



Open Item Conversion

Issue Summary	What approach should OIIT use for converting open item balances from social security number to employee id?
Background	In a step towards protecting individual identities, the open item balances for flexible spending accounts and travel advances will be converted from social security number to employee id. In doing so, a number of historical transactions will have to be updated or transferred in order for open item functionality to perform correctly. OIIT needs the accounting issues committee to determine how much history should be converted.
Risks	<ol style="list-style-type: none"> 1. Assuming only current balances are converted systematically - An open item balance could be reestablished by SSN if a historical transaction is unposted 2. All SSN's may not be in the HRMS system. Therefore, all open item balances may not be converted. 3. Continuous audit reporting could be impacted by changing open item from social security # to employee id. The report will have to be written to translate the employee to SSN. 4. Historical transactions in closed fiscal years will be updated
Possible Solution(s)	<p>General Ledger</p> <ol style="list-style-type: none"> 1. Systematically convert all open item transactions (open and closed) 2. Systematically convert only open item transactions that have not been closed out 3. Construct a systematic conversion process that can be run more than once for specific employee ids (Assuming all SSN's are not in HRMS) 4. Clean up old open item balances. Manually create journal entries to move balances to the new open item keys (Employee ID) and close out the old open item keys (SSN). Establish new Open Item keyed by employee id so the old SSN accounts remain in tact
Escalating Sub-team and Lead	Functional – Deidre Crawford
Recommended Action	Hybrid approach - Create new open item accounts keyed by employee id regardless of fiscal year. Reconcile any pending transactions so open item balances are true. Have OIIT write a query institutions can use to manually move any open balances via spreadsheet journal entry. Track



	the cleanup progress through the institutional readiness process.
Accounting Issues Committee Comments	<p>The accounting issues committee decided to setup new open item accounts keyed by employee id. The conversion from SSN to employee id will be manually done by each institution as a post cutover activity. OIIT will create a query to assist in creating the conversion journals. It will extract the chartfields and open items keys in a format that will be easily accessed by the PeopleSoft delivered spreadsheet upload. This activity will <u>not</u> be monitored through institutional readiness.</p>