



# Chart of Accounts Redesign

The Journey Continues...



# Agenda

---



- I. Strategy Update – a New Chart
- II. Closer Look at FOAPAL elements
  - I. Fund
  - II. Account
  - III. Program
  - IV. Activity
  - V. Location
- III. Transition Roadmap
- IV. Status and Next Steps
- V. Q&A





# Strategy Update

## A New Chart



# Strategy – A Whole New Chart...



Decision Point – “Fix in Place” or “Replace”?

## Advantages:

- Preserves history and structure of “Chart 1” for reporting/reference
- Clean cutover allows static crosswalk to translate history
- “Clean Slate” for numbering scheme – no need to “work around” history
- Take what’s good, leave behind what’s not
- Ability to have both charts in parallel
  - Allow FY22 to close normally on ‘old chart’
  - Spread out conversion tasks by starting before July 1, 2022

Chart “P” –  
the Patriot Chart



# Introducing “FOAPAL” – The Accounting String



**Fund:** Source of Money/Related Restrictions



**Organization:** Who is Responsible?



**Account:** What?

REMINDER



**Program:** Why?



**Activity:** More Tracking (Optional)



**Location:** Where? (Optional)





# A closer look into FOAPAL

## Let's talk about 'FUNDS'



# Fund: Source of Money/Related Restrictions

Fund:  
How am I paying?  
E&G  
Auxiliaries  
Grant



Foundational element in Banner – required for all transactions



Facilitates compliance – source of funds and related rules



Fund Types – allow grouping of Funds for reporting and rule definition



Hierarchy also provides structure for reporting

**REMINDER**



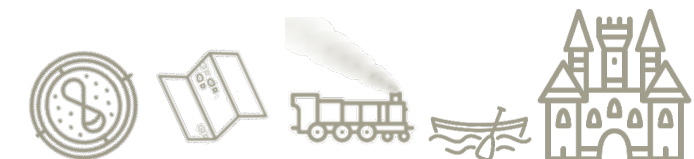
Funds may be used across Orgs or defaulted to a single Org value

*General rule: Any funding source that needs to be tracked across multiple fiscal years should be a separate fund.*





- Much of what we have in Orgs today will migrate to Funds
  - What's the point? To use Banner functionality as it was intended and eliminate manual processes
  - Seeing activity and budget across fiscal years where appropriate
- **Fund Types and Fund Hierarchy** will allow meaningful groupings for summary reporting with ability to drill down
- Consistency across the university will also allow aggregate reporting that is not easily achieved today





# Fund Types and Fund Hierarchy

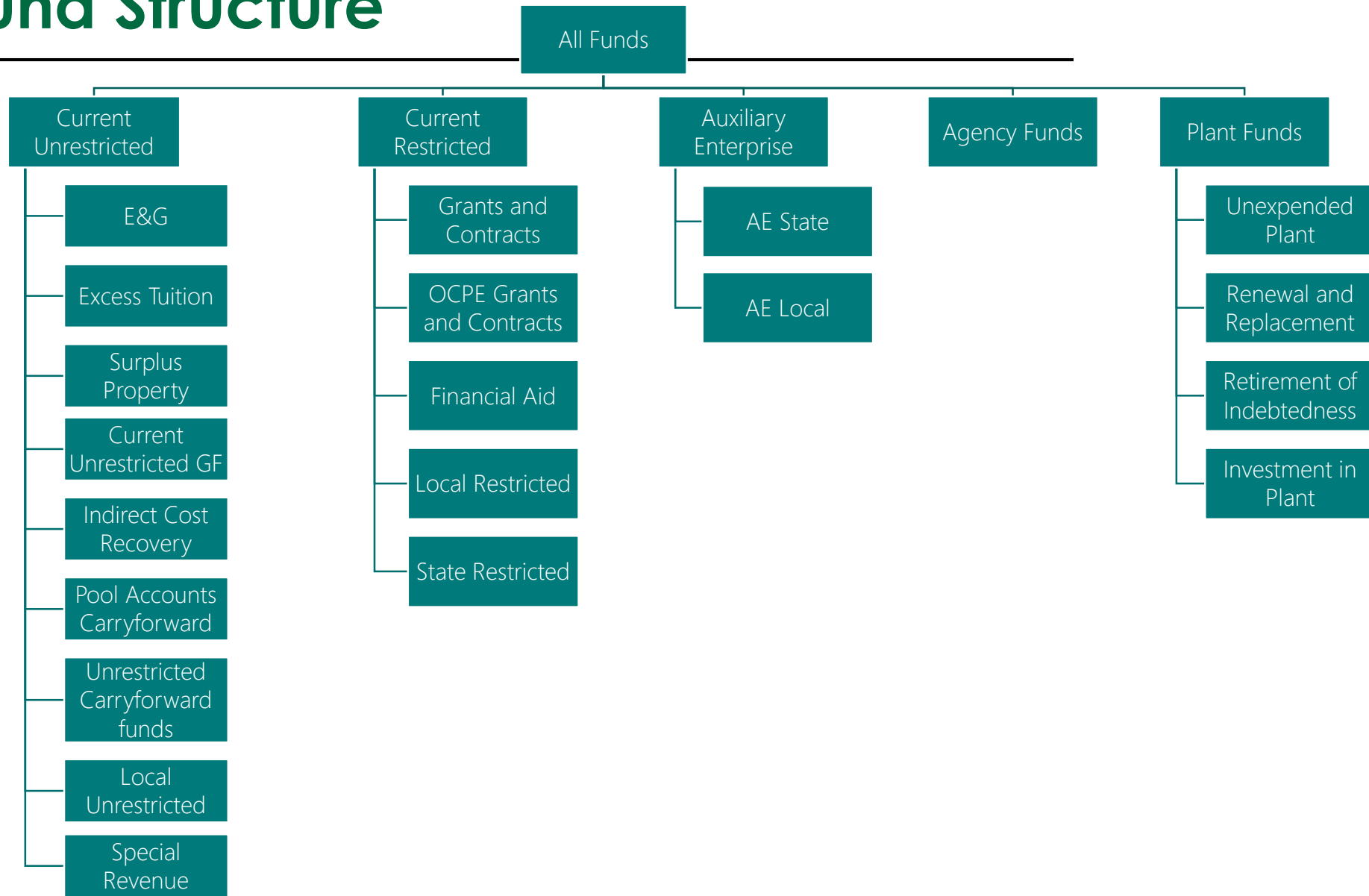
---



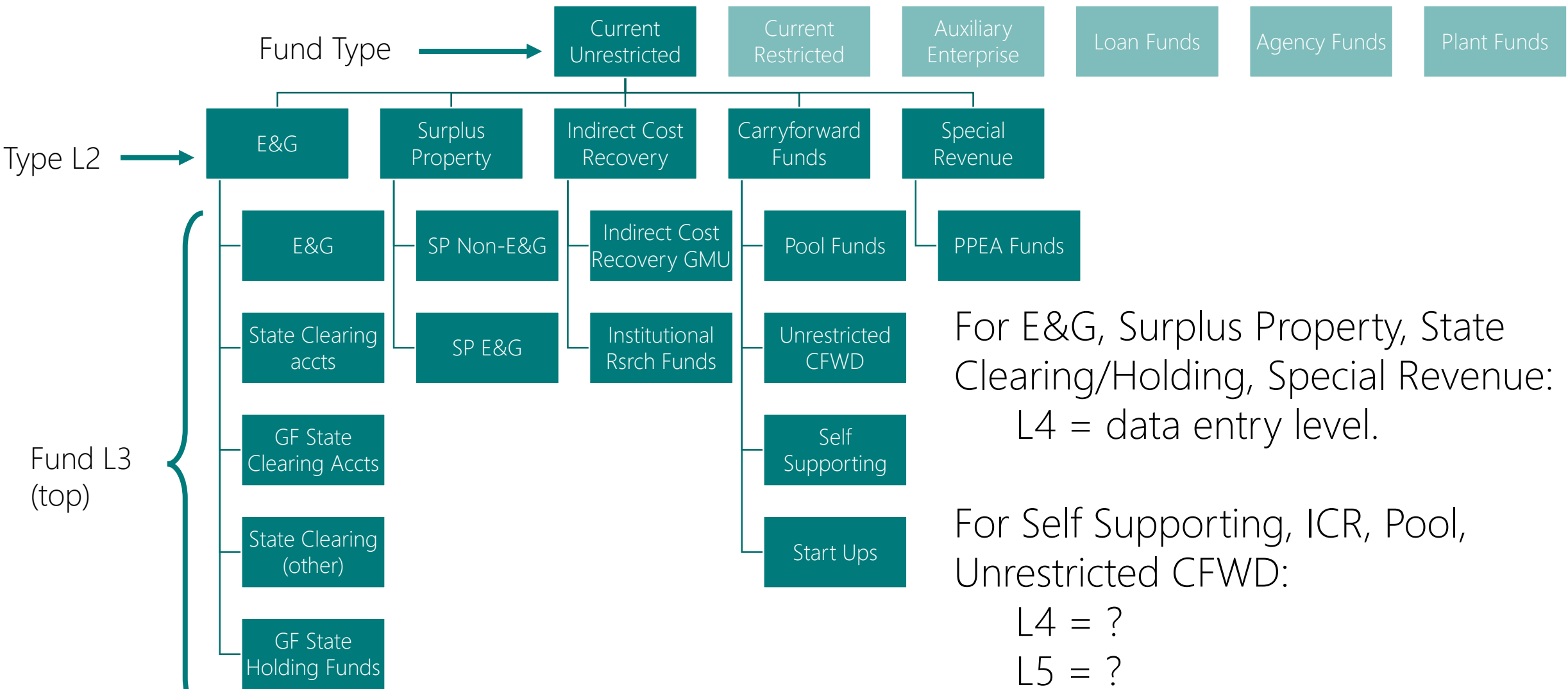
- **Fund Type** (Currently labeled L1 and L2 in Microstrategy)
  - Can mark whether carryforward or not
  - Can mark for default override (organization or fund)
- **Fund Hierarchy** (Currently labeled L3 and on in Microstrategy)
  - Determines hierarchy for reporting purposes
- Both are needed for controls and reporting purposes.



# Current Fund Structure



# Proposed – Current Unrestricted

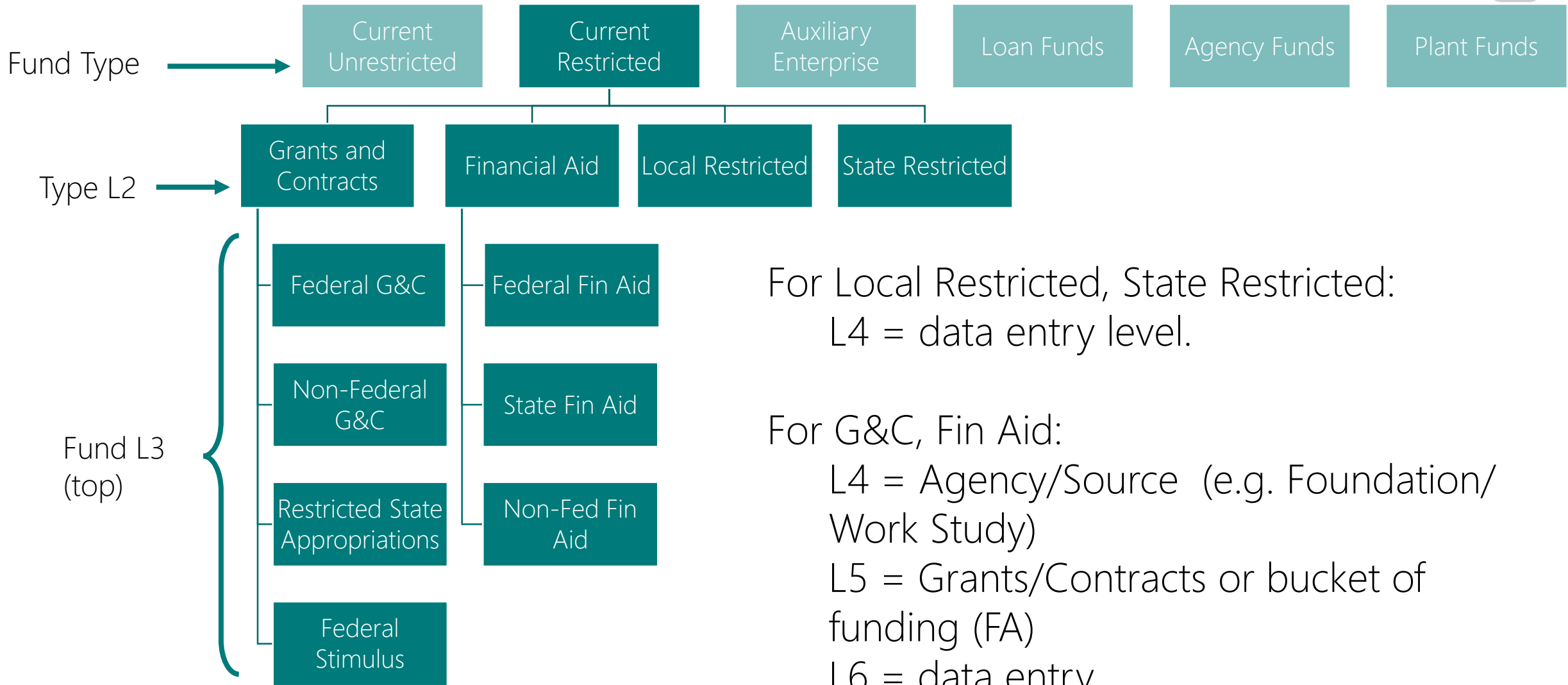


For E&G, Surplus Property, State Clearing/Holding, Special Revenue:  
L4 = data entry level.

For Self Supporting, ICR, Pool, Unrestricted CFWD:  
L4 = ?  
L5 = ?  
L6 = data entry

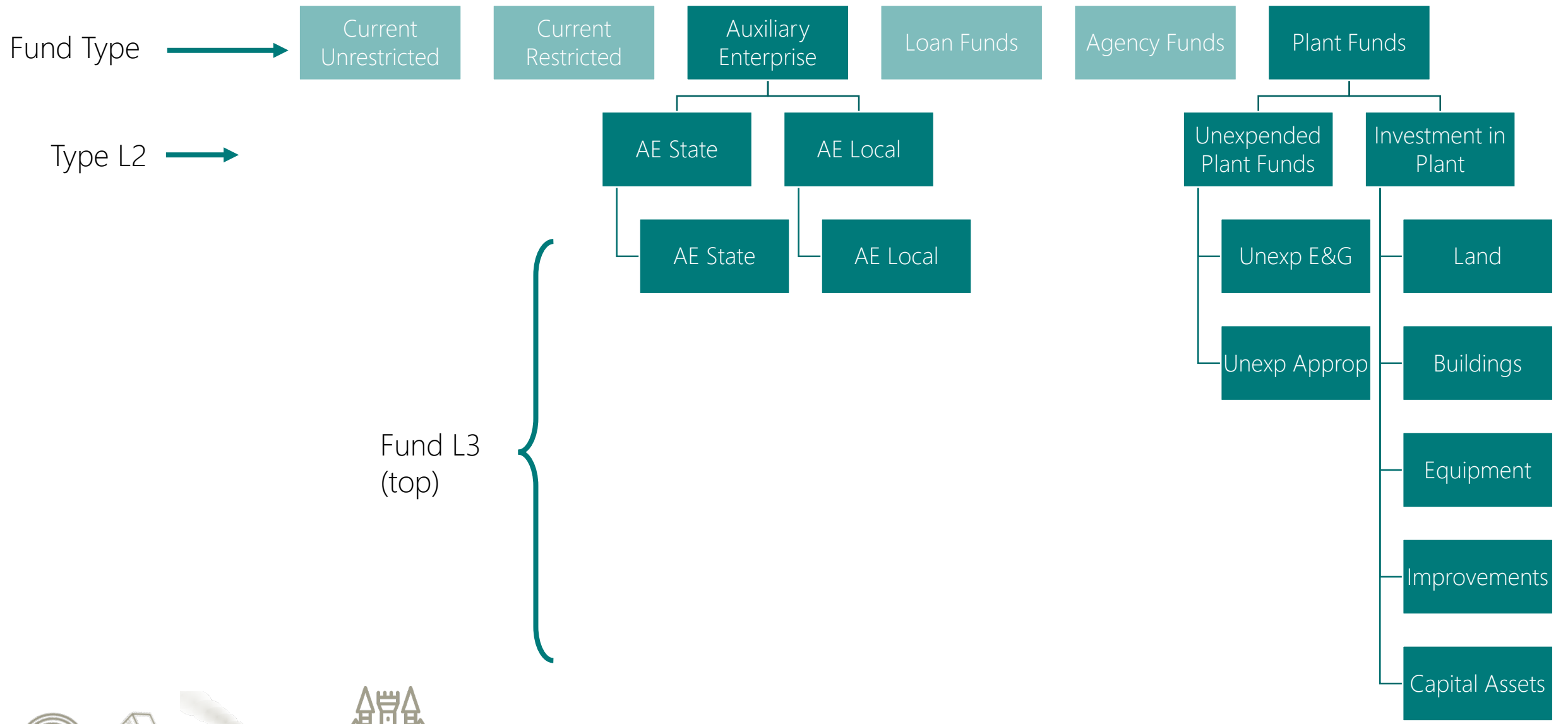


# Proposed – Current Restricted





# Proposed – Auxiliary and Plant





# A closer look into FOAPAL

## Accounting for 'Accounts'



# Account: What?

---

Account:  
What am I doing?  
Salary  
Supplies  
Travel



Foundational element in Banner – required for all transactions



Identifies economic substance of balance or transaction (e.g., cash, supplies)



Hierarchy facilitates reporting to aggregate similar items



Accounts have associated Account Types (e.g. Assets, Revenue, Expense)



Separate Accounts not needed to segregate activity that is defined by other COA segments or datasets

**REMINDER**





- Consider minimum requirements for external reporting needs
  - GASB, Cardinal, NCAA, IPEDS, etc.
- Consider minimum requirements for internal reporting needs
  - BOV, Management, Units
- Eliminate redundancies/granularity that is captured elsewhere
- Expand “overused” accounts that are difficult to analyze
- Utilize existing accounts to support accrual basis reporting

Separate working group established to execute the above strategy  
\*\*\* “Early Win” planned for FY22 – BOV groupings built into hierarchy \*\*\*







# A closer look into FOAPAL

Programs... get your 'Programs'!



# Program: Why?

---



Foundational element in Banner – required for Revenue & Expenses



Identifies how the transaction serves Mason's mission



Utilized for financial reporting (GASB, IPEDS) – a.k.a “functions”



Programs also map to Cardinal for Commonwealth reporting

Program:  
Why am I doing it?  
Instruction  
Institutional  
Support  
Academic Support

*Important Note:*  
“Program” in the financial COA ≠ “Academic Program”

**REMINDER**





- Likely the area with the least amount of change
- Primarily used for (and defined by) external reporting requirements
  - Allows for benchmarking to other institutions
- No significant problems identified in the current structure

Generally defaulted in today's Chart...  
Fully expect to be similarly defaulted in the future.

*Let us know if you think Program can/should be used for anything more than we are doing currently*





# A closer look into FOAPAL

## An exercise with 'Activity'



# Activity: More Tracking (Optional)

---



Flexible mechanism to track activity across the institution or within a single unit



Supports tracking multi-unit/cross-disciplinary efforts



Can be used to avoid creating multiple orgs for a single department to track sub-activities



Optional = Requires user knowledge and attention at time of transaction

Activity:  
What's happening?  
Family Weekend  
Commencement  
COVID

REMINDER





- May be the area with the greatest potential and flexibility
- Two pronged strategy for your consideration:

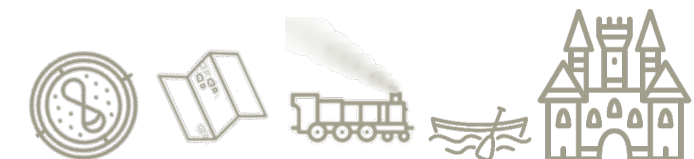
**A. Named Activity Codes** for broad initiatives that require reporting across the enterprise

- Examples: COVID, DEI, NSF HERD reporting, Commencement, Debt Series for Debt Service transfers, etc.

**B. Generic Activity Codes** available to everyone, but defined locally

- Examples: Conference 1...##; Internship 1...##; Trip 1...##; Student Activities; Contracts; Faculty Searches; Strategic Initiatives, Camps, etc.

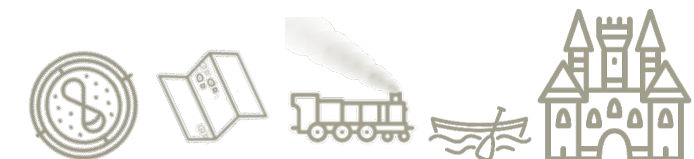
Requires training and communication locally with those who transact  
Balance desire for tracking against administrative burden created



# Activities: Do's and Don'ts



What IS an Activity?	What IS NOT an Activity?
Family Weekend (FMWKND)	Fall Semester (Student Accounts)
Alternative Spring Break Program (PROG02)	Dining (Orgs and Accounts)
Summer Arts at Mason Camp (CAMP14)	Graduate Scholarships (Student Accounts)
Series 9C/2010A (DSV001)	Fairfax Campus (Location!)





# A closer look into FOAPAL

Coming to a 'Location' near you





# Location: Where? (Optional)

---



Track geographic locations related to financial activity



Hierarchy available to group similar locations



Can be used to avoid creating multiple orgs or accounts to track location specific activities



Optional = Requires user knowledge and attention at time of transaction

Location:  
Where is it happening?  
Fairfax  
Arlington  
Korea

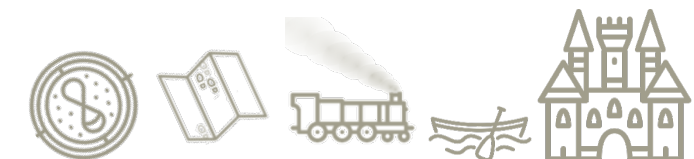
REMINDER





- Primary use is for a Banner module not used at Mason (fixed assets)
- We have flexibility in if/how we use
- Minimum recommendation – replace current Organization Attribute “Campus” with a Campus Location code
  - Likely defaulted by Org and/or Fund
- More granular codes *could* be established for those with a need (e.g., Facilities)

Requires training and communication locally with those who transact  
Balance desire for tracking against administrative burden created



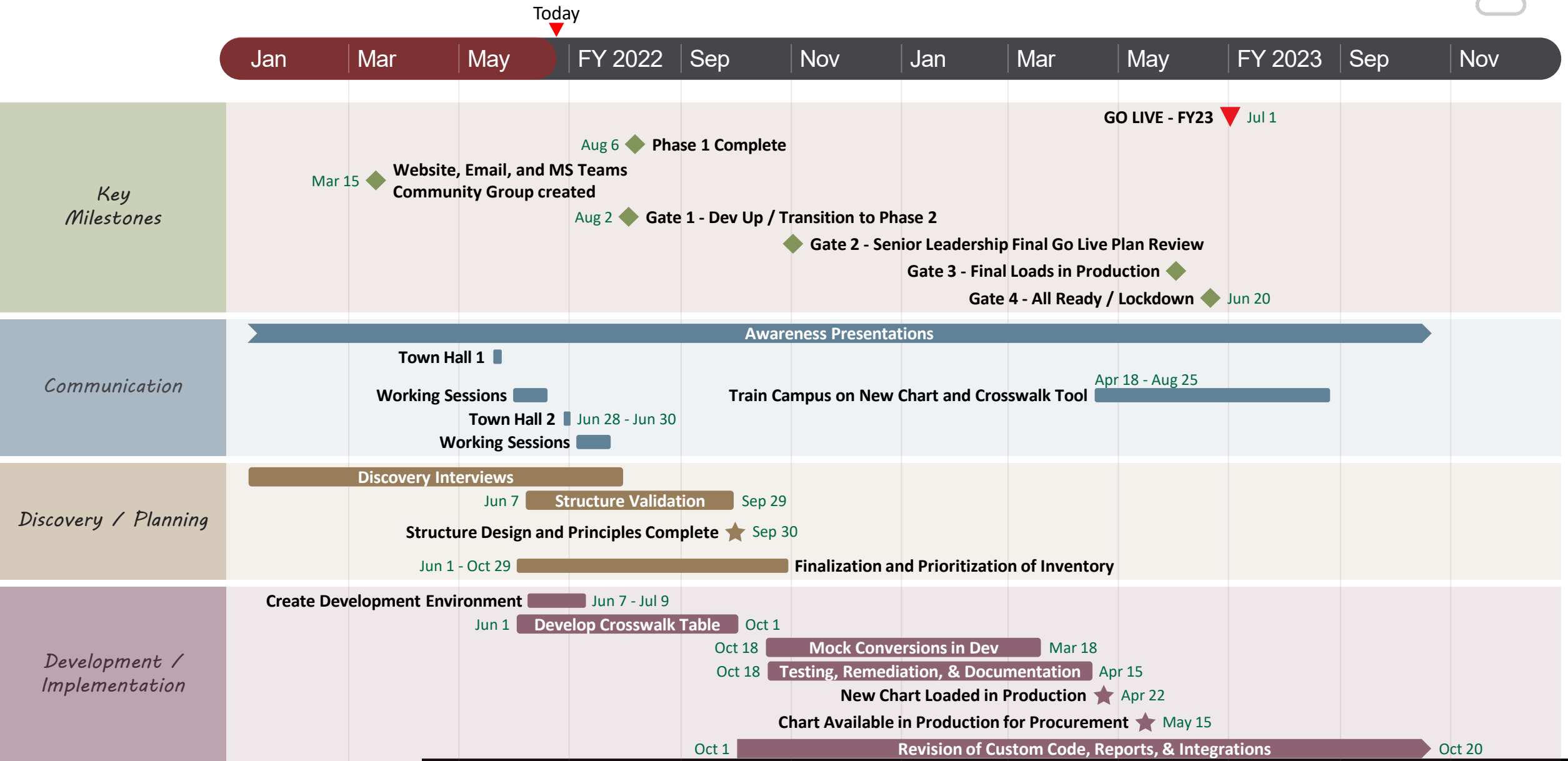


# Transition Roadmap

Are we there yet?



# Current High Level Timeline

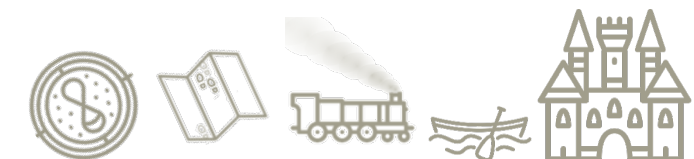
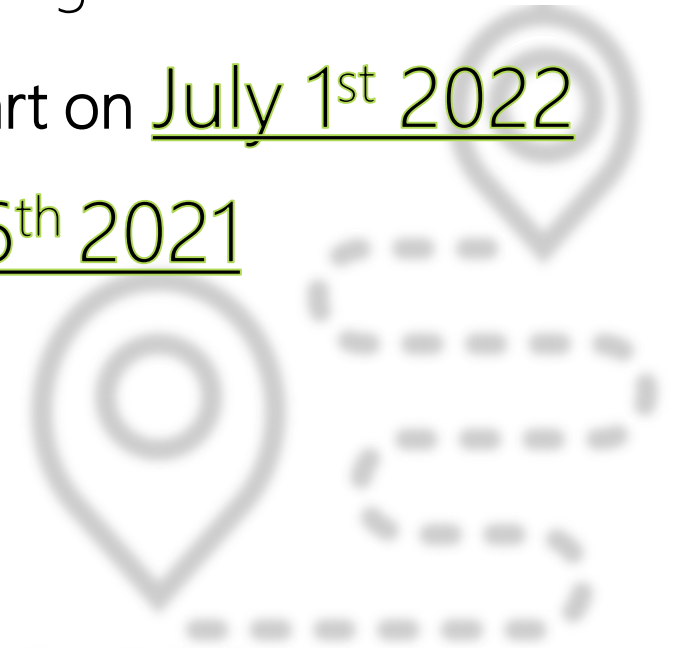


# Key Takeaways regarding the roadmap

---



- This is a massive undertaking
  - Resources requirements will be increasing
- Ensure your critical integrations, reports, and custom code are on the inventory list
- Establish who is on the transition team from your unit
  - Utilize MS Teams and website to stay up to date on the progress and time line
- There is a hard go live date, we will go live with the new chart on July 1<sup>st</sup> 2022
- The deadline to impact the design no later than August 6<sup>th</sup> 2021
  - Problems with the new structure? We are here to help!
  - The more you communicate, the more we can help!



# What is going on right now?

---



- Working group for Technical aspect
  - Vendor support, setting up test environments
- Working group for Inventory
  - Need full institutional participation
- Working group for Account
  - Let us know if you want to participate!
- Buildout of Fund Hierarchy principles
  - Will require participation of individual units (similar to Org)



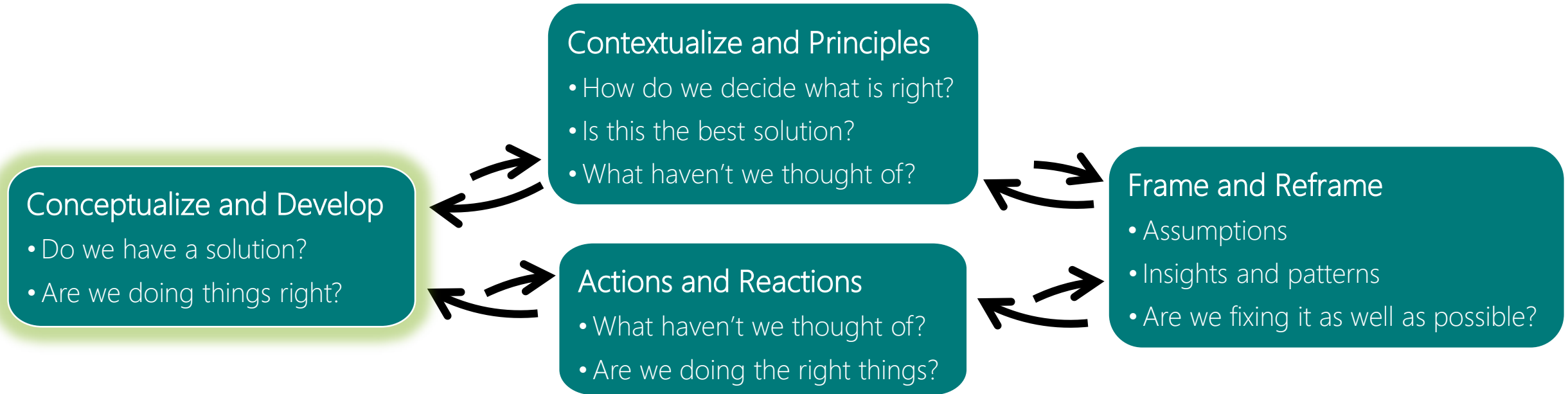


# Next Steps

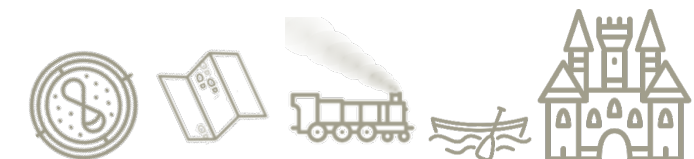
The loop continues...



# Next Steps and Feedback Loop



- *June Workshops*
- *July Office Hours*





# Things we've learned from you so far...



- Concerns about changing “L4 Orgs” and impact to MFG
- Questions about role of unit staff in processing changes
- How Self-Supporting E&G differs from E&G
- Start-up funds can be funded by different (and sometimes multiple) sources (“colors of money”)
- Prior practices for unique deferred revenue accounts
- You don’t particularly like all the Orgs you have today!
- Some legacy solutions are no longer needed

*The Feedback Loop is working... let's keep it up!!*



# We need your help!

---



## I. Lead the Charge - Ownership

- Positively Communicate the benefits of the new Chart of Accounts redesign to your Department/Division

## II. Prioritize – Define urgency

- Communicate the impact and dependencies of the Chart of Accounts redesign
- Modify project timelines and resources to support priority of COA efforts

## III. Collect – Inventory existing infrastructure and connected systems




- Determine what systems/tools/reports are currently using or feeding Banner Data
- Decide which processes will need to change and update your procedures

## IV. Delegate – Establish accountability project partners

- Set up a dedicated person/team to assist with decision making and communication
- Ensure multidirectional, open communication between partners and core team



If you need any assistance, or have any questions, the core project team is prepared to help:

-  Contact the Project Team: [coaproj@gmu.edu](mailto:coaproj@gmu.edu)
-  Project updates and info: <https://coa.gmu.edu/>
-  Join the conversation: [Chart of Accounts Redesign Community \(MS Team\)](#)





This is really happening, folks!