Financial Transition Training

Chartfields And Other Select Topics

September 10th, 2013

Presenter:
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Director of the NYU Decision Support Group
NYU’s **Mission**

“New York University’s mission is to be a top quality international center of scholarship, teaching and research. This involves retaining and attracting outstanding faculty who are leaders in their fields, encouraging them to create programs that draw outstanding students, and providing an intellectually rich environment.”
How Financial Management Serves NYU’s Mission

• Nonprofit Institutions: the bottom line serves the mission
  
  o Utilize an accounting system that emphasizes accountability as opposed to profitability.

  o Fund Accounting: a type of accounting used to segregate monies for specific purposes.
    ▪ Examples: endowments, research grants, and general operations.
Chartfields, Chart of Accounts, and Tracking the Mission

- To track monetary flows into and out of the institution, and other activity that has financial impact, transactions or journal entries must be created.

- These transactions need to be categorized to ensure:
  - Controls are in place to protect resources.
  - Financial duties are separated to make it more difficult to misuse assets.
  - There is an environment of accountability and responsibility.
  - The financial aspects of the mission are properly tracked.

- At NYU, we use the CHARTFIELD to categorize transactions.
Chartfields, Chart of Accounts, and Tracking the Mission

- NYU, like Poly, uses the PeopleSoft Financials system. Like most organizations, NYU has modified and customized the software.
- “Chartfield” is a word invented by PeopleSoft software designers.
  - It represents a combination of identifiers NYU uses to segregate and track financial activity.
  - NYU utilizes 6 primary chartfield categories, made up of alphanumeric codes and descriptions, that comprise our overall chart of accounts:
    - **Business Unit** (5 characters)
      - The legal entity for which transactions will occur and reports generated.
      - Used to differentiate transactions and define business rules for separate entities within the same institution.
      - Examples: **WSQ01** – NYU Washington Square and **PLT01** – NYU Poly
Chartfields, Chart of Accounts, and Tracking the Mission

- **Fund (2):**
  - Highest level of transaction categorization, operating, grants and capital.
  - A Fund Chartfield value can be used for balancing journals and can track the due to/from in the Fund Affiliate.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>WSQ Fund</th>
<th>Poly Fund</th>
<th>Description</th>
<th>Program Code Required</th>
<th>Project Id Required</th>
<th>Budget Calendar</th>
<th>Budget Check CF level</th>
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<td>Fund/Org/Project</td>
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<td>Not Budget Checked</td>
</tr>
</tbody>
</table>
Chartfields, Chart of Accounts, and Tracking the Mission

- **Department or Org (5)**
  - Represents the detailed breakdown of University's organization structures.
  - Combined with other Chartfield values, they can form the basis for department budgets that track expenditures and revenues.
  - Also used to track due to / from or interdepartmental transfers.
Chartfields, Chart of Accounts, and Tracking the Mission

- **Project (5)**
  
  - Used to identify a discrete set of activities that occurs within a finite time period.
  
  - Financial activity is limited to the dates associated with the Chartfield.
  
  - Activities associated with this Chartfield may span multiple Departments, Funds and/or Accounts.
    
    - Examples: New capital project or sponsored research awards
Program (5)

- Used to define a set of ongoing general activities for which financial activity needs to be tracked.

- A Program, unlike a Project, does not have a strict start and end date. It is typically an ongoing effort.
  - Examples: individual endowment accounts used to fund activities such as scholarships and professorships.
Chartfields, Chart of Accounts, and Tracking the Mission

- **Account (5):**
  - Identifies the specific type of asset, liability, fund balance, revenue, or expense in each transaction line.

<table>
<thead>
<tr>
<th>NYU Account Numbering - Accounts that begin with or range from are:</th>
<th>NYU Account Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Asset Accounts</td>
</tr>
<tr>
<td>2</td>
<td>Liability Accounts</td>
</tr>
<tr>
<td>3</td>
<td>Fund Balances</td>
</tr>
<tr>
<td>41000 – 49990</td>
<td>Revenue Accounts</td>
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<td>5</td>
<td>Personnel Services (PS) Expense Accounts</td>
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<tr>
<td>60000 – 76999</td>
<td>Other Than Personnel Services (OTPS) Expense Accounts</td>
</tr>
<tr>
<td>40xxx</td>
<td>Revenue Transfer Accounts</td>
</tr>
<tr>
<td>77xxx</td>
<td>Expense Transfer Accounts</td>
</tr>
</tbody>
</table>
Technical Aspects of Chartfields

Legend for Chartfield Codes:  A = letter, 9 = number, @ = letter or number

*Most common*

- **Business Unit (5):** AAA99
- **Department or Org (5):** 99999
- **Project (5):** A @ 999
- **Program (5):** @ @ @ @ @
- **Fund (2):** 99
- **Account (5):** 99999
## Legend for Chartfield Codes – NYU Poly as of 9/1/13

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>WSQ Fund</th>
<th>POLY Fund</th>
<th>Description</th>
<th>Program Range</th>
<th>Project Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLT01</td>
<td>10</td>
<td>11</td>
<td>Operating</td>
<td>PY001 - PY299</td>
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<td>Auxiliary</td>
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<td>Management Designated</td>
<td>F4000 – F4199</td>
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<td></td>
<td></td>
<td>N7010 – N7099</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td>S4003 – S4099</td>
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<td>R4333 – R4399</td>
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<tr>
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<td>27</td>
<td>Govt &amp; Coml. Grants/Contracts</td>
<td>PY142 - PY199</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N7007 – N7099</td>
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<td></td>
<td></td>
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<td>S4000 – S4099</td>
<td></td>
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<tr>
<td>PLT01</td>
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<td>28</td>
<td>Expendable Endow Income Unrest</td>
<td>EL005 – EL199</td>
<td></td>
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<tr>
<td>PLT01</td>
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<td>29</td>
<td>Exp Gift &amp; Non-Fed Grant Unres</td>
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<td>R4200 – R4399</td>
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<td>Investments</td>
<td>EI001 - EI099</td>
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<td>UP001 - UP099</td>
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<td>PLT01</td>
<td>34</td>
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<tr>
<td>PLT01</td>
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<td>PLT01</td>
<td>46</td>
<td>38</td>
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<td>EL081 - EL135</td>
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<td>PLT01</td>
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</tr>
<tr>
<td>PLT01</td>
<td>45</td>
<td>49</td>
<td>True Endowment Rest</td>
<td>EL001 - EL199</td>
<td></td>
</tr>
</tbody>
</table>
Example: What is the chartfield for the *Raymond Prize*?

- **Business Unit** (5): PLT01 – NYU Poly
- **Department or Org** (5): 63000 – Poly Main Org
- **Project** (5): PLTPJ - Default
- **Program** (5): EL041 – Raymond Prize
- **Fund** (2): 28 – Expendable endow income
  49 – True Endowment
- **Account** (5): Depends on the transaction type

Not all chartfields need a unique identifier for all transactions. If not, a default identifier must be entered in fame.
Major chartfield rules and relationships to other chartfields

- **Business Unit:**
  - In general, always required and transactions should never have a null value.

- **Department or Org:**
  - In general, always required and transactions should never have a null value.
  - Must always be attached to a project or program. Transactions without a project or program attached are assigned default values.

- **Project:**
  - Generally only used with certain Funds.
  - For Washington Square, most common include:
    - 15 - Management Designated
    - 29 - Exp Gift & Non-Fed Grant
    - 26 - Foundation & Non-Federal Grant
    - 27 - Gov't & Coml. Grants/Contracts
    - 52 – Capital
  - Must be created with a start date and end date.
Major chartfield rules and relationships to other chartfields

**Program:**

- More versatile than project as it does not require start and end date.
- Can be used with most funds, departments, and projects to add another layer of tracking.
  
  - Example: The Applied Physics department wants to track faculty spending of unrestricted departmental budget.
- For endowment funds, acts like a project for other funds:
  
  - 28 - Expendable Endow Income
  - 37 - Ann & Life Income Temp Rest
  - 48 - Quasi Endowment Restricted
  - 49 - True Endowment

**Fund:**

- In general, always required and transactions should never have a null value.
Additional Chartfield examples

Example: What is the chartfield for the following transaction:

An undergraduate student registers for a class in the fall.

- **Business Unit** (5): PLT01 – NYU Poly
- **Department or Org** (5): 63000 – Poly Main Org
- **Project** (5): PLTPJ - Default
- **Program** (5): PLTPG - Default
- **Fund** (2): 11 – Operating
- **Account** (5): 41110 - Tuition - Undergraduate-Fall
Example: What is the chartfield for the following transaction:

*The department of Computer Science and Engineering makes a payment to a research scientist working on an NSF Grant researching the BitTorrent Ecosystem.*

- **Business Unit (5):** PLT01 – NYU Poly
- **Department or Org (5):** 63216 – Computer Science & Engineering
- **Project (5):** F2012 – BitTorrent Ecosystem
- **Program (5):** PLTPG - Default
- **Fund (2):** 27 – Govt & Coml. Grants/Contracts
- **Account (5):** 51113 - Salaries - PT Research Faculty
Example: What is the chartfield for the following transaction:

The department of Academic Affairs sets up a lunch to discuss plans for the upcoming Tenure Committee and Faculty Recruiting.

- **Business Unit** (5): PLT01 – NYU Poly
- **Department or Org** (5): 63300 – Academic Affairs
- **Project** (5): PLTPJ - Default
- **Program** (5):
  - PY004 – Tenure Committee
  - PY013 – Faculty Recruiting
- **Fund** (2): 11 – Operating
- **Account** (5): 65182 – Dinner & Meeting
Translating Current Poly COA to New NYU Structure

- [Link](http://www.poly.edu/faculty/financial-operations)

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### Financial Operations Forms & Policies

#### Accounts Payable
- NYU Poly COA LookUp Tool
- Amex Corp. Card Application
- Accounting for Amex Form
- Authorized Signature Form
- Cash Advance Form
- Cell Phone Policy
- Consulting Services Agreement
- Housing Assistance Plan
- Payment Voucher Form
- Travel and Business Expense Form
- Travel and Business Expense Instructions
- Travel and Business Expense Policy
- W-9 Form
- Wire Transfer Form
- AP Direct Deposit Form Electronic Funds Transfer (EFT)
- Services Performed Outside U.S. Statement
Introduction to **Budget** Control (aka commitment control) at NYU

- NYU utilizes the *commitment control* functionality within PeopleSoft Financials
  - The university uses budgets to control how faculty and administrators expend resources.
  - Budgets are created, revised, and stored within fame.
  - Before expense transactions are processed, they must first “pass budget check.”
    - i.e. does the department or project have sufficient authorized budget to make this purchase?
  - NYU has defined rules in fame that determine how budgets are combined or sub-totaled for budget checking (see link in title).
  - The Budget can be modified with a “Bud Mod” or a budget modification. This will update the Revised Budget, which is the driver of budget balance.
Introduction to **Budget** Control at NYU

- Summary of Budget Control Rules by Fund:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Rollup</th>
<th>Time Period</th>
<th>Account Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 and 13 (Operating)</td>
<td>Sub-Department</td>
<td>Current Fiscal Year</td>
<td>Personnel Expense, Controllable OTPS, and Uncontrollable OTPS.</td>
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<tr>
<td>15, 29 (Designated)</td>
<td>Project</td>
<td>Current Fiscal Year</td>
<td>Personnel Expense, Controllable OTPS, and Uncontrollable OTPS.</td>
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<tr>
<td>28 (Expendable Endowment Income)</td>
<td>Program</td>
<td>Current Fiscal Year</td>
<td>Personnel Expense, Controllable OTPS, and Uncontrollable OTPS.</td>
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<tr>
<td>26-27 (Sponsored Programs/Grants)</td>
<td>Project</td>
<td>Inception to Date</td>
<td>Total Expense</td>
</tr>
<tr>
<td>52, 56 (Capital)</td>
<td>Project</td>
<td>Inception to Date</td>
<td>Total Expense</td>
</tr>
</tbody>
</table>
Common NYU Systems and Acronyms

- **NYUHome**
  o A service that provides information and facilitates collaboration, interaction, and communication for NYU faculty and staff members, and students in degree or diploma programs, both in the United States and overseas.
  o A portal to many web-based services and tools, including e-mail, Albert, Blackboard, NYU Lists, classes, research tools, and more.

- **Fame** (financial accounting made easy)
  o NYU’s general ledger and accounts payable core software system, which is PeopleSoft financials.

- **JEMS** (Journal Entry Management System)
  o Outside of standard journal entries made in fame, financial users can also manually make entries by submitting a “JEMS entry”.

- **Bud Mod** (Budget Modification)
  o Schools and units can alter their original budgets or make a change to an already revised budget using the Bud Mod system.
Common NYU Systems and Acronyms

• **WorkSpace** - Approving JEMS entries and Bud Mods.
  o JEMS and Bud Mods are a part of NYU’s Oracle Business Process Management (BPM) application. Pending entries can be viewed and approved in WorkSpace.

• **HRIS** (Human Resources Information System)
  o A fully-integrated, comprehensive Payroll, Personnel, and Benefits system, supporting the management of employee information and payroll processing from initial hire through retirement.
  o **Workday**: will eventually replace HRIS.

• **PASS** (The Personnel Action Submission System)
  o An application that automates the processing of personnel action requests. Through a web-based interface, personnel actions are submitted, routed, tracked, reviewed, approved and updated into HRIS for payroll processing.

• **ServiceLink**
  o A cloud-based application utilized by service centers throughout the university to record incidents and requests and communicate with users.
Common NYU Systems and Acronyms

• **AP Workflow** ([help page](#))
  - Accounts Payable workflow application that allows you to process reimbursements and cash advances.
  - At this time, Poly will not use and continue submitting paper forms.
  - Will be replaced by Workday module, which Poly will eventually use.

• **eReq / iBuy system** ([help page](#))
  - NYU system used to create purchase requisitions (eReq) and make other purchases directly from vendors (iBuy).

• **SIS** (student information system – [help guide](#))
  - NYU uses Oracle’s PeopleSoft Campus Solutions.
  - **Albert** is the application student’s use to register for classes and view grades.

• **CPACS** and Columbus System
  - Provides a comprehensive view of NYU’s Washington Square facilities, inclusive of drawings, square footages, and School and Departmental allocations.
  - Expected to be replaced by **SMS** or a new Space Management System.
Common NYU Systems and Acronyms

• **Cayuse** ([help page](#))
  - NYU’s system to support the submission of proposals to external sponsors.
  - Allows for management of the proposal submission and award process and provides a framework for tracking and reporting on sponsored project activities (Cayuse SP).

• **SMART** (Sponsored Management Analysis & Reporting Tool)
  - Internal administrative tool that Sponsored Programs Administration (SPA) will use to aid post-award administration business processes.
  - Currently in development.

• **Maximus** – Time and Effort Reporting System
  - Sponsored Program tool used to certify effort and salary charges for PIs and others charged to grants.

• **Advance** ([help guide](#))
  - An alumni/development system that supports the comprehensive fundraising efforts of NYU.
Common NYU Systems and Acronyms

• **Hyperion Planning**
  - Utilized to create the university’s 10 year financial plan.
  - The Budget Office, Schools, and Units also use the *Smartview* excel add-in to ready the next year’s budget for upload into fame.

• **UDW+ (OBIEE)** (University Data Warehouse + and Oracle Business Intelligence Enterprise Edition – [help guide](#))
  - Will eventually fully replace the data warehouse currently in place.
  - Currently stores financial transactions and information from fame.
    - Will eventually include HR data, student data, alumni data, etc.
  - Support provided by the Decision Support Group
  - Although UDW+ is the data warehouse and OBIEE is the reporting tool, UDW+ is used to describe both.

• **Brio**
  - Legacy reporting tool that will eventually be replaced by UDW+.
  - Still used to report on data that is only available in UDW and not UDW+. 
Helpful NYU Learning Resources

- NYU FIN courses in iLearn
- ServiceLink KnowledgeBase
  - UDW+ Articles
    - FAQs
    - System Requirements
    - Training and Access
    - Functionality
    - More to come
- Classroom Trainings
  - Sign up through NYUiLearn
    - Username: tst311
    - Password: Tlodtlod-1
- Sponsored Programs (SPA) Handbook
- NYU CDV website
Questions?