

GeorgiaFIRST Financials V8

Announcement

POSTED: June 26, 2009

SUBJECT: New Standardized Accounts for Expenses Module

PURPOSE: To notify users at all institutions using GeorgiaFIRST PeopleSoft Financials Version 8.9 about the new standardized accounts for the Expenses module in the Consolidated Financials System.

FUNCTIONAL IMPACT: Vikki Williamson, Assistant Vice Chancellor, Fiscal Affairs/Accounting and Reporting, issued the following statement on the new standardized accounts for the Expenses module in the Consolidated Financials System.

Good afternoon!

The PeopleSoft Expenses Module in the Consolidated Financials is a “shared” module. Because USG institutions have had the option of determining the last 2-3 digits of an account, there are many individual account numbers used in the Expenses Module that represent different types of expenses in different institutions. For example, 640130 may represent “Meals” at one institution and “Air Travel” at another.

Last Thursday, the Accounting Issues Committee (AIC) decided to institute a standardized list of accounts for all expense reimbursements so that institutions will have the ability to take advantage of the default capabilities in both Expense Type Group and Expense Type in the PeopleSoft Consolidated Financials Expenses Module. This will eliminate the need to depend on each individual employee to choose the correct account code at the correct level when entering an Expense Report or Travel Authorization. In addition, this standardization reduces table space and hardware space required for each individual institution, thus decreasing transaction processing time. Further, standardization allows per diem rate and other changes to be loaded once in the Consolidated Database, rather than necessitating loading these values into each Set ID and maintaining them in 33 places.

These new accounts have been added for each institution in the PS Financials Consolidated Database. A listing of these accounts is attached for your reference and use. **These accounts should be used even if your institution is not utilizing the Expenses Module.**

In addition, the former travel series accounts 640xxx and 650xxx have been inactivated in each institution’s account listing in the Consolidated Database. *If you have current*

accounts in the 714xxx and 727xxx ranges that need to be inactivated due to the new standardized accounts, please let me know and I will be happy to inactivate them in the Consolidated Database on your behalf.

If you have any questions about these changes, please contact me.

Thank you!

SUPPORTING DOCUMENTATION: The following **EXP_Module_New_Accounts_Final_6-22-2009** document provides a listing of these new standardized Expenses accounts. This document is also posted in the **Chart of Accounts** section on the **Documentation** page of the Georgia**FIRST** Financials web site at <http://www.usg.edu/gafirst-fin/documentation/>. The new standardized accounts will also be added to the Chart of Accounts in the near future. You will be notified when the updated Chart of Accounts is posted to the Georgia**FIRST** Financials web site.

ADDITIONAL OIIT RESOURCES and SUPPORT: Contact the **OIIT HELPDESK** at http://www.usg.edu/customer_services (support request self-service) or e-mail helpdesk@usg.edu. For emergency, business interruptions, or production down situations, call the **OIIT HELPDESK** immediately (706-583-2001; or toll free within Georgia 1-888-875-3697).

**PS CONSOLIDATED FINANCIALS
EXPENSES MODULE NEW ACCOUNTS**

641000 Travel - Employee

641100 Employee Travel

- 641110 GTRANSP
 - Includes GASOLIN
 - Includes PUBTRAN
 - Includes TAXI
 - Includes TRAIN
 - Includes TOLLS
- 641120 AIRTRVL
- 641130 MEALS
 - Includes BRKFAST
 - Includes DINNER
 - Includes LUNCH
- 641140 LODGING
- 641150 MISC
 - Includes LAUNDRY
- 641160 RENTCAR
- 641170 PARKING

641200 International Employee Travel

- 641210 GTRANSP
 - Includes GASOLIN
 - Includes PUBTRAN
 - Includes TAXI
 - Includes TRAIN
 - Includes TOLLS
- 641220 AIRTRVL
- 641230 MEALS
 - Includes BRKFAST
 - Includes DINNER
 - Includes LUNCH
- 641240 LODGING
- 641250 MISC
 - Includes LAUNDRY
- 641260 RENTCAR
- 641270 PARKING
- 641290 VISAPAS

651000 Travel - Non-Employee

651100 Non Employee/Team Travel

- 651110 GTRANSP
 - Includes GASOLIN
 - Includes PUBTRAN
 - Includes TAXI
 - Includes TRAIN
 - Includes TOLLS
- 651120 AIRTRVL
- 651130 MEALS
 - Includes BRKFAST
 - Includes DINNER
 - Includes LUNCH
- 651140 LODGING
- 651150 MISC
 - Includes LAUNDRY
- 651160 RENTCAR
- 651170 PARKING

651200 Non Employee/Team International Travel

- 651210 GTRANSP
 - Includes GASOLIN
 - Includes PUBTRAN
 - Includes TAXI
 - Includes TRAIN
 - Includes TOLLS
- 651220 AIRTRVL
- 651230 MEALS
 - Includes BRKFAST
 - Includes DINNER
 - Includes LUNCH
- 651240 LODGING
- 651250 MISC
 - Includes LAUNDRY
- 651260 RENTCAR
- 651270 PARKING
- 651290 VISAPAS

**PS CONSOLIDATED FINANCIALS
EXPENSES MODULE NEW ACCOUNTS**

641300 Employee Recruiting Travel

- 641310 GTRANSP
 - Includes GASOLIN
 - Includes PUBTRAN
 - Includes TAXI
 - Includes TRAIN
 - Includes TOLLS
- 641320 AIRTRVL
- 641330 MEALS
 - Includes BRKFAST
 - Includes DINNER
 - Includes LUNCH
- 641340 LODGING
- 641350 MISC
 - Includes LAUNDRY
- 641360 RENTCAR
- 641370 PARKING

641500 Employee Mileage

- 641510 Employee Mileage
 - Includes MILEAGE
 - Includes MILGAIR
 - Includes MILGMCY
 - Includes MILGT2
 - Includes MILGT3
- 641520 Employee Recruiting Mileage
 - Includes MILEAGE
 - Includes MILGAIR
 - Includes MILGMCY
 - Includes MILGT2
 - Includes MILGT3

651500 Non Employee Mileage

- 651510 Non Employee Mileage
 - Includes MILEAGE
 - Includes MILGAIR
 - Includes MILGMCY
 - Includes MILGT2
 - Includes MILGT3

565000 Relocation Assistance

565100 Relocation Assistance

**PS CONSOLIDATED FINANCIALS
EXPENSES MODULE NEW ACCOUNTS**

727100 Other Operating Expense

727110 REGISTR
727120 SUBSCRI
727130 MEMBRSH
727140 OTHER

714100 Supplies & Materials Expense

714110 POSTAGE
714120 OTHER

241100 Agency Funds Held for Others

241100 AGENCY

771000 Telecommunications

771100 Telcom- Local
771200 Telecom-Long Distance
771300 Telecom- Cellular
771800 Telecom- Data
771900 Telecom - Other

213100 FSA - Dependent Care

213109 FSAMED9 2009 FSA Dependent Care

213200 FSA - Medical Care

213209 FSADEP9 2009 FSA Medical Care