SFU SIMON FRASER UNIVERSITY
FINANCE PROGRAM

Chart of Accounts Form Changes

SFU will implement a new Chart of Accounts (the structure we use to segregate and categorize transactional and budget data), as part of the Finance Program COA/FINS 9.2 Upgrade Project. You have received this communication as you are part of the FAST mail list and need to be aware of the changes that will result from a change to the Chart of Accounts.

Two purposes of this communications

This communication has two purposes.

1. Inform those who complete or code documents that reference the following current chartfields must use the new Chart of Accounts structure:
   - Account codes which will be re-labelled to Object
   - Fund codes
   - Department codes
   - Project codes

2. Inform those that manage forms how to update accounting information sections of your existing forms with the new format.

The project scope includes updating forms that contain account coding information for the following areas and will not update individual departmental forms:
   1. Finance Department forms
   2. IT forms
   3. HR and Payroll forms

When does this come into effect?

Forms used within individual departments that include accounting information must be revised with the new structure by the department responsible, no later than **Oct 2nd** for the project Go Live date of **October 3, 2016**.

To learn more about the new Chart of Accounts, view the online presentation on the Finance Program website using this link:
http://www.sfu.ca/finance/financeprogram/COA-92-page/coa-education-video.html

Key Differences The key differences in the structure are:

- A new field is added called Program (a function performed by an individual Department or a globally by multiple departments (global program).
- A new field is added called Activity ID (a categorization within a project). Activity ID will only be used for certain types of projects (currently Capital and Lifelong Learning projects).
- The format has been standardized and simplified to support transaction entry order. When entering a transaction into FINS, if the required fields are entered, FINS will automatically complete the rest of the accounting information.

New formats Two formats have been defined: one for Finance transactions; one for HR/Payroll transactions. The only difference is that the **HR/Payroll format does not include an Activity ID** as its use is not required for these transactions.

Examples for each format are illustrated in the following tables.

Finance Format

	Project (6-8)	Object (4)	Fund (2)	Dept. (4)	Program (5)	Activity ID (max 10)
	If applicable	*Required*	*Required*	*If no project*	*If no project*	*If applicable*
1		5264	11	2700	27202	
2		6010	11	3010	90112	
3	869477	5436	31			
4	URBD789	4250	11			SU1157

1. **Non-project with a department specific program**
   Advertising and Promotion (5264) / Operating Fund (11) / Psychology Dept (2700) / Clinical Psychology Program (27202)

2. **Non-project with using a global program**
   Advertising and Promotion(6010) / Operating Fund (11) / FCAT Dean (3010)/

Recruiting – Students (90112)

3. **Project with no Activity ID**
   Vocadlo,D-alz Soc. Of CDA 15-32 (869477) / Printing and Duplic Expense (5436) / Sponsored Research (31)

4. **Project with an Activity Id**
   DAPM Program Fee (URBD789) / Non Credit Fees – Contin Studies (4250) / Operating Fund (11) / Fall 2016 – Vancouver (SU1157)

HR and Payroll Format

	Project (6-8)	Object (4)	Fund (2)	Dept. (4)	Program (5)
	If applicable	*Required*	*Required*	*If no project*	*If no project*
1		5264	11	2700	27202
2		5576	11	3010	90112
3	869477	5272	31		
4	URBD789	5374	11		

1. **Non-project with a department specific program**
   Salaries Non-Student Salaried Staff (5264)/ Operating Fund (11) / Psychology Dept (2700) / Clinical Psychology Program (27202)

2. **Non-project using a global program**
   Salaries CUPE Temp (5576) / Operating Fund (11) / FCAT Dean (3010) / Recruiting – Students (90112)

3. **Research Project**
    Vocadlo,D-alz Soc. Of CDA 15-32 (869477) / Sals Undergrad RA Cdn (5272)/ Sponsored Research (31)

4. **Operating Project**
   DAPM Program Fee (URBD789) / Instructional Specialist (5374)/ Operating Fund (11)

Any questions?   Please email FPINFO@sfu.ca with your questions.