Overview of Employee Maintenance Related to Chart of Accounts Project

THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

Important Note:

This presentation is supplemental to the Chart of Accounts Overview Training located at:

http://go.gwu.edu/coa

For general information about the Chart of Accounts project, visit:

https://comptroller.gwu.edu/chart-accounts-project

Please refer to these resources for more information about the changes made in Banner to the accounting elements (Fund, Organization, Program, and Activity).

Chart of Accounts Project

The multi-year Chart of Accounts project is intended to bring better parity between our two ERP systems, EAS and Banner.

This will result in a number of enhancements in Banner including a change in the meaning of Organizations and more insight into Chart of Accounts elements such as the fund and fund type.

Summary

Banner labor charges currently map to EAS using two elements of the accounting string—Organization Code and Account Code.

The primary issue with this method is that while Organization in EAS equates to the department, it does not in Banner.

Example: The Chemistry department in EAS is org code 151501. In Banner, there are more than 250 org codes for Chemistry.

What's Changing (Part 1)

In order to match hierarchies and departmental relationships between EAS and Banner, the Banner Org Code will no longer be used as the unique element to map to EAS. Instead, we will be using the currently unused Activity Code to map unique accounting strings to EAS.

There are also some other fields in which values are changing in Banner to more closely match their EAS counterparts (Fund and Program).

What's Changing (Part 2)

Since the org code will mean the Department in both systems, old org codes that don't refer to departments in Banner will be deactivated. Chemistry will be represented by the same code in both systems—151501. This allows the organization hierarchy in Banner to match the functional relationships between departments that already exist in EAS.

What's Not Changing

- Users will still enter labor charges in Banner using the Index code—a shortcut for data entry.

- Data entry methods and rules for organization codes themselves remains unchanged in Banner.

- Employees, Jobs, and Positions should all be homed in org codes that represent the department to which they belong.

Practical Example
Note: Account code left out to conserve space

CoA Element	Old Banner FOAPAL	New Banner FOAPAL	EAS Accounting String Example
Entity	N/A	N/A	UN
Organization	**156962**	**151501**	**151501**
Fund/Funding Source	156962	156962	AG00550
Fund Code SDE	N/A	AG00550	N/A
Net Asset Class	N/A	N/A	D
Program/Function	SP2	SP1	SP1
Location	Not in use	Not in use	FB
Activity	N/A	156962	000000
Future	N/A	N/A	000000
Index	**156962**	**156962**	N/A
EAS Alias	N/A	N/A	N/A – use POETA

Practical Walkthrough

I need to hire an employee that works in the Chemistry department. They will have 50% split funding between a grant and hard money from the department.

Current Method to Hire New Employee

1. HRSD creates a job description and begins posting process.

2. FD provides the home org (Chemistry) and funding (indexes 151501 at 50% and 156962 at 50%).

3. HRIS creates the position homed in 151501 with the split distribution above.

4. Employee is hired. Job and employee are homed in 151501 and the labor defaults from the position budget set up in step 3.

Future Method

The future method is exactly the same as the current method. However, the data you'll see in Banner on the job and position budget are different.

Job Labor Distribution in Banner (Phase 1)

COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost	Percent
Z	156962	156962	156962	51211	SP2					50.00
Z	151501	110100	151501	51211	ID21					50.00

Job Labor Distribution in Banner (Phase 2 and beyond)

COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost	Percent
Z	156962	156962	151501	51211	SP1	156962				50.00
Z	151501	110100	151501	51211	INS	151501				50.00

Changing Job Labor Distributions

- Similar to hiring new employees, the method to change job labor will be the same. Use the Labor Distribution EPAF and select the appropriate Banner Index codes for the new labor distribution.

- Remember, labor distributions can only be done for the current pay period for the respective employee or beyond; they cannot be back-dated.

- After deployment, labor distributions cannot be effective-dated prior to June 10.

- After June 10, you will see some different values in the Org, Fund, Program, and Activity codes.

For more information…

Contact: CoAProject@gwu.edu