FINANCIAL SYSTEM ENHANCEMENTS
CASUAL USER SYSTEMS TRAINING
AGENDA

• Introduction
• General Ledger Account Structure
• Grants Account Structure
• Conversion and Reporting Tools
• Third Party Systems
• Next Steps
COURSE OBJECTIVES

By the end of this session you will be able to:

• Define concepts and terms of the Chart of Accounts

• Determine Hierarchies & Reporting

• Describe the General Ledger and Grants Account Structures

• How to find and use tools for the new Chart of Accounts

• How to use the new Chart to code transactions
KEY TERMS & CONCEPTS

• **General Ledger (GL):** System of record for all financial transactions

• **Chart of Accounts Structure:** The COA Structure identifies how you will account for transactions

• **Cost Center:** Segment values used together in a transaction (excludes natural account/object code)
  - **Existing:** Fund Type – Fund – Organization – Project

• **Segments:** Segments are components of cost center, intended to track different information

• **Values:** the range of numbers defined for each segment
WHAT IS A HIERARCHY?

- **Hierarchies**: structure for summarizing segment values.

- **Parent values** summarize child values for reporting purposes. Values begin with a letter followed by numbers but length varies depending on segment length.
  - These can only be used for reporting

- **Child values** are used for posting transactions and entering budgets and are always numbers, but length varies depending on segment length.
General Ledger
Chart of Accounts
LESSON OBJECTIVES

By the end of this lesson you will be able to:

• Define each Segment in General Ledger Structure
• Determine how each Segment is used and why it exists
GENERAL LEDGER ACCOUNT STRUCTURE

- **Entity (ENT 2)**: How is the transaction summarized? Example: Ohio University, OU Foundation
- **Source (SOURCE 6)**: How is the transaction funded? Example: Unrestricted, Sponsored Projects, etc.
- **Org (ORG 6)**: Who administers the funds? Example: Organization in a department/planning unit.
- **Activity (ACTV 4)**: What is the internal purpose of the transaction? Example: Defined by Planning Unit for tracking purposes.
- **Function (FNC 2)**: Why is the transaction occurring (govt or accounting purpose)? Example: Instruction, Public Service Fundraising
- **Object (OBJ 6)**: What kind of transaction is taking place? Example: Tuition & Fees, Salaries, etc.
**Entity ENT (2)**

- Identifies how the transaction is summarized for financial reporting.
- Represents major components of the University requiring separate balance sheet/external reporting (e.g. legal entities, auxiliary operations, etc.) such as Ohio University or OU Foundation.
- Values will be the same across all Planning Units.

**Examples:**

<table>
<thead>
<tr>
<th>Segment Value</th>
<th>Associated Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>General</td>
</tr>
<tr>
<td>20-24</td>
<td>Auxiliaries</td>
</tr>
<tr>
<td>50</td>
<td>OUF General</td>
</tr>
</tbody>
</table>
• Identifies how the transaction is funded.
• **Identifies the source of funds classified by restrictions.**
• Values will be the same across all Planning Units.

• Source values used by Planning Units will generally belong to one of two categories: **Unrestricted Operations** and **Restricted Expendable**
  • **Unrestricted Operating**: University funds from operations that have no “external” restrictions that limit spending
    • Designated funds are unrestricted operating funds that departments chose to internally designate for specific spending **Designated** purposes
  
  • **Restricted Expendable**: funds received from external parties with specific spending restriction
    • Restrictions are imposed by sponsors and donors
MOST COMMONLY USED SOURCE VALUES

Examples:

<table>
<thead>
<tr>
<th>Unrestricted Source Values Example</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>100000</td>
<td>Unrestricted</td>
</tr>
<tr>
<td>100600</td>
<td>PACE</td>
</tr>
<tr>
<td>140000</td>
<td>Auxiliaries</td>
</tr>
<tr>
<td>113600</td>
<td>Federal Work Study Cost Share</td>
</tr>
</tbody>
</table>

Examples:

<table>
<thead>
<tr>
<th>Restricted Source Value Examples</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>42xxxx</td>
<td>Restricted Gifts</td>
</tr>
<tr>
<td>43xxxx</td>
<td>Endowment Distribution</td>
</tr>
</tbody>
</table>
Identifies who administers the funds, such as a Planning Unit or department within Planning Unit.
  • Organization is the lowest level value of University structure.
  • Planning Units can consist of multiple Departments and Departments can consist of multiple organizations.

Values will be different in each Planning Unit.

Financial Approvers: Specify approvers by Organization values or parent values, which will align the approval for spending with the organization that is authorized to administer the funds.

6 digit value defined as:

Planning unit = first 2 digits
Examples:
• 10 – A&S
• 14 – Engineering
• 25 - HCOM

Location = third digit
• 0 – Athens
• 1 – Dublin
• 2 – Cleveland
• 9 – Regionals
• Primarily tracks activities of extension campuses

Department & orgs = last 3 digits
• Numbered and summarized by planning units
ACTIVITY & FUNCTION SEGMENTS

Both the Activity Segment and the Function Segment track the purpose of the spending

• **ACTIVITY** allows planning units to define purposes of spending related to their specific needs.

• **FUNCTION** tracks high level spending classification as defined by the government or accounting standards (e.g., instruction, research, etc.).
Activity
ACTV (4)

- Describes the internal purpose of the transaction.
- Allows departments to identify internal purposes for spending and associated revenues.
- Shared values are defined at the University level.
- Each Planning Unit has a unique range of values to define.
- Added to assist in reducing “shadow” systems for monitoring and reporting.

Examples:

<table>
<thead>
<tr>
<th>Segment Value</th>
<th>Activity Range/Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000</td>
<td>Unspecified</td>
</tr>
<tr>
<td>1000 - 1199</td>
<td>Shared University defined codes (e.g., Homecoming, Halloween, Graduation, Recruiting-Faculty, Recruiting-Staff, Recruiting-Students, etc.)</td>
</tr>
<tr>
<td>1200 - 1399</td>
<td>Arts &amp; Sciences</td>
</tr>
<tr>
<td>1400 - 1599</td>
<td>College of Business</td>
</tr>
</tbody>
</table>
• Defines why the transaction is occurring (Gov’t or Accounting).
• **Defines government and accounting purposes for spending.**
• Only used with expense object codes
  • Required for each expense transaction on both University and Foundation accounts.
  • Function is a required value for balance sheet and revenue accounts it will be 00.
• Values are the same across all Planning Units.

Examples:

<table>
<thead>
<tr>
<th>Segment Value</th>
<th>Function Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Instruction</td>
</tr>
<tr>
<td>25</td>
<td>Sponsored Research</td>
</tr>
<tr>
<td>30</td>
<td>Public Service</td>
</tr>
<tr>
<td>00</td>
<td>Revenue Accounts</td>
</tr>
</tbody>
</table>
• Defines the what kind of transaction is taking place and delineates the values by account type for Assets, Liabilities, Fund Balance, Revenues, Expenses and Transfers.

• Used to further define the nature of a transaction; for expenses it is what is purchased while revenues define the activity that generates the income

• Values are the same across all Planning Units.

• Formerly “Natural Account.”
The first digit of the Object represent the major groupings for Assets, Liabilities, Fund Balance, Revenue, Transfers and Expenses.

**Examples:**

<table>
<thead>
<tr>
<th>Segment Value</th>
<th>Type of Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Sheet</td>
<td></td>
</tr>
<tr>
<td>1xxxxx</td>
<td>Assets</td>
</tr>
<tr>
<td>2xxxxx</td>
<td>Liabilities</td>
</tr>
<tr>
<td>3xxxxx</td>
<td>Fund Balances</td>
</tr>
<tr>
<td>Income Statement</td>
<td></td>
</tr>
<tr>
<td>4xxxxx</td>
<td>Revenues</td>
</tr>
<tr>
<td>6xxxxx</td>
<td>Funding Transfers</td>
</tr>
<tr>
<td>7xxxxx</td>
<td>Expenses</td>
</tr>
<tr>
<td>8xxxxx</td>
<td>Investment Transfers</td>
</tr>
</tbody>
</table>
INTERNAL CHARGES

To provide better visibility into internal charges (IC), better-defined Object segments have been created for internal charges (IC).

Examples:

<table>
<thead>
<tr>
<th>Expense Account</th>
<th>Revenue Account</th>
<th>Segment Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>782020</td>
<td>482020</td>
<td>IC Postage</td>
</tr>
<tr>
<td>780085</td>
<td>480085</td>
<td>IC Printing Services</td>
</tr>
<tr>
<td>780295</td>
<td>480295</td>
<td>IC Equipment Rentals</td>
</tr>
</tbody>
</table>

IC codes always start with 78 or 48 and will roll to appropriate parent (revenue or expense).
## TRAVEL OBJECT CODES

### Examples:

<table>
<thead>
<tr>
<th>OBJECT CODE</th>
<th>OBJECT DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>718110</td>
<td>Airfare - Domestic</td>
</tr>
<tr>
<td>718115</td>
<td>Charter - Air Transportation - Domestic</td>
</tr>
<tr>
<td>718120</td>
<td>Ground Transportation - Domestic</td>
</tr>
<tr>
<td>718125</td>
<td>Charter - Ground Transportation - Domestic</td>
</tr>
<tr>
<td>718150</td>
<td>Lodging - Domestic</td>
</tr>
<tr>
<td>718160</td>
<td>Meals &amp; Incidentals - Domestic</td>
</tr>
<tr>
<td>718380</td>
<td>Travel (Conversion Only)</td>
</tr>
</tbody>
</table>

Note: 400000 is no longer travel expense. In the new chart, 400000 is classified as a revenue code.
LESSON SUMMARY

• Terms and definitions under current and new charts

• Hierarchies
  • Each segment has a unique hierarchy
  • Parent and child values within the hierarchy and how they are used for reporting and transactions

• Introduced new concept of the GL Chart Structure

• Most commonly used values for each accounting segment.
Grants Accounting
Chart of Accounts
LESSON OBJECTIVES

By the end of this lesson you will be able to:

• Describe what the Grants Module is used for
• Define each Segment in the Grants Accounting Structure
• Describe Award Numbering
HOW WILL THE GRANTS MODULE BE USED?

• **Sponsored Award**: externally funded sponsored awards.
  • National Science Foundation or National Institute of Health

• **Sponsored Cost Share Award**: internally and externally funded, both mandatory and voluntary committed.
  • Mandatory: Salaries and wages, and benefits
  • Voluntary Committed: Equipment

• **Capital Projects**: internal and externally funded and allow different project funding options.
  • Construction projects for buildings, other infrastructure and capital improvements

• **Internal Awards**: managed by the Planning Units for internally funded awards.
  • Research incentives, start ups, research challenge, departmentally funded for research supplements, professional development for faculty, honors tutorial
PROJECT-TASK-AWARD (PTA) STRUCTURE

The new Grants Accounting Chart of Accounts (COA) structure will be comprised of four segments, each with a defined segment length and set of possible values.

The project number is sequentially assigned.

Grants COA Structure

- **Project** (5)
  - Defines body of work
- **Task** (up to 5)
  - Work breakdown structure.
- **Award** (7)
  - Who or how it is being funded.
- **Expenditure Type** (30)
  - Object Code with description

For activity tracked in Grants, you will ONLY use the PTA structure when charging transactions.
AWARD SEGMENT: SMART NUMBER

• Project numbers in the current chart used prefixes to identify types of funds

• In the new Chart, the Award is seven digits and the first number identifies the type of award:

Examples:

<table>
<thead>
<tr>
<th></th>
<th>Sponsored</th>
<th>1 or 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored Cost Share</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Internal Award</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Capital</td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>
LESSON SUMMARY

• Terms and definitions used in the Grants Module
• Introduced new concept of Project-Task-Award structure
• Award segment smart numbering
Conversion and Reporting Tools
LESSON OBJECTIVES

By the end of this lesson you will be able to:

• Define Dashboards and Hierarchies
• Describe the support tools available: Conversion Look up, Object code look up and Account Validation tool
• Describe cross validation rule
ORACLE BUSINESS INTELLIGENCE (OBI) DASHBOARDS

• Using OBI Dashboards to simplify reporting and campus access to data

• Each dashboard contains multiple dashboard pages (tabs) to meet the variety of user needs
  • Reporting
  • Inquiry access
  • Ability to export both reports as well as report and transactional data

• Developed “tools” to assist in using the COA
  • Conversion look-up
  • Cost Center and Object Code Look-ups

• Financial data in OBI is refreshed at 1:00 a.m. each day
LOGIN TO OBI

• To login to OBI, using Mozilla Firefox, Internet Explorer, or Google Chrome, visit https://www.ohio.edu/finance

• Click the OBI icon

• Enter your OHIO ID and Password

WARNING: MICROSOFT EDGE IS NOT COMPATIBLE WITH OBI.
NAVIGATE TO DASHBOARDS

When you login to OBI, click **Dashboards** (top right corner).
# OBI FINANCIAL DASHBOARDS & PAGES

<table>
<thead>
<tr>
<th>Finance Lookups</th>
<th>GL General</th>
<th>Grants General</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL Funds Available</td>
<td>GL Funds Available</td>
<td>Grants Funds Available</td>
</tr>
<tr>
<td>Grants Funds Available</td>
<td>Income Statement by Org Level</td>
<td>Summary Reports</td>
</tr>
<tr>
<td>Cost Center Lookup</td>
<td>Monthly Income Statement by Org Level</td>
<td>Expenditure Inquiry (Transaction Export)</td>
</tr>
<tr>
<td>Object Lookup</td>
<td>Transaction Export</td>
<td>Reports</td>
</tr>
<tr>
<td>Conversion Lookup</td>
<td>Cost Center Lookup</td>
<td></td>
</tr>
<tr>
<td>PO Summary</td>
<td>Object Lookup</td>
<td></td>
</tr>
<tr>
<td>Payments</td>
<td>Conversion Lookup</td>
<td></td>
</tr>
<tr>
<td>Equipment Inventory (formerly Fixed Assets)</td>
<td>Reports</td>
<td>Access determined by Planning Unit CFAO</td>
</tr>
</tbody>
</table>

*Available to all Faculty & Staff

*Access determined by Planning Unit CFAO*
ELEMENTS OF A DASHBOARD

1. Dashboard Name
2. Dashboard pages used to access different datasets
3. Each dashboard has prompts at the top
4. Data is displayed at the bottom after Applied
5. Export feature appears below data
THE POWER OF DASHBOARDS

• Drilldown: blue text indicates a hyperlinked drilldown for further detail
• Breadcrumbs: allow navigation to the previous screens
• Export reports and transactional data in a variety of formats
HOW IS THE HIERARCHY STRUCTURED?

- Planning Unit (C Level)
- Extension Campus (D Level)
  - If applicable
- Departments (E level)
- Organization values
CONVERSION LOOKUP DEFINED

• The Conversion Lookup is a crosswalk from the old Chart of Accounts to the New Chart of Account using any segment value(s) from either old or new.
  • One-to-one conversion of the old to new Cost Center.

• The Conversion Lookup identifies whether the old account string mapped to a GL string or a PTA string.
### Old COA - Cost Center and Planning Unit Information

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Planning Unit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>18007</td>
<td>Research</td>
<td>Research Infrastructure</td>
</tr>
<tr>
<td>18008</td>
<td>Teaching</td>
<td>Teaching Infrastructure</td>
</tr>
<tr>
<td>18009</td>
<td>Service</td>
<td>Service Infrastructure</td>
</tr>
</tbody>
</table>

### NEW COA - GL Mapping

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>GL Mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td>18007</td>
<td>Research Infrastructure</td>
</tr>
<tr>
<td>18008</td>
<td>Teaching Infrastructure</td>
</tr>
<tr>
<td>18009</td>
<td>Service Infrastructure</td>
</tr>
</tbody>
</table>

### NEW COA - Grants Mapping

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Grants Mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td>18007</td>
<td>Research Infrastructure</td>
</tr>
<tr>
<td>18008</td>
<td>Teaching Infrastructure</td>
</tr>
<tr>
<td>18009</td>
<td>Service Infrastructure</td>
</tr>
</tbody>
</table>

### NEW COA - Charging Info

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Charging Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>18007</td>
<td>Research Infrastructure</td>
</tr>
<tr>
<td>18008</td>
<td>Teaching Infrastructure</td>
</tr>
<tr>
<td>18009</td>
<td>Service Infrastructure</td>
</tr>
</tbody>
</table>
CONVERSION LOOKUP – ENTIRE STRING
OLD TO NEW

- Old Cost Center and Natural Account for Budget Office Admin Salaries
- Return two sets of results:
  - Cost Center for Budget Office
  - Appropriate Object Code
OBJECT LOOKUP DEFINED

• Object Lookup details available Object Codes, their Description and uses. You may prompt by Object Code or any part of the Description.

• If you search for a word in the Description, it will search the parent values.
OBJECT LOOKUP

If you enter a word in the Description, it will search the object description and all parent level object descriptions.
GL FUNDS AVAILABLE DEFINED

• See Cost Center level summary of Income Statement Activity
• See Cost Center level summary of Income Statement Activity compared to Budget
• Allows drilling to financial activity details
FA: SPECIFIC STRING: REVENUE EXPENSE VIEW

Income statement activity for the cost center for the chosen period
Net Income statement activity for a cost center for a chosen period compared to budget

1. Remaining balance: Budget – YTD Actuals
2. Click Cost Center to drill down
DRILL DOWN: OBJECT SUMMARY

1. Ability to drilldown to transactions (blue text)
   1. Whole Cost Center OR Single Object Code
   2. Use breadcrumbs to navigate back
TRANSACTION DETAILS

1. Account – Will take user to PEDS data (with permission)
2. JE Header Name – Will take user to JE

<table>
<thead>
<tr>
<th>Account</th>
<th>OBJ #/Desc</th>
<th>Effective Date</th>
<th>JE Header Name</th>
<th>JE Source Name</th>
<th>JE Category Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-100000-830100-0000-80-703110</td>
<td>703110 ADMINISTRATIVE SALARIES</td>
<td>07/15/2017</td>
<td>PAYEXP 10-JUL-2017 06:00:37 737; Pay Ending 15-JUL-17 INTERFACE USD</td>
<td>PAYEXP</td>
<td>INTERFACE</td>
<td>PAYEXP 10-JUL-2017 06:00:37 737; Pay Ending 15-JUL-17</td>
</tr>
<tr>
<td>10-100000-830100-0000-80-709100</td>
<td>709100 HEALTH BENEFIT STANDARD RATE</td>
<td>07/15/2017</td>
<td>PAYEXP 10-JUL-2017 06:00:37 737; Pay Ending 15-JUL-17 INTERFACE USD</td>
<td>PAYEXP</td>
<td>INTERFACE</td>
<td>PAYEXP 10-JUL-2017 06:00:37 737; Pay Ending 15-JUL-17</td>
</tr>
<tr>
<td>10-100000-830100-0000-80-709200</td>
<td>709200 MEDICARE (ER)</td>
<td>07/15/2017</td>
<td>PAYEXP 10-JUL-2017 06:00:37 737; Pay Ending 15-JUL-17 INTERFACE USD</td>
<td>PAYEXP</td>
<td>INTERFACE</td>
<td>PAYEXP 10-JUL-2017 06:00:37 737; Pay Ending 15-JUL-17</td>
</tr>
</tbody>
</table>
DRILL DOWN: TRANSACTIONS

Users can export data in various ways

- PDF and Excel
  - Export will look just like the screen (formatting and layout)

- .csv
  - Raw data for further analysis
  - Removes formatting
GRANTS FUNDS AVAILABLE DEFINED

• Grants Funds Available shows totals by Project, Task and Award (PTA) combination with drilldowns to Project and Award summaries with additional drilldowns to transaction detail.
  • Period is required
  • Multiple combination options
  • Drilldown by Project, Task or Award for more details
GRANTS FUNDS AVAILABLE
GRANTS FA: EXPENDITURE CATEGORY

- Will return expenditure detail for every Task and Award for selected Project

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Funding Amt</th>
<th>Budget ITD</th>
<th>Expense ITD</th>
<th>Commitment Amt</th>
<th>Avail Balance</th>
<th>Pct % Compt ITD</th>
<th>Revenue ITD</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARIES AND WAGES</td>
<td>0.00</td>
<td>752,887.00</td>
<td>261,350.13</td>
<td>0.00</td>
<td>531,527.87</td>
<td>33%</td>
<td>0.00</td>
</tr>
<tr>
<td>BENEFITS</td>
<td>0.00</td>
<td>243,280.00</td>
<td>79,444.30</td>
<td>0.00</td>
<td>163,835.70</td>
<td>33%</td>
<td>0.00</td>
</tr>
<tr>
<td>PROFESSIONAL SERVICES</td>
<td>0.00</td>
<td>0.00</td>
<td>104.84</td>
<td>0.00</td>
<td>(104.84)</td>
<td>0%</td>
<td>0.00</td>
</tr>
<tr>
<td>OTHER PERSONNEL COSTS</td>
<td>0.00</td>
<td>50,000.00</td>
<td>318.84</td>
<td>0.00</td>
<td>49,681.16</td>
<td>0%</td>
<td>0.00</td>
</tr>
<tr>
<td>SUPPLIES</td>
<td>0.00</td>
<td>45,996.00</td>
<td>15,419.80</td>
<td>0.00</td>
<td>30,576.20</td>
<td>34%</td>
<td>0.00</td>
</tr>
<tr>
<td>TRAVEL</td>
<td>0.00</td>
<td>20,000.00</td>
<td>20,278.02</td>
<td>0.00</td>
<td>20,721.98</td>
<td>41%</td>
<td>0.00</td>
</tr>
<tr>
<td>OCCUPANCY &amp; MAINTENANCE COSTS</td>
<td>0.00</td>
<td>38,575.00</td>
<td>12,834.00</td>
<td>0.00</td>
<td>25,741.00</td>
<td>33%</td>
<td>0.00</td>
</tr>
<tr>
<td>OTHER OPERATING COSTS</td>
<td>0.00</td>
<td>21,000.00</td>
<td>3,663.11</td>
<td>0.00</td>
<td>17,336.89</td>
<td>17%</td>
<td>0.00</td>
</tr>
<tr>
<td>SUBCONTRACTS</td>
<td>0.00</td>
<td>718,262.00</td>
<td>115,692.41</td>
<td>0.00</td>
<td>602,569.59</td>
<td>16%</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>0.00</td>
<td>2,000,000.00</td>
<td>509,114.41</td>
<td>0.00</td>
<td>1,490,885.55</td>
<td>25%</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Funding Amt</th>
<th>Budget ITD</th>
<th>Expense ITD</th>
<th>Commitment Amt</th>
<th>Avail Balance</th>
<th>Pct % Compt ITD</th>
<th>Revenue ITD</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARIES AND WAGES</td>
<td>0.00</td>
<td>20,930.48</td>
<td>20,691.30</td>
<td>0.00</td>
<td>329.18</td>
<td>98%</td>
<td>0.00</td>
</tr>
<tr>
<td>BENEFITS</td>
<td>0.00</td>
<td>6,295.67</td>
<td>6,193.02</td>
<td>0.00</td>
<td>106.65</td>
<td>98%</td>
<td>0.00</td>
</tr>
<tr>
<td>TRANSFERS</td>
<td>0.00</td>
<td>0.00</td>
<td>(27,230.15)</td>
<td>0.00</td>
<td>27,230.15</td>
<td>0%</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>0.00</td>
<td>27,230.15</td>
<td>(435.83)</td>
<td>0.00</td>
<td>27,665.98</td>
<td>-2%</td>
<td>0.00</td>
</tr>
</tbody>
</table>
GRANTS FA: EXPENSE TRANSACTION

- Drilldown to Expense Transaction from Expense Category
OTHER DASHBOARD PAGES INCLUDE

• PO Summary
  • Details Purchase Order (PO) and their associated Invoices
  • View Information about PO and payment

• Payments
  • Details for payments made to suppliers
  • Video
  • Quick Reference Guide

• Equipment Inventory (formerly Fixed Assets)
  • Details University fixed assets
HOW DO SEGMENTS WORK TOGETHER?

Validation rules control and limit how segment values can be combined in forming an account string

Examples:

• Culinary org must be used with Entity 21 (Culinary Svcs)
• Source 140000 (Auxiliaries) must be used by Auxiliaries
• Scholarship object codes must use Function 72 (Scholarships, Discounts & Allowances)
• Planning Unit can only use their Activity Code range
ACCOUNT VALIDATION TOOL

Interactive tool that allows the user to validate a group of cost centers (via an Excel upload) or a single cost center via the screen.
LESSON SUMMARY

• An **OBI Dashboard** is a set of pages/tabs used to simplify reporting and campus access to data
  • **Conversion LookUp** in OBI will allow you to view old strings to new strings.
  • **Object Code LookUp** will aid in finding the appropriate object code by name, description of category.

• **Validation rules** control and limit how segment values can be combined in forming an account string

• The **Account Verification Tool** will tell you if your account string is valid or not and why (if not valid)
LESSON OBJECTIVES

By the end of this lesson you will be able to:

• Code transactions in third party systems: BobcatBUY, Concur, and Workforce.
Bobcat BUY
BOBCATBUY: SELECT ACCOUNT TYPE

General Ledger

Grants
BOBCATBUY (CONTINUED)

• Split costs between General Ledger and Grants:

• Purchase Requisition Validation will continue to validate General Ledger and Grants strings

• Approvals will be based on Organization values
The term natural account has been replaced with Object Code. The functionality for entering an object code has not changed.
BOBCATBUY PURCHASE ORDERS

- BobcatBUY POs are not being converted, all POs in the old Chart will be closed.
- No change orders can be done for POs with the old Chart account string, even if we could the POs are closed.
- Old numbers will be searchable in BobcatBUY but any old account number will have an X at the end.
THINGS YOU NEED TO DO BEFORE YOU USE THE SYSTEM

BobcatBUY

• Delete any Draft Carts created prior to the COA implementation
• Delete any Assigned Carts not approved prior to COA implementation
• Remove/Add new Custom Field and Accounting Code Defaults in your profile
• You can’t submit draft carts unless you go back and edit the accounting information

Note: Only copy new carts after the COA implementation
Concur
CONCUR

- First we select Policy:

For Grants: Produces narrowing list of values: select Project> shows Tasks on Project> shows Task Organization on Task> shows Awards funding the selected Project/Task

For GL: Allows you to select values for each segment.
• The system continues to display lists of cost centers that the user has previously used. If you select one, the system will populate the individual segments.

• Approvals will be based on Organization values.
• You can’t self approve, Concur will escalate to your supervisor for approval.
• If a transaction is split between multiple orgs, all org approvals are required.
## All Expense Types

<table>
<thead>
<tr>
<th>Category</th>
<th>Subcategories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capitalized Expenses</td>
<td>Capitalized Costs</td>
</tr>
<tr>
<td>Clearing</td>
<td>Travel &amp; Program Advance Clearing</td>
</tr>
<tr>
<td>Departmental Adjustments</td>
<td>Departmental Adjustment</td>
</tr>
<tr>
<td>Employee Benefits Expense</td>
<td>Employee Benefits</td>
</tr>
<tr>
<td>Income</td>
<td>Revenue</td>
</tr>
<tr>
<td>Information &amp; Communication Expense</td>
<td>Information &amp; Communication</td>
</tr>
<tr>
<td>Inventory Expense</td>
<td>Inventory</td>
</tr>
<tr>
<td>Maintenance &amp; Repairs Expense</td>
<td>Maintenance &amp; Repairs, Rentals &amp; Leases</td>
</tr>
<tr>
<td>Miscellaneous Expense</td>
<td>Gifts &amp; Prizes, Miscellaneous</td>
</tr>
<tr>
<td>Professional Service Expense</td>
<td>Professional Services</td>
</tr>
<tr>
<td>Purchases for Resale Expense</td>
<td>Purchases for Resale</td>
</tr>
<tr>
<td>Supplies Expense</td>
<td>Supplies</td>
</tr>
<tr>
<td>Travel &amp; Entertainment</td>
<td>Athletic Events</td>
</tr>
<tr>
<td>Travel &amp; Entertainment</td>
<td>Travel Domestic, Travel Foreign, Travel Other, Business Expenses, Entertainment, Participant Support</td>
</tr>
</tbody>
</table>

**Travel & Entertainment**
- Avionics Data Collection
- Conference Registration
- Domestic Travel
- Domestic Travel-Development
- Field Trip
- Foreign Travel
- Foreign Travel-Development
- Foreign Travel-Student
- Interview Staff/Faculty
- Meetings & Entertainment
- Moving Expenses
- Personal Vehicle Mileage
- Recruiting Students
THINGS YOU NEED TO DO BEFORE YOU USE THE SYSTEM

Concur

• Any reports that were not processed proper to conversion have been forced through to your default cost center with a object code of 777900.

• You will have to complete an accounting correction to move the transaction to the correct account and add supporting documentation to Concur.
WORKFORCE

- To Charge to GL, populate Entity – Source – Organization – Activity – Function – Object
- To charge to Grants, populate Object: Project/Task/Award
- Overrides to costing for non-student employees still happens directly on the timesheet in the provided fields.
The “new hire” process for a student in Workforce will now look like this.
WORKFORCE (CONTINUED)

• The “default” costing will be in the same “Exceptions” area of the Workforce timesheet

• For split costed non-student employees. Grant funded is only Project, Task, Award and Object code

• Operating accounts
LESSON SUMMARY

• The only change in process within BobcatBUY, Concur, and Workforce is entering a General Ledger string or a Project-Task-Award (Grants) String
**NEXT STEPS**

- **System Go Live:** December 12
- **Pop Up Sessions:**
  - Wednesday, 12/13, 11:00 AM – 12:00 PM WUSOC 302
  - Friday, 12/15, 1:00 PM – 3:00 PM, Baker 240/242
  - Monday, 12/18, 10:00 AM – 12:00 PM, HRTC 141-145
  - Wednesday, 12/20, 9:00 AM – 12:00 PM, HRTC 141-145
- **For Help:** Contact Planning Unit CFAO/Change Network Representative or Finance Customer Care
- **Email Updates from FinanceNews**
QUESTIONS?

coa@ohio.edu
FSE Change Network

Reference Materials

1. COA Quick Reference Guide
2. COA Website

Additional quick reference guides and training support materials will be distributed between now and go-live. Your Planning Units CFAOs and Change Network Representatives will be communicated new account numbers as appropriate.