

Arts & Sciences Managers' Meeting Minutes

June 11, 2014

Speakers

Laura Yurco
Assistant Dean, Finance

Collette Wilshire
Assistant Dean, Business Center

Chart of Accounts

- Collette and Laura reviewed the PeopleSoft Chartfield String, Chart of Accounts, Training and Cutover
- Each department manager will receive a new chart of accounts that will provide current FRS account numbers and the new corresponding chartfield numbers. The new chart of accounts is being generated in Access for distribution in PDF and Excel formats.
- For trust funds, please note some new terminology for “restricted” and “unrestricted” accounts. The vast majority of our trust accounts will be considered “restricted” within the new system, just by the fact that they are designated for a particular department within the College. This change in University wide terminology does not override or change fund authorities or gift agreements. We mention it to help minimize confusion when reviewing the fund tables.
- There will be two types of budget controls on accounts, soft stops and hard stops. The soft stops will be similar to a dismissible error message alerting the processor to the BBA and the hard stops will not allow the transaction to process forward for approval. As soon as we are provided a list of these soft and hard stops, we will share them with you.
- We will let you know if you can set begin and end dates for budgets and at what levels within the chartfield string you can assign those budgets as soon as we know.

Cost and Program Codes

- Individual program codes have been generated for all tenure track faculty members within the College. We will inquire about creating program codes for other permanent faculty.
- Each department can request additional program and cost codes to meet their own reporting needs
- You may only code up to 3 cost codes per transaction, however you can request as many cost codes as you need departmentally. The cost codes have the ability to be alphanumeric and will begin with C.

Important Cutover Dates

- 9/16/2014 – HR Transactions Stop in HRIS/EPA Web (****including approvals****)
 - 9/16/2014 – Legacy Procurement Systems
 - 9/19/2014 – Run last legacy monthly payroll
 - 9/26/2014 – ePro 8.9 outage starts
 - 10/1/2014 – Campus Live on PeopleSoft HR, Payroll, and Finance
- **If you are part of the HR Business Center please submit your InfoPorte payroll requests by 8/29 to ensure they make it through payroll in time for the**

cutover

**If you are not part of the HR Business Center please be sure to submit your HR actions for approval in the system by 9/5

PeopleSoft Training

- There will be trainings taught by the University directly and those taught by the College of Arts and Sciences
- **Central Finance Trainings**
 - *Classroom Instruction*
 - Administering Approval Workflows & Approvers
 - *CBTs and Large Venue Demos*
 - Running Inquiries, Queries & Reports
 - Approving Finance Transactions
 - Contracts & Grants for Research Administrators
 - *CBTs and Large Venue Demos (College Group Viewing on dates below in Toy Lounge)*
 - Changes to the P-Card System 08/28/14)
 - Changes to Web Travel (08/15/14)
 - Introduction to the New Version of ePro (09/09/14)
 - Managing Petty Cash
- **Central Finance Trainings**
- All courses will be taught at the Center for Leadership Development in September. Topics will include:
 - Creating Vouchers (check requests)
 - Creating Journal Entries (complex and basic)
 - Creating Purchase Requisitions/Receiving
 - Requesting Vendors
 - Salary Source Changes
 - University Deposits and Budgets: TBD
- Individuals should attend the trainings so that they may acquire the required security for those functions, such as vouchers (check requests).

PI Grant Requirements

Reminder: In order for an employee of UNC to qualify as a Principal Investigator (PI) on a grant that person must be a **permanent** EPA non-faculty or faculty employee.