Introduction to PCA
What is PCA?

Project Cost Accounting (PCA) is a way for UW departments to monitor expenditures, report revenue, payroll and track other financial data. It’s a way to label transactions for specific tracking purposes.

Departments use PCA to track for things like:
• Project expenses
• Event expenses
• Lab expenses
• Expenses for recruitment
What are the Codes?

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Option Code</th>
<th>Task Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXXXXX 6 digits</td>
<td>XXX 3 digits</td>
<td>XXX 3 digits</td>
</tr>
</tbody>
</table>

- List of codes also known as “Chart of Accounts” or “TOP codes.”
General Guidance

• Design codes that are meaningful to your department
• You don’t have to use all three types of codes
• Use all available spaces (3 or 6)
• Consider avoiding characters that look similar to avoid confusion i.e.: 0 and O
Where is it found?

Ariba

MyFD

<table>
<thead>
<tr>
<th>Project Cost Accounting</th>
<th>Option</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>111050</td>
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<td></td>
<td></td>
<td>138300</td>
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<td>111050</td>
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<td>138100</td>
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PaymentNet
How Does it Work?

Enter the codes when creating a transaction (Ariba Requisition, eReimbursement, PaymentNet Reconciliation etc.) and the code posts to the system it was entered and also the reports in MyFD.

Enter Post

Ariba

SubSubObject Code: 1 00
Task (optional):
Option (optional):
Project (optional):

PaymentNet

* Task/Op/Proj (TTTOO0000000000000) 0000000000

MvFD

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Types of PCA
UltraLite

- List of codes created and circulated within the department
- Managed within the department
- Only used on desired budgets/transactions
- No system needed
- No special set up needed
- No additional system access needed

<table>
<thead>
<tr>
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<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>234</td>
<td>WIN</td>
<td>HELLOU</td>
</tr>
<tr>
<td>567</td>
<td>FAL</td>
<td>LABSTF</td>
</tr>
<tr>
<td>892</td>
<td>SUM</td>
<td>EVENTS</td>
</tr>
<tr>
<td>758</td>
<td>SPR</td>
<td>PROJET</td>
</tr>
</tbody>
</table>
UltraLite

• Any code entered on a transaction will post as entered
• Not all codes have to be used
Lite

- Requires access to FIN
- Requires set up in FIN
- Managed within FIN by the department
- Expected to be used on all budgets within the org code set up
- Org code level only set up at the 6th or 7th digit level
Lite

In order to enter codes in FIN, PCA has be used at the 6th or 7th digit of the org code.

For example, if org code 3040444010 wanted to use PCA:

6th digit: 304044

OR

7th digit: 3040444

All budgets under the org code would be impacted.
Lite

Steps:

1) Create a list of codes (Chart of Accounts)
2) Request access from Administrative Applications to the PCA side of FIN (access to FIN is limited)
3) Email myfdhelp@uw to have your org opened up for adding codes to FIN
4) Add codes to FIN
5) Email myfdhelp@uw to have PCA activated for use
Lite

- Any code entered is checked against the list in FIN
- If the code is a match on the list, the code is posted on the transaction in MyFD
- If not correct or if the space is empty, a default code is applied
How Do I Know Which One is Right For My Department?
How Do I Know Which One is Right For My Department?

Ask yourself: Is this for a few budgets or all budgets in the organization?

If a few budgets: UltraLite works for most departments looking to use PCA

If all budgets: Lite might be a good fit. Review the steps and guidance on the MyFD website first [https://finance.uw.edu/myfd/pca](https://finance.uw.edu/myfd/pca)
Using PCA in MyFinancialDesktop
Codes On Reports

Codes are entered as the transaction is created. The codes post with the transaction in MyFD.

- Transaction Summary Report
- Reconciliation Report
Editing Codes with ET

If a code is posted incorrectly, the only way to correct this is to do an Expense Transfer in MyFD.
Report Extract

To find the transactions that have PCA codes, one option is pulling an extract of the Transaction Summary report or the Reconciliation Report.
Query

You can also run a query. A query is a report in MyFD you can run to find specific transactions that have been charged on a budget.

Fields for UltraLite:
PCA Original Project, Option, Task

Fields for Lite:
PCA Project, Option, Task
Query

2. Select report fields and their order

Important Note: The reconciliation information contained in these queries can be updated by an authorized individual. Differences may be found between queries utilizing Reconciliation report fields and the Reconciliation Report.

Available report fields: See Glossary

|-----------------|----------------|----------------|----------------|----------------|----------------|-------------------|-----------------------|--------------------------|-----------------------------|----------------|----------------|

Selected report fields:

<table>
<thead>
<tr>
<th>Transaction Reference 1</th>
<th>Transaction Reference 2</th>
<th>Transaction Reference 3</th>
<th>Transaction Reference 4</th>
<th>Transaction Amount</th>
</tr>
</thead>
</table>

Primary sort: Budget Number
Secondary sort: Account Code
Tertiary sort: Transaction Date 1

→ All report fields
→ Use my report fields

PCA fields for UltraLite

- PCA Project Code
- PCA Task Code
- PCA Option Code
- PCA Original Option Code
- PCA Original Project Code
- PCA Original Task Code

PC fields for Lite
Resources
PCA Website: https://finance.uw.edu/myfd/pca

Getting Started with PCA Lite:
https://finance.uw.edu/myfd/pca/gettingstarted

Chart of Account Examples:
https://finance.uw.edu/myfd/pca/resources

Chart of Account Worksheet:
https://finance.uw.edu/myfd/pca/coa

FIN Entry Guide for PCA Lite:
https://finance.uw.edu/myfd/pca/resources
Questions?