

To: All Users of WBSE Codes

From: Rachel Satterfield
Associate VP for Finance & University Controller

Subject: New WBSE Range using Alpha-character

Date: March 14, 2018

Due to increased demand, available 203xxxx codes (Department of Health and Human services-DHHS) are rapidly depleting. We expect that all remaining WBSEs in the 203xxxx range will be assigned as early as April 2018. When the supply of 203xxxx codes is exhausted, we will begin utilizing an alpha as the first character of the WBSE (A03xxxx) for all future "DHHS/Research" code requests. As additional 2xx ranges are exhausted (e.g., 283xxxx), we will switch to the alpha-character solution (e.g., A83xxxx). This will maintain current seven-digit code structure, as well as the existing visual recognition of the second and third WBSE digits, of sponsor and project types.

Central Finance, ASM and representatives from the management centers have done extensive testing to ensure SAP fields and processes recognize and accept an alpha-character as the first digit of the WBSE. However, it is also important for *you* to consider the implications of using the new A03xxxx codes. We strongly encourage you to share this information widely throughout your department or unit, taking care to inform every faculty and staff member of this change. Consider all academic, administrative, and research staff members, even if they have limited access to financial systems.

Your considerations should include:

- Salary (iForm) or other functions that involve Current Restricted codes.
- Financial report variants or templates that include Current Restricted codes. (Note that all future Axx codes will be assigned to the appropriate Organizational Unit (BFR) without any action on your part.)
- Financial feeder and internal "shadow" systems, especially those that were developed and are used specifically by your department, that interact with SAP and support departmental business operations. *Confirm these systems will recognize an alpha-character.* Make any necessary changes before receiving a new Axx code.

We will send additional communications when we are closer to actual implementation/creation of A03xxxx WBSEs. If you need assistance during this transition, please contact:

Accounting Systems Administration
Phone: (919) 684-2752
Email: AcctgSysAdmin@duke.edu

TBS Award Setup
Email: tbsawardsetup@duke.edu