

Do I need to submit a new PO/BPO?

Payment Requests, Purchase Orders (PO) and Blanket Purchase Orders (BPO) started after April 15, 2019 should be completed using the new account structure. Those started before April 15, 2019, and received by finance before the Easter Break, will be automatically converted to the new structure. You will need to reprint the BPO/PO with the new numbers but you do not have to start a new one. Contact Tracy Severson for reprints (tseverson@capital.edu).

Could the implementation not wait until the summer when we are less busy?

There is no single convenient point of time for the entire campus. All the available timing considered for implementation impacted various users differently. April 22nd was chosen to minimize interruption to Colleague and Web-advisor for our staff and student as colleague will be unavailable for 3 days during the Easter break. The project team will be doing all the conversion work in the weeks leading up to going live. Resources will be provided ahead of the conversion date to make sure you are fully prepared to use the new chart even before the go-live date.

When is the new COA effective?

The new chart is expected to go live on April 22, 2019. Finance and Information Technology will convert all current account numbers into the new numbers during the Easter weekend to minimize interruptions to your work.

What is a Chart of Accounts (COA)?

The COA is a listing of all account numbers in the University's financial system that allows departments to track revenues and expenses that impact their budgets. It also allows the University to record our assets (e.g. cash, investments, buildings), liabilities (e.g. debt, accounts payable to vendors), and net assets. This information is used as the basis for financial reporting and making decisions.

Why do we need a new Chart of Accounts?

Our current chart was designed in 1987 when the Colleague/Datatel ERP was first introduced on Campus. Obviously, computing capabilities have increased many folds since then and the University has grown in size and complexity, making the current COA cluttered, inefficient and lacking nimbleness in our financial reporting. Most institutions redesign their charts every 10-15 years and our chart is over 30 years old. The new chart will:

- Create a more meaningful system to address our reporting and programmatic needs
- Create organizational hierarchies that allow proper oversight and accountability by divisions, deans, budget managers and anyone needing to see budget information
- Provide an updated list of account objects that more closely matches our current transactions and operational needs.

Who will be impacted by COA project?

The entire campus will be impacted by the project. The COA numbers are used to record purchase transactions, credit card transactions, prepare budgets and management reports, charge payroll and other services provided across the campus.

How do I get ready?

Stay current on information about the project by participating in information and training sessions and visiting the COA website (coming soon) as additional information is provided. Information and training session schedules will be announced in the coming weeks.

Can I provide feedback or ask a question?

Yes! We encourage you to provide feedback and ask questions. Please send your questions and feedback to finance@capital.edu or any project team member.

I have codes in colleague that are linked to account numbers. What should I do?

Most codes (AR, housing, financial aid, HR, etc.) in Colleague that are linked to account numbers will be automatically updated to their new account numbers on go-live. However, bring all concerns to the project team so we can properly plan for a successful implementation.

I have a shadow system that holds account numbers. What should I do?

Please contact the project team ASAP as we may not be aware of the existence of this system. We will provide you with mapping files to help you convert the current accounts to their new accounts. Systems provided by Business and Finance (Synoptix and Axiom) will be converted by the project team.

Who are the Project Team members?

The Project team consists of representatives from Business and Finance, Academic affairs and Information Technology:

William Mea, Vice President for Business & Finance (wmea@capital.edu)

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