Chart of Accounts
Cross Validation Rules for Employee Charging Instructions, RU Marketplace, Purchase Order Lines
• All callers have been placed on mute.

• If you have a question, please send it via the chat function. We will monitor the chat throughout the meeting, and answer your questions during this session.

• We will have time for Q&As at the end of the meeting.

• A recording of the Webinar and a copy of this presentation will be posted on the University Controller’s Office website by the end of the week.
• Chart of Accounts Initiative Background
• Chart of Accounts Segment Review
• PeopleSoft Employee Charging Instructions
• RU Marketplace and Purchase Order Lines
Your Hosts / Overview, Employee Charging Instructions

Ernie DiSandro
Director of Finance and Administrative Systems
University Controller’s Office

Dee Wiggins
Accounting Manager
University Payroll Services

Jeremy Howlett
Accounting Specialist
University Payroll Services
Your Hosts / RU Marketplace, Purchase Order Lines

Thomas Deshan
Project Manager
Project Management Office

Veronica Suraci
Business Support Manager
University Procurement Services
After working in COA for more than a year, and hearing about difficulties staff, faculty and central administration are experiencing with its use, we are developing ways to better serve the University through chart of accounts changes, improved controls and education, guidance, support and policies to ensure the best use of the COA.

**GOAL**

Improve how we support our operations by making the chart of accounts simpler to use, ensuring the data are accurate and easily reportable across the University, and making certain that the project ledger interacts seamlessly with the general ledger.
• “Open” financial management system (Oracle) allows users to enter any chart string combinations they wanted to. Therefore, there are invalid combinations and accounting values throughout the University

• Chart of accounts design resulted in creation of chart segments and projects that are inconsistent with best practices

• Absence of documented accounting scenarios for standard accounting transactions and chart string usage

• Inconsistent and inappropriate use of the chart of accounts across the University

• Lack of clarity regarding how and when Project Portfolio Management (“Projects”) should be used
• Cross validation rules (CVR) control the combination of values you can create when selecting chart of account (COA) segment values. A cross validation rule defines whether a value of a particular COA segment can be combined with specific values of other COA segments.

• The CVR also helps and enforces how your accounting information is collected, categorized and stored for reporting purposes.

• On **May 7th**, PeopleSoft and RU MarketPlace will require that all new ECIs and requisitions use a valid UDO.

• On **July 1st**, PeopleSoft and RU MarketPlace will be updated to require that the entire general ledger string adheres to the full list of cross validation rules.
• **May 7**\(^{th}\) – Rules will be implemented in RU Marketplace and Peoplesoft to ensure only valid U-D-Os are used with *new* transactions.

• **May 7**\(^{th}\) (*for RU Marketplace and PeopleSoft users*) – You MUST use a valid U-D-O; we will show you how to ensure the U-D-O you are using is valid.

• **May 7**\(^{th}\) – Cross validation rules (CVR) will be in Oracle *for monitoring only*. This will not prevent journal entries, project cost transactions, or expense reports from processing.

• **June 30**\(^{th}\) – Monitoring and testing for all CVRs continues through this date. Monitoring reports (exception reporting) will identify chart string combinations in violation of any rules.

• **July 1**\(^{st}\) – Users in *all* systems will be prevented from using invalid U-D-Os and invalid full chart string combinations. We will show you how to make sure you are using the chart of accounts under these new rules.

• **ALL USERS** – We recommend you start using valid full chart string combinations *now* so that you get accustomed to using them before July 1\(^{st}\).
University Controller’s Office  https://uco.rutgers.edu
Chart of Accounts (COA) Initiative

After working within the chart of accounts for more than a year, and hearing about the difficulties that you are experiencing with its use, we are exploring ways to improve the chart and how it is used.

We recognize that there are process improvements that can make the chart more user-friendly and better serve the University. These include better controls and education, guidance, support, and policies to ensure best use of the chart of accounts.

The goal of this long-term initiative is to improve how we support your operations by making the chart of accounts easier to use, ensuring the data are accurate and easily reportable across the University, and making certain that the project ledger interacts seamlessly with the general ledger.

We know there will be many questions about this initiative, and we want your voice in this process. Please reach out to members of the Advisory Group, or Chancellor and central unit representatives, or the Budget Office at budget@finance.rutgers.edu.

To learn more about this project, please refer to the updates from our offices, and the resources on this page:

- Webinars Registration Is Now Open (Apr. 23, 2018)
- Use of Valid U-D-Os in RU Marketplace (Apr. 18, 2018)
- System Changes and Controls for FY19 (Mar. 27, 2018)
- Verification of Project Accounting Setups (Feb. 22, 2018)
Chart of Accounts
Segment Review
Chart of Accounts (COA) Structure

10-Segment Accounting String

<table>
<thead>
<tr>
<th>Unit</th>
<th>Division</th>
<th>Organization</th>
<th>Location</th>
<th>Fund Type</th>
<th>Business Line</th>
<th>Account</th>
<th>Activity</th>
<th>Intra-Unit</th>
<th>Future</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX</td>
<td>XXXXX</td>
<td>XXXX</td>
<td>XXXX</td>
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<td>XXXXX</td>
</tr>
<tr>
<td>(3)</td>
<td>(4)</td>
<td>(4)</td>
<td>(4)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
<td>(4)</td>
<td>(3)</td>
<td>(5)</td>
</tr>
</tbody>
</table>

(39) Total Segment Digits
The chart of accounts has a multi-dimensional structure, including multiple segments to capture different aspects of a transaction.

**Unit** (3 digits): Is the highest level of reporting and represents Schools, Institutions, Centers and Central. They are categorized by campus - New Brunswick, Newark, Camden, RBHS and Central.

**Division** (4 digits): Used to group Organizations

**Organization** (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.
The chart of accounts has a multi-dimensional structure, including multiple segments to capture different aspects of a transaction.

**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 functional expense category. There are ten functional expense categories – Instruction, Research, HealthCare, Public Service, Academic & School Support, Student Services, Scholarships, Operations & Maintenance, General Administration & Institutional Support and Auxiliary.

**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 units.
Chart of Accounts
Employee Charging Instructions
• How to access the list of employee charging instructions (ECI) that are currently in violation of the cross-validation rules.

• A communication that was sent on April 24th containing a worksheet of a snapshot of ECIs with U-D-O violations.

• The PeopleSoft Pagelet that will be demonstrated has the current information.
PREVIEW – ECI-CVR Violations Pagelet
• Report pagelet updated daily at 6:00 a.m., 9:00 a.m., 12:00 p.m., 3:00 p.m., 6:00 p.m.
• Commitment Accounting Preparers and Approvers have access to this pagelet
• Report pagelet updated daily at 6:00 a.m., 9:00 a.m., 12:00 p.m., 3:00 p.m., 6:00 p.m.
• Commitment Accounting Preparers and Approvers have access to this pagelet
A PeopleSoft combination code is a system generated number.

The combination code is a shortcut for the full chart string combination.

This is not the same combination code as used in Oracle.

<table>
<thead>
<tr>
<th>Combination Code</th>
<th>GL String</th>
</tr>
</thead>
<tbody>
<tr>
<td>xxxxxxxxxx</td>
<td>Unit.Division.Organization.Location.Fund Type.Business Line.00</td>
</tr>
</tbody>
</table>

Can be downloaded to Excel

ECI: PeopleSoft CVR Violations Summary Preview, 1st Tab

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**Combocodes with ECI Violation**

<table>
<thead>
<tr>
<th>Set ID</th>
<th>Source</th>
<th>Fiscal Year</th>
<th>Date refreshed as of</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHARE</td>
<td></td>
<td>2018</td>
<td>04/27/2018 09:00 AM</td>
</tr>
</tbody>
</table>

**Department Default Or Suspen Combocodes that will violate new CVR Rules: FT-Unit, FT-BL, Unit-BL and UDO**

<table>
<thead>
<tr>
<th>DEF/SUS</th>
<th>Com Code</th>
<th>Account Type</th>
<th>ChartString</th>
<th>Fund Type</th>
<th>Unit</th>
<th>Business Line</th>
<th>UDO</th>
<th>CVR FT-UNIT</th>
<th>CVR FT-BL</th>
<th>CVR UNIT-BL</th>
<th>CVR UDO</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEF</td>
<td>000400828</td>
<td>GL</td>
<td>580.4210.8209.3010.100 8315.00000.0000.0000</td>
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<td>6315</td>
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<td></td>
<td></td>
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<tr>
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<td>GL</td>
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<td></td>
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**Combocodes with ECI Violation**

<table>
<thead>
<tr>
<th>Combocode</th>
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<th>ChartString</th>
<th>Unit</th>
<th>Business Line</th>
<th>UDO</th>
<th>CVR FT-UNIT</th>
<th>CVR FT-BL</th>
<th>CVR UNIT-BL</th>
<th>CVR UDO</th>
<th># of Employees</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
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<td>5056</td>
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</tbody>
</table>
# Request to Change Department Default ChartString

Instructions: For changes to current system Departmental Default Chartstrings, only send approved form to Payroll Services using the information in the header above. Please allow adequate time for processing.

* Only Projects that begin with 2, 5, or 6 are permitted to be a Department Default

## Section 1

<table>
<thead>
<tr>
<th>Requestor</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dept ID</th>
<th>Dept Name</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone/Ext</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

## Section 2

**Effective Date:**

<table>
<thead>
<tr>
<th>CHANGE FROM:</th>
<th>CHANGE TO:</th>
</tr>
</thead>
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<td><strong>Unit</strong></td>
<td><strong>Unit</strong></td>
</tr>
<tr>
<td><strong>Division</strong></td>
<td><strong>Division</strong></td>
</tr>
<tr>
<td><strong>Organization</strong></td>
<td><strong>Organization</strong></td>
</tr>
<tr>
<td><strong>Fund Type</strong></td>
<td><strong>Fund Type</strong></td>
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<td><strong>Location</strong></td>
<td><strong>Location</strong></td>
</tr>
<tr>
<td><strong>Business Line</strong></td>
<td><strong>Business Line</strong></td>
</tr>
<tr>
<td><strong>Activity</strong></td>
<td><strong>Activity</strong></td>
</tr>
<tr>
<td><strong>RU Initiative</strong></td>
<td><strong>RU Initiative</strong></td>
</tr>
<tr>
<td><strong>Project</strong></td>
<td><strong>Project</strong></td>
</tr>
<tr>
<td><strong>Task</strong></td>
<td><strong>Task</strong></td>
</tr>
<tr>
<td><strong>Expenditure UDO</strong></td>
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</tr>
</tbody>
</table>

## Section 3: Approvals

Approved: Department Head / Designee

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

## PAYROLL USE ONLY

Approved: Controller’s Office - Payroll Services Processed by

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Created: Nov 2015
University Payroll Services  
https://payroll.rutgers.edu
### ECI: PeopleSoft CVR Violations Summary Preview, 2nd Tab

#### Can be downloaded to Excel

Below are the list of employees whose current charging instructions will violate new CVR Rules: FT-Unit, FT-BL, UNT-BL, UDO

<table>
<thead>
<tr>
<th>Emp ID</th>
<th>Emp No</th>
<th>Name</th>
<th>Comb Code</th>
<th>Budget Amount</th>
<th>Dia %</th>
<th>Type</th>
<th>ChartString</th>
<th>Funding End Date</th>
<th>Fund Type</th>
<th>Unit</th>
<th>Business Line</th>
<th>UDO</th>
<th>CVR FT-UNIT</th>
<th>CVR FT-BL</th>
<th>CVR UNIT-BL</th>
<th>CVR UNIT-UDO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td></td>
<td>100040828</td>
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<td>INVALID UNIT-BL</td>
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<td>580</td>
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<tr>
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<td>INVALID UNIT-BL</td>
<td></td>
</tr>
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<td></td>
<td>58042103269</td>
<td>INVALID UNIT-BL</td>
<td></td>
</tr>
</tbody>
</table>

**Learn about the chart of accounts initiative for FY19**: Data is refreshed as of 04/27/2016 12:00 PM.
CVR Violation: Invalid U-D-O combination (U - 155, D - 1510, O - 6771).

Please use a valid U-D-O combination. If a new U-D-O is needed, please complete the “Request for New U-D-O” form, which is available on the University Controller’s Office website (Forms – New Segment Values – Request for New UDO). Forward the completed form to the Chart of Accounts Governance Council at coa@finance.rutgers.edu.
Dee Wiggins
daw67@payroll.rutgers.edu
(848) 445-2113

Jeremy Howlett
jh1251@payroll.rutgers.edu
(848) 445-2113

Payroll Services Help Desk
payroll@payroll.rutgers.edu
(848) 445-2113
QUESTIONS & ANSWERS
Chart of Accounts

RU Marketplace and Purchase Order Lines
• How to use valid U-D-Os in RU Marketplace

• How to using valid full chart string combinations in RU Marketplace

• Guidance on correcting purchase order lines in violation of Cross-Validation rules
# Chart of Accounts (COA) Structure

## 10-Segment Accounting String

<table>
<thead>
<tr>
<th>Unit</th>
<th>Division</th>
<th>Organization</th>
<th>Location</th>
<th>Fund Type</th>
<th>Business Line</th>
<th>Account</th>
<th>Activity</th>
<th>Intra-Unit</th>
<th>Future</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX</td>
<td>XXXX</td>
<td>XXXX</td>
<td>XXXX</td>
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<td>XXXXXX</td>
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<td>(4)</td>
<td>(5)</td>
<td>(4)</td>
<td>(3)</td>
<td>(5)</td>
</tr>
</tbody>
</table>

(39) **Total Segment Digits**
• Cross validation rules (CVR) control the combination of values you can create when selecting chart of account (COA) segment values.

• A cross validation rule defines whether a value of a particular COA segment can be combined with specific values of other COA segments.

• A CVR also helps and enforces how your accounting information is collected, categorized and stored for reporting purposes.

• On May 7th, PeopleSoft and RU Marketplace will require that all new ECIs and requisitions use a valid U-D-O.

• On July 1st, all systems will be updated to require that the full chart string combination adheres to the full list of cross validation rules including U-D-O combinations.
COA: Cross Validation Rules

- CVR file contains list of all new rules that will be implemented
- Each rule can be interpreted with the same logic as the example below

<table>
<thead>
<tr>
<th>Rule Name</th>
<th>Description</th>
<th>Error Message</th>
<th>If you use this Segment</th>
<th>Values</th>
<th>Then use this Segment</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>CVR FT-BL 09</td>
<td>This rule enforces that Medical Contracts for the State of NJ Fund Types (145 &amp; 390) can only be used in combination with Healthcare &amp; Clinical Business Lines (3500-3999). Fund Types (145 &amp; 390) can only use Business Line (9999) when recording to Balance Sheet (Assets &amp; Liabilities) Accounts.</td>
<td>CVR FT-BL 09 - The Fund Type value used is not valid with this Business Line value</td>
<td>Fund Type</td>
<td>145,390</td>
<td>Business Line</td>
<td>3500-3999,9999</td>
</tr>
</tbody>
</table>

If you use Fund Types 145 or 390, you must use Business Lines 3500-3999, or 9999
If you use this value segment,…

- Account
- Business Line
- Fund Type
- Fund Type
- Unit

…then you must use this value segment

- Unit
- Account
- Account
- Business Line
- Unit
- Business Line
Chart of Accounts

RU Marketplace
These files will be referred to in this presentation and are available on the Controller’s website.

Chart of Accounts (COA) Initiative

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We recognize that there are process improvements that can make the chart more user-friendly and better serve the University. These include better controls and education, guidance, support, and policies to ensure best use of the chart of accounts.

The goal of this long-term initiative is to improve how we support your operations by making the chart of accounts easier to use, ensuring the data are accurate and easily reportable across the University, and making certain that the project ledger interacts seamlessly with the general ledger.

We know there will be many questions about this initiative and we want your voice in this process. Please reach out to members of the Advisory Group, or Chancellor and central unit representatives, or the Budget Office at budget@finance.rutgers.edu.

To learn more about this project, please refer to the updates from our offices, and the resources on this page.

- Purchase Order Lines - May 23 Deadline (Apr. 25, 2018)
- Employee Charging Instructions - May 23 Deadline (Apr. 24, 2018)
- Webinars Registration Is Now Open (Apr. 23, 2018)
- Use of Valid U-D-Os in RU Marketplace (Apr. 18, 2018)
- System Changes and Controls for FY19 (Mar. 27, 2018)
- Verification of Project Accounting Setup (Feb. 22, 2018)
- Valid Unit-Division-Organization combinations (Feb. 19, 2018)
- New Initiative to Improve the Chart of Accounts (Oct. 2017)
- Check that the U-D-O you are using is on the valid U-D-O list
- Go to the Controller’s website and download the “Valid and Invalid U-D-Os” file
- Check to see if your U-D-O is on the valid list
- If your U-D-O is not on this list, it is NOT valid for use

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
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<td>D</td>
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</tr>
</tbody>
</table>

**Valid UDO Combinations**

As of April 9, 2018

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
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</table>
• If your U-D-O is on the valid list, you are almost there!

• Next, download the **“RU Marketplace: Valid U-D-Os without Rules, and U-D-Os to be Deactivated”** file

• Check this file to see if your U-D-O has an approval rule. All valid UDOs must have an approver in order for RU Marketplace to process the transactions.

• If you have a valid U-D-O that is on this list, you must request an approver in order for it to work.
• You should be aware of which U-D-Os will be deactivated
• In the same file, go to the “U-D-O’s” tab to deactivate
• These U-D-Os will not be available for transactions in RU Marketplace on May 7th
• If RU Marketplace users try to use **invalid U-D-Os** on or after May 7\(^{th}\), the requisition will fail and be returned to the requestor.

• If RU Marketplace users try to use **valid U-D-Os that do not have approver rules**, the requisition will fail and be returned to the requestor.
1. Create and submit a requisition.
2. Review RU Marketplace Notifications (bell symbol), to see if requisition has been rejected.
3. If the requisition is rejected, click on the notification to access the requisition cart.
4. Click on the History tab to see if there are reasons for the requisition to have been rejected.
5. Check the Notes section for a reason the requisition was rejected (no reason noted).
6. If there is **no reason** in the History or Notes fields, check the following:
   - Is every field in the chart string filled out completely?
   - Is it a Punch Out order with a change to the shipping address? This is not allowed.
   - **Is the U-D-O valid? Check the Controller’s website https://uco.rutgers.edu/chart-accounts-coa-initiative.**

   - Review the Valid UDO tab of the spreadsheet
If you receive “A requisition you submitted has been returned” notification:

7. If the U-D-O is valid, please contact your Business Manager or Chancellor and Central Unit Representative to have them complete the RU MarketPlace Access Form with the U-D-O approvers. Then, return the form to procure@finance.rutgers.edu.

8. If U-D-O is invalid, please contact your Business Manager or Chancellor and Central Unit Representative to identify a valid U-D-O that can be used for requisitioning.

9. If you do not know who your Business Manager is, go to the Controller’s Website Chart of Accounts Initiative Page https://uco.rutgers.edu/chart-accounts-coa-initiative; look up the Chancellor and Central Unit Representative using the Chancellor and Central Unit Representatives link.
1. Go to the Office of the University Controller Website’s Chart of Accounts (COA) Initiative page at https://uco.rutgers.edu/chart-accounts-coa-initiative

2. Download the list of **U-D-Os without Approval Rules** and a list of **Invalid U-D-Os** by selecting the **Valid U-D-Os for RU Marketplace** link
   - If your U-D-O is valid but needs an approval rule or is on the deactivate list:

3. Open and review the Excel U-D-Os without rules and U-D-Os to be deactivated files (two tabs)
   a. COA New – Approved U-D-Os no rules tab:
      - Review list with Business manager
      - Obtain the RU Marketplace System Access Form by going to the myRutgers portal, Cornerstone Access Request page at https://eas.rutgers.edu/?ht_kb=cornerstone-access-request-system
      - Complete the for with approval rules for valid U-D-Os without rules
      - Submit the form to the Procurement Help Desk at procure@finance.rutgers.edu
   b. U-D-Os to deactivate tab:
      - Review list with Business Manager
      - When issuing new RU Marketplace requisitions, do not use U-D-Os on the U-D-Os to deactivate tab

4. Obtain a list of **valid U-D-Os** by selecting the **Valid and Invalid U-D-Os** link

5. Issue new RU Marketplace requisitions using only valid U-D-Os.
QUESTIONS & ANSWERS
• The following slides illustrate how to build a valid full chart string combination that complies with the new cross-validation rules.

• We encourage users to start using the full chart string combinations now, but these rules go into effect on the following dates:
  – *May 7th* – Cross validation rules will be in “monitor mode” between May 7th and June 30th. Reports will be provided to show which transactions are in violation. This way we can all get accustomed to using the chart under the new rules.
  – *July 1st* – The new cross-validation rules will be in effect, and **all users** across **all systems** user must adhere to these rules.
• How do I know which chart string combination to use?

• Rules of the Road
  – The U-D-O you use must be on the valid U-D-O list.
  – Use the CVR list. The remaining segment values must comply with the cross-validation rules.
  – Build your valid chart string combination.

We will walk through an example of how to build a valid, complete chart string combination.
To ensure you are providing a U-D-O that is valid:

- Review the list of valid U-D-Os. You can download the list from the Controller's website.
  - You must choose a U-D-O on the “Valid UDOs” tab.
  - You can search for data in your U-D-O.
Understanding the cross validation rules: Use the right Fund Type, Business Line, Account

- **Account – Unit**: If you use any account in column E (Condition Filter Values), you must use a unit in column G (Validation Filter Values)
- **Business Line – Account**: If you use any business line in column E, you must use an account in column G
- **Fund Type – Account**: If you use any fund type in column E, you must use an account in column H
- **Fund Type – Business Line**: If you use any fund type in column E, you must use a business line in column H
- **Fund Type – Unit**: If you use any fund type in column E, you must use a unit in column H
- **Unit – Business Line**: If you use any unit in column E, you must use a business line in column H
• To ensure you provide a valid combination of Fund Type, Business Line, and Account:
  o [Link] Review the list of cross validation rules. You can download this from the University Controller’s website.
  o [Link] Read the job aid on the cross validation rules. You can download this at the University Controller’s website.

---

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<th>Rule Name</th>
<th>Description</th>
<th>*Error Message</th>
<th>If you use this Segment</th>
<th>Values</th>
<th>Then use this Segment</th>
<th>Values</th>
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<tbody>
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<td>CVR Account-Unit 01</td>
<td>This rule enforces that House Staff and Affiliate Revenue Accounts can only be used in combination with certain KBHS Units (700-855,900).</td>
<td>CVR Account-Unit 01 - The Account value used is not valid for this Unit value</td>
<td>Account</td>
<td>42500-42699,45000-46699</td>
<td>Unit</td>
<td>700-855,900</td>
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<tr>
<td>CVR BL-Account 01</td>
<td>This rule enforces that Business Lines (0000-9899) can only be used in combination with P&amp;L (Revenue &amp; Expenses) Accounts. The Default Business Lines (9891-9999) can only be used in combination with Balance Sheet (Assets &amp; Liabilities) Accounts.</td>
<td>CVR BL-Account 01 - The Business Line value used is not valid for this Account value</td>
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<td>0000-9899</td>
<td>Account</td>
<td>36010,40000-99999</td>
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<td>CVR BL-Account 02</td>
<td>This rule enforces that Default Business Lines (0001-9999) can only be used in combination with P&amp;L (Revenue &amp; Expenses) Accounts. The Default Business Lines (9991-9999) can only be used in combination with Balance Sheet (Assets &amp; Liabilities) Accounts.</td>
<td>CVR BL-Account 02 - The Business Line value used is not valid for this Account value</td>
<td>Business Line</td>
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<td>16000-39999</td>
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Chart of Accounts
Purchase Order Lines
• All purchase order lines that are currently are violating cross validation rules must be replaced with a valid, full chart string combination.

• This is a required step to have clean purchase orders to begin the new fiscal year.

• On April 25th, all Business Managers were sent a listing of purchase orders that are in violation, to be fixed and sent back by May 23rd.

• The following slides include a step-by-step guide on how to replace purchase order lines that are in violation with a valid chart string combination.

• **Note:** The purchase order line data is POs in the system as of February 19, with PO balances as of April 20. We will monitor the system between now and June 30, and will address POs created since February 19, and that remain in violation before year end.
File location of purchase order lines in violation on Controller’s website
• Before you get started, verify with your manager that you are the designated person that is performing this task.

• Get the listing of purchase order lines in violation that was emailed on April 25th

• Filter on your unit or U-D-O in column “F – UDO”
• You will see all of your purchase order lines that are in violation of the new cross validation rules

• You will need to provide a new chart string combination in column ‘I’ for each invalid chart string in your department

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• How do I know which chart string combination to use?

• Rules of the Road
  – The U-D-O you use must be on the valid U-D-O list.
  – Use the CVR list. The remaining segment values must comply with the cross-validation rules.
  – Build your valid chart string combination.

Valid U-D-O + Add the remaining segments and ensure all segments comply with the cross validation rules = Valid chart string combination

We will walk through an example of how to build a valid, complete chart string combination.
• To ensure you are providing a U-D-O that is valid:
  – Review the list of valid U-D-Os. You can download the list from the Controller's website.
    o You must choose a U-D-O on the “Valid UDOs” tab.
    o You can search for data in your U-D-O.

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- **Account – Unit**: If you use any account in column E (Condition Filter Values), you must use a unit in column G (Validation Filter Values)
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- **Fund Type – Business Line**: If you use any fund type in column E, you must use a business line in column H
- **Fund Type – Unit**: If you use any fund type in column E, you must use a unit in column H
- **Unit – Business Line**: If you use any unit in column E, you must use a business line in column H
To ensure you provide a valid combination of Fund Type, Business Line, and Account:

- Review the list of cross validation rules. You can download this from the University Controller’s website.
- Read the job aid on the cross validation rules. You can download this at the University Controller’s website.
PO Lines: How to Select Valid Chart Segments

Example: Create a valid chart string combination

Invalid chart string from PO lines – this one violates rule CVR FT-BL 07

Verify or change the U-D-O

In this case, the U-D-O is valid. If the U-D-O was not valid, you would need to provide one from the valid U-D-O list.
Example: Create a valid chart string combination

Invalid chart string combinations from PO lines

The rule that is violated (Column G, in the PO lines spreadsheet) is CVR FT-BL 07. The violation is between Fund Type (500) and Business Line (6315). Fund Type (500), must be used with a research, healthcare, public service, or scholarship business line. By looking up the cross validation rules, you can find the rule being violated, and make the correction. Walk through the CVR spreadsheet.
Finally, update the spreadsheet with the valid chart string combination

- After confirming that your new chart string is on the valid U-D-O list, and is in compliance with the six categories of the cross validation rules, enter the chart string combination in column I.
- As an example, this chart string combination needed to be update with a Business Line of “3100”.
- If you need to see the purchase order details, go to RU Marketplace to lookup the PO number that is provided.
- After you update the spreadsheet with your unit or U-D-O, return the spreadsheet on or before May 23rd to coa@finance.rutgers.edu.
• Chart of Accounts Initiative Background
• Chart of Accounts Segment Review
• PeopleSoft Employee Charging Instructions
• RU Marketplace and Purchase Order Lines

You can access updates and resources on the University Controller’s website at

https://uco.rutgers.edu/chart-accounts-coa-initiative
COA: Who to Contact with Questions, for Support

Thomas Deshan
coa@finance.rutgers.edu
(848) 445-2100

Veronica Suraci
procure@finance.Rutgers.edu
(848) 932-4375

Chart of Accounts Help Desk
coa@finance.rutgers.edu
(848) 445-2100
QUESTIONS & ANSWERS
APPENDIX
Chart of Accounts
How to Change Employee Charging Instructions
Select “Employee Charging Instructions”
Enter Record Number

Status Options:
• Blank
• Approved
• Denied
• Pending
• Withdrawal

Enter Employee ID

If entering new Employee Charging Instructions (ECI), leave Approval Status blank
ECI: Preparer Role

Employee Charging Instructions Screen

1. Create new Employee Charging Instructions

2. Existing Employee Charging Instructions can be modified
1. Click "+".
2. Enter Effective Date.
3. Select Approver.
4. Enter Justification.
5. Set Earnings Distribution.
6. Switch to Combination Code Description Tab.

[Diagram of ECI: Preparer Role interface with numbered steps and instructions.]
Click on “Chartfield Details” to assign an account for each line.
ECI: Prepare Role

Click Search

Search Options

Combination Codes

Search
Search Combination Codes

Enter Combination Code

Select

Click Search

Click Select

ECI: Preparer Role
Enter Combination Code

Click

Select

This is an Example of a Project string search

Alternative
Search by ChartFields to find Combination Code

Click Search

Click Select

ECI: Preparer Role
Enter Justification

If effective date is over 90 days, explanation required

Click Submit
You have successfully submitted your Employee Charging Instruction(s). Click OK.
**Employee Charging Instructions**

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<th>Z1234</th>
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<tr>
<td>Budget End Date</td>
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**Emp ID:** 00123456  
**Name:** Henry Rutgers  
**Effective Date:** 09/09/2016  
**Status:** Active

**Justification (Required):** test

**Comments:**

**Earnings Distribution**

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**Select Approved**

**Approver:** David Coach  
**Approval Status:** Approved  
**Date Created:** 09/09/2016  
**Last Updated By:**  
**Last Updated On:** 09/09/2016

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