TechnologyOne Financials
Chart of Accounts Overview
Training guide for end users

Revised on: 28th July 2011
This training manual provides an overview of the chart of accounts within TechnologyOne Financials (T1). It explains key terminology that may be used during future training sessions.
Key Ledgers in T1

There are 4 key ledgers in T1:

- **General Ledger** (GL)
- Two sub-ledgers:
  - **Operations Ledger** (OP)
  - **Research and Trust Ledger** (RT)
- One stand-alone ledger:
  - **Salaries and Wages Ledger** (SW)

Account Components

The account structure includes the following components (with combinations varying across ledgers):

- **Entity** (EE) – 2 numeric (always 01)
- **Fund Source** (FF) – 2 numeric
- **Budget Centre** (BBB) – 3 numeric
- **Project** (PPPPPP) – 6 numeric
- **Natural Account** (AAAAA) – 5 numeric
- **Internal/External Indicator** (I) – 1 numeric

Most users will only be required to access the OP and RT Ledgers.
Ledgers

General Ledger (GL)

**EE.FF.BBB.AAAAA.I**

- All transactions in the OP and RT sub-ledgers feed up (disburse) to the GL.
- Very few transactions go direct to the GL (and would only be initiated by Financial Services).
- Project component is not reflected at the GL level.
- The GL is unlikely to be relevant to Budget Centres for Enquiry or Reporting purposes.

Operations Ledger (OP)

**PPPPPP.AAAAA.I**

- The OP is a periodic/annual ledger which closes at the end of the financial year. Each year a new ledger is opened, e.g.
  - O_ACT_09 Operating General Ledger actuals for 2009 year
  - O_ACT_10 Operating General Ledger actuals for 2010 year
- This concept of separate annual ledgers needs to be understood for enquiries and reporting.
- When searching for information in this ledger, the user must specify the relevant year of interest.
- This ledger contains projects that are operational in nature.
- Projects can exist in the OP or RT ledger – not both.
- Journals can be transacted across the OP and RT ledgers.
- When coding transactions, the ledger code (GL, OP, RT) must be specified, and for the OP and RT ledgers the project, natural account and indicator.
Research and Trusts Ledger (RT)

PPPPPP.AAAAA.I

- The RT is a perpetual ledger. Unlike the OP ledger, new ledgers are not opened each year.
- At the start of each year, all transactions from the prior year are allocated to period zero.
- A perpetual ledger facilitates whole-of-life reporting for a project.
- In addition to research projects, the following are located in the RT ledger:
  - University Foundation
  - Non-consolidated entities (ACECRC, AMEB)
  - UTAS Trusts and Prizes
  - External Loans
- Projects in this ledger may have specific contractual obligations.

Salaries and Wages Ledger (SW)

EEEEEEEEEJ.PPPPPP.AAAAA
EmployeeJob.Project.NatAcct

- The SW is a stand-alone periodic/annual ledger. Like the OP ledger, new ledgers are opened each year, e.g.
  - S_ACT_09 Salaries and Wages actuals for 2009 year
- The SW ledger is populated from HRMS following each pay run. Within the SW ledger, data is at a detailed employee level.
- An allocation process is undertaken to disburse the costs to projects in the OP and RT ledgers, and also the GL – however this is at a summary level.
- Staff with appropriate security levels will be able to query detailed salary information (by employee) within the SW ledger.
Account Components

Entity

A single entity is used and applied to all projects – 01.

Fund Source (FF):

- Fund sources are relevant to either the OP or RT ledger – not both:
  - OP 10 – 49
  - RT 50 – 95
- A project cannot be moved from OP to RT and vice-versa due to the different chart structures.
- Fund Source is not part of the account string in the OP and RT ledgers but is a selection type attached to each project and is available for reporting.
- Fund Source appears in journal data entry screens.

Budget Centre (BBB):

- If a project is opened with an incorrect budget centre, this can be changed.
- Budget Centre is not part of the account string in the OP and RT ledgers but is a selection type attached to each project and is available for reporting.
Project (PPPPPP):

- Is a 6 digit code.
- Any projects migrated from the previous Finance system (FMIS – pre 2010) retain their project number with a leading zero added.
- There are new forms for establishing or amending projects:
  - Must use current online version of form each time
  - Additional project classifications include:
    - Owner
    - Budget Centre Department / Discipline - if used by BC
    - Budget Centre Project Classification - if used by BC
    - Linked / Parent Projects

Natural Account (AAAAA):

- Natural account refers to income, expenditure and balance sheet accounts and is a 5 digit code.
- There is an extensive range of revenue and expenditure accounts available for use when coding transactions to allow you to accurately capture the type of revenue/expenditure.
- Description – 40 characters and appears in pick lists. Abbreviated short description (15 characters) appears in data entry and enquiry screens.
Account Type (XAAAA):

- Account Type (X) is the first digit in the Natural account (AAAAA).
- Account types can be used in enquiries to limit or group transactions to certain ranges of natural accounts.
- Account Types are:
  - Revenue  1AAAA
  - Payroll   2AAAA
  - Expenditure 3AAAA
  - Assets    6AAAA
  - Liabilities 7AAAA
  - Equity    8AAAA
  - System Suspense 9AAAA

In the below example: using the Extended criteria to restrict to “Account Type = 3” will ensure the enquiry will bring up Expenditure type (3) natural accounts only and will exclude all others.
Account Class (XXAAA):

- Account Class (XX) is the first two digits in the Natural account and can be used in enquiries to limit or group transactions to certain ranges/groups of natural accounts.

- Account classes assist with a lower level grouping of natural accounts e.g. 31 is Travel. Examples are: Employment related costs (20), Travel (31), Entertainment and Special Events (32), Staff Training and Conference costs (33).

In the below example: using the Extended criteria to restrict to “Account Class = 31” (travel). This will ensure the enquiry will bring up all travel natural accounts starting with “31” only.

<table>
<thead>
<tr>
<th>Account Class</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
<th>Transactions</th>
<th>Long Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>31310.00</td>
<td>Account Ten</td>
<td>523.93</td>
<td>0.00</td>
<td>0.00</td>
<td>31310.00 Payroll Expenses - Travel</td>
</tr>
<tr>
<td>31311.00</td>
<td>Account Thirteen</td>
<td>1,361.27</td>
<td>0.00</td>
<td>0.00</td>
<td>31311.00 Payroll Expenses - Travel</td>
</tr>
<tr>
<td>31312.00</td>
<td>Account Fourteen</td>
<td>1,405.37</td>
<td>0.00</td>
<td>0.00</td>
<td>31312.00 Payroll Expenses - Travel</td>
</tr>
<tr>
<td>31313.00</td>
<td>Other Income</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>31313.00 Other Income - Travel</td>
</tr>
<tr>
<td>31314.00</td>
<td>Other Expenses</td>
<td>789.00</td>
<td>0.00</td>
<td>0.00</td>
<td>31314.00 Other Expenses - Travel</td>
</tr>
<tr>
<td>31315.00</td>
<td>Other Costs</td>
<td>516.34</td>
<td>0.00</td>
<td>0.00</td>
<td>31315.00 Other Costs - Travel</td>
</tr>
<tr>
<td>31316.00</td>
<td>Other Expenses</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>31316.00 Other Expenses - Travel</td>
</tr>
</tbody>
</table>

Account Category (XXXAA):

- To be available after system upgrade in 2012.

- Account Category (XXX) is the first three digits in the Natural account and can be used in enquiries to limit or group transactions to certain ranges/groups of natural accounts.
Internal / External Indicator

- The internal/external indicator is a new component in the chart of accounts.

<table>
<thead>
<tr>
<th>Options</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 0 External transaction</td>
<td>Uniprint purchases paper</td>
</tr>
<tr>
<td>1 1 Internal income</td>
<td>Uniprint records income for printing sale to Budget Centre</td>
</tr>
<tr>
<td>2 2 Internal expenditure</td>
<td>Budget Centre records printing expense</td>
</tr>
</tbody>
</table>

- Purpose – to enable reports to be generated which exclude ‘internal’ transactions – e.g. Annual Financial Statements and Quarterly Reports to Finance Committee.

- Where a transaction is with a party external to UTAS – indicator should always be zero, e.g.
  
  Accounts payable    Accounts receivable
  BCMS credit cards   HRMS/Payroll
  OneStop receipting

- The use of the zero indicator will be mandated in the above systems (either no choice / not required to enter, or checked via workflow rules).

- Users will need to understand the use of indicators if processing journals
  
  - Examples of internal transactions - Internal recharges of expenditure, funding transfers, and transactions between budget centres and UBEs.

  - Some journal formats have restrictions, e.g. Budget Centre Recharges & UTRANS cannot be 0.

  - Must use indicator in valid ways (debit and credit):

    o Journals using external indicator (0) – 0 must be used for both debit and credit.

    o Journals using internal indicator (1 & 2) – 1 & 2 can be used alone or in combination, but not with a 0.
Other

Activity field

- An activity transaction field is also available - optional use.

- Guidance to be provided by individual faculty/division/budget centre.

- This field is not attached to projects – and must be applied at each individual transaction – activity options are available through pick list.

- Most likely to be relevant to expenditure transactions.

- Examples:
  - Travel – staff development  (staff development no longer an expense)
  - Research Materials
  - Teaching Materials

- If used – the activity field will be available in reporting.

- New activities must be set up in system by Financial Services.
Guidance

Within T1

- Use the **Other Enquiries** tab to review the following components
  - **Projects** (including previous FMIS numbering)
  - **Natural Accounts** (including long and short description)
  - **Budget Centre** (coming soon)

There are also additional enquiries to review selection types assigned to a project such as:

- Discipline/Department
- Project Classification
- Extended Reporting Account details (such as Contract titles)

Chart of Accounts document

- Link to PDF version available via Home Portal (to Financial Services intranet).

- The document details the following components:
  - **Fund Source** (including previous FMIS numbering)
  - **Budget Centre** (including previous FMIS numbering)
  - **Natural Accounts** (including long and short description)

- The COA document segregates accounts for general use versus accounts for finance/central use only.

- Headings should be used as a guide but are not restrictive
e.g. Stationery listed as an administration cost – does not mean this cannot be used for teaching or research projects.

On-Line Tools

- On-line resource that provides guidance for each natural account.

- Link available from your Home Portal.
• The following guidance is provided for each account:
  - **Account Class** – e.g. Revenue, Expense, Asset, Liability, Equity
  - **Account Description** – background to account usage – may include links to policy and procedural information
  - **Internal/External Indicator usage** – guidance for specific account
  - **Allowable Transactions** – details the types of transactions where we expect to see account used, e.g. Accts Payable, Accts Receivable, BCMS, Journals, Central Charges, Payroll, OneStop, Student Fees, UTRANS
  - **Applicable Ledgers** – lists ledgers where account expected to be used
  - **Key Search Terms** – acronyms and alternate names to facilitate searching
  - **Usage Rules** – rules and guidance which applies to account(s)
  - **Restrictions** – whether restricted to Financial Services or specific Budget Centres

• The content will be subject to ongoing refinement and we encourage your feedback.