

OVERVIEW

This job aid provides an explanation of cross validation rules, cross validation errors and offers details on how to fix your transaction(s) that violate a cross validation rule.

CROSS VALIDATION RULES (CVR)

Cross validation rules (CVR) control the combination of values you can create when selecting chart of account (COA) segments. A cross validation rule defines whether a value of a particular COA segment can be combined with specific values of other COA segments. These rules will be implemented in the Oracle Cloud general ledger and all of the subledgers including Projects, Accounts Payable, and all others. In addition, the feeder systems such as RU Marketplace and PeopleSoft will be changed to adhere to the same rules.

The CVR also help in determining how your accounting information is collected, categorized and stored for reporting purposes.

LISTING OF VALID VS INVALID UNIT, DIVISION, ORGANIZATION SEGMENTS (U-D-O)

Please review the list of valid and invalid U-D-O on the controller's website and begin to use only the valid U-D-O combinations. Any invalid U-D-O combinations are part of the cross validation rules. If the U-D-O combination is invalid and used in a new transaction, an error message will be generated. The U-D-O will need to be corrected using the valid U-D-O list and the transaction resubmitted.

LISTING OF CVR

A listing of Cross Validation Rules (CVR) can be found on the controller's website under the Chart of Accounts Initiative.

This excel file is separated in two parts. The left side indicates the values used and the right side identifies the COA segment in violation of a CVR and a range of values that should be selected to correct the error.

This excel file will show the:

- **CVR Name** – the rule name will always start with CVR and list the two segments the rule was created for and then the rule number. As an example, CVR Unit-BL 03 (Unit-BL is unit and business line segments)
- **Description of the Rule** and why it was created
- **Error Message** that will be presented in the Financial Management System

- The column entitled **If you use this segment** lists the segment that is part of the rule
- **Values** column are segment values that are part of the CVR
- The column entitled **Then use this** lists the segment to change
- **Values** that are valid to use for the CVR

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY PROPOSED CROSS-VALIDATION RULES (CVR) APRIL 10, 2018						
Rule Name	Description	*Error Message	If you use this Segment	Values	Then use this	Values
CVR Unit-BL 03	This rule enforces that Auxiliary Units can only be used in combination with certain Cost Pool Business Lines. <i>Auxiliary Units can only use Business Line (9999) when recording to Balance Sheet (Assets & Liabilities) Accounts.</i>	CVR Unit-BL 03 - The Business Line value used is not valid with this Unit value	Unit	155-180,210,474-498,560-585,865-899	Business Line	1099,3099,3599,4399,5199,5699,5899,5999,6099,6599,6699,6999,7099,7699,7899,7999,8299,9000-9899,9999

HOW TO CORRECT A CVR ERROR

When a CVR is violated due to an incorrect COA segment on a financial entry in one of the financial systems, an error message with the CVR number will display. Use the CVR excel spreadsheet to understand the error and fix the issue.

Below is an example of a CVR error message:

Error Message:

CVR Unit-BL 03 - The Business Line value used is not valid with this Unit value.

Use the CVR excel spreadsheet to obtain a description of the rule:

This rule enforces that Auxiliary Units can only be used in combination with certain Cost Pool Business Lines. Auxiliary Units can only use Business Line (9999) when recording to Balance Sheet (Assets & Liabilities) Accounts.

If you use this segment Unit (155-180,210,474-498,560-585,865-899) **then use this** Business Line (1099,3099,3599,4399,5199,5699,5899,5999,6099,6599,6699,6999,7099,7699,7899,7999,8299,9000-9899,9999).

In this example, fix your transaction by correcting the Business Line segment and resubmit your transaction. This will allow your transaction to post correctly.

If you are unsure which valid value to select, use the [Chart Segment Values](#) listing on the controller's website under the Chart of Account Initiative.

This excel file will provide additional information about the COA value such as, description, whether the value is considered expense or revenue and other comments to help correct your transaction so that it no longer violates a CVR error.

If you have questions regarding which new value to use, reach out to your business office or business manager for direction. If you still need assistance then email the COA team at coa@finance.rutgers.edu.

APPENDIX LISTING OF COA VALUES

Below is a listing of COA values:

- **Unit/Responsibility Center** (3 digits) - School, Institution, Center and/or a Central Unit which is required to produce a balanced Balance Sheet. At the highest level of reporting, the parent values will be New Brunswick, Newark, Camden, RBHS and Central.
- **Division** (4 digits) - Used to group Organizations into alternate hierarchies.
- **Organization/Department** (4 digits) - A business area with dedicated people and space.
- **Location** (4 digits) - It is the area for which you are providing service, which could or could not be the physical geographic location of the people providing the service. It identifies the area where the revenue and/or costs were incurred including onsite, off-site, online and foreign locations.
- **Fund Type** (3 digits) - Identifies the funding source used to acquire goods and services (Unrestricted, Restricted, Endowment, Plant, Loan, Auxiliary).
- **Business Line** (4 digits) - Identifies the specific line of business (or mission) being offered. At the highest level of reporting, the parent values will be the 4 missions of the university – Instruction, Research, HealthCare and Public Service as well as other categories.
- **Account** (5 digits) – Identifies the nature of the transaction such as expense or revenue (Natural Account).
- **Activity** (4 digits) - Identifies total activity of high-level, interdisciplinary and strategic initiatives that span across multiple responsibility centers/units.
- **Intra-Unit** (3 digits) - System generated (no user input required) transaction to balance journals for financial activity between a Unit and/or Fund Type.
- **Future** (5 digits) - Placeholder if we need to add a segment in the future.

The Controller's Office offers a COA class which explains the COA segments in detail. You can register through Cornerstone <https://hrservices.rutgers.edu/CornerstoneTraining/>.