combos Inquiry

PeopleSoft Finance Navigation: Main Menu > USC Conversion > USC Chartfield Mapping > USC CoA Combos Query

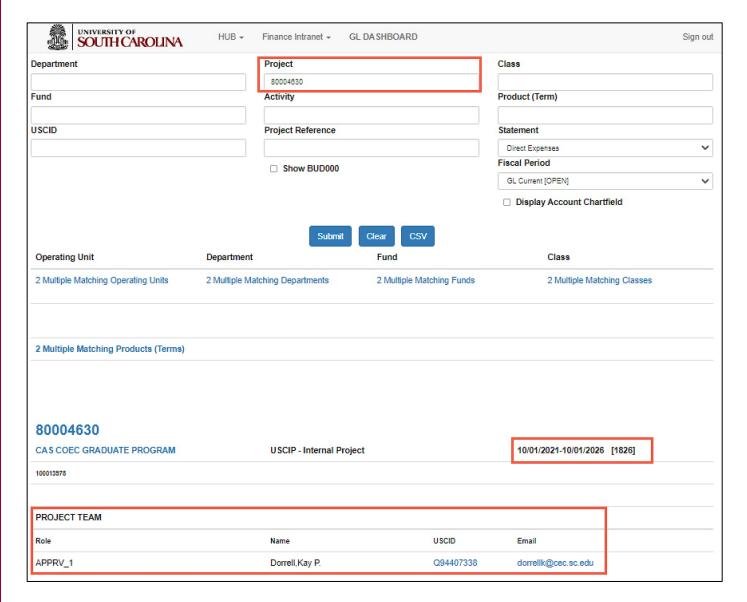


Using the USC CF Combos Inquiry Demonstration





Finance Intranet: Using the GL to Identify an Active Internal Project





Finance Intranet: Using the GL to Identify an Inactive Internal Project

UNIVERSITY OF SOUTH CAROLINA	HUB → Finance Intranet →	▼ GL DA SHBOARD		Sign out
Department	Project		Class	
	80001125			
Fund	Activity		Product (Term)	
USCID	Project Reference	ce	Statement	
			Direct Expenses	~
	□ Show BUD0	000	Fiscal Period	
	☐ Show BUDUUU		GL Current [OPEN]	~
			□ Display Account Chartfield	
Operating Unit	Su	bmit Clear CSV	Class	
80001125			*INACTIVE*	
STARTUP ADDIS KIDANE	USCIP - Internal Project		07/01/1990-06/30/2050 [21914]	
PROJECT TEAM				
Role	Name	USCID	Email	
APPRV_1	Dorrell,Kay P.	Q94407338	dorrellk@cec.sc.edu	
APPRV_1	POWELL,LAWRENCE			
DEPARTMENT APPROVERS				



GASB 87

What is GASB 87?

 "GASB 87 introduced the new definition of a lease as a contract that conveys control of the right to use another entity's nonfinancial asset (an underlying asset such as buildings, land, vehicles, or equipment) as specified by the contract for a period of time."

This requires the Controller's Office to gather information on all lease agreements with a term **greater than 12 months** for university **tangible assets** such as building/office space, parking garages/lots, and equipment.

What does this mean for the departments?

- If your department is leasing tangible property to an outside entity and receiving revenue, we need to gather the following information:
- a list of all tangible leases for your department that are greater than 12 months
- the lease terms
- payment information
- a copy of the signed Lease Agreement

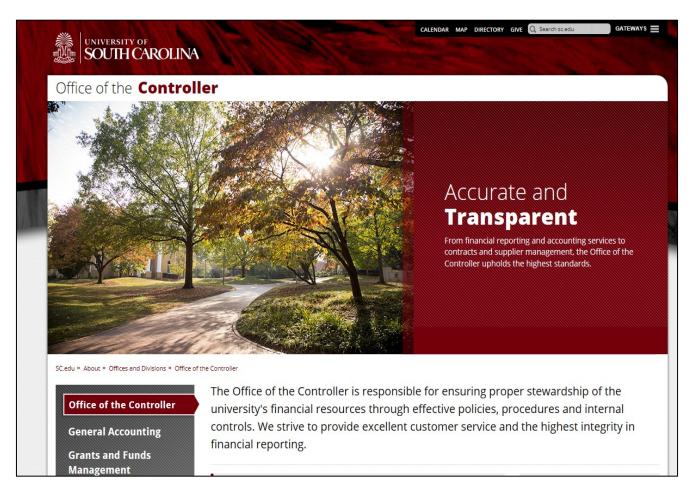
^{**}Look for further communication at the end of March.**



Where to Find the Resources Referenced in this Presentation

Controller's Website

http://sc.edu/about/offices_and_divisions/controller/





Upcoming Webinars

Upcoming Webinars

Tuesday	March 8, 2022	9:00 AM	Cash Advance and Prepaid Program
Thursday	March 17, 2022	9:00 AM	General Accounting Training
Tuesday	March 22, 2022	9:00 AM	Payment Request
Wednesday	March 30, 2022	10:30 AM	Supplier Onboarding Liaison
Thursday	March 31, 2022	9:00 AM	AP Upload
Tuesday	April 5, 2022	9:00 AM	GL JE/JV Training
Thursday	April 21, 2022	9:00 AM	Creating Expense Reports (Pcard, Team Card, and Travel Card)

To register for a training, please visit the <u>PeopleSoft Finance Training Schedule</u>. Click the active link for the training session you would like to attend and complete the registration form. You will receive a Team's meeting invitation 24 hours prior to the webinar



Contacts

Contact Us	
General Accounting (JEs, JVs, Apex, GL issues/questions)	genacctg@mailbox.sc.edu
Cash Advance Settlement	cashadvc@mailbox.sc.edu
	to the second se
Payroll Retro Journal Entries	retroje@mailbox.sc.edu
Chartfield Maintenance	cfmaint@mailbox.sc.edu
Moving Mailbox	moving@mailbox.sc.edu
PeopleSoft Finance Security Requests	pssecure@mailbox.sc.edu
Accounts Payable	ap@mailbox.sc.edu
AP Uploads	apupload@mailbox.sc.edu
Supplier Maintenance	apsupplr@mailbox.sc.edu
Travel Office	teoffice@mailbox.sc.edu
Student/Non-employee Travel Authorizations and	tesubmit@mailbox.sc.edu
Travel Reimbursement Vouchers	
Card Programs	
Business Expense/Participant Card	cards@mailbox.sc.edu
Team Card	teamcard@mailbox.sc.edu
Travel Card	trvcard@mailbox.sc.edu
Tax Office	tax@mailbox.sc.edu
Research/Development Sales/Use Tax Exemptions	rdequip@mailbox.sc.edu
Controller's Compliance Office	concpl@mailbox.sc.edu



Questions



