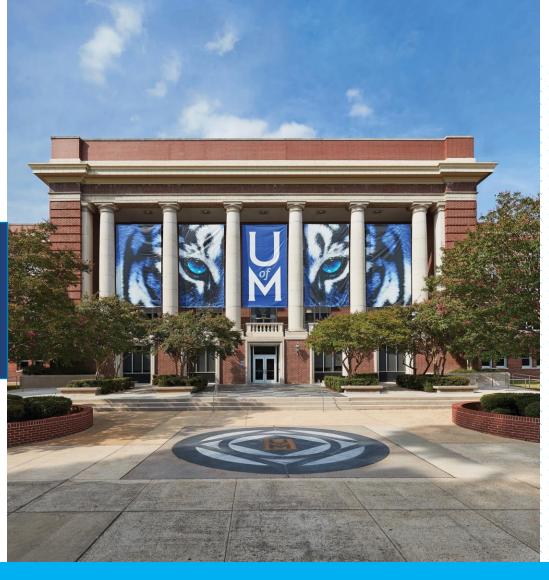
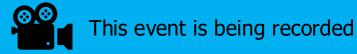


New Chart of Accounts Introduction & Overview

July 2024









Submit questions using Q&A feature



Video is limited to Presenters



Information Session Introduction

SOAR Program Overview

Chart of Accounts

Project and Grants Management + POETAF

Take Action

Q&A



This event is being recorded



Submit questions using Q&A feature



Video is limited to Presenters

- This presentation is a high-level introduction to UofM's new Chart of Accounts.
- This session is not intended to replace formal training. The SOAR Training Program will launch in late spring/summer 2025 in advance of the July 1, 2025 go live.
- The new Chart of Accounts (COA) will be one of the largest changes associated with the new system implementation.
- FOAPAL is being replaced with the new Chart of Accounts (COA) across all systems.



Heidi Kendall SOAR Finance Lead



Terrice Watson SOAR Projects and Grants Lead



Shundra White SOAR Change Management Lead



This event is being recorded



Submit questions using Q&A feature



SOAR Program Overview

We envision a future where our administrative capabilities are a model of efficiency and effectiveness, achieving a standard of operational excellence that sets us apart. Our commitment to best practices and innovation for strategic impact will reshape our operations to support and strengthen our academic community and research enterprise.

SOAR Program Leadership

EXECUTIVE SPONSOR

Rene Bustamante



Executive Vice President & Chief Operating and Financial Officer





Assistant Vice President, Financial Planning and Analysis

Steve Lackey



Interim Assistant Vice President of Financial Accounting and Reporting & University Controller

PROGRAM OWNERS



Chief Human Resources Officer

Nick Papas

Jeff Delaney

Chief Information

Officer



Executive Director of Procurement of Contract Services

PROGRAM MANAGEMENT

Colette Williams



Director, University Process Improvement

Karen Bell



Assoc Chief Info Officer

Workstream Leaders

 The SOAR project is made up of several workstreams, each workstream
 represents a set of business processes
 that, when combined, make up all the
 necessary components of the transformation.

- Each workstream has a leader and team members that provide functional area expertise.
- Visit the SOAR website to see the program team members involved with this crosscampus collaboration.





Heidi Kendall **Finance**



Kerri Reece Procurement



Terrice Watson **Projects/Grants**



Amanda Clarkson Human Capital



Madison Ellison Planning & Budget



Shruti Bapat Cutover



Raj Manickavasagam **Technology**



Rodney Gray Conversions



Danny Linton **Training**



Shundra White Change Mngmt



Caroline Landaiche Communication



Timothy Cureton Security & Controls

Bridgette Decent

Workstream Leads



Lauren Byrd Testing



Reasons for Change

Why the Change?

- HR and Finance processes, reports, and technologies have pain points that hamper faculty and staff to effectively do their work.
- Current systems are **aging and fragmented**, with an increasing number of **bolt-ons** and **workarounds**.
- We must create efficiencies, replace manual processes and duplicate data entries with standard simplified business processes
- Need automation, workflows, tracking and improved self-service
- Desire robust reporting capabilities with increased data transparency
- Banner has reached its life on premise and **needs to shift to** a modern user interface

Benefits of the Change





What's Changing?

Transitioning June 2025	Tiger Buy – Chrome I Assets Workflow – S Budgeting -Records	Spreadsheet	Budget Revision/Bu	udget Transfer Form	WorkForum – Kronos – Web Time Entry – eContract Separation and Clearance Form – Employee Information Updates – SAMS Performance Reviews Learning Curve					
Launching July 2025		Resource Planning (ERP) / Enterprise Performance Management (EPM) Oracle Human Capital Management (HCM)						t (HCM)		
Delivers financial applications designed to automate and streamline financial management.		Delivers budget and designed to plan, b	Delivers human resource applications and cloud technology to streamline workforce management, including employee self-service							
Record to Report	Projects & Grants	Procure to Pay	Planning Financial & Budgeting Reporting		Recruiting	Compensation & Benefits	Payroll, Time & Labor	Talent & Performance		
 General Ledger Chart of Accounts Banking Asset Management 	 Contracts & Grants Capital Projects Related Receivables 	 Procurement Payables Payment Supplier Management 	 Financials and Workforce Planning and Budgeting 	 Financial Reports and Analytics 	 Talent Acquisition (recruiting & onboarding) 	 Compensation Administration Employee Benefits Enrollment 	 Time keeping Payroll processing 	 Performance Management Administration Learning 		



SOAR Timeline

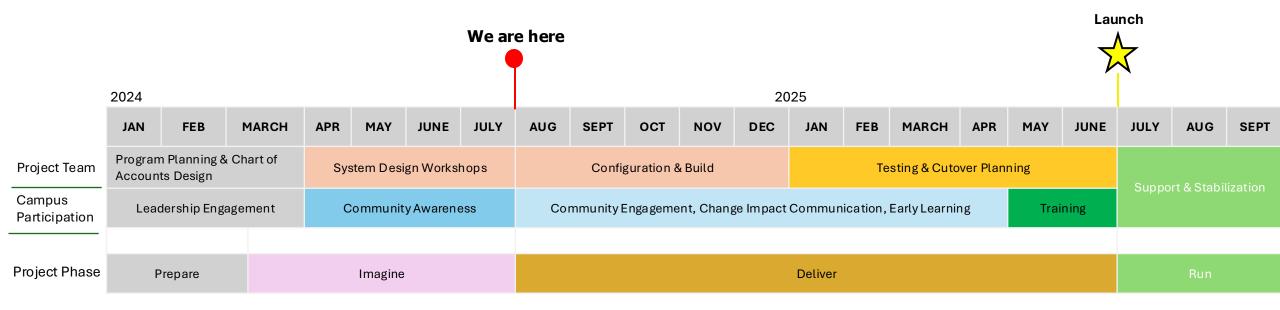




Chart of Accounts (COA)

Chart of Accounts

- > The new COA will be in effect **July 1, 2025**
- If you conduct any financial transactions using FOAPAL, in any system, this change will impact you.

UofM will adopt a new Chart of Accounts to coincide with the launch of Oracle Cloud

- The Chart of Accounts, or COA, creates a common language to record all financial transactions
- Each segment in the COA has a distinct definition and purpose. When these segments are combined, the full chart string presents a complete picture of each financial transaction.
- All financial related entries must be recorded and reported using this new structure on July 1, 2025

COA BENEFITS



Serve as the common

language for financial

transactions



Chart of Accounts Team

The COA Team included representatives from a cross section of campus for a holistic view of the future state design.

COA Team Re	presentatives
Financial Planning & Analysis	Auxiliaries
Research/Grants Accounting	Procurement & Contract Services
Financial Reporting	Human Resources
The UofM Foundation	Technology (Reporting, System Initiatives)

The COA Team furthered their reach through a survey with responses provided by:

Survey Re	spondents
Human Resources	Office of Institutional Research
Financial Reporting and System Initiatives	Financial Planning and Analysis
Housing and Residential Life	College of Arts and Sciences
Conference & Event Services	Auxiliary and Financial Operations
Procurement & Contract Services	University of Memphis Foundation



Chart of Accounts Development

Traferra	ation	Cathora	
TUIOLU	lation	Gathere	g

- Current COA Structure
- Current COA Values
- State or System COA Requirements
- Boundary System List
- High Level COA Stakeholder List
- Internal Stakeholder
 Questionnaires

Sampling of Workshops Conducted	
ERP Oracle COA Team Kickoff (12/11/23)	ERP Oracle COA Ancillary Data Workshop (2/5)
ERP Oracle COA Leading Practice Workshop (1/3)	(2/5)COA: Fund Type/Fund Source discussion
ERP Oracle COA – Oracle and Project Portfolio (1/10)	 (2/7) ERP Oracle COA Governance Design Session
 (1/10) ERP Oracle COA Design Workshop (1/18) 	ERP Oracle COA Governance Design Session (2/13)
ERP Oracle COA Team meeting (1/23)	ERP Oracle COA Team Weekly meetings (multiple)
ERP Oracle COA Design Walk through w/Scenarios (1/25)	• ERP Oracle COA Present Future Design (2/15)
ERP Oracle COA Governance Workshop	• ERP Oracle COA Meeting with Athletics (2/15)
(1/26)	ERP Oracle COA Data Gathering & Mapping (2/10)
ERP Oracle COA High Level Mapping (2/1, 2/2, 2/5, 2/6)	(2/16)

SOAR Software of Operational and Administrative Resolve

Chart of Accounts Definition



Chart of Accounts is the primary way to classify financial transactions which drive key reports and queries around University administrative operations



Chart of Accounts is comprised of multiple segments, with each segment having a separate definition, put together to a specific structure.



Chart of Accounts is typically supplemented with attributes and details captured in transactions and subledgers to create the full picture of operation results.



Chart of Accounts Fundamentals

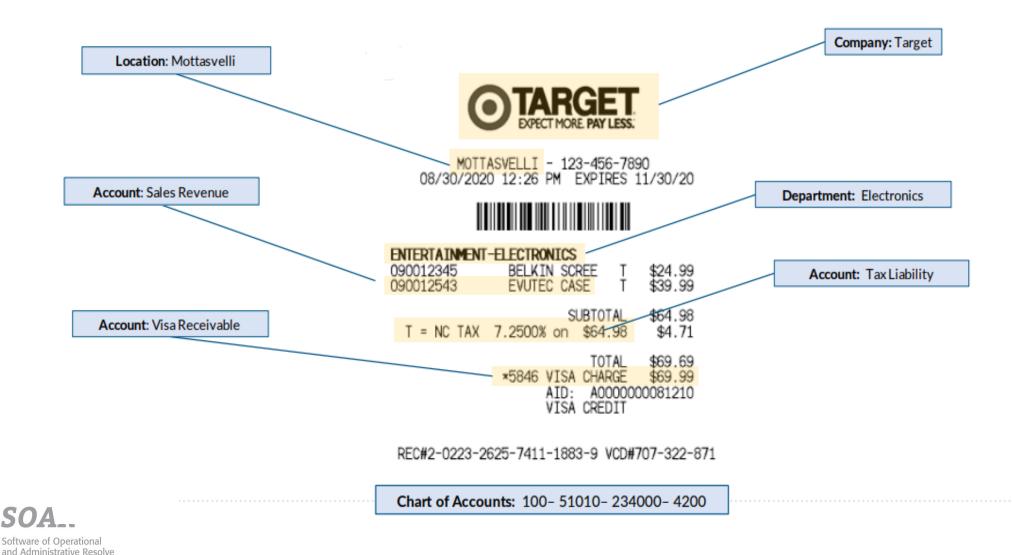
Chart of Accounts is a set of predefined segments (in a pre-defined sequence), with a fixed list of values available under each segment Every segment is a critical dimension in representing some aspect of the business – legal, financial, operational, management – on the books for every transaction

Every event on a transaction that has a financial impact generates accounting entries posting it to a combination of segment values in the General Ledger

All segments may not be relevant for all transactions, but all segments of a combination entry is always mandatory and cannot be blank



Chart of Accounts



Overview of COA Changes

COA Segments

Order	Segment	Mandatory	Data Type	Description
1	Entity	Yes	Alphanumeric	Identifies a major institutional operating unit. University, Foundation, HERFF and Auxiliary Services Foundation
2	Fund	Yes	Alphanumeric	identifies overall spending restriction of the fund source. Track budget restrictions and spending.
3	Org	Yes	Alphanumeric	Activity represents the divisional breakdown based on operation and function for financial activity.
4	Account	Yes	Alphanumeric	Account classifies nature of transaction. Examples: asset, liability, expense, revenue, net position
5	Program	Yes, for expenses No, for other transactions	Alphanumeric	Classifies the nature of the University's major areas . Examples: instruction, research, student services, etc.
6	Activity	As Needed	Alphanumeric	Identify and group unit projects, special events and other items that do not align with other segments.
7	Initiative	Required for Expenses	Alphanumeric	A cross-organization segment to identify activity for organization initiatives and/or where two or more departments contribute
8	Future 1	As Needed	Alphanumeric	A segment that allows future growth

COA Notable Changes

- Organization Codes will be limited to Departments in the General Ledger.
- Oracle Balance Sheet will require Entity, Fund, Organization and Account Code.
 - All other COA Segments are optional but, will be recorded and can be tracked.
- In addition to what is required on the Balance Sheet, Oracle Expenses will require a Program Code, but Revenues will not.
- If a COA segment is not needed, default values will be populated.
- Grants and Contracts details will be in the PGM Subledger, not the General Ledger. The General Ledger will have summary level activity.
- Activity Codes will be used to allow Departments to track specific transactions.
- The Activity Codes will have meaningful descriptions.





COA Segments & Hierarchies

Entity

- The University and Foundations will use the same Chart of Account structure.
- The Entity Code will be used to separate the transactions.

Parent	Child Value	Description
1A		University of Memphis
	10	University of Memphis
2A		Auxiliary Services Foundation
	20	Auxiliary Services Foundation
3A		University of Memphis Foundation
	30	University of Memphis Foundation
	31	HERF



Fund

Definition	Individual pot of money that's being budgeted for or funded and spent against.	Parent 1	Parent 2	Parent 3	Parent 4	Parent 5	Child Value	Description
		11000A						All Funds
Overall	The Fund segment will follow a hierarchy that is consistent with the reporting required		11000B					Unrestricted
	by the Tennessee Board of Regents (TBR).			11000C				Education and General
	One parent is used to summarize all				11000D			Undesignated E and G
	transactions regardless of fund value. This is used to quickly confirm all transactions.					11000E		Undesignated E and G
Hierarchy	Four parents are used to align the fund hierarchy with the reporting required by the						110001	Undesignated E and G
5 Parents 1 Child	TBR.						110002	Fringe Benefits
I Child	The child contains the various funds such as donor funds, state funds, tuition funds, and						112000	Intercollegiate Athletics
	others with an appropriate level of						112200	K – 12 Schools
	granularity.					45ValueAll FundsAll FundsImage: All FundsUnrestrictedUnrestrictedEducation and GeneralDODImage: All FundsDODImage: All Funds11000EUndesignated E and G11000EUndesignated E and GImage: All FundsImage: All	University Technology and ERP	
	The six characters allow for the appropriate						114000	Indirect Cost Recovery
	rollup summary levels as well as the detailed accounts.						114500	Cost Share
Characters 6	The six characters allow for proper growth						114600	Faculty Research Grant
	as less than 10% of available values are used.						114650	Startup
							116000	Lambuth
Default No	The Fund segment is a required field and requires a positive value.						119000	Budget
					12000D			
Mapping	Mapping will go from the current Fund segment to this segment. The consolidation					12010E		Designated E and G
Old Account	of restricted funds allows for summarization							Reserved for Working Capital
Segment	of restricted financial data at the GL level while having the detail in the PGM module.							22

Org

Definition	Divisional breakdown based on operation and function for financial activity		Parent 1 - Executive	Parent 2 - Sub Executive	Parent 3 - Division	Parent 4 - Sub Division	Parent 5 - Department	Child Value - Sub Department	Descriptions
			1000A						President Units
	The Org segment will be consistent			1000B					President Units
Overall	with the current Org segment with some values being removed to align				1000C				President Units
	with the definition.					1000D			President Units
	Executive (Parent)						1000E		Office of President
Hierarchy	Sub Executive (Parent)							10000	Office of President
5 Parents 1 Child	Division (Parent) Sub-Division (Parent) Department (Parent) Sub Department (Child)						1100E		University Counsel
								11000	University Board Governance
			11000	University Counse					
Characters 5 Characters	The five characters allows for growth as less than 20% of						1200E		Staff Senate
	available values are being utilized.							12000	Staff Senate
Default	All transactions require an Org						1300E		Athletic Committee
	value, no default is created.							13000	Athletic Committee
Mapping Old Org Segment	Mapping will go from the current Org segment to this segment. PI Org codes will no longer be						1400E		Government and Community Relations
	shown in the GL. That security and that level of details will be shown in the							14000	Government and Community Relations
	PGM module.								

Account

Definition	Nature of the transaction (e.g. asset, liability, expense, revenue, net position)	Parent 1	Parent 2	Parent 3	Parent 4	Parent 5	Parent 6	Child Value	Descriptions
Overall	The Account segment will be consistent	1000A							Total Assets
	with the classifications used for accounting		1000B						Current Assets
	transactions including assets, liabilities, net position, revenue and expense			1000C					Current Assets
	accounts.				1000D				Cash and Cash Equivalents
Hierarchy 6 Parents	One parent is used to summarize assets, liabilities, net position, revenue and					1000E			Claim on Cash
1 Child	expenses.						1000F	10000	Claim on Cash
	Five parents are used for grouping according to financial statements and other management reports.							10001	Cash in Bank General Operation
	The child contains the various asset, liability, net position, revenue and expense accounts.								Cash in Bank UOM Disbursement
Characters	The five characters allow for the							10003	Cash in Bank Payroll
5 Characters	appropriate rollup summary levels as well as the detailed accounts.							10004	Cash in Bank – Touchnet
	The five characters allow for proper							10005	Cash in Bank – First Bank
	growth as less than 10% of available values are used.							10006	Cash – US Bank EP
Default	The Account segment is a required field							10007	Cash — JP Morgan Bank JP
No	and requires a positive value.					1010E			Cash in Savings
Mapping Old Account Segment	Mapping will go from the current Account segment to this segment.						1010F		Cash in Savings
						1020E			Petty Cash and Change Funds
	There have been changes in the Account codes between Banner and Oracle, so caution is needed when first using Oracle.						1020F		Petty Cash and Change Funds 24

Program

Definition	Nature of the university's major areas (i.e., instruction, research)
Overall	The Program segment will be consistent with the current program segment as it is used to categorize transactions consistent with NACUBO Function Codes.
Hierarchy 2 Parents 1 Child	One parent is used to summarize all transactions regardless of program code. This is used to quickly confirm all transactions. One parent is used to summarize to the NACUBO Function Codes. The child is slightly more granular than the NACUBO Function Code to provide some additional details.
Characters 3 Characters	The three characters allow more detailed child levels to roll up to parents that are consistent with NACUBO. The three characters allow for proper growth if new codes are needed without creating excessive data entry.
Default Yes	Not all transactions require a program code so a default of "000" was established.
Mapping Old Program Segment	Mapping will go from the current Program segment to this segment. Many of the Banner Program Codes will now be reflected in other COA segments.

Parent 1	Paren t 2	Child Value	Description	
10A			All Program Values	
	20B		Instruction	
		200	General Academic Instruction	
		201	Community Education	
		202	Preparatory and Remedial Instruction	
	25B		Research	
		250	Institutes and Research Centers Applied Research	
		251	Institutes and Research Centers Basic Research	
		252	Institutes and Research Centers Clinical Research	
		253	Institutes and Research Centers Developmental Research	
		258	Centers of Excellence	
		260	Individual and Project Applied Research	
		261	Individual and Project Basic Research	
		262	Individual and Project Clinical Research	
		263	Individual and Project Developmental Research	
		264	University Research	
	30B		Public Service	
		300	Public Service	
		301	Community Service	2

Activity

r	
Definition	Identify and group individual organizational unit projects, special events and other items that do not align with other segments
Overall:	The Activity segment will have a mix of values all intended to provided department level reporting. The mix of values will be both values specifically identified for an area and values which can be used by many areas.
Hierarchy 3 Parents 1 Child	One parent is used to summarize all transactions regardless of fund value. This is used to quickly confirm all transactions. Two parents are used to align provide individual area ranges as well as more generic groupings of the activity codes. The child contains the various activities as identified by the areas across the University of Memphis organization.
Characters 5 Characters	The five characters allow for the appropriate rollup summary levels as well as the detailed accounts. The five characters allow for proper growth as less than 10% of available values are used.
Default Yes	Not all transactions require an activity code so a default of "00000" was established.
Mapping Various	Only some activity code values will require mapping and generally will come from the current Org and Fund segments.

Description	Child Value	Paren t 3	Paren t 2	Parent 1
All Activities				1000A
Activity Based			1000B	
General Academic Activity		1000C		
Homecoming	10000			
Distinguished Alumni Awards	10001			
Faculty Distinguished Teaching & Research Awards	10002			
Student Retention	10003			
Employee Retention	10004			
Professional Development	10005			
Student Pantry	10006			
Career Closet	10007			
Fall Break Campus Project	10008			
Spring Break Campus Project	10009			
Grad Student Travel	10010			
Faculty Travel	10011			
Assessment	10012			
Training	10013			
Outreach and Prevention 2	10014			

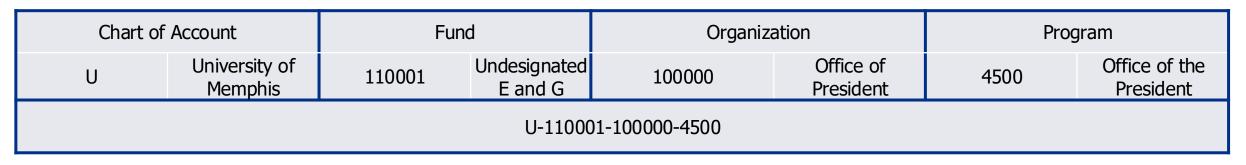
Initiative

Definition	A cross-organization used segment to identify activity for organization initiatives and/or where two or more departments contribute.	Pare t 1	n Paren t 2	Paren t 3	Paren t 4	Child Value	Description
• "		1000	4				Total Initiatives
Overall:	The Initiative segment will create new functionality by capturing meaningful		1000B				Strategic Initiatives
	operations between two or more Orgs			1000C			Aggressively Provide Access
Hierarchy	One parent is used to summarize all				1000D		Higher Enrollment and Admission Standards
4 Parents 1 Child	transactions regardless of initiative value. This is used to quickly confirm all					10000	
r	transactions. Three parents are used for grouping and				1100D		Diversified Student Sourcing
	reporting of the various initiatives including strategic, local, and others The child tracks the specific operation				1200D		Purposeful and Distinctive Recruitment and Marketing
					1300D		Improved Access and Affordability
	where two or more organizations contribute.				1400D		Growing Graduate and Professional Enrollment
	contribute.				1500D		Increased UofM Global Enrollment
Characters	The five characters allow for				1600D		Differentiate Lambuth Learning
5 Characters	approximately 100,000 values. The five			2000C			Create Opportunities to Succeed
	characters allow for proper growth.				2100D		Student Success 2.0
Default Yes	Not all transactions require an Initiative code so a default of "00000" was				2200D		Second to None Safety & Security
	established.				2300D		Cohesive Campus Community
Mapping	No mapping exists for the initiatives as				2400D		Expanded, High Quality and Affordable Housing
None	this is a new segment that has not been				2500D		Diversified, Delicious, Convenient and Affordable Dining
	tracked in the past.				2600D		Rich and Exciting Campus Life

COA Examples: Office of the President

Office of the President

Current State FOAPAL:



Future State COA:

Entity

Fund

Org

	Entity Fund		Organization		Account		Program		Activity		Initiative		Future 1		
10	University of Memphis	110001	Undesignated E and G	10000	Office of President	xxxxx		450	Office of the President	00000	Default Activity	00000	Default Initiative s	00000	Default Future
	10-110001-10000-XXXXX-450-00000-000000														
	10 -	110	001 -	100	00 -	XXX	XX	-	450 -	00	000	- 00	0000	- 0	0000

Program

Activity

Initiative

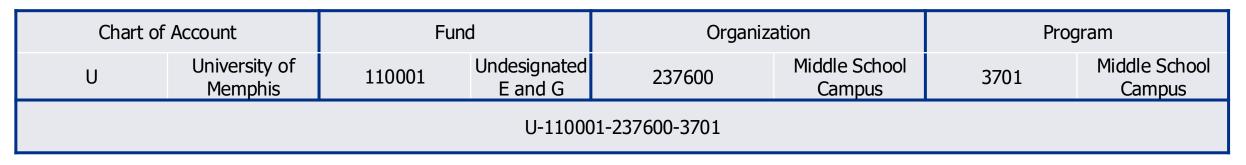
Account

Future 1

COA Example: University Middle School

University Middle School

Current State FOAPAL:



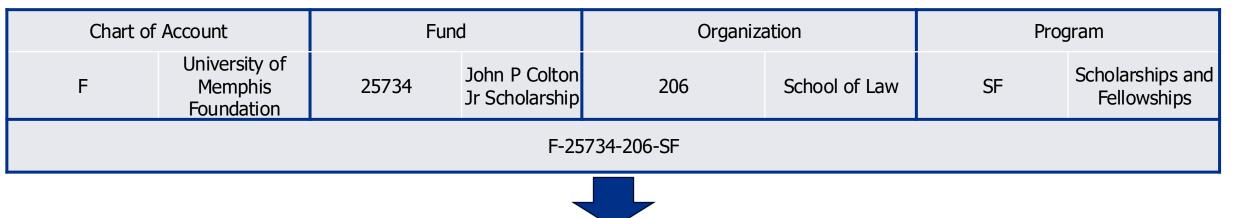
Future State COA:

	Entity Fund		Orga	Organization		Account		Program		Activity		Initiative		iture 1		
10	Universit Memph	· I	112200	PreK-12 Schools		Middle School Campus	xxxxx		354	Ancillary Support	00000	Default Activity	00000	Default Initiative s	00000	Default Future
	10-110001-10000-XXXXX-450-00000-00000															
	10	-	112	200 -	285	70 -	XXX	XX	-	354 -	00	000 ·	- 0	0000	- 0	0000
		Entity	/	Fund	C	Drg	Acco	ount		Program	Activ	ity	Initia	tive	Future	1

COA Example: Foundation

Foundation – Cecil C Humphreys Law Enrichment

Current State FOAPAL:



Future State COA:

	Entity Fund		Orga	Organization		Account		Program		Activity		Initiative		ure 1	
30	University of Memphis Foundation	285734	John P Colton Jr Scholarship	25000	School of Law	xxxxx		810	Scholarships	00000	Default Activity	00000	Default Initiative s	00000	Default Future
	30-2857341-15000-XXXXX-810-00000-00000														

30 -	285734	- 25000 -	XXXXX	-	810	-	00000	-	00000	-	00000	
Entity	Fund	Org	Account		Program		Activity		Initiative	Fu	ture 1	

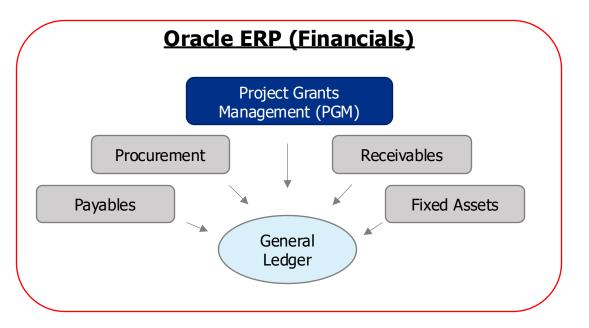
Project Grants Management & POETAF

Project Grants Management & POETAF

The Project Grants Management (PGM) module is a subledger in Oracle.

PGM is used to track more complex projects that require additional monitoring.

Sponsored Projects, Internally Funded Faculty Projects, and Capital Projects will be managed within PGM.





Key Concepts

- Transactions charged to projects use the POETAF chartstring to capture the details of the project to be charged.
- POETAF is used in all subledgers (AP, Procurement, Expenses etc.) when entering a project transaction.
- Oracle will be configured so that POETAF values translate and roll up to applicable Chart of Accounts (COA) segments in the General Ledger (GL).

POETAF

Segment	Description
Project Number	Represents a "body of work" that often has a start and end date that spans across fiscal years Represents the Contract and Grant, Internally Funded and Capital Project
Expenditure O rganization	Represents the academic operating unit responsible for the transaction
Expenditure Type	Classifies the nature of the transaction (asset, liability, expense, revenue)
Task Number	Identifies the activities used to break down a PGM project future Tasks allow for further detail when assigning budget and costs within a project
Award Number	This is an umbrella record containing overall financial and demographic information
Eunding Source	Identifies the external sponsor or internal funding source
6015	



POETAF Examples

Project Number - Expenditure Organization - Expenditure Type - Task Number - Award Number - Funding Source

POETAF	Project Number	Expenditure Organization	Expenditure Type	Task Number	Award Number	Funding Source						
Sponsor	A250015A	23200 - Instruction Curriculum Leadership	74250 - Supplies	01	A250015	National Institute of Health						
External 9	A250015A-23200-74250	0-01-A250015-National Ins	stitute of Health									
Ŗ	F100000 A. Jones CEPR	23100 - Counsel Education Psych Research	74251 - Computers	Task 1 – IDCR								
	F100000 A. Jones CEPR	23100 - Counsel Education Psych Research	74207 - Dues & Subscriptions	Task 2 - Start-Up								
lly Funded	F100000 A. Jones CEPR	23100 - Counsel Education Psych Research	74200 – Consulting Services	Task 3 - Research Grant (Dept)								
Internally	F100000 A. Jones CEPR	00 A. Jones CEPR Education Psych Research		Task 4 - Research Grant (Research)								
	F100000 A. Jones CEPR – 23100-74251-01											
	F100000 A. Jones CEPR	- 23100-74207-02										
	F100000 A. Jones CEPR	- 23100-74200-03										
	F100000 A. Jones CEPR	- 23100-74250-04										

Take Action

Stay Engaged

Here are actions you can take today in preparation for the transition from FOAPAL to COA:

• Do you know of a new activity code or initiative? Email Heidi Kendall at hkendall@memphis.edu

Stay Engaged

Review past Newsletters



Welcome to the SOAR Newsletter SOAR is a collaborative project involving the Division of Business & Finance, specifically, the department of Financial Planning & Analysis, Financial Accounting & Reporting, Information Technology Services.

es, the Division of Research & Innovation and campus stakeholders to implement the cloud-

Check the SOAR website and calendar for upcoming events



Miss an event? You can watch past events on demand





ANNOUNCEMENTS



Chart of Accounts (COA) & POETAF

How will I be able to find my new Chart of Accounts?

Answer: There are continued discussions on the best approach. The Finance and HR Program Guides remain an option the SOAR team is exploring

How would my current award/projects relate to Banner FOAPAL?

Answer: Your current awards will be the same as your Cayuse Award Number.







of SOAR

Software of Operational and Administrative Resolve