

## GeorgiaFIRST Financials V8

### Announcement

**UPDATE:** July 1, 2009

**PURPOSE:** To notify users at all institutions that the Chart of Accounts has been updated and posted. The updated Chart of Accounts includes all the new Standardized Accounts for the Expenses Module, including the following additional accounts that Vikki Williamson posted to the listservs on June 30<sup>th</sup>:

- 651300 Non-Employee Recruiting Travel
- 651310 Non-Emp Recruiting - Ground Transportation
- 651320 Non-Emp Recruiting - Air Travel
- 651330 Non-Emp Recruiting - Meals
- 651340 Non-Emp Recruiting - Lodging
- 651350 Non-Emp Recruiting - Miscellaneous
- 651360 Non-Emp Recruiting - Rental Car
- 651370 Non-Emp Recruiting - Parking

The updated Chart of Accounts supersedes the **New Standardized Accounts for Expenses Module** file that was posted in the original announcement below. This file has been removed from the **Chart of Accounts** section on the **Documentation** page of the GeorgiaFIRST Financials web site.

The updated Chart of Accounts also includes new ADP and Consolidation accounts. The updated **Chart of Accounts – July 1, 2009** has been posted in the **Chart of Accounts** section on the **Documentation** page of the GeorgiaFIRST Financials web site at: <http://www.usg.edu/gafirst-fin/documentation/>.

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**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](http://www.usg.edu/customer_services) (support request self-service) or e-mail [helpdesk@usg.edu](mailto:helpdesk@usg.edu). For emergency, business interruptions, or production down

situations, call the **OIT HELPDESK** immediately (706-583-2001; or toll free within Georgia 1-888-875-3697).