1.0 Introduction

PeopleSoft 7.5

The upgrade to version 7.5 is the first major upgrade of PeopleSoft for the University since the implementation of the system in January 1999. Periodic upgrades are necessary to keep the University up-to-date with current technology and to maintain support from PeopleSoft. Users will notice some cosmetic changes from PeopleSoft 6.0; however the functionality has not changed significantly. The majority of the changes and improvements are to behind-the-scenes processes in this release.

Training & Installation

PeopleSoft training is conducted by the Controller's Office and is available to permanent staff members of CWRU only. Users must complete the training sessions before access to the system is granted. Once training has been completed, a member of Administrative Information Services (AIS) will contact each user to schedule an appointment for installation.

Users can sign up for training at:

http://www.cwru.edu/finadmin/controller/pstrain/pshome.htm

Announcements & Communications

All announcements and communications regarding PeopleSoft are made via email. Once users have completed training, their names are automatically added to the mailing list. Announcements include information on the availability of the system, completion of month-end and year-end processes and updates or upgrades to the system.

Contact the PeopleSoft trainer at pstrainer@po.cwru.edu for questions concerning the use of the system.

About this Manual

This manual was designed as a supplement to the on-line portion of CWRU's PeopleSoft training program. The topics covered within this manual represent the most commonly used features, as customized for Case Western Reserve University. The revision of this manual will be an ongoing process as features change or upgrades are made to the general ledger system. Updates to this user manual will be posted on the CWRU PeopleSoft web site at:

http://www.cwru.edu/finadmin/controller/pstrain/pshome.htm

Comments and questions regarding the material in this manual should be directed to the PeopleSoft trainer at:

pstrainer@po.cwru.edu

2.0   Accessing PeopleSoft

PeopleSoft is a client-server software application. Like most client-server applications, PeopleSoft stores it's data and programs on a University mainframe and server. Processing, however, is a shared task of the user's computer (client) and the mainframe (server). Since the user's computer plays an important role in the processing scheme, it is important to have a machine capable of handling such a workload. This also means that software needs to be installed on the client before PeopleSoft can be accessed.

2.1 System Recommendations

The <u>minimum</u> computer requirements for accessing PeopleSoft are listed below. Performance is directly related to processor speed and memory since most processing takes place on the client's computer. It is recommended that you run PeopleSoft on a newer system to obtain optimal performance.

Using ATM Network Connection:

- Pentium Processor, 250 MHz or faster
- 64 MB RAM
- 100 MB Hard Disk Space
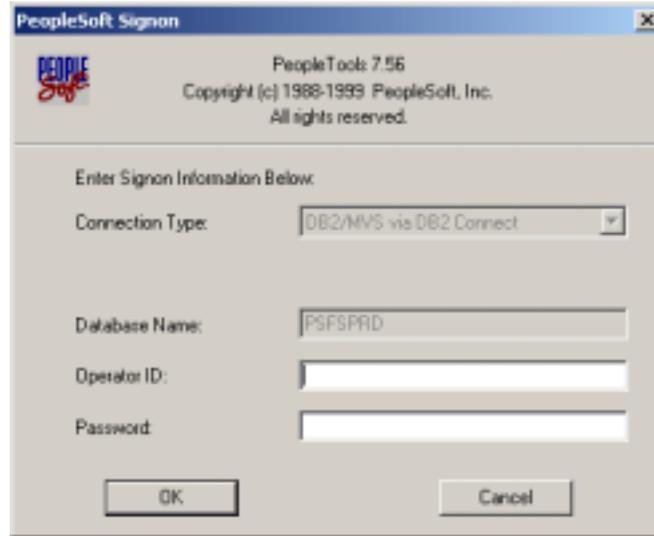
Using Ethernet Connection:

- Pentium Processor, 250 MHz or faster
- 32 MB RAM
- 100 MB Hard Disk Space

2.2 Logging onto the System

Once your ID and password have been setup, logging on to PeopleSoft is easy. The PeopleTools icon should be on your desktop:

PeopleTools

Double click on this icon to reach the following sign-on screen.

The Database Name should already be filled in for you. You will need to enter your user ID and password then click **OK**.

If the PeopleTools icon does not appear on your desktop, you may open the sign-on screen by clicking on the PeopleTools icon in the program folder:
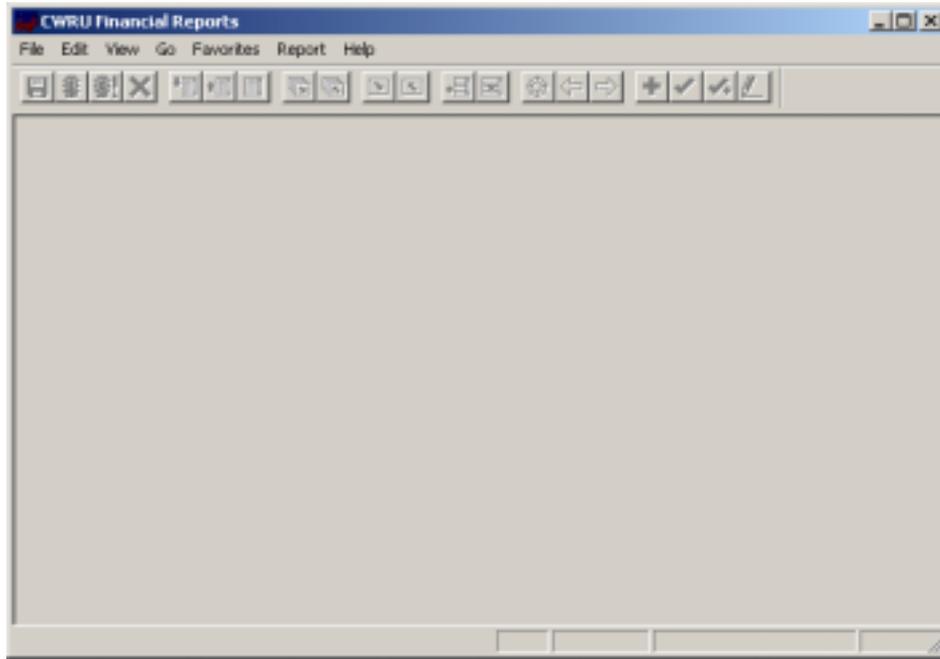
    - Start
      - Programs
        - PeopleSoft 7.5

Select **PeopleTools.**

Once you enter your sign on information, you should see the following PeopleTools splash screen:

This screen will disappear and be replaced by an active PeopleSoft window:

NOTE: PeopleSoft loads cache files on to your computer the first time you sign on. It may take up to several minutes for the initial PeopleSoft window to appear. Once the cache files have been loaded, subsequent sign on attempts will be noticeably faster.

2.3 *Changing Your Password*

PeopleSoft passwords expire every 180 days. You will receive an automated e-mail message approximately 2 weeks in advance indicating that it is time to change your password.

Please keep the following restrictions in mind when choosing a password:

- Passwords must be 6-8 characters in length.
- Passwords cannot be reused.
- You cannot reuse passwords that have been used on any other mainframe system.
- Your password cannot contain your name, user ID or other easily guessed word.
- Passwords cannot change by a single character (i.e. you cannot add a number or increment a number from your previous password).

- Your password cannot be changed more than once per day.

- Multiple unsuccessful attempts to change your password (more than 4) will result in the suspension of your user ID. Please contact the PeopleSoft trainer if you are having difficulty changing your password.

- If you are using Harbor and/or EUSS, these passwords must be synchronized with your PeopleSoft password.

Do not attempt to login to PeopleSoft to change your password. Password changes are handled through a web browser (i.e. Internet Explorer or Netscape).

Open either Internet Explorer or Netscape and enter the following URL:

http://mvs-tcp4/passchg

The following screen will appear:

The **MESSAGES** section of the screen will give you the status of the change.   If the new password is accepted, you will see the following message:

Change successful for:<USERID>

If your password failed to change, an error message will be displayed. Correct the indicated problem and try again.

You should login to PeopleSoft immediately after changing your password. Use your <u>new</u> password to login. You will be prompted for your old password after the initial login screen:

Enter your old password and click **OK**. You will see this additional screen any time your password has been changed.

⚠️ **You should log into PeopleSoft immediately after changing your password. Failure to do this may cause your account to be disabled.**
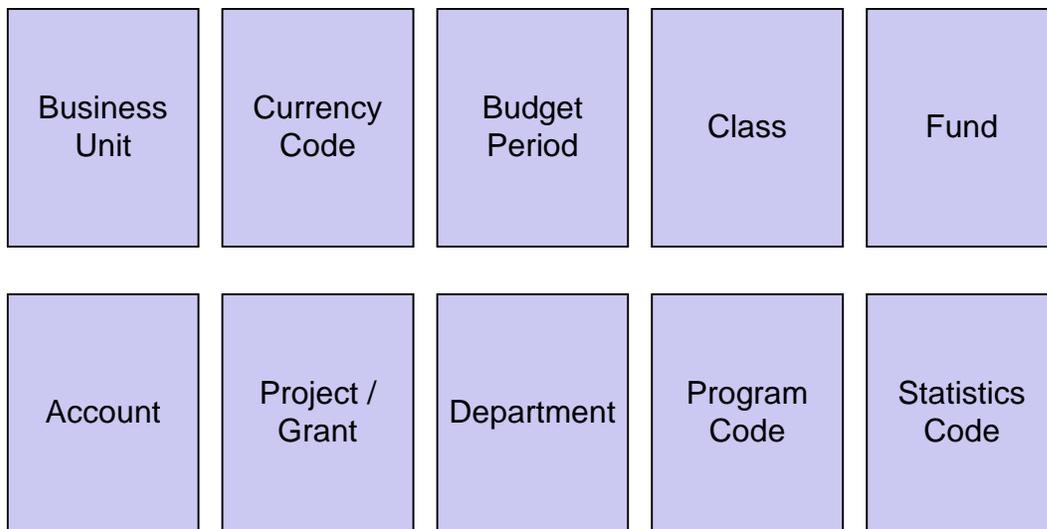
3.0   The Basics

3.1 The Chart of Accounts

Case Western Reserve University's new Chart of Accounts consists of the following 10 ChartFields:

Business Unit	Currency Code	Budget Period	Class	Fund
Account	Project / Grant	Department	Program Code	Statistics Code

Each of these ChartFields is required when recording a transaction in PeopleSoft. A brief description of each ChartField is given below:

Business Unit: The name of the company or entity for which PeopleSoft reports. In our case, the *Business Unit* will always be "**CWRU**".

Currency Code: The base currency used for all transactions for the University. In our case, the *Currency Code* will always be "**USD**" (the US Dollar).

Budget Period: A defined 12-month period used to track and report on fiscal activity the University. CWRU's *Budget Period* is July 1 - June 30. The name of the *Budget Period* is derived from the date on which the fiscal year ends. For example, *Budget Period* **"2001"** ended on June 30, 2001.

Class: A code used to identify limitations on funds held by the University. The *Class* is used to satisfy external reporting requirements and does not necessarily reflect actual restrictions on the use of funds as indicated by the sponsor. For most income/expense transactions, the *Class* will be "**00**".

Fund: A major functional category used to group related transactions such as sponsored research and training, endowment activity or cost sharing expenses.

   A complete list of Fund categories can be found in Appendix B.

Account: A mechanism used to breakdown asset, liability, revenue and expense activities within a specific *Fund*. FMS expense classes, for example, will be carried over to the *Account* field.

   A complete list of Accounts can be found in Appendix C.

Project/Grant: The field used to track transactions related to a specific sponsored project. The *Project/Grant* field is populated by (1) *a Parent Number*, (2) a *Segment Number,* (3) a *Sub-Segment Number* or (4) a *CIP Number*.

   Parent Number
   A 5-digit serial number used to track a specific project throughout its lifetime. The *Parent Number* is used only for roll-up reporting purposes.

Segment Number

A 6-digit identification number used to track a specific period or phase of a project. **All transactions occur at the *Segment or Sub-Segment* level.**

Sub-Segment Number

Same as a *Segment Number* except that a *Sub-Segment* rolls up to a *Segment Number*. This adds another level of roll up reporting capability.

Construction in Progress (CIP) Number

A 6-digit identification number used to track transactions related to a specific construction project.

Department: Identifies operating and academic units within the University and tracks fiscal activity for each of these units.

A complete list of Department ID's can be found in Appendix D.

Program Code: Similar to FMS budget numbers, the *Program Code* is used to sort expense transactions by major budgetary area (i.e. operating, research, special program, instructional, etc).

Statistics Code: The *Statistics Code* is used to track statistical information. Only one statistics code has been established. This code is used by Endowment Accounting to track endowment units.

3.2 How PeopleSoft Stores Information

PeopleSoft General Ledger is a giant relational database that stores information in a number of tables. The ledger and journal tables are the main transaction tables in PeopleSoft. This is where all of the financial information for the University is stored. The values in these tables can only be manipulated by journal entries. A separate journal line is created for every transaction (i.e. an accounts payable charge or a paper journal submitted by a department).

Ledger Table

The ledger table stores balances for each combination of ChartFields. Reports such as the summary portion of the Expense Statement use this table to determine the total expenses or income for a particular project or department. This table summarizes the activity from the journal lines table.

Journal Lines Table

The journal lines table stores each transaction that is entered into PeopleSoft. Reports such as the detail section of the Expense Statement use the journal lines table to obtain their data. Because of the volume of data stored, reports that use this table tend to have a longer runtime than report that use smaller tables.

3.3 Understanding Effective Dates

When you update existing information, you do not want to lose or overwrite the data already stored in the database. To retain history, you can add a new data row identified by the date when the information goes into effect: an *effective date*.

Effective dates allow you to keep history, current, and future information in tables. You can use the information to look at what has happened up until now and plan for the future. The system categorizes effective-dated rows into three basic types:

Future	Data rows that have effective dates greater than the system date - today's date. There can be more than one.
Current	The data row with the greatest effective date less than or equal to today's (system) date. Only one row is the current row.
History	Data rows that have effective dates less than the effective date of the current data row. There can be more than one.

Below is an example of how annual budget information might be stored in an effective dated table:

Effective Date	Dept ID	Budget
7/1/99	9999	$10,000
7/1/00	9999	$12,000
7/1/01	9999	$15,000
7/1/02	9999	$18,000

3.4 Accounting Periods

Accounting Periods are used in PeopleSoft General Ledger to define the consecutive months within a fiscal year. Periods must be specified when running report requests or job processes. The periods that have been established for CWRU are listed below:

Period	1	July
Period	2	August
Period	3	September
Period	4	October
Period	5	November
Period	6	December
Period	7	January
Period	8	February
Period	9	March
Period	10	April
Period	11	May
Period	12	June

Note that in addition to the periods listed above, Prior year balance forwards will be recorded in Period 0. All balances in Period 0 are recorded automatically after the prior year close. No manual adjustments can be posted to this period. All year-end adjustments will be recorded in the closing period, Period 998.

IMPORTANT: When running year-end reports, you must include Period 998 in your report request in order to see year-end activity.

3.5 The Process Scheduler and Process Monitor

A process in PeopleSoft is simply any task that is executed by the system. The most common process types are programs and reports. You will see the Process Scheduler whenever you attempt to run an SQR or Crystal report. The Process Scheduler allows you to run reports on your local computer and choose where the results are sent.

Process Scheduler Settings

The **Run Location** on the Process Scheduler should always be set to CLIENT.

The **Run Date/Time** should always be left on the default settings.

The **Output Destination** can be set to either FILE, PRINTER or WINDOW. There are limitations on where output can be delivered, based on the type of report that is requested. More information on these limitations is discussed in Chapter 4.

Output Destinations:

|	
File	Saves report to the path indicated in the **File/Printer** box. The default is C:\TEMP\. You can change the file location to any valid directory on your hard drive. Directory names should contain no spaces.
Printer	Prints the report to a local or network printer. The default location is LPT1, which is the port typically used by a printer connected directly to your computer. This location can be changed to a network print queue.

Window   Displays the report in a window on your computer screen.

Once you set the output destination for a particular type of report, PeopleSoft will save these settings for future use.

The Process Monitor

Once a process is initiated by the Process Scheduler, its status can be reviewed using the Process Monitor. You can open the Process Monitor manually by navigating to the following menu location:

 - Go
   - PeopleTools
     - Process Monitor
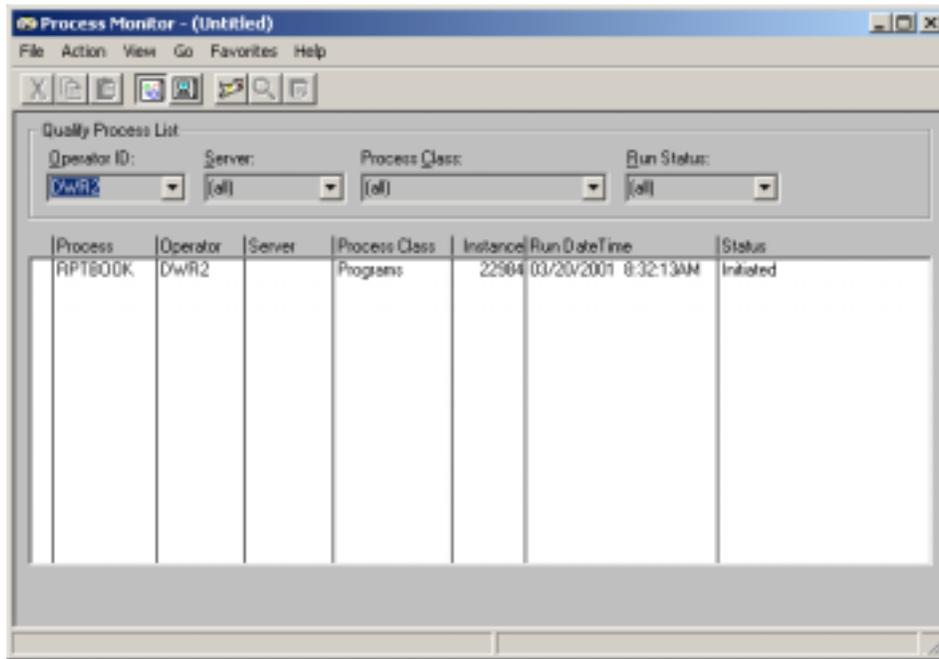
The Process Monitor lists any processes that are currently running as well as processes that were recently run. The most recent or current process will be displayed at the top of the list. The status of each process is listed in the rightmost column.

Status	Description
Initiated	PeopleSoft is accepting the request made by the Process Scheduler and is setting up the process to run.
Processing	The report is currently processing.
Success	The process has finished successfully.
Error	A network or server error has occurred. You will need to re-run the process.

The Process Monitor updates the status of your processes when it is first opened. After that, you must update the status manually by clicking the icon and "Sparky" the dog will fetch the status for you.

3.6 Navigating in PeopleSoft

PeopleSoft utilizes a pull-down style menu system. This menu system is used to navigate through the various *panels*. Related *panels* are grouped together into *panel groups*. The *panel groups* are displayed by clicking on the appropriate item on the *menu bar*. Individual *panels* are subsequently displayed by clicking on the appropriate *panel group*:
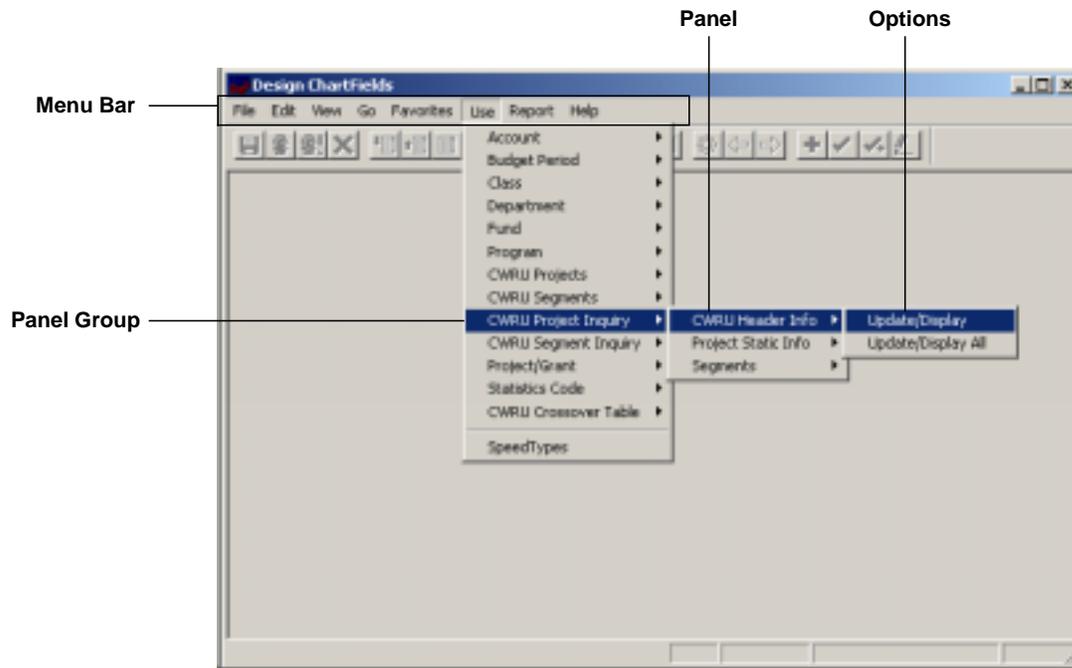
Throughout this manual, panel selections will be given in the following format:

- Menu Item
 - Panel Group
  - Panel
   - Option

The selection in the figure above, for example, will be shown as follows:

- Use
 - CWRU Parent Inquiry
  - CWRU Header Info
   - Update/Display

Note: In some cases, your actual panel selections may look slightly different than those given in this manual, due to varying levels of security.

The title bar on each panel indicates your current window, menu item and panel group. The tool bar provides push-button convenience for several common functions and the folder tabs allow you to quickly jump from one panel to the next within a panel group:
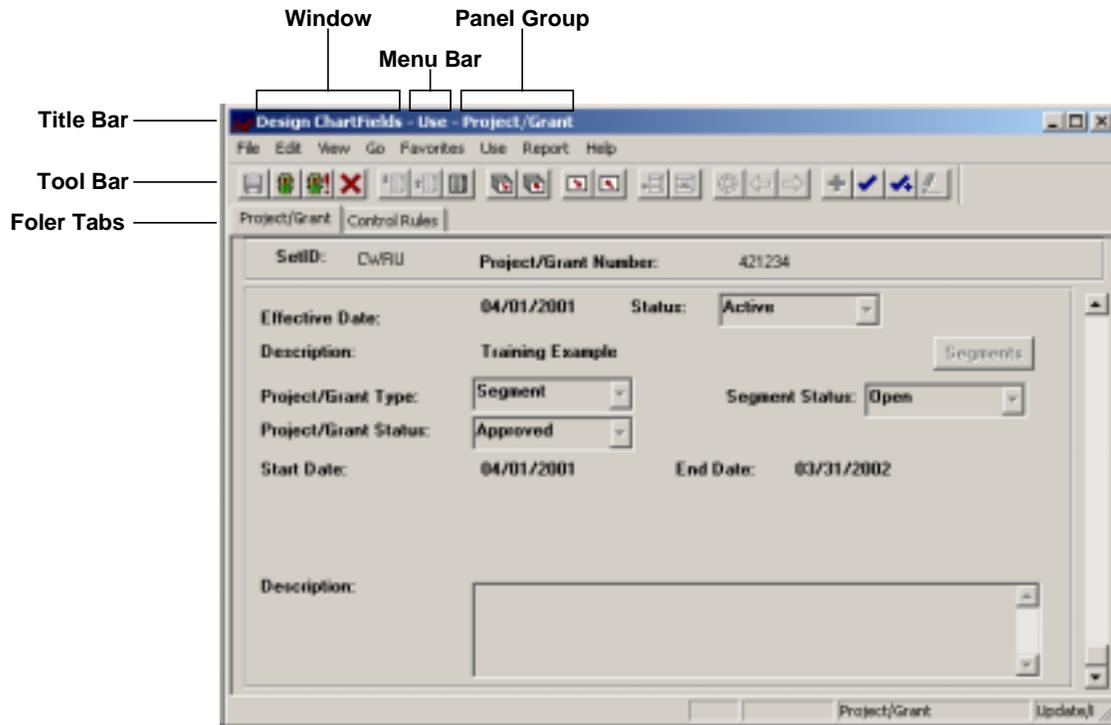
Some of the buttons on the toolbar are not used or were inactivated during the customization process. A list of the commonly used buttons and their functions is given on the following page:

The Main Toolbar

Save changes

Run process

Run process with the saved parameters

Cancel – Do not save changes

Next item in search list

Previous item in search list

Show search list

Next panel in the group

Previous panel in the group

Next menu item

Previous menu item

Insert a row after current row

Delete current row

Browser - back

Browser - forward

Add a record

Update / Display

Update / Display All

Function Keys – Quick Reference

The following key strokes can be used instead of the icon button toolbar:

Function Keys   **+ Shift**

F1	Help	
F2	Moves to next panel in panel group	Moves to previous panel in panel group
F4	Displays list of valid values	Displays partial list of valid values
F6	Moves to next panel in menu list	Moves to previous panel in menu list
F7	Inserts a row	
F8	Deletes a row	
F9	Moves to next row in a list	Moves to previous row in a list

Special Keys

Tab	Moves cursor to next field
Shift + Tab	Moves cursor to previous field
End	Moves cursor to end of field
Del	Deletes highlighted test
Home	Moves cursor to beginning of field
Spacebar	Turns on checkbox; activates pushbutton
←	Moves left; turns on radio buttons
→	Moves right; turns on radio buttons
↑	Scrolls up through rows of data
↓	Scrolls down through rows of data
Alt + ↑↓	Opens and closes a drop down list
Enter	Saves if Save toolbar is enabled
Esc	Cancels the Panel **CAUTION!** This will close the panel *without* saving your work and *without* prompting you to save your work.

4.0   Reporting Tools

PeopleSoft utilizes a variety of reporting tools to present financial information. Reports are generated using one of the following report formats: SQR, Crystal or nVision. In addition, raw data can be extracted from the system using PeopleSoft's Query tool. Each of these reporting options and their differences will be discussed in this chapter.

4.1 SQR Reports

SQR (Structured Query Reporting) is a powerful database query language used for complex and detailed report writing. Many SQR reports are available on demand and can be obtained through the CWRU Financial Reports menu item.

See Appendix A for a complete list of available reports.

- Go
  - CWRU Financial Reports
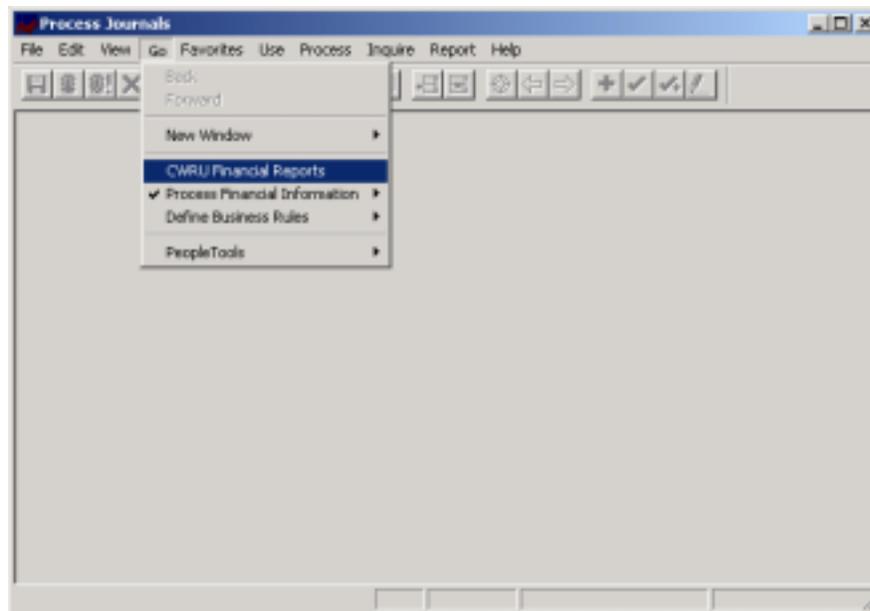
- Reports
  - SQR Batch
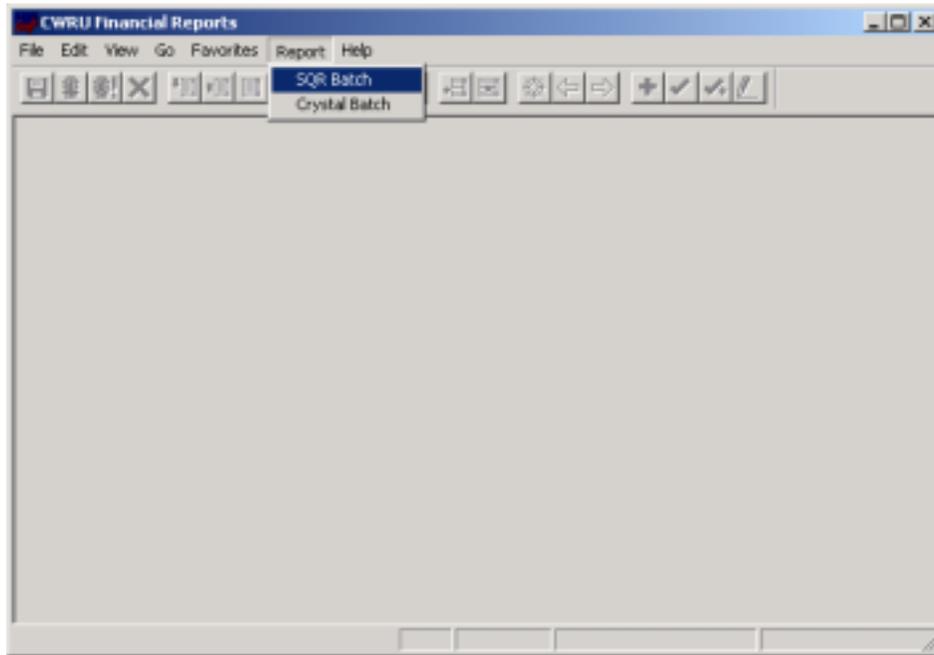
A list of available reports will be displayed:
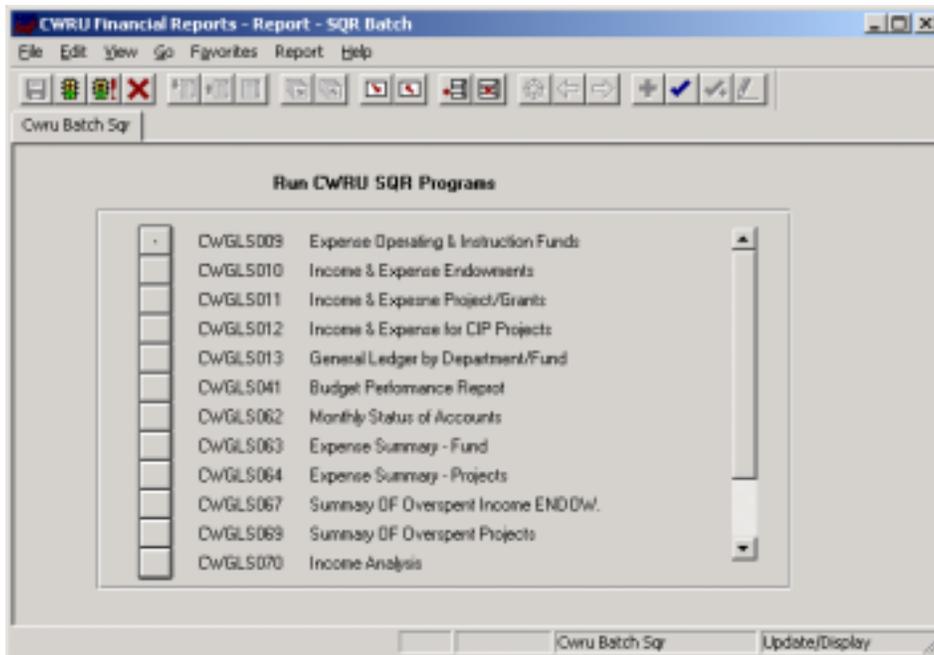
To access a report, click on the button to the left of the report number. The appropriate parameter screen will appear for the chosen report. The screen shot below shows the

parameter screen for the CWGLS009 – Expense Statement for Operating and Instructional Funds. The parameter screen for other reports may look different.

Next, enter the required information in the appropriate fields. Notice that this report allows you to span accounting periods. This gives you the ability to combine multiple months worth of data into a single report. This option is not available with all reports.

Once the required parameters have been entered, click on the traffic light to run the report. The next screen you see will be the Process Scheduler:
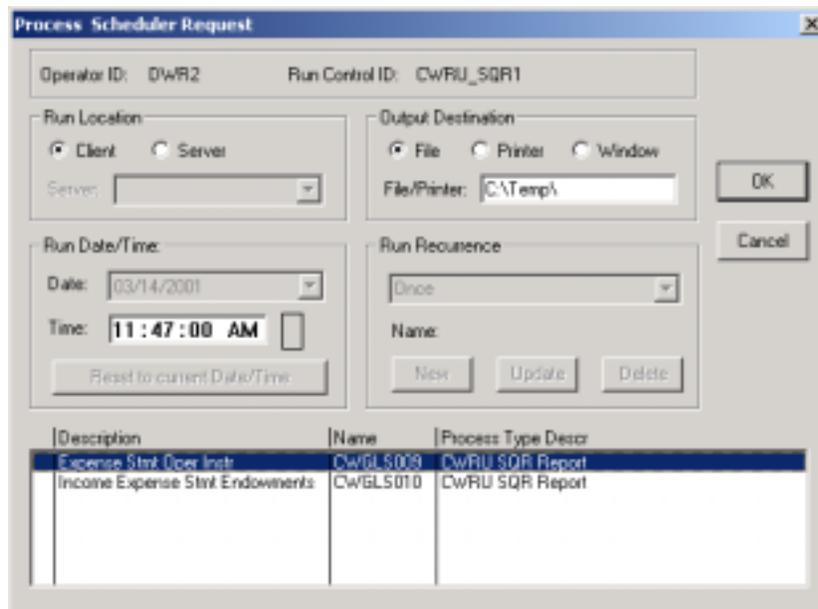
Choose **CLIENT** as the Run Location and click on the appropriate report name at the bottom of the screen. Also, select the Output Destination: **FILE** or **PRINTER**. If saving to a file, enter the path and file name. If you have selected Printer as the Output Destination, enter the printer port of your local printer (usually LPT 1) or the path of your network printer. Click **OK** to run the report.

SQR report cannot be run to a window. Select FILE or PRINTER as the output destination.

SQR reports should be run one at a time. Running multiple SQR reports simultaneously may cause undesirable results.

4.2 Crystal Reports

Crystal Reports is a reporting tool that is integrated with PeopleSoft's query function, providing on-demand reports. A variety of Crystal Reports are available within PeopleSoft.

See Appendix A for a complete list of available reports.

- Go
  - CWRU Financial Reports
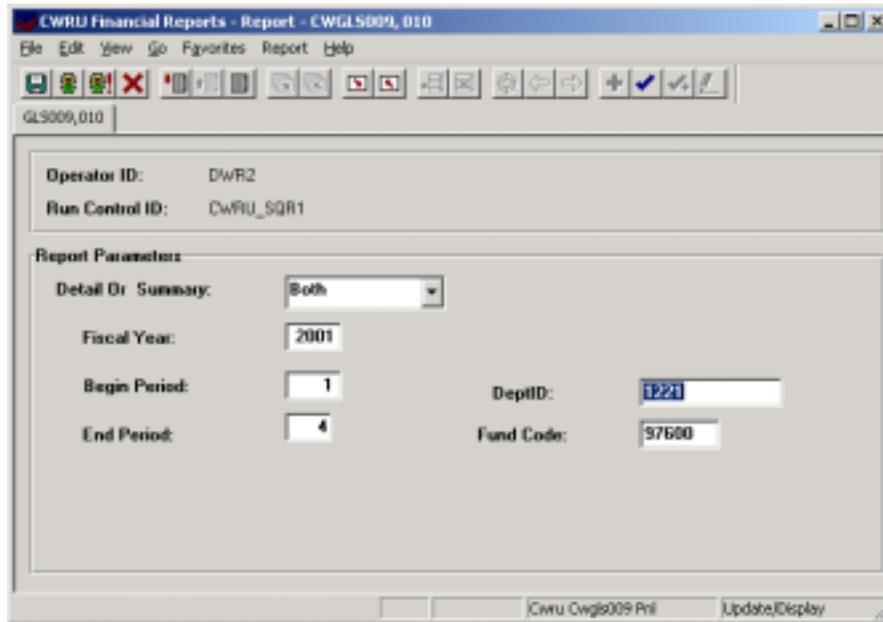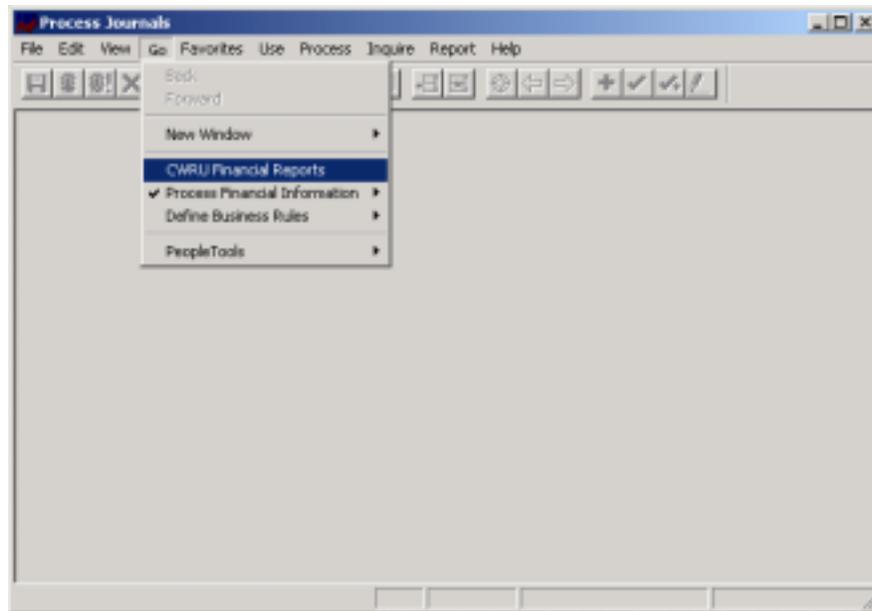

- Reports
  - CWRU Crystal Reports
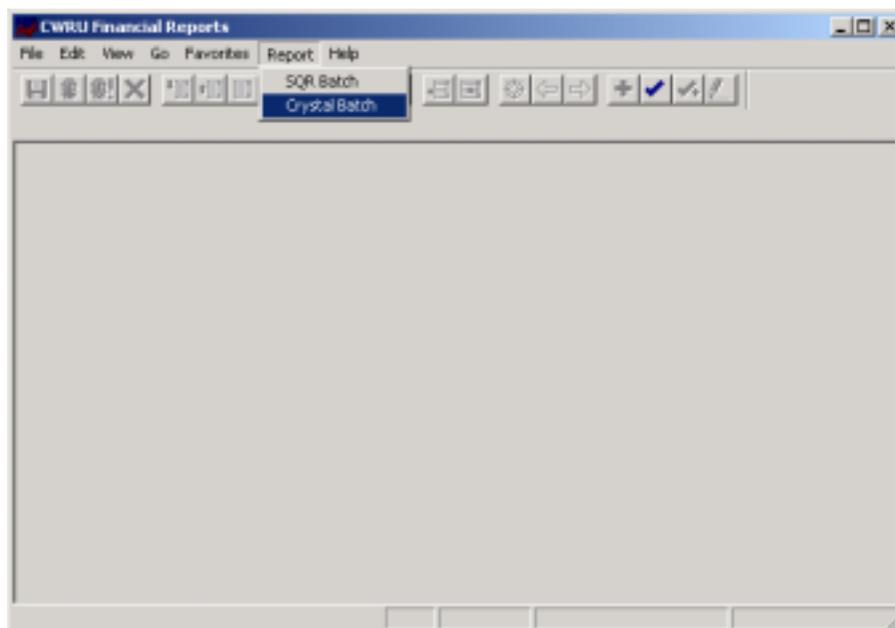
A list of available Crystal Reports will be displayed:
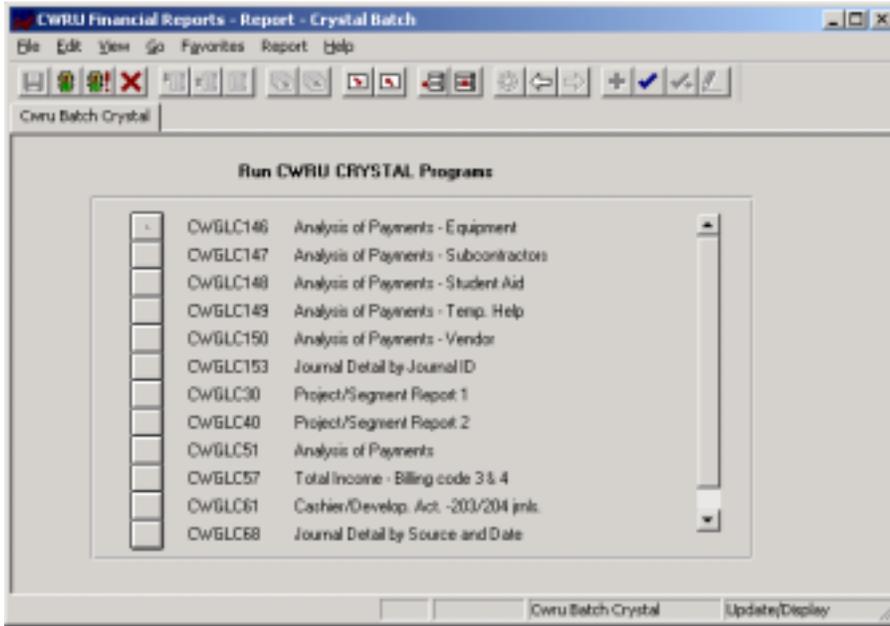
To access a report, click on the button to the left of the report number. The appropriate parameter screen will appear for the chosen report. The screen shot below show the parameter screen for the CWGLC153 – Journal Detail by Journal ID. The parameter screen for other reports may look different.
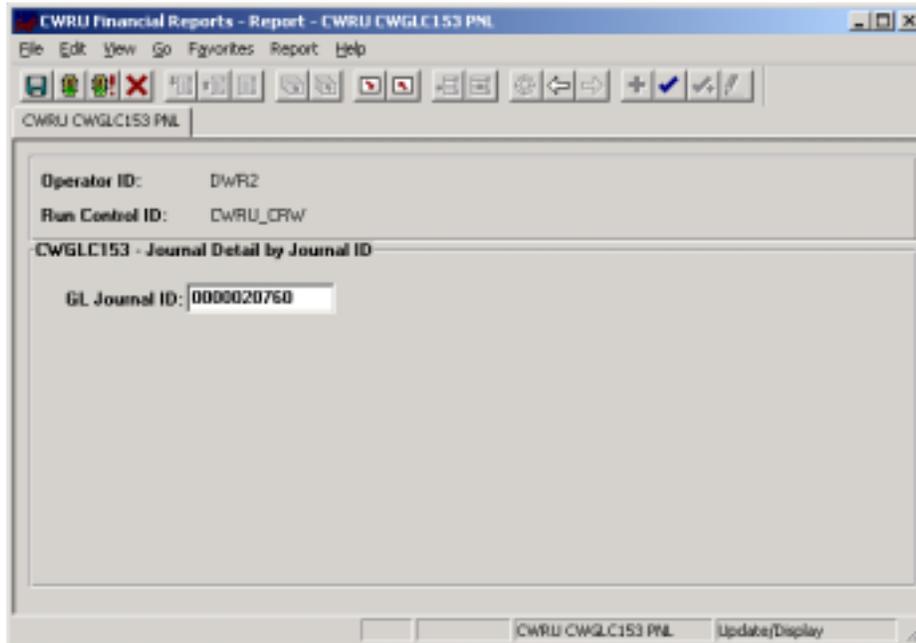
Once all of the required parameters have been entered, click on the traffic light ![traffic light icon] to run the report. The next screen you see will be the Process Scheduler:

Choose **CLIENT** as the Run Location and click on the appropriate report name at the bottom of the screen. Select **WINDOW** as the Output Destination. Click **OK** to run the report.

⚠️   **Select WINDOW as the output destination for Crystal Reports.**

The report viewer will open automatically when the report is finished. The viewer allows you to print the report and/or save the report in a variety of formats.

The toolbar on the viewer allows you to navigate between pages of the journal, print it out, save it to a file and zoom in and out.

Crystal Viewer Toolbar

Navigation Buttons: |◄ ◄   1 of 1   ► ►| ■

Print / Save Report: 🖨 📩

Zoom In / Out: 100% ▼
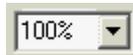
4.3 nVision Reports

nVision is a modified Excel® reporting tool, which provides many simple or summary reports in an easily modified spreadsheet format. Many nVision reports have been developed and are available on demand.

Running an nVision report requires the understanding of 3 major components: the *Report Layout*, the *Scope* and the *Report Request*.

Report Layout   The report layout is the layout record or template for the report. The report layout determines which fields will be retrieved from the various tables within PeopleSoft. One report layout can produce several different report instances.

Scope   The scope defines the requested variable(s) for each instance in a given report layout. A new scope is needed for each new report instance. Individual project expense statements use the same report layout, but each requires a separate scope.

Report Request   The report request uses information from the report layout and the scope to produce the requested report. The results of the report request are placed in a new spreadsheet window, which may be manipulated, saved and printed as desired.

4.3.1 Running nVision Reports

nVision reports are run from within an Excel® spreadsheet. Opening nVision will minimize your current PeopleSoft screen and automatically open Excel®.

- Go
 - PeopleTools
  - nVision

If you have macro virus protection turned on in Excel®, a message box may appear warning you of the potential hazard of macro viruses. Since nVision relies heavily on the use of macros, you must choose ENABLE MACROS at this prompt.

An Excel® spreadsheet will be open and the following splash screen will be displayed:

Opening the Report Request

Using the push buttons displayed in Excel®, click on **OPEN REPORT**.
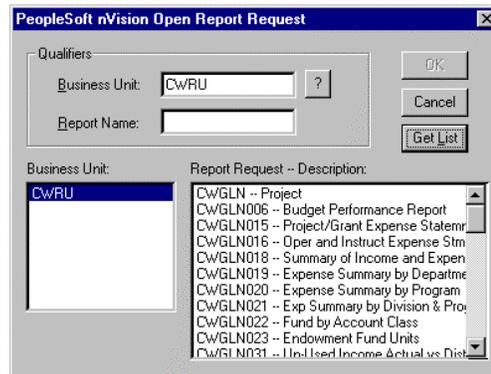
Click on the **GET LIST** button to display the list of available reports. Choose a report by either double clicking or highlighting the desired report and clicking **OK**.

Next the *Report Request* screen will be displayed:

Under **MAIN AS OF DATE** enter the date for which the report should be run. Reports are generally run as of the last day of the month. For example, to run a January 2001 report, enter 01/31/2001.

If there is a scope defined for this report request, it will show up in the **SCOPE** box. You will need to define the scope for your specific report. If no scope appears in the **SCOPE** box, then no scope definition will be necessary. If your report does <u>not</u> require a scope, click the **RUN** button to run the report.   Otherwise, click **OK** and continue on to "Defining a Scope."

Defining a Scope

With the report template open, click the icon on the right-hand toolbar to bring the opening splash screen forward. You can also use the menu to display the splash screen:

- Window
 - nvsuser.xlm
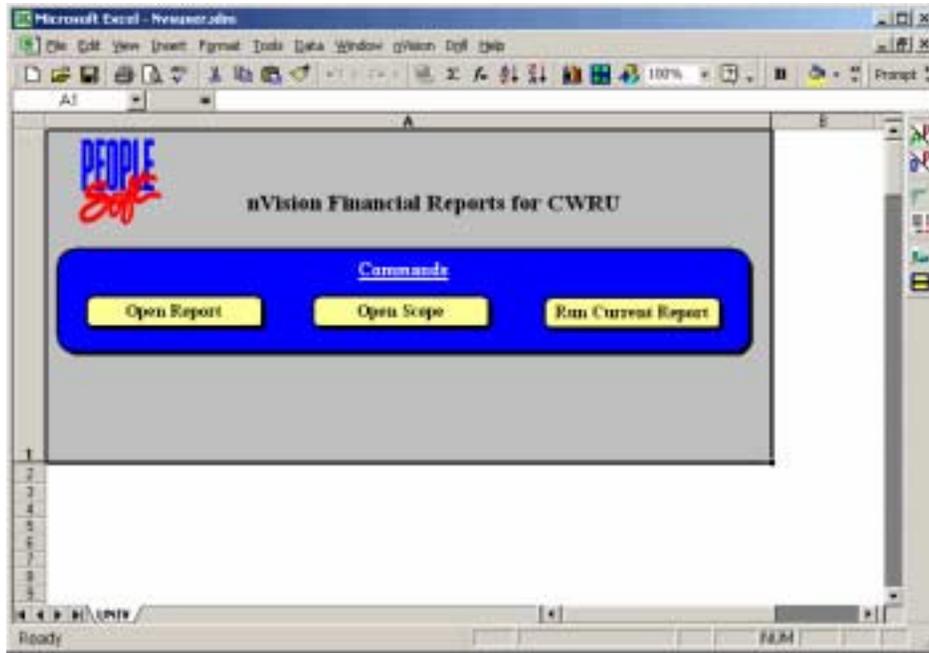
Using the push buttons displayed in Excel®, click on **OPEN SCOPE**.
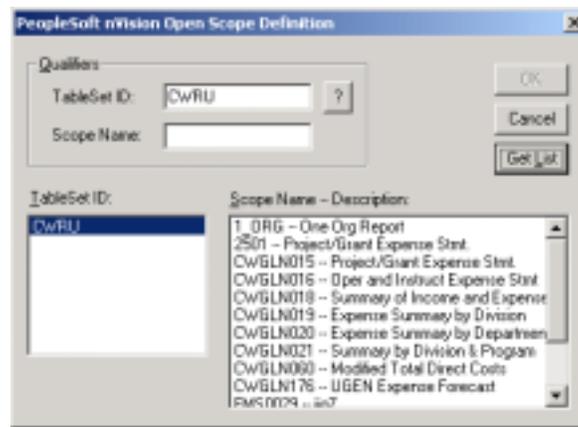
Click on the **GET LIST** button to display the list of available scopes. Choose the scope that has the same name as the report you selected by either double clicking or highlighting the desired scope and clicking **OK**.

 Next, the *Scope Definition* screen will appear:

The fields that need to be defined appear in the **FIELDS** box on the left-hand side. The current definition for the highlighted field appears on the right hand side. Use the **ADD** and **DELETE** buttons to change the definition.

🛑 **Do not use the ADD and DELETE buttons that are displayed under the FIELDS section. The ADD and DELETE buttons on the right-hand side must be used.**

Each field in the Fields list must be defined. Hightlight the first field and it's corresponding value will appear on the right. Click the **DELETE** button below the value and it will be removed. Next, click **ADD** to enter a new value.

Enter the new value in the **VALUE** box and click **OK**.

The new value that you entered will now appear on the *Scope Definition* screen.
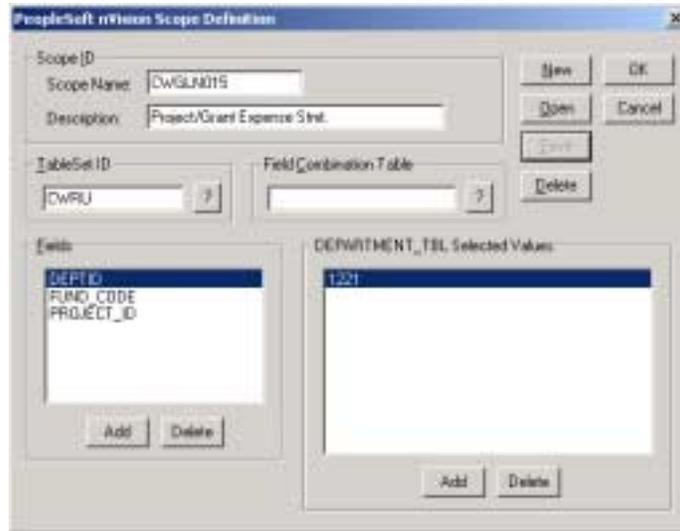
Repeat this procedure for each field in the Fields section until all of the fields have been defined. Once all fields have been defined, click the **SAVE** button.

⚠️ **You must save the scope definition once you have changed all of the fields.**

Running the Report

Once the Report Layout has been opened and the Scope has been defined, you are ready to run the report request:
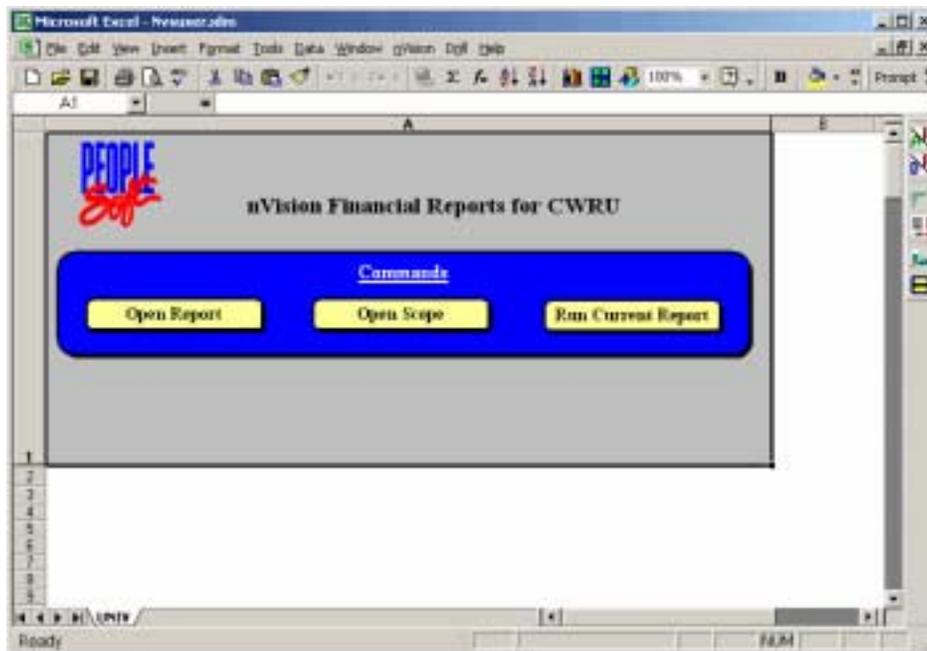
Click the **RUN CURRENT REPORT** button or use the [icon] icon on the right-hand toolbar to run the report

Your report will be run and the results will be posted in a new worksheet where it can be printed, saved or copied as desired. If running multiple instances of this report, simply change the Scope Definition and rerun the report. Since the report layout remains open in the background you will not need to open a new report request.

Drilling Down

Since nVision reports are generally summary reports, there is a handy tool available to view the underlying detail. nVision allows you to "drill down" to see more detailed information on a specific dollar amount on your report.

To drill down on a dollar amount, highlight the appropriate cell and click **DRILL** on the menu bar for options.
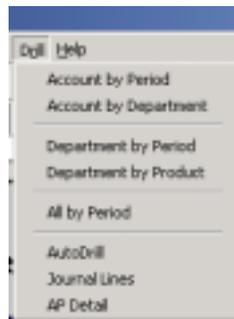
Depending on the type of report that you are drilling on, you may be able to drill down to journal line, account or department detail. You will not be able to drill to AP detail since the accounts payable system is outside of PeopleSoft.

Each time that you drill down in a report, another query is run and the results are displayed in a separate worksheet. Use the **WINDOW** menu item to toggle between your original report and your drill down reports.

If prompted for Drill Down Options, choose **DRILL DOWN WITHIN SUMMARY LEDGERS**:
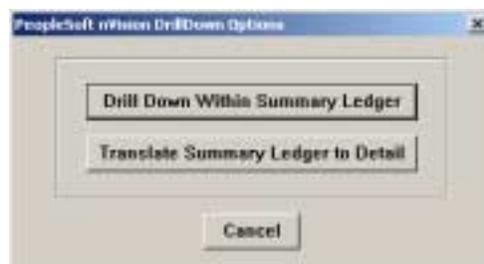
4.4 Ad Hoc Queries

Users have the ability to run ad hoc queries in PeopleSoft. These queries are written by members of the Controller's Office and saved in a public location where users can access them at any time. Queries can be prompt-driven or static, depending on the users' needs.

Query results can be displayed directly on the screen or exported to an Excel® spreadsheet. In some cases the query can also be exported as a Crystal report.

Run   This option will display the query results in the currently active PeopleSoft window.

Excel   This option exports the query results to an Excel® spreadsheet. You must have Excel 95 or newer installed on your computer to utilize this option.

Crystal   Few queries are available in this format. Exporting query results to a Crystal report requires that a template be created when the query is setup. A Crystal template is only created when specifically request.

4.4.1 Running a Query

-View
 -Navigator Display
  -Query
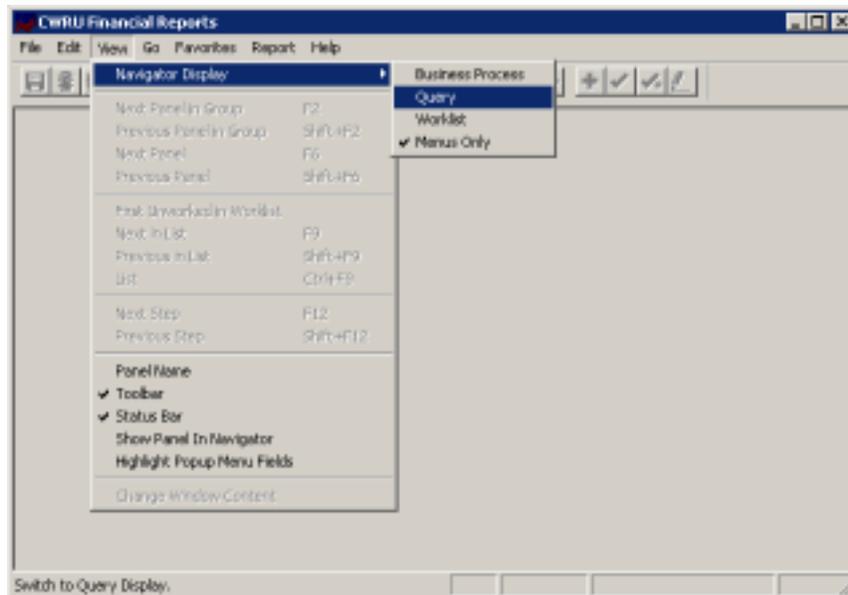
A list of all available queries will be displayed. Scroll through the list to find the desired query. Customized queries will have a query name beginning with the word **USER**:
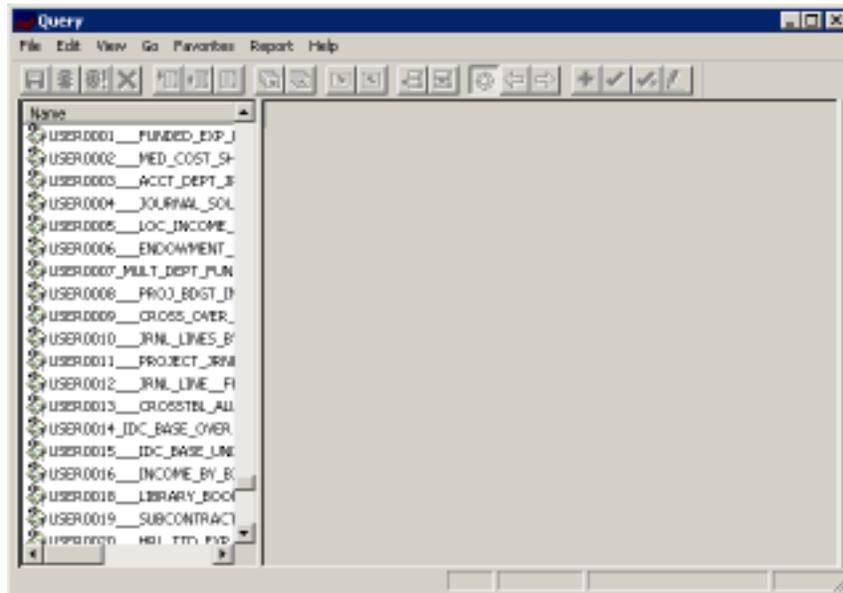
Right click on the query name to see a list of run options:
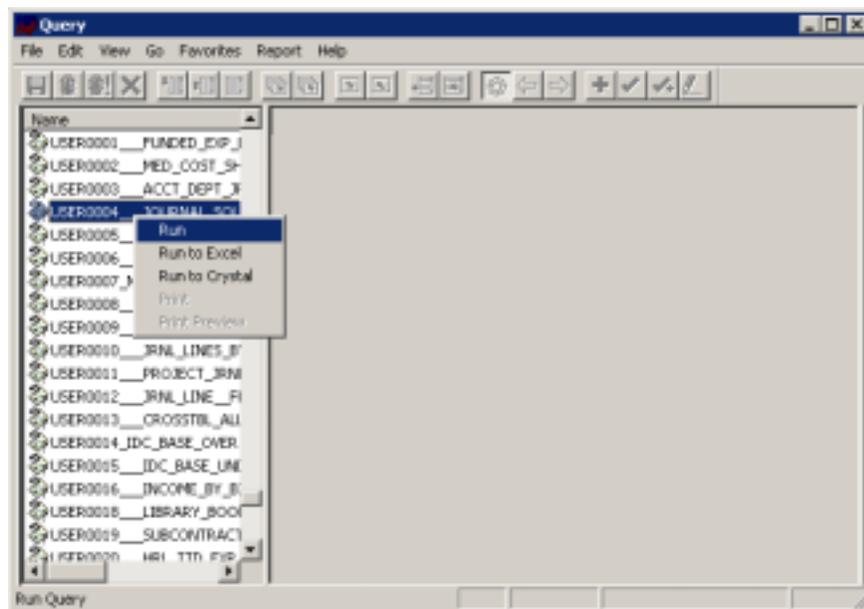
Choose **RUN** to display the results in the PeopleSoft window or **RUN TO EXCEL** to export the results to a spreadsheet.

Once the query has run successfully, the results can be sent directly to a printer. Right click on the query name again and choose **PRINT** from the pop-up box. You also have the option to preview the printed query results.

If a query requires user input to run, a **ENTER VALUE(S)** box will appear. If prompted for fiscal year, use a 4-digit year:

⚠️ **Queries require that you enter the fiscal year in 4-digit format.**

5.0   Journal Processing

5.1 Standard Journals

Defining Ledgers

A ledger is a set of posted balances that represent a set of books for a business unit. PeopleSoft General Ledger supports both detail and summary ledgers. Summary ledgers are simply rolled up or summarized from detail ledgers and are used primarily for reporting purposes. Most journal entries are posted directly to a detail ledger, called ACTUALS.   The ACTUALS ledger is a balanced ledger (debts must equal credits); therefore, all journals are balance checked as part of the edit check process.

Error Handling

Journals that do not pass the edit check process will either be suspended or posted to an error account. Users who submit journals that do not pass the edit check process will be contacted by General Accounting to arrange for correcting entries.

Journal Process Flow

Journal Entry Processing accepts journal entry input transactions, edits them for accuracy and completeness, balances them to ensure accounting rules are followed, and posts them to a ledger. After posting, the original journal entries are retained by PeopleSoft General Ledger for analysis and audit trail purposes.

The diagram below illustrates the PeopleSoft General Ledger journal processing flow:

Journal Processing Flow

Establish Journal Header and Lines

On-line Journal Entry | Feeder System

↓

Editing

| Client | Server |

↓

Approval

↓

Posting

↓

Check Journal Status

| Standard Journal Status | Budget Journal Status |
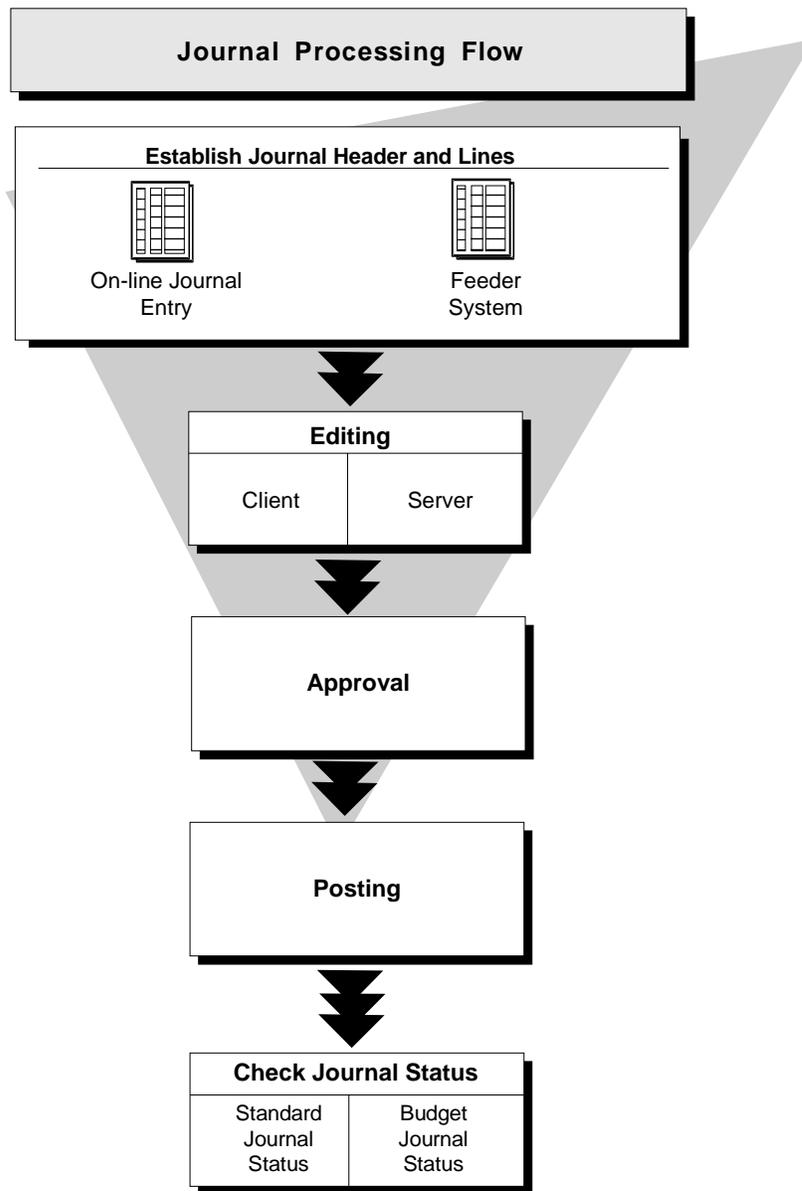
Journal Header and Detail Lines

In PeopleSoft General Ledger, a journal is identified by Business Unit, Journal ID and Journal Date. Journal ID's are assigned sequentially by the system once the journal is saved. The Journal Date defaults to the system date, but can be changed to a date in a future period.

A journal contains a header and one or more detail lines as shown below:

Header						
Business Unit	**Journal ID**	**Journal Date**	**Description**	**Ledger**	**Source**	**Control Totals**

Line							
Line Number	**ChartFields**				**Line Description**	**Monetary Amount**	**Statistic Amount**
	Account	DeptId	Fund	Proj	etc...			

The Journal Header contains all of the information that uniquely identifies the journal. The Detail Lines represent individual transactions. As you enter the detail lines of a journal, the panel displays a "running" total of the number of lines and the total debits and total credits that have been entered.

5.2 Inquiring on Standard Journals

PeopleSoft allows users to inquire on the status of a journal and print a journal through the Process Journals sub-menu.

- Go
  - Process Financial Information
    - Process Journals

- Use
  - Journal Entry
    - Header
      - Update/Display

The following prompt will be displayed. The business unit will default to *"CWRU."* You may enter the journal ID directly or use the search function to find the journal. A combination of search criteria may also be used to narrow your search:
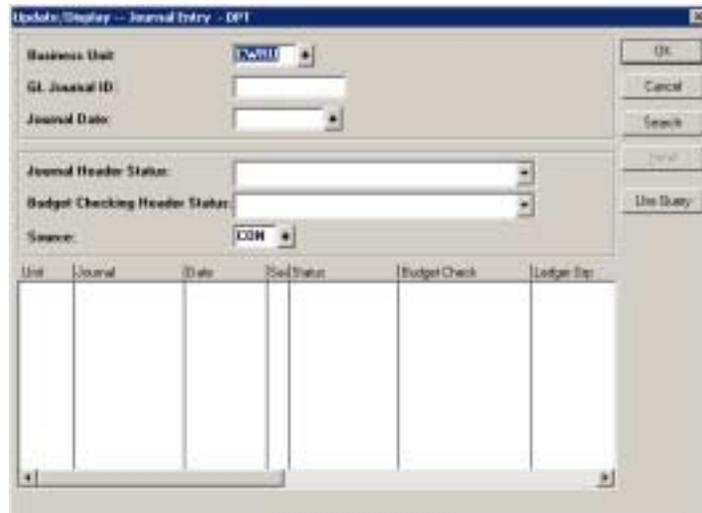
GL Journal ID   This option will search by the 10-digit journal ID number and will return any journal with the given ID number. Journal ID numbers are automatically assigned at the time of journal creation.

Journal Date   This option will display a list of journals entered on the specified date.

Journal Header Status   Selecting a status from the pull-down menu will display journals in the system with that status.

BC Header Status   Selecting a status from the pull-down menu will display journals in the system with that status.

Source   Displays journals with the selected Journal Source code.

These criteria can be selected in combination to limit the number of records returned by the search.

Once the search criteria are chosen, click **SEARCH** to display a list of matching journals.
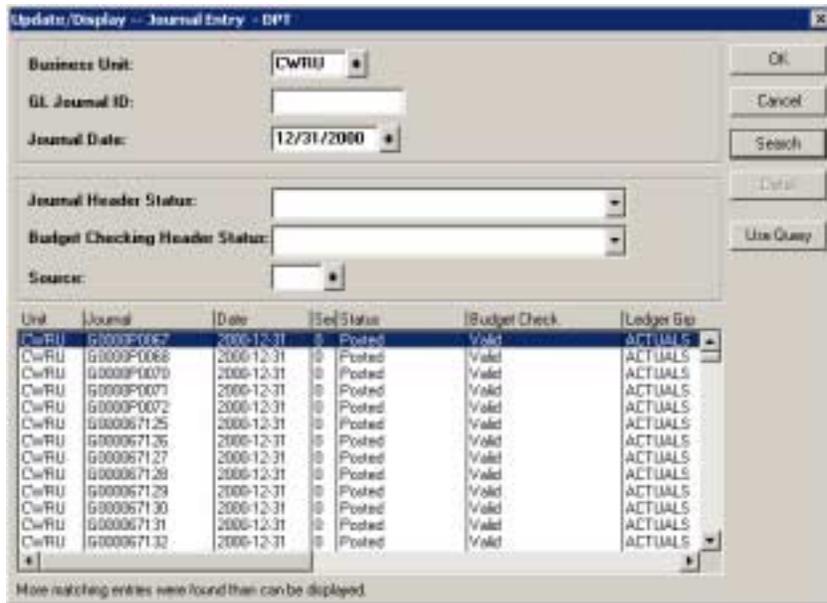
If the search finds a large number of journals, the following message may be displayed at the bottom of the search results box:

> More matching entries were found than can be displayed.

If you see this message, you may want to consider adding criteria to narrow your search.

The following journal statuses will be listed in the search results:

Edit Req'd   The journal has been saved, but has not undergone the edit check or budget check process.

Valid   The journal has passed the edit check and budget check process and is ready for posting to the general ledger.

Error   The journal has failed the edit check or budget check process and is currently suspended.

Posted   The journal has been posted to the ledger in the appropriate accounting period.

Unposted   The journal, which was previously posted, has been removed from the ledger. Journals will only be unposted under extreme circumstances and cannot be unposted once the period has been closed.

Highlight the journal you wish to review and click **OK**. The journal header will appear:

Click the **Lines** tab to see the chartfield combination charged by this journal:

Click the 🖨 button to print a copy of the journal.

For large journals, you can search for a specific line, use the search light 🔦. A prompt box will appear, allowing you to search by journal line number or by any chartfield combination:
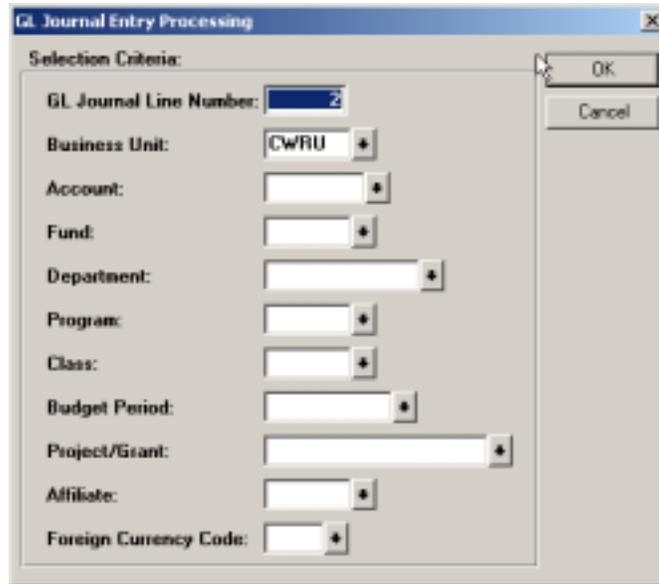
Click **OK** to return matching lines.

A Note About Large Journals

To reduce the amount of network traffic and improve overall performance only the first 25 lines of a journal are loaded at a time. The row group selector allows you to load additional lines as necessary. Use the arrows to load the previous 25 lines, the next 25 lines or jump to the beginning or end of the journal. If you wish to load more lines at a time, simply change the number in the box provided:

5.3 Submitting Standard Journals

- Go
  - Process Financial Information
    - Process Journals

The Journal Entry consists of two panels:

- Journal Entry Header

- Journal Entry Lines

You should always begin with the Journal Entry Header.

Journal Entry Header

The header contains the information that uniquely identifies the journal—business unit, journal ID, and journal date. It also contains options that will enable you to quickly set up adjusting and reversing entries

- Use
  - Journal Entry
    - Header
      - Add
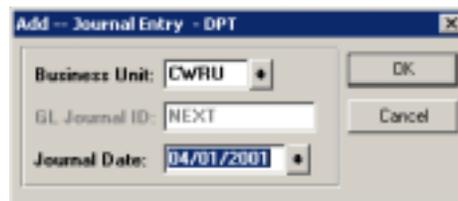
The **ADD – JOURNAL ENTRY** prompt will be displayed. The default values for Business Unit and GL Journal ID should be selected. The journal date may be changed if desired. Journals dated in a future accounting period will not be posted until that period.

⚠️ **The journal date determines the accounting period to which the journal will post. Be sure that your journal date falls within the correct accounting period.**

Click **OK** to move on to the Journal Entry panel.

The Journal Header screen will appear:

Enter a description in the **Long Description** box. The current period (month) will automatically be selected. If this is a year-end adjusting entry, click the **ADJUSTING ENTRY** box and Period 998 will appear as the accounting period. You may also include a reference number on the journal header if you like. This reference number is optional and for your own organizational purposes.

Journal Entry Lines

Once the Journal Header is complete, click on the *Lines* tab to record your transactions. The Journal Entry Lines panel is where your debits and credits will be recorded.
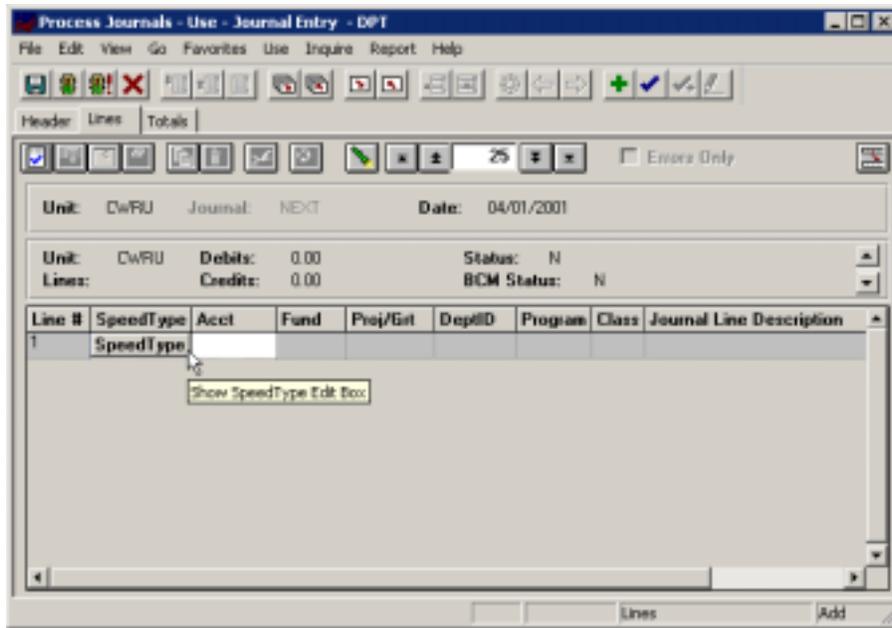
Click the **SPEEDTYPE** button and enter the 6-digit SpeedType. PeopleSoft will use the values stored in the SpeedType table to automatically fill in several of the ChartFields:
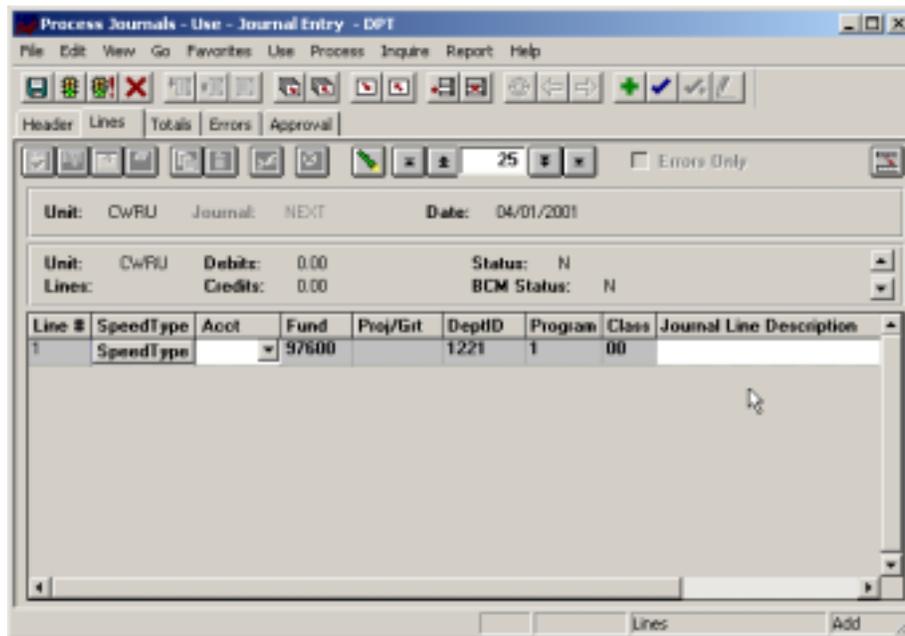
Next, enter the account, journal line description and dollar amount in the appropriate boxes. To record a credit, enter a minus sign in front of the dollar amount (i.e. -10.00).

Insert journal lines by clicking the [image] button or pressing **<F7>**. Delete individual lines by clicking the [image] button or by pressing **<F8>**. Notice that running totals for the number of lines and total debits and credits are displayed in the middle of the screen.

Pressing <ENTER> or clicking the 🖫 button saves the journal. When the journal is first saved, the journal ID will be assigned automatically by the system. Click save after every couple of lines. If there is a system or network problem you may lose any unsaved additions or changes.

⚠️   **Save early, save often – It's a good idea to save your journal after every couple of lines.**

Once a journal is saved, it can be printed by clicking the 🖨️ button or deleted by clicking the 🗑️ button. These buttons are unavailable until the journal is saved.

Unsaved portions of the journal will not be printed. You must save the journal after making changes and before printing the journal.

6.0   ChartField Options

ChartField inquiry is a useful tool for becoming familiar with the PeopleSoft chart of accounts. Users can inquire on the valid values for each ChartField and use the CrossOver table to convert from the FMS chart of accounts to the PeopleSoft ChartFields.

6.1 Inquiring on ChartFields

Detailed information can be obtained on any of the ChartFields as well as SpeedType and CrossOver tables:

- Go
  - Design ChartFields

- Use…
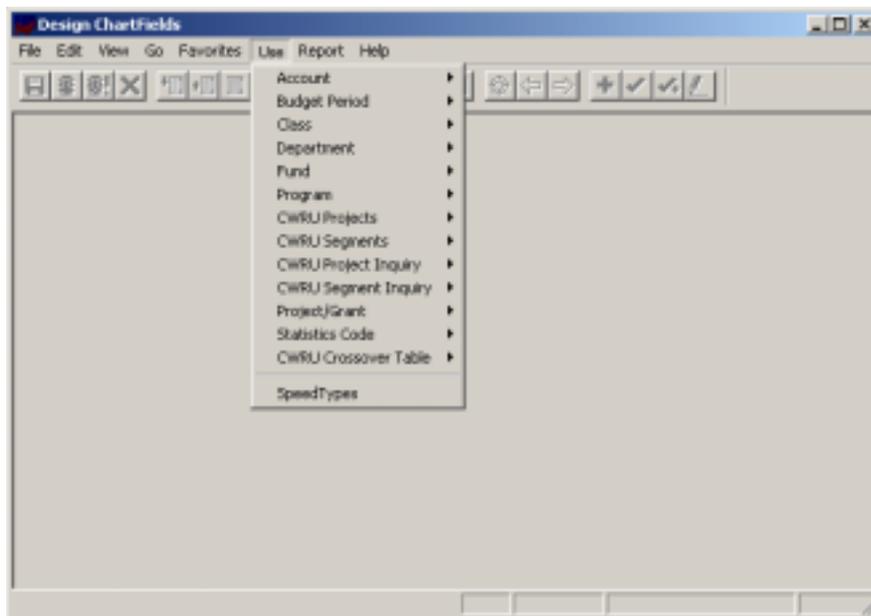
Selecting one of the options, for example *Account: Update Display All* will display the following prompt box:
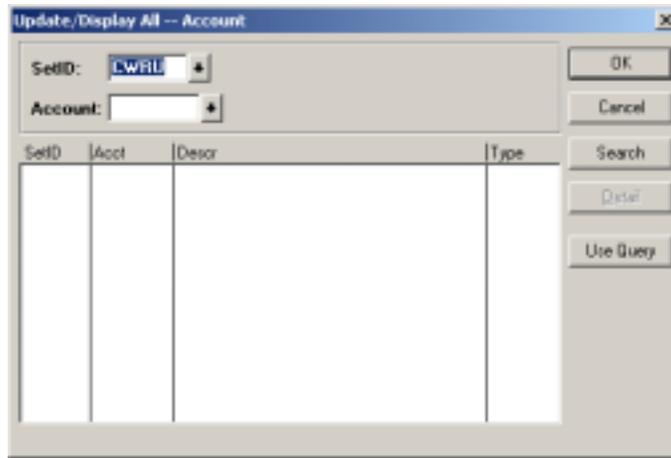
⚠️ Reminder: **UPDATE DISPLAY** will show you the most current record and any future records in a table. **UPDATE/DISPLAY ALL** will allow you to scroll through all records in any table, including current, future and historical records.

You can enter the account number directly or use the search function to look up a value. To search on a value, click the **SEARCH** button.
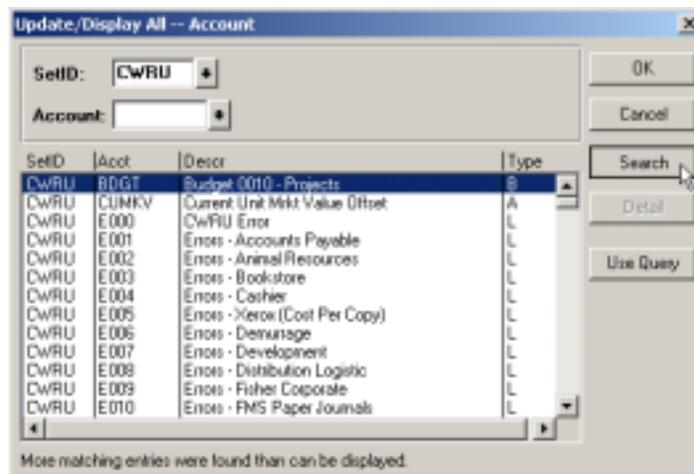
Notice the message at the bottom of the screen that indicates More matching entries were found than can be displayed. This message indicates that not all accounts are listed in the results box. To narrow your search, enter the first couple of digits of the account number you are interested in and click the **SEARCH** button again. For example, enter "31" and click search:
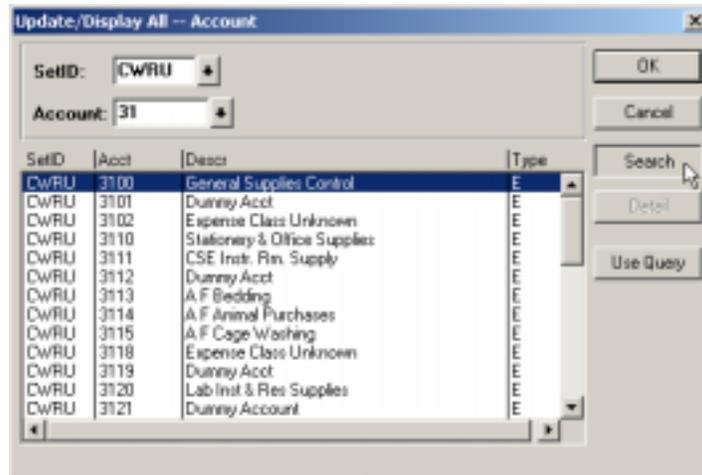
All entries that begin with "31" will be displayed. Choose from the list by highlighting your selection and clicking **OK**.

Choose the following account number: **3110**

The following detail screen will appear:
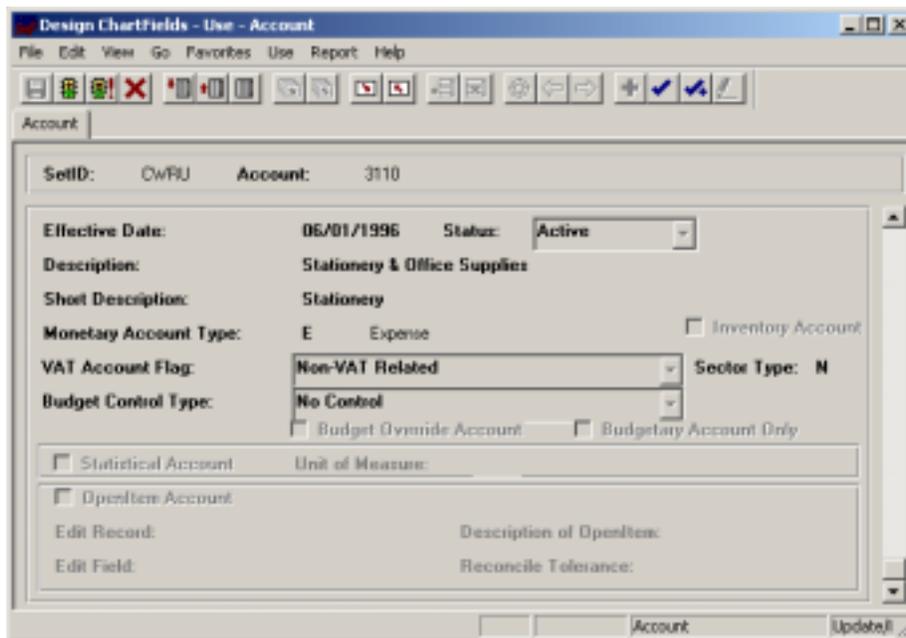
Detailed information may be obtained on any of the ChartFields or on the SpeedType and CrossOver Tables by repeating the steps above.

6.2 The CrossOver Table

The CrossOver table is used to convert FMS data from each of the feeder systems to the correct ChartFields in PeopleSoft. This table also provides a useful tool for users wishing to convert from the FMS chart of accounts to the PeopleSoft ChartFields.

- Use
  - CWRU Crossover Table
    - Update/Display

You will be prompted for an 11-digit CWRU account number:
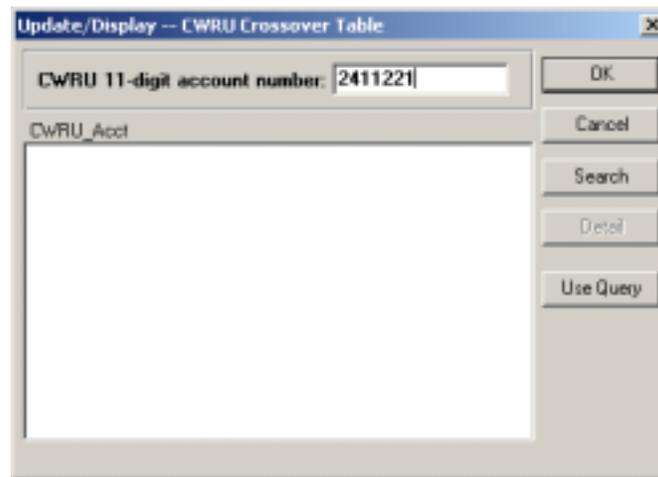
For FMS asset, liability and income accounts enter the 11-digit number as it appears in the FMS chart of accounts. For FMS expense accounts, enter the 7-digit account number <u>without</u> an expense class. Do not include dashes or other non-numeric characters when entering the FMS account number:

ENTER	**AS**
241-1221	2411221

You may also use the Search feature by entering a partial FMS account number and clicking **SEARCH**.

All of the corresponding ChartFields will be displayed:
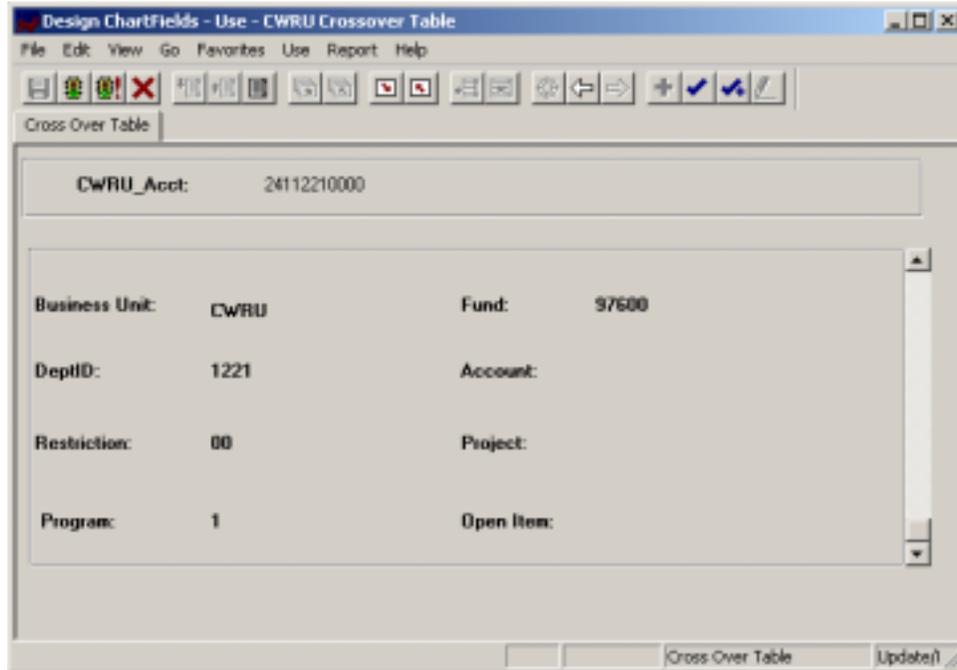
SpeedTypes can be viewed using the SpeedType table, however you cannot cross-reference SpeedTypes with the FMS chart of accounts in PeopleSoft. A web page is available that allows you to enter your FMS account number and see the corresponding SpeedType in PeopleSoft. The URL to this web page is:

http://www.cwru.edu/finadmin/controller/pstrain/speedtype_lookup.htm

7.0   Project Information

Notice of award information is imported into PeopleSoft daily from Research Administration. The Notice of Award information is split between these three screens in PeopleSoft:

Project/Grant   This panel contains the information vital to PeopleSoft's functionality: project ID, name, type, start and end dates, project status and roll-up relationships.

CWRU Project   This panel contains all of the notice of award information related to the parent number (ORA serial number): home department, equipment title, billing code, etc.

CWRU Segment   This panel contains all of the notice of award information related to the segment number: home department, location code, indirect cost rate, etc.

The information from the above menu items have been combined into two different panel groups. This gives you access to all of the project related information in PeopleSoft without the need to jump from menu item to menu item.

CWRU Project Inquiry   This panel group consists of the Project/Grant panel for the project, the CWRU Project panel and an additional panel that displays all of the segments and sub-segments that roll up to the project.

CWRU Segment Inquiry   This panel group consists of the Project/Grant panel for the segment or sub-segment, the CWRU Segment panel and the associated CWRU Project panel.

7.1 CWRU Project Inquiry

- Go
  - Design ChartFields

- Use
  - CWRU Project Inquiry
    - CWRU Header Info
      - Update/Display All
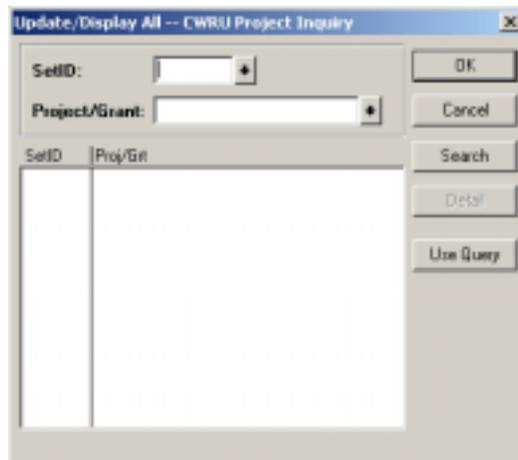
Enter the requested 5-digit Parent number and click **OK**. The Parent Inquiry panel group will displayed. The project header will be displayed first:

Click the **Static Info** tab to see the notice of award information relevant to the project:

Click the **Segments** tab to see a list of segments and sub-segments that roll up to this project:

7.2 CWRU Segment Inquiry

- Go
  - Design ChartFields

- Use
  - CWRU Segment Inquiry
    - Segment Header
      - Update/Display All
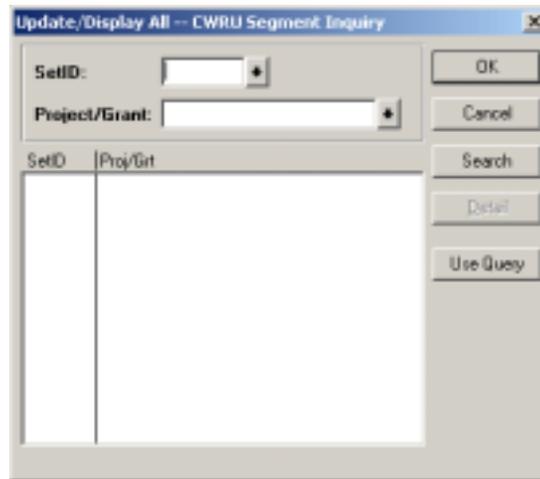
Enter the requested 6-digit segment or sub-segment number and click **OK**. The Segment Inquiry panel group will displayed. The project header will be displayed first:
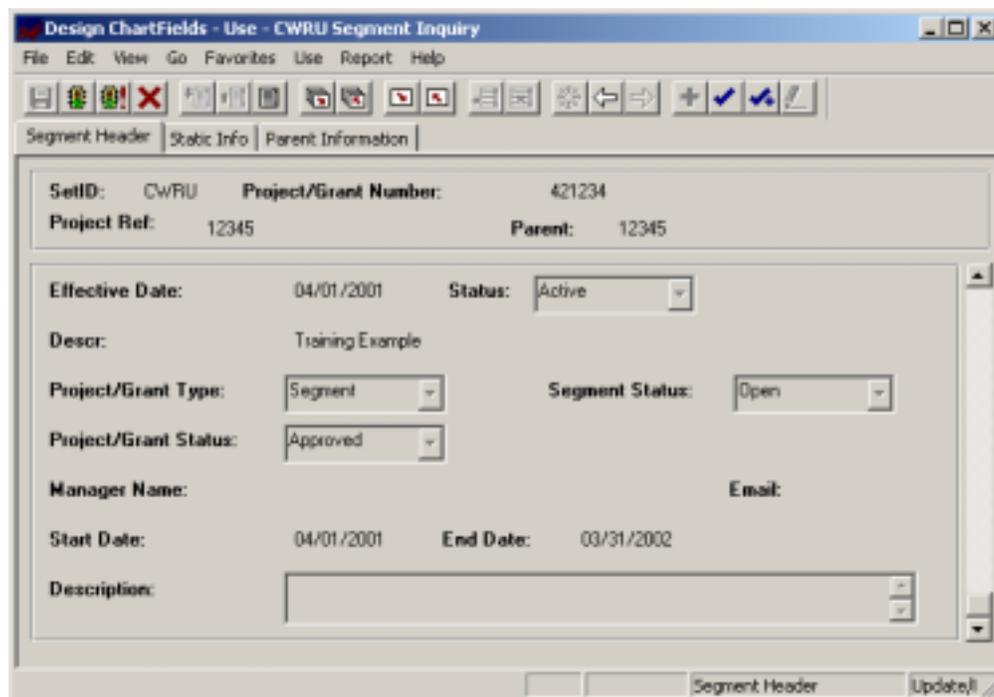
Click the **Static Info** tab to see the notice of award information relevant to the segment:
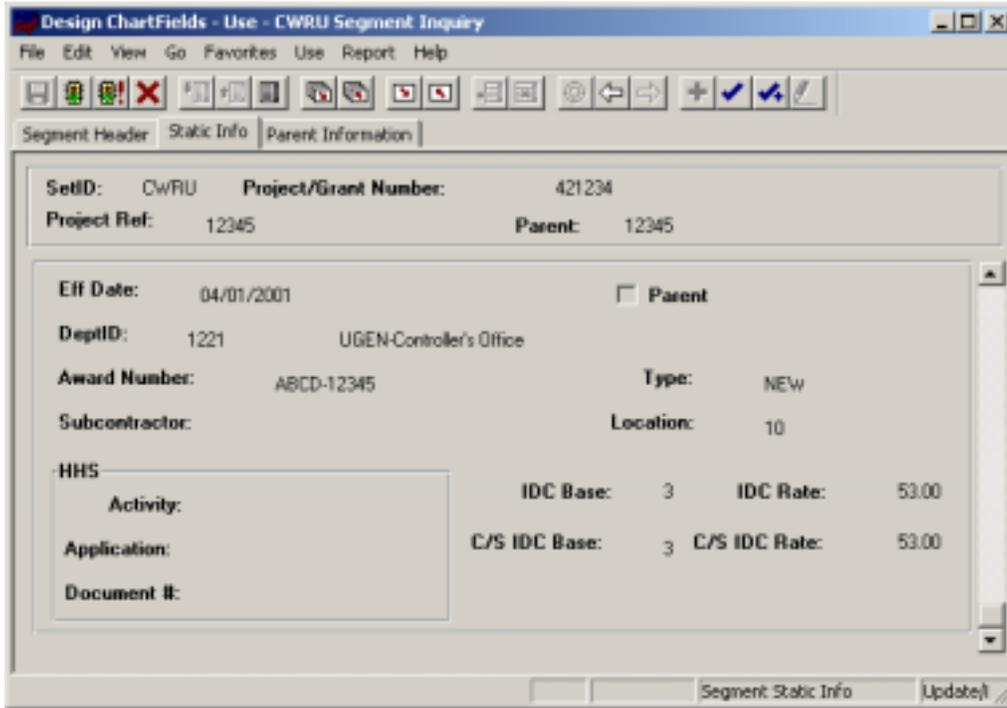
Click the **Parent Information** tab to see the notice of award information relevant to the project:
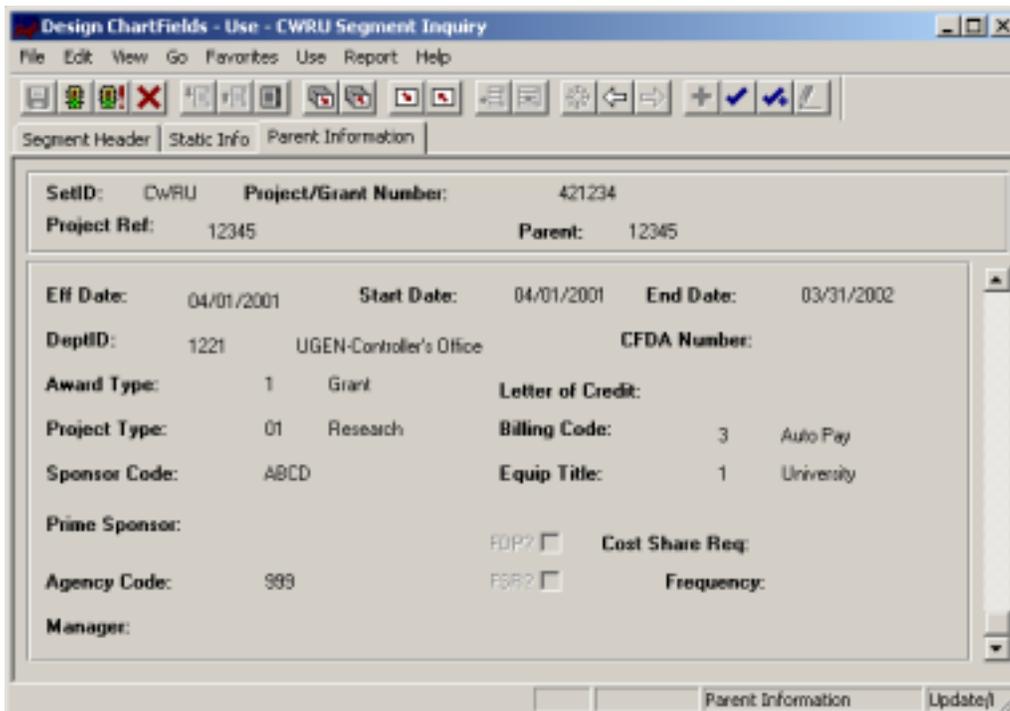
Appendix A
Case Western Reserve University
Report Listing

The reports listed below can be run from within PeopleSoft. To see a sample of each report, visit the On-Line Report Guide at:

http://www.cwru.edu/finadmin/controller/pstrain/PSReports.htm

SQR Reports

Report No.	Report Name
CWGLS009	Expense Statement - Operating & Instructional Funds
CWGLS010	Income & Expense Statement - Endowment Funds
CWGLS011	Income & Expense Statement - Projects / Grants
CWGLS012	Income & Expense Statement - CIP Projects
CWGLS013	General Ledger by Dept / Fund
CWGLS041	Budget Performance Report
CWGLS062	Monthly Status of Accounts
CWGLS063	Expense Summary - Funds
CWGLS064	Expense Summary - Projects
CWGLS067	Summary of Overspent Income - Endowments
CWGLS069	Summary of Overexpended Projects
CWGLS070	Income Analysis
CWGLS071	Unused Income - Endowment / FHBO
CWGLS072	Unused Income - Endowment / FHBO
CWGLS085	Endowment Market Value Report

Crystal Reports

Report No.	Report Name
CWGLC30	CWRU Project Information (Part 1)
CWGLC40	CWRU Project Information (Part 2)
CWGLC51	Analysis of Payments by Department
CWGLC57	Project/Grant Income by Billing Code
CWGLC61	Cashier & Alumni Development Journals
CWGLC68	Journal Entry Detail by Journal Source
CWGLC80	Unit Ledger Update by Month
CWGLC146	Analysis of Payments - APS Equipment
CWGLC147	Analysis of Payments - Subcontractors
CWGLC148	Analysis of Payments - Student Aid
CWGLC149	Analysis of Payments - Temporary Help
CWGLC150	Analysis of Payments - Vendor
CWGLC153	Journal Entry Detail by Journal ID

nVision Reports

Report No.	Report Name
CWGLN015	Expense Statement – Project / Grant
CWGLN016	Expense Statement – Operating & Instructional
CWGLN018	Summary of Income & Expense
CWGLN019	Expense Summary by Division
CWGLN020	Expense Summary by Department & Program Code
CWGLN021	Expense Summary by Division & Program Code
CWGLN022	Trial Balance by Fund - Unrestricted Current Fund
CWGLN023	Endowment Fund Units Update
CWGLN031	Unused Income – Actual vs. Distributed
CWGLN032	Trial Balance by Fund - Restricted Current Fund
CWGLN033	Trial Balance by Fund - Loan Fund
CWGLN034	Trial Balance by Fund - Endowment Fund
CWGLN035	Trial Balance by Fund - Plant Fund
CWGLN037	Trial Balance by Fund - Annuity Fund
CWGLN038	Trial Balance by Fund - FHBO
CWGLN039	Trial Balance by Fund - Agency Fund
CWGLN043	Trial Balance by Account - Unrestricted Current Fund
CWGLN044	Trial Balance by Account - Restricted Current Fund
CWGLN045	Trial Balance by Account - Loan Fund
CWGLN046	Trial Balance by Account - Endowment Fund
CWGLN047	Trial Balance by Account - Plant Fund
CWGLN048	Trial Balance by Account - Annuity Fund
CWGLN049	Trial Balance by Account - FHBO
CWGLN050	Trial Balance by Account - Agency Fund
CWGLN055	Overhead Recovery Report
CWGLN056	Project / Grant Journal Coding Report
CWGLN059	Expenses by Dept. for Overhead Calculation
CWGLN060	Overhead Recovery - MTDC
CWGLN073	Endowment Trial Balance - Principal of Funds
CWGLN074	Unpooled Endowment Asset Report
CWGLN075	Income Recap – Endowment
CWGLN076	Income Recap – FHBO
CWGLN077	Income Recap – Unrestricted Current Fund
CWGLN079	Unused Income Dividend Distribution
CWGLN155	Annuity & Life Income Fund - Units Update
CWGLN165	Project/Grant Listing by Segment Status
CWGLN168	Trial Balance by Plant Project - Plant Fund
CWGLN177	Trial Balance by Account - Life Income Funds
CWGLN182	Over/Under Expended Income - Endowment and FHBO Funds
CWGLN183	Modified Total Direct Cost Recap by Department

Current Unrestricted Fund

Fund 10000   Fund Balancing (Current Unrestricted)

Fund 10000 - 10999   [Retained for Future Use]

Fund 11000 - 11999   Cash and Accounts Payable

      11000 - 11099   [Retained for Future Use]
      11100 - 11199   Bank Cash
      11200   Petty Cash Funds
      11201 - 11299   Accounts Payable and Accrued Expenses
      11300 - 11399   Accrued Payroll Expenses
      11400 - 11499   [Retained for Future Use]
      11500 - 11599   [Retained for Future Use]
      11600 - 11699   [Retained for Future Use]
      11700 - 11799   Accrued Payroll Expenses
      11800 - 11899   Accrued Taxes
      11900 - 11999   Accounts Payable and Accrued Expenses

Fund 12000 - 12999   Investments

      12000 - 12099   [Retained for Future Use]
      12100 - 12199   Common Stocks
      12200 - 12299   Preferred Stocks
      12300 - 12399   Bonds
      12400 - 12499   [Retained for Future Use]
      12500 - 12599   Real Estate
      12600 - 12699   [Retained for Future Use]
      12700 - 12799   Short-Term and Temporary Investments
      12800 - 12899   [Retained for Future Use]
      12900 - 12999   Other Investments

Fund 13000 - 13999   Accounts and Notes Receivable

      13000 - 13099   [Retained for Future Use]
      13100 - 13199   Notes Receivable
      13200 - 13299   Accounts Receivable -- Students
      13300 - 13399   [Retained for Future Use]
      13400 - 13499   [Retained for Future Use]
      13500 - 13501   Accounts Receivable -- Grants and Contracts
      13502 - 13599   Trustee Overseer Funds
      13600 - 13699   Accounts Receivable -- Advances
      13700 - 13799   Accounts Receivable -- Miscellaneous and Salary
      13800 - 13899   Accounts Receivable -- Miscellaneous and Salary
      13900 - 13999   Allowances for Doubtful Accounts

Individual funds are assigned sequentially within the categories listed above for each fund.

Current Unrestricted Fund

Fund 14000 - 14999   [Retained for Future Use]

14000 - 14099	[Retained for Future Use]
14100 - 14199	Rental Property Reserves
14200 - 14299	[Retained for Future Use]
14300 - 14399	[Retained for Future Use]
14400 - 14499	[Retained for Future Use]
14500 - 14599	[Retained for Future Use]
14600 - 14699	[Retained for Future Use]
14700 - 14799	[Retained for Future Use]
14800 - 14899	[Retained for Future Use]
14900 - 14999	[Retained for Future Use]

Fund 15000 - 15999   Deposits -- Students

15000 - 15099	[Retained for Future Use]
15100 - 15199	Deposits -- Dormitory-Related
15200 - 15299	[Retained for Future Use]
15300 - 15399	[Retained for Future Use]
15400 - 15499	[Retained for Future Use]
15500 - 15599	[Retained for Future Use]
15600 - 15699	[Retained for Future Use]
15700 - 15799	[Retained for Future Use]
15800 - 15899	[Retained for Future Use]
15900 - 15999	Deposits -- Laboratory Breakage

Fund 16000 - 16999   Deposits -- Various

16000 - 16099	[Retained for Future Use]
16100 - 16199	[Retained for Future Use]
16200 - 16299	Key Deposits
16300 - 16399	Xerox Deposits
16400 - 16499	[Retained for Future Use]
16500 - 16599	[Retained for Future Use]
16600 - 16699	[Retained for Future Use]
16700 - 16799	[Retained for Future Use]
16800 - 16899	[Retained for Future Use]
16900 - 16999	Miscellaneous Deposits

Individual funds are assigned sequentially within the categories listed above for each fund.

<u>**Current Unrestricted Fund**</u>

Fund 17000 - 17999   Prepaid Tuition and Deferred Revenues

      17000 - 17099   [Retained for Future Use]
      17100 - 17199   Prepaid Tuition
      17200 - 17299   Prepaid Entrance Deposits
      17300 - 17399   [Retained for Future Use]
      17400 - 17499   [Retained for Future Use]
      17500 - 17699   A/R Federal Loans
      17700 - 17799   [Retained for Future Use]
      17800 - 17899   [Retained for Future Use]
      17900 - 17999   [Retained for Future Use]

Fund 18000 - 18999   Other Assets and Deposits

      18000 - 18099   [Retained for Future Use]
      18100 - 18199   Prepaid Expenses
      18200 - 18299   [Retained for Future Use]
      18300 - 18399   Inventories
      18400 - 18499   Reserves
      18500 - 18599   Reserves
      18600 - 18699   [Retained for Future Use]
      18700 - 18799   [Retained for Future Use]
      18800 - 18899   [Retained for Future Use]
      18900 - 18999   Deposits

Fund 19000 - 19999   Accumulated Surplus / Deficit

      19000 - 19099   [Retained for Future Use]
      19100 - 19199   Accumulated Surplus / Deficit -- University General
      19200 - 19299   Accumulated Surplus / Deficit -- Subsidiaries
      19300 - 19399   [Retained for Future Use]
      19400 - 19499   [Retained for Future Use]
      19500 - 19599   Accumulated Surplus / Deficit -- Management Centers
      19600 - 19699   [Retained for Future Use]
      19700 - 19799   [Retained for Future Use]
      19800 - 19899   [Retained for Future Use]
      19900 - 19999   [Retained for Future Use]

Individual funds are assigned sequentially within the categories listed above for each fund.

<u>**Current Restricted Fund**</u>

Fund 20000   Fund Balancing (Current Restricted Funds)

Fund 20001 - 20999   Investments - Temporary Undistributed Funds

Fund 21000 - 21999   Cash and Temporary Investments

Fund 22000 - 22999   Temporary Undistributed Funds

    22000 - 22099   [Retained for Future Use]
    22100 - 22199   [Retained for Future Use]
    22200 - 22299   Investments - Temporary Undistributed Funds
    22300 - 22399   [Retained for Future Use]
    22400 - 22499   Temporary Undistributed Funds (Holding Accounts)
    22500 - 22599   Temporary Undistributed Funds (Holding Accounts)
    22600 - 22699   Temporary Undistributed Funds (Holding Accounts)
    22700 - 22799   Temporary Undistributed Funds (Holding Accounts)
    22800 - 22899   Temporary Undistributed Funds (Holding Accounts)
    22900 - 22999   Temporary Undistributed Funds (Holding Accounts)

Fund 23000 - 23999   [Retained for Future Use]

Fund 24000 - 24999   [Retained for Future Use]

Fund 25000 - 25999   Temporary Undistributed Funds (Holding Accounts)

Fund 26000 - 26999   [Retained for Future Use]

Fund 27000 - 27999   [Retained for Future Use]

Fund 28000 - 28999   Equipment Reserves - Various

Fund 29000 - 29999   Pledges Receivable

Individual funds are assigned sequentially within the categories listed above for each fund.

Loan Fund

Fund 30000	Fund Balancing (Loans)
Fund 30001 - 30999	Receivable Clearing and Cash Control
Fund 31000 - 31999	Fund by Management Center

31000 - 31099	University General
31100 - 31150	Engineering
31151 - 31199	Arts and Sciences
31200 - 31299	Arts and Sciences
31300 - 31350	Engineering
31351 - 31399	MSASS
31400 - 31450	Engineering - Graduate
31451 - 31499	Management
31500 - 31550	Dentistry
31551 - 31599	Law
31600 - 31650	Nursing
31651 - 31699	Library
31700 - 31799	Medicine
31800 - 31850	Nutrition
31851 - 31999	[Retained for Future Use]

Fund 32000 - 32999	[Retained for Future Use]
Fund 33000 - 33999	[Retained for Future Use]
Fund 34000 - 34999	[Retained for Future Use]
Fund 35000 - 35999	[Retained for Future Use]
Fund 36000 - 36999	[Retained for Future Use]
Fund 37000 - 37999	[Retained for Future Use]
Fund 38000 - 38999	[Retained for Future Use]
Fund 39000 - 39999	HEAL Loans

Individual funds are assigned sequentially within the categories listed above for each fund.

Endowment Fund

Fund 40000	Fund Balancing (Endowments)
Fund 40001 - 40999	Pooled Endowment Fund and Endowment Investment Advisors Activity
Fund 41000 - 41999	Endowed Scholarships
Fund 42000 - 42999	Endowed Fellowships
Fund 43000 - 43999	Endowed Prizes and Awards
Fund 44000 - 44999	Endowed Library Gifts
Fund 45000 - 45999	Endowed Professorships
Fund 46000 - 46999	Endowed Research Gifts
Fund 47000 - 47999	Endowed Institutional Gifts
Fund 48000 - 48999	Endowed Unrestricted Gifts
Fund 49000 - 49499	Endowed Special Gifts
Fund 49500 - 49999	Endowed Plant Gifts

Individual funds are assigned sequentially within the categories listed above for each fund.

Plant Fund

Fund 50000	Fund Balancing (Plant)
Fund 50001 - 50999	[Retained for Future Use]
Fund 51000 - 51899	Net Investment in Plant - Land
Fund 51900 - 51999	Net Investment in Plant - Books
Fund 52000 - 52499	Net Investment in Plant - Buildings
Fund 52500 - 52899	Renewal and Replacement

52500 - 52549	Reserve Accounts
52550 - 52599	Equipment Reserve
52600 - 52649	Dormitories Reserves
52650 - 52699	Motor Vehicle Reserve
52700 - 52749	Improvement and Alteration Reserve
52750 - 52899	[Retained for Future Use]

Fund 52900 - 52999	[Retained for Future Use]
Fund 53000 - 53999	Retirement of Indebtedness

53100 - 53199	Accounts, Notes and Mortgages Payable
53200 - 53299	Bonds Payable
53300 - 53999	Government Funded Equipment

Fund 54000 - 54999	Equipment
Fund 55000 - 55999	Campaign and Special Gifts - Unexpended Funds
Fund 56000 - 56999	Unexpended Funds - Non-Government
Fund 57000 - 57999	Unexpended Funds - Government
Fund 58000 - 58999	Retirement of Indebtedness
Fund 59000 - 59999	Net Investment in Plant - Construction in Progress

Individual funds are assigned sequentially within the categories listed above for each fund.

Annuity and Life Income Fund

Fund 60000   Fund Balancing (Annuity and Life Income Funds)

Fund 60001- 60999   Pooled Fund Assets

    60001 - 60001   Living Trust Fund Investments
    60002 - 60002   Pooled Income Fund I Investments
    60003 - 60003   Charitable Gift Annuity Fund Investments
    60004 - 60004   Pooled Income Fund II Investments
    60005 - 60999   [Retained for Future Use]

Fund 61000 - 61999   Living Trust Funds

Fund 62000 - 62999   Pooled Income Fund I (PIF I) Funds

Fund 63000 - 63999   Charitable Gift Annuity (CGA) Funds

Fund 64000 - 64999   Pooled Income Fund II (PIF II) Funds

Fund 65000 - 65999   Charitable Remainder Annuity Trust (CRAT) Funds

Fund 66000 - 66999   Charitable Remainder Unitrusts (CRUT) Funds

Fund 67000 - 67999   Charitable Lead Trusts

Fund 68000 - 68999   [Retained for Future Use]

Fund 69000 - 69999   [Retained for Future Use]

Individual funds are assigned sequentially within the categories listed above for each fund.

Funds Held in Trust by Others

Fund 70000   Fund Balancing (Funds Held in Trust by Others)

Fund 70001 - 70999   [Retained for Future Use]

Fund 71000 - 71999   Scholarships

Fund 72000 - 72999   Fellowships

Fund 73000 - 73999   Prizes and Awards

Fund 74000 - 74999   Library Gifts

Fund 75000 - 75999   Professorships

Fund 76000 - 76999   Research Gifts

Fund 77000 - 77999   Institutional Gifts

Fund 78000 - 78999   Unrestricted Gifts

Fund 79000 - 79499   Special Gifts

Fund 79500 - 79999   Plant Gifts

Individual funds are assigned sequentially within the categories listed above for each fund.

Agency Funds

Fund 80000   Fund Balancing (Agency Funds)

Fund 80001 - 80999   [Retained for Future Use]

Fund 81000 - 81999   Deposits - Various

Fund 82000 - 82999   Deposits - Various

Fund 83000 - 83999   Deposits - Various

Fund 84000 - 84999   Deposits - Various

Fund 85000 - 85999   Undergraduate Student Government / University Program Board
                    / Media Board Activities

Fund 86000 - 86999   Deposits - Various

Fund 87000 - 87999   Deposits - Various

Fund 88000 - 88999   Deposits - Various

Fund 89000 - 89999   [Retained for Future Use]

Individual funds are assigned sequentially within the categories listed above for each fund.

<u>**Income Funds**</u>

Fund 90001 - 90999   Tuition and Fees

Fund 91000 - 91999   [Retained for Future Use]

Fund 92000 - 92999   [Retained for Future Use]

Fund 93000 - 93999   Gifts

        93000 - 93499   Annual Fund Gifts
        93500 - 93999   Unrestricted Gifts

Fund 94000 - 94999   Other Income

        94000 - 94099   Indirect Cost Recovery & Income Sweep
        94100 - 94199   Endowment/ FHBO Income
        94200 - 94299   [Retained for Future Use]
        94300 - 94399   [Retained for Future Use]
        94400 - 94499   [Retained for Future Use]
        94500 - 94599   Miscellaneous Income
        94600 - 94699   [Retained for Future Use]
        94700 - 94799   [Retained for Future Use]
        94800 - 94899   [Retained for Future Use]
        94900 - 94999   [Retained for Future Use]

Fund 95000 - 95999   Other Income

        95000 - 95099   Auxiliary Enterprises
        95100 - 95199   State Appropriations
        95200 - 95299   Organized Activities
        95300 - 95399   [Retained for Future Use]
        95400 - 95499   [Retained for Future Use]
        95500 - 95699   [Retained for Future Use]
        95700 - 95799   [Retained for Future Use]
        95800 - 95899   [Retained for Future Use]
        95900 - 95999   [Retained for Future Use]

Fund 96000 - 96999   [Retained for Future Use]

Income funds are added sequentially within the categories listed above. Project/grant income is included in the same fund as the expense activity.

Expense Funds

Fund 97000 - 97099   Administrative and Operating Expense

Fund 97100 - 97199   Organized Activities Expense

Fund 97200 - 97299   Sponsored Research and Training

    97200   Government
    97250   Private

Fund 97300 - 97399   Other Sponsored Projects

    97300   Government
    97350   Private

Fund 97400 - 97499   Libraries Expense

Fund 97500 - 97599   Operation and Maintenance of Physical Plant Expense

Fund 97600 - 97699   General Administration Expense

Fund 97700 - 97799   General Institutional Expense

Fund 97800 - 97899   Student Aid Expense

Fund 97900 - 97999   Auxiliary Services Expense

Fund 98000 - 98099   Student Services Expense

Fund 98100 - 98199   Instructional Expense

Fund 98200 - 98599   [Retained for Future Use]

Fund 98300 - 98399   [Retained for Future Use]

Fund 98400 - 98499   [Retained for Future Use]

Fund 98500 - 98599   [Retained for Future Use]

Fund 98600 - 98699   Cost Share Operating Expense

Fund 98700 - 98999   [Retained for Future Use]

Fund 99000 - 99999   Budgetary Control

Expense funds are added sequentially within the categories listed above. Project/grant income is included in the same fund as the expense activity.

Account 0001 - 0099 [Retained for Future Use]

Account 0100 - 0299 Assets

Account 0300 - 0499 Liabilities and Net Assets

Account 0500 - 1099 Income

Account 1100 - 9999 Expenses

Account 0101 - 0125   Cash and Temporary Investments

    0101   Bank Cash
    0102   Petty Cash – Open Item
    0103   Endowment Cash (Unpooled)
    0104   Fund Balancing
    0105   Temporary Investments
    0106   Cash Reclassification

Account 0126 - 0150   Accounts and Notes Receivable

    0126   Accounts Receivable
    0127   Notes Receivable
    0128   Grants Receivable
    0129   Contracts Receivable
    0130   Letter of Credit Receivable
    0131   Miscellaneous Accounts Receivable – Open Item
    0132   Salary Receivable – Open Item
    0133   Other Receivable – Open Item
    0134   Allowance for Doubtful Accounts
    0135   Other Receivable

Account 0151 - 0175   Pledges Receivable

    0151   Pledges Receivable

Account 0176 - 0200   Prepaid Expenses and Other Assets

    0176   Inventories
    0177   Advances - Research
    0178   Prepaid Expenses
    0179   Investment in Associated Entities
    0180   Advances - Other

Account 0201 - 0225		Investments
	0201	Stocks (Common and Preferred)
	0202	Bonds and Notes
	0203	Real Estate
	0204	Other Investments
	0205	Pooled Investment Advisors
	0206	Investments - Control
	0207	Other Invest - Int'l Borrowing
	0211	Stocks (Common and Preferred) – Open Item
	0212	Bonds and Notes – Open Item
	0213	Real Estate – Open Item
	0214	Other Investments – Open Item
Account 0226 - 0250		Property, Plant and Equipment
	0226	Land
	0227	Non-Government Buildings
	0228	Government Building
	0229	Equipment
	0230	Books
	0231	Non-Government Depreciation
	0232	Government Depreciation
	0233	Non-Government Construction
	0234	Non-Government CIP Movable Equipment
	0235	Government Construction
	0236	Government CIP Movable Equipment
	0237	CIP - Design Costs
	0238	CIP - Construction Costs
	0239	CIP - Administrative Costs
	0240	CIP - Outside Goods & Services
	0241	CIP - CWRU Departmental Costs
	0242	CIP - Utilities/CWRUnet Costs
	0243	CIP - Capitalized Interest
Account 0251 - 0275		Funds Held in Trust by Others
	0251	Funds Held in Trust by Others
Account 0276 - 0299		[Retained for Future Use]

Account 0301 - 0325	Accounts Payable and Accrued Expenses
0301	Accounts Payable
0302	Accrued Expenses
0303	Insurance Claims – Open Item
0304	Payroll Payable
0305	Payroll Deductions
0306	Payroll Taxes
0307	Payroll HVA Accrual
0308	Self-Insurance Reserves
0309	Accounts Payable -- Open Item
0310	Payroll Payable -- Open Item
Account 0326 - 0350	Deferred Income and Deposits
0326	Deposits -- Other
0327	Deferred Income
0328	Rental Properties Reserves
0329	Agency Funds
0330	Key Deposits – Open Item
0331	Rental Deposits – Open Item
0332	Liability for Derivatives
Account 0351 - 0375	Annuities Payable
0351	Annuities Payable
0352	Annuity Payments
Account 0376 - 0400	Bonds and Notes Payable
0376	Bonds Payable
0377	Notes Payable
Account 0401 - 0489	Loans
0401	Federal Loans - Refundable

Account 0490 - 0499   Net Assets

   0490   Surplus
   0491   PS Conversion Expense Error Offset
   0492   University Funded Reserves
   0495   Net Investment in Plant
   0496   Net Assets

Account 0501 - 0525	Tuition and Fees
0501	Prior Year Tuition
0502	Regular Tuition
0503	Summer Tuition
0504	Late Fees
0505	Application Fees
0506	Course / Lab Fees
0507	Graduation Fee
0508	Continuing Education - Degree
0509	Student Technology Fee
Account 0526 - 0550	Endowment Income
0526	Endowment Income
0527	Funds Held in Trust by Others Income
0528	Department -- FHBO Income
Account 0551 - 0575	Gifts and Pledges
0551	Endowment Gifts - Unpooled
0552	Endowment Gifts - Pooled
0553	Annual Fund Gifts
0554	Non-Interest Bearing Gifts
0555	Gift Transfers (Restrictions)
0556	Endowment Principal Invasions
0557	Endowment Principal Invasions -- Pooled
0558	Endowment Principal Balances
0559	Endowment Principal Balances -- Pooled
0560	Endowment Excess Income
0561	Endowment Excess Income -- Pooled
0562	Transfers from Other Funds
0563	Transfers from Other Funds -- Pooled
0564	Gifts - Departmental
0565	Pledge Revenue
Account 0576 - 0600	State of Ohio Appropriations
0576	State of Ohio Appropriations

Account 0601 - 0650   Other Sources

    0601   Short-Term Investment Income
    0602   Rental Income
    0603   Prior Year Income
    0604   Fines and Penalties
    0605   Miscellaneous Income
    0606   Organized Activities
    0607   Rental Income -- Other
    0608   Other Income
    0609   Continuing Ed Income – Open Item
    0610   Continuing Education Income
    0611   Short-Term Investment Income – Open Item
    0612   Rental Income -- Real Estate – Open Item
    0618   Other Income -- Open Item

Account 0651 - 0675   Auxiliary Services

    0651   Dormitories -- Regular
    0652   Dormitories -- Other
    0653   Food Services
    0654   Auxiliary Services
    0655   Charge Backs
    0656   Auxiliary Services Appropriation
    0657   Food Service -- Other

Account 0676 - 0700   Investment Income

    0676   Investment Income
    0677   Realized Gain or Loss on Investments
    0678   Appreciation/Depreciation of Funds Held in trust by Others
    0679   Endowment Income Earned
    0680   Endowment Income Distributed
    0681   Realized Gain or Loss on Investments -- Pooled
    0682   Unrealized Investment Appreciation
    0683   Unrealized Derivative Appreciation

Account 0701 - 0799   Financial Statement Reclassifications

    0701   Fin Stmt Reclass -- Endowment Inc
    0702   Fin Stmt Reclass -- Endowment P&L
    0703   Fin Stmt Reclass -- Loan Expense
    0704   Fin Stmt Reclass -- CIP Expense
    0705   Fin Stmt Reclass -- Plant Investment
    0751   Fin Stmt Elim - Int'l Borrow

Account 0800 - 0899   Proceeds from Bond Issuance

      0801   Bonds/Notes Proceeds

Account 0900 - 0925   Recovery of Indirect Costs

      0901   Indirect Cost Recovery

Accounts 0926 - 0999   [Retained for Future Use]

Accounts 1000 - 1025   Project Revenue and Transfers

      1001   Sponsored Project Revenue

Accounts 1026 - 1050   Fund Transfers

      1026   Appropriation -- Instructional
      1027   Appropriation -- Sponsored Research
      1028   Appropriation -- Other Sponsored Project
      1029   Appropriation -- Libraries
      1030   Appropriation -- Operation and Maintenance of Physical Plant
      1031   Appropriation -- Student Services
      1032   Appropriation -- University Services
      1033   Intra-Fund Transfers
      1034   Transfer from Other Funds
      1035   Transfer from Other Funds -- Pooled
      1036   Transfer from Endowment Income
      1037   Transfer from Endowment Income -- Pooled
      1038   Actuarial Adjustment to Annuities Payable

Accounts 1051 - 1099   [Retained for Future Use]

Accounts 1100 - 2999   Salary Expenses

Faculty Control   1100

1110	Professors-Full Time
1115	Professors-Part Time
1120	Assoc. Prof-Full Time
1125	Assoc. Prof-Part Time
1130	Asst. Prof-Full Time
1135	Asst. Prof-Part Time
1140	Instructors-Full Time
1145	Instructors-Part Time
1180	Early Retirees
1190	Visiting Prof-Full Time
1195	Visiting Prof-Part Time

Academic Supporting Staff Control   1200

1220	Graduate Assistants
1223	Prof Degree Student-Full Time
1224	College Work-Study Stipends
1225	Graduate Non-Tax Tuition Deduction
1226	Fellow Teaching Support
1227	Graduate Tutor
1228	Graduate Students-Part Time
1229	Grad Stud With Appt.-Not Enroll
1230	Professorial Lecturers
1240	Special Lecturers
1250	Teaching Associates
1260	Full Time Lecturers
1270	Research Scholars

Accounts 1100 - 2999   Salary Expenses

Research Personnel Control   1300

1310	Research Associate
1320	Research Scholars
1330	Senior Research Scientist
1340	Principal Research Scientist
1350	Research Professor
1360	Research Associate Professor
1370	Research Assistant Professor
1380	Senior Research Associate

Student Control   1400

1410	Student Help -- Undergraduate
1420	Student Help -- Graduate
1430	Dormitory Counselors
1450	Undergraduate Student -- Not Enrolled
1460	Graduate Student -- Not Enrolled

Administrative & Clerical Control   1500

1510	Administrative
1520	Professional-Non Technical
1550	Secretarial And Clerical

Non-Academic Professional Control   1600

1610	Non-Academic Professional
1620	Professional-Non Technical

Technical And Trades Control   1700

1710	Technicians
1720	Trades

Service Control   1800

1810	Service

Accounts 1100 - 2999   **Salary Expenses**

Fringe Benefits Control   1900

1992	Fringe Benefits-CWRU
1993	Fringe Benefits-Tuition

Fringe Benefits Insurance Control   2100

2110	Worker's Compensation
2111	Unemployment Compensation
2115	Other Health Insurance
2150	Group Life Insurance
2160	Short Term Disability Ins.
2170	Long Term Disability
2180	Dentemax

Annuities Control   2200

2220	TIAA
2241	Annuity B - NCB
2260	Dreyfus
2270	Vanguard

FICA Control   2300

2330	FICA - Employees Contributions

Tuition Assistance Control   2400

2420	Tuition Assistance -- Children
2425	Tuition Assistance -- Faculty & Staff
2426	Tuition Assistance -- Spouses
2430	Tuition Reimbursement
2450	Diversity Training Payments

Benelect Support Control   2500

2510	Benelect Support

Employee Assistance Program   2800

2810	Employee Assistance Program

Appendix C
Case Western Reserve University
Chart of Accounts
Accounts
Expense

C - 12

<u>**Accounts 1100 - 2999**</u>   <u>**Salary Expenses**</u>

<u>**Fringe Applied To Budget Control   2900**</u>

2990	Fringe Applied To Budget
2993	Fringe Applied To Budget - Tuition
2995	Fringe-Hospital Billing
2996	Fringe-Third Party

Accounts 3000 - 9999   Non-Salary Expenses

General Supplies Control   3100

3110	Stationary & Office Supplies
3111	Engineering School Instr Rm Supply
3113	A F Bedding
3114	A F Animal Purchases
3115	A F Cage Washing
3120	Lab Instruction & Research Supplies
3122	Deposits -Tanks, Drums, Etc.
3123	Core Lab Supplies
3126	Minor Expendable Equipment
3130	Advertising and Promotional
3140	Food Supplies
3150	Laundry, Dry Cleaning
3160	Catalogs and Publications
3170	Book, Periodicals, Subscriptions Binding
3180	Computer Software
3199	Online Transaction Default

Internal Service Control   3200

3220	Computing Charges
3233	Paper Shredding
3249	PC Software
3260	Chemical Waste Disposal
3261	Copy Charges
3270	Animal Facilities
3280	CWRUnet
3290	Cost Center Charges

Outside Services Control   3300

3310	Temporary Help
3320	Professional & Consulting
3321	Consulting -- Flex Benefits
3324	Consultant/Study Participant Travel
3340	Stipends, Allowances -- Non-CWRU Individuals
3350	Plant Security
3360	Royalties
3371	Patient Care
3372	Salaries Fringe Benefits

Accounts 3000 - 9999   Non-Salary Expenses

3373	Other Purchases
3375	Cable Services
3376	Reimburse Foreign Independent Contractors
3377	Study Participants
3380	Subcontracts

Travel And Related Control   3400

3410	Travel -- Visitors
3420	Travel – CWRU Employee
3425	Travel -- Trainee
3430	Conferences & Seminars
3439	Distribution of Funds
3440	Association & Organization Dues
3450	Moving Expenses -- Individual
3455	Moving Expenses --General, Lab Moves
3460	Faculty Recruiting
3470	Living Expense -- Foreign Visitors

Communication And Shipping Control   3500

3510	Telephone
3515	Network Charges
3530	Postage
3540	Express & Shipping
3545	Freight Expense
3550	Internal Moving

Equipment And Building Additions Control   3600

3620	Major Equipment -- Operating Equipment
3625	Major Equipment -- Auto Trucks
3640	Building Additions and Improvements
3641	Capitalized Alterations
3642	Amortization Of Prior Year

Rental Control   3700

3710	Equipment Rental
3720	Building Rentals
3730	Copier Rental
3740	Equipment Leases

Accounts 3000 - 9999   Non-Salary Expenses

Indirect Expense Recovery Control   3800

3822   Indirect Cost Expense

Account Errors   3900

3999   Unknown Account (Expense Class) Errors

Maintenance Materials & Supplies Control   4100

4110   Maintenance Material Supplies
4120   Gas & Oil -- Vehicles

Utilities Control   4200

4220   Natural Gas
4230   Chilled Water
4240   Electricity
4250   Water & Sewer
4260   Heat Steam Power

Maintenance Repair And Service Control   4300

4310   Movable Equipment and Maintenance Contracts
4320   Movable Equipment and Maintenance Repairs
4330   Academic Renewal & Replacement
4331   ADA Upgrades
4332   Duct Cleaning
4333   Elevator Refurbishment
4334   Exterior Restoration
4335   Key Recoring
4336   Public Area Renew & Misc Proj
4337   Other Facilities Maintenance
4340   Plant Maintenance Service -- Internal
4350   Plant Maintenance Contracts
4360   Plant Repairs -- Purchase
4370   Plant Repairs -- Work Orders
4380   Building Equipment Maintenance
4390   Card Access Systems
4391   Closed Circuit TV Security Sys
4392   Outside Lighting
4393   Roof Renewal & Replacement

Accounts 3000 - 9999   Non-Salary Expenses

Insurance Control   5100

5110	General Insurance
5120	Self Insurance
5150	Student Health Insurance

Administrative & Plant Control   5400

5410	Administrative Charges
5420	Plant Charges

Taxes And Licenses Control   5500

5510	Real Estate
5580	Licenses & Permits
5590	Software Licensing Agreements

General Miscellaneous Control   5600

5605	Fees -- Miscellaneous
5610	Trustees Expense
5611	Litigation
5620	Bad Debts
5630	Loan Origination Fees
5635	Lender Fees
5640	Unallocated Expenses
5650	Inventory Adjustments
5680	Safekeeping - Custodial Services
5685	Banking Services

Interest Paid Control   5700

5730	Plant
5740	Interest Paid To Current Fund

Provision For Reserves Control   5800

5810	Dormitory -- Building
5820	Dormitory --Furniture, Fixtures
5825	Equipment Provision -- Food Service
5850	Major Equipment
5860	Vacation Accrual Administrative Departments

Accounts 3000 - 9999   **Non-Salary Expenses**

Loan Fund Control   **6500**

6501	Principal Cancellation
6502	Principal Cancellation -- Death
6503	Principal Cancellation -- Disability
6504	Principal Cancellation -- Bankruptcy
6505	Principal Cancellation -- Uncollectible
6506	Principal Cancellation -- Public Elementary
6507	Principal Cancellation -- Public Higher Education
6508	Principal Cancellation -- Private Elementary
6509	Principal Cancellation -- Private Higher Education
6510	Principal Cancellation -- Professional Dentistry
6511	Principal Cancellation -- Professional Nursing
6512	Principal Cancellation -- Professional Medicine
6513	Principal Cancellation -- Military
6520	Interest Cancellation
6521	Interest Cancellation -- Teaching and Professional
6522	Interest Cancellation -- Death
6523	Interest Cancellation -- Disability
6524	Interest Cancellation -- Bankruptcy
6525	Interest Cancellation -- Handicapped
6526	Interest Cancellation -- Military
6550	Collection Fees
6551	Credit Bureau Fees
6552	Administrative Overhead
6553	Government Write-Off

Debt Service Control   **6600**

6601	Principal Paid
6602	Interest Expense

Scholarships - Undergraduate Control   **7100**

7110	Tuition & Fees
7120	Stipends

Fellowships/Traineeships Control   **7200**

7210	Predoctoral Fellow -- Stipends
7215	Predoctoral Fellow -- Foreign
7220	Predoctoral Fellow -- Tuition and Fees
7250	Postdoctoral Fellow -- Stipends
7260	Postdoctoral Fellow -- Tuition and Fees

Accounts 3000 - 9999   Non-Salary Expenses

Prizes And Awards Control   7300

7310   Prizes And Awards

Emergency Loans Control   7500

7510   Emergency Loans -- Undergraduate

Transfer Of Restricted Funds Control   8100

8110   Restricted Funds

Billing To Other Departments Control   8200

8210   Internal Billings - Salaries
8213   Internal Billings - Rentals
8214   Internal Billings - Machine Parts
8215   Internal Billings - Contracts
8216   Internal Billings - Non-Contracts
8250   Internal Billings - Supplies
8260   Internal Billings - Services
8265   Internal Billings - Harbor Backup
8267   Internal Billings - Computer Support
8269   Internal Billings - Mail
8271   Internal Billings - Telephone Service
8272   Internal Billings - Telephone Work
8280   Administrative Credits
8290   Plant Credits

Overexpended Salaries & Supplies Control   8300

8320   Research
8330   Special Programs
8350   Traineeships
8380   Miscellaneous Grants

University Supported Discretionary Control   8400

8410   University Supported Discretionary

Accounts 3000 - 9999   Non-Salary Expenses

Miscellaneous Sales -- Department Supplies & Services Control   8800

8810	Misc. Sales-Dept., Sup, Service
8811	Telephone Service - External
8813	Leases/Rental-External
8814	Machine Sales -- Non-University
8815	Contracts-External
8816	Non-Contracts-External

Library Materials -- Service Control   9300

9310	Library Material-Service

Cost Of Sales Control   9400

9410	Cost Of Sales -- Bookstore
9415	Cost Of Sales -- Office Supplies
9425	Cost Of Sales -- Stores

Library Materials -- Bind Control   9500

9510	Library Materials - Bind

Library Materials -- Micr. Control   9600

9670	Books

Library Materials -- Monographs Control   9700

9710	Library Materials -- Monographs
9770	General and Reference

Library Materials -- Health Sciences Control   9800

9870	Materials
9871	Bindery
9875	Binding

Accounts 3000 - 9999   **Non-Salary Expenses**

Other Direct Expense Funded Control   9900

9901	Advertising/Public Relations
9902	Alcoholic Beverages
9903	Alumni Activities
9904	Bad Debts
9905	Civil Defense Costs
9906	Commencement/Convocation
9908	Pension Costs
9909	Institution-Furnished Automobile
9910	Contingency Provisions
9911	Legal Expenses
9912	Donations & Contributions
9913	Entertainment Costs
9914	Fines & Penalties
9915	Goods & Services -- Personal
9916	Housing & Personal Living
9917	Insurance & Indemnification
9918	Interest
9919	Fund Raising
9920	Investment Management.
9921	Lobbying
9922	Membership Costs
9923	Preagreement
9924	Recruiting
9925	Selling & Marketing
9926	Severance Pay
9927	Student Activity Costs
9928	Travel Costs
9929	Trustee Travel/Subsistence

Interface Error Accounts

E000	CWRU Error
E001	Errors - Accounts Payable
E002	Errors - Animal Resources
E003	Errors - Bookstore
E004	Errors - Cashier
E005	Errors - Xerox (Cost Per Copy)
E006	Errors - Demurrage
E007	Errors - Development
E008	Errors - Distribution Logistic
E009	Errors - Fisher Corporate
E010	Errors - FMS Paper Journals
E011	Errors - Mail Management
E012	Errors - Online Non-Salary Jnl
E013	Errors - Payroll (Salary Dist)
E014	Errors - Telephone-700
E015	Errors - Telephone-800
E016	Errors - Tuition Allocation
E017	Errors - Work Management Sys
E018	Errors - Project Cost Transfer
E019	Errors - Fringe Benefits
E020	Errors - Indirect Cost Calcul
E021	Errors - Allocations
E022	Errors - Machine Inventory
E023	Errors - Printing
E024	Errors - Aramark
E025	Errors - FMS/Cross-over Table
E026	Purchasing - Canc Ck Errors
E027	Purchasing - PIC Bkst Errors
E028	Errors - PIC Reg Commitments
E029	Errors – BT Office Products
E030	Errors – Barnes & Noble
E031	Errors - Fisher Stores
E032	Errors - Interim Temporary Srvs.
E033	Errors - Procurement Card
E034	Errors - Harbor Interface
E035	Errors - Campus Food Services
E036	Errors - Fisher Web Ordering

Miscellaneous Alpha Accounts

BDGT	Budget 0010 - Projects
CUMKV	Current Unit Market Value Offset
PMKT	Pooled Market Value
UMKT	Unpooled Market Value
UNITS	Endowment Units
UVALUE	Unit Value

Central Administration - 2000

1110	UGEN-President's Office
1111	UGEN-Presidential Start-up
1112	UGEN-Budgets and Fin Planning
1113	UGEN-Executive Compensation
1115	UGEN-VP for Public Affairs
1116	UGEN-University Periodicals
1117	UGEN-Government Relations
1118	UGEN-VP for Info. Tech. Svcs.
1119	UGEN-Search-Recruiting
1120	UGEN-Presidential Events
1121	UGEN-President's Research Fund
1130	UGEN-Dean-Graduate Studies
1143	UGEN-Archives
1144	UGEN-Secretary of Corporation
1145	UGEN-Director-Univ Libraries
1146	UGEN-Office of the Provost
1147	UGEN-Office of Minority Affair
1148	UGEN-Eq. Opport. & Diversity
1149	UGEN-VP for Research
1150	UGEN-Womens Center
1151	UGEN-Academic Review Cmte.
1152	UGEN-Staff Advisory Council
1163	UGEN-UGEN Reserve
1212	UGEN-Parking & Transportation
1213	UGEN-UCI Busing
1215	UGEN-VP for Finance & Admin
1217	UGEN-Treasurer
1218	UGEN-Internal Audit
1219	UGEN-Investment Office
1221	UGEN-Controller's Office
1222	UGEN-Material Support
1223	UGEN-Human Resources
1226	UGEN-Admin Apps 1226
1228	UGEN-Admin Apps 1228
1230	UGEN-Admin. Applications
1231	UGEN-Cust. Serv & Satisfaction
1234	UGEN-Tech. Infrastruct 1234
1235	UGEN-CSS 1235
1236	UGEN-CSS 1236
1250	UGEN-Legal Expense
1252	UGEN-University Attorney
1255	UGEN-Telephone Office & Direct
1256	UGEN-Campus Postal Substation
1257	UGEN-Telephone Equipment
1258	UGEN-ID Center
1259	UGEN-Telephone Network Install
1261	UGEN-Demurrage

Central Administration - 2000

1302	UGEN-Testing Services
1303	UGEN-TA Training
1304	UGEN-Physical Education & Athl
1305	UGEN-Student Development
1308	UGEN-Career Center
1310	UGEN-Undergraduate Admissions
1311	UGEN-Educational Support Servi
1312	UGEN-Registrar
1313	UGEN-Financial Aid Office
1316	UGEN-Student Orientation
1321	UGEN-Thwing Center
1323	UGEN-UCITE
1326	UGEN-Internat'l Student Svcs.
1327	UGEN-Student Community Svc.
1332	UGEN-Student Affairs
1333	UGEN-Special Events
1336	UGEN-University Communication
1337	UGEN-Development
1338	UGEN-Undergraduate Studies
1339	UGEN-Multicultural Affairs
1340	UGEN-Community Services
1342	UGEN-Alumni Affairs - Graduate
1350	UGEN-Endowment Development
1351	UGEN-Annual Giving
1352	UGEN-Foundation Relations
1353	UGEN-Annual Giving Phone
1354	UGEN-Alumni Reunion Expense
1355	UGEN-Development Services
1356	UGEN-Development Research
1357	UGEN-Major Gifts
1358	UGEN-Alumni Affairs
1359	UGEN-University Development
1360	UGEN-Development Programs
1361	UGEN-Region Program
1363	UGEN-Enterprise Development
1364	UGEN-WRC Alumni Relations
1365	UGEN-Univ. Technology, Inc.
1366	UGEN-Admin Long Distance
1367	UGEN-Admin Lines - Add'l.
1368	UGEN-Enhanced Remote Access
1369	UGEN-University Insurance
1370	UGEN-Admin Local Serv.
1376	UGEN-VP for Development
1377	UGEN-Institutional Planning
1379	UGEN-General Administration
1380	UGEN-Commencement
1381	UGEN-Thesis Binding & Microfic

Central Administration - 2000

1390	UGEN-Admin Cost Recovery
1401	UGEN-Capital Campaign Office
1402	UGEN-Corp Fdn Relations CC
1403	UGEN-Planned Giving CC
1404	UGEN-Prospect Research CC
1405	UGEN-Communication CC
1406	UGEN-Int'l Programs CC
1407	UGEN-Major Gifts CC
1408	UGEN-Annual Giving CC
1409	UGEN-Alumni Relations CC
1410	UGEN-Development Systems CC
1411	UGEN-Arts Sciences CC
1412	UGEN-Management School CC
1413	UGEN-Law School CC
1414	UGEN-Medical School CC
1415	UGEN-Engineering School CC
1416	UGEN-Nursing School CC
1417	UGEN-Dental School CC
1418	UGEN-MSASS CC
1528	UGEN-Parking Maintenance
1529	UGEN-Custodial Health Science
1531	UGEN-Facility Planning
1532	UGEN-Major Maintenance Project
1533	UGEN-Major Maint. II
1534	UGEN-Major Maint. III
1551	UGEN-Asst. VP for Plant
1552	UGEN-Plant Purchasing
1553	UGEN-Planning & Construction
1554	UGEN-Plant Admin & Gen
1555	UGEN-Protective Services
1556	UGEN-General Campus Maintenance
1557	UGEN-Building Maintenance
1558	UGEN-University West
1559	UGEN-Key Shop
1560	UGEN-Grounds Maintenance
1561	UGEN-Custodial Services
1562	UGEN-Utilities
1563	UGEN-Harcourt Facility
1564	UGEN-Maintenance Zone 4
1565	UGEN-Maintenance Zone 3
1566	UGEN-Maintenance Zone 2
1567	UGEN-Maintenance Zone 1
1568	UGEN-Trucking
1569	UGEN-Vehicle Maintenance
1570	UGEN-Plaque Maintenance
1571	UGEN-Leased Space
1572	UGEN-Signs

Central Administration - 2000

1573	UGEN-Campus Planning
1574	UGEN-Athletic Facilities
1575	UGEN-Plant Cost Recovery
1576	UGEN-Radiation Safety
1577	UGEN-Environmental Affairs
1583	UGEN-Room Reservation
1584	UGEN-VA Leased Space
1585	UGEN-Mt. Sinai Maint Zone
1601	UGEN-Graduate House
1602	UGEN-Cutler, Hitchcock, Pierce
1606	UGEN-Taft, Taplin, Smith, Cutt
1607	UGEN-Norton, Raymond, Tyler, S
1608	UGEN-Magnolia House
1622	UGEN-Murray Hill Dorms
1623	UGEN-Murray Hill Fraternities
1625	UGEN-Scholars House Res. Life
1626	UGEN-Clarke Tower
1627	UGEN-Carlton Road Dorms
1628	UGEN-Carlton Road Fraternities
1629	UGEN-General Housing Facilitie
1630	UGEN-Housing Custodial
1631	UGEN-Housing Maintenance
1635	UGEN-University Housing Office
1636	UGEN-Cutler, Hitchcock Res Lif
1637	UGEN-Taft, Taplin Res Life
1638	UGEN-Norton, Raymond Res Life
1639	UGEN-Murray Hill Dorms Res Lif
1640	UGEN-Murray Hill Frats Res Lif
1641	UGEN-Clarke Tower Res Life
1642	UGEN-Carlton Dorms Res Life
1643	UGEN-Carlton Frat Res Life
1644	UGEN-CWRUphone
1645	UGEN-Student Cable TV
1650	UGEN-Magnolia Hs Res Life
1651	UGEN-Scholars House
1710	UGEN-Food Service
1803	UGEN-Bookstore
1805	UGEN-WRUW FM
1806	UGEN-CSS 1806
1809	UGEN-Printing Services
1810	UGEN-Health Service - General
1811	UGEN-Health Service - Mental H
1814	UGEN-Health Service - Special
1820	UGEN-Center for Human Genetics
1830	UGEN-11414 Fairchild
1831	UGEN-11422 Fairchild
1833	UGEN-Early Music

Central Administration - 2000

1834	UGEN-That Place
1835	UGEN-N.O. Live
1836	UGEN-Nott. Spirk
1837	UGEN-Barking Spider
1838	UGEN-Lyric Opera
1839	UGEN-Arabica
1840	UGEN-Phi Mu
1841	UGEN-Alpha Chi Omega
1843	UGEN-Theta Chi
1844	UGEN-11426 Fairchild
1845	UGEN-11430 Fairchild
1846	UGEN-11416 Bellflower
1848	UGEN-11920 Carlton
1849	UGEN-1720/28 E. 116th
1850	UGEN-1719/27 E. 116th
1851	UGEN-1715 E. 115th
1852	UGEN-1680 E. 117th
1853	UGEN-Rental Properties
1854	UGEN-11420 Wade Park
1855	UGEN-11409 Glenwood
1856	UGEN-2272 Murray Hill Rd
1857	UGEN-11424 Bellflower
1858	UGEN-2266 Murray Hill
1901	UGEN-Tech. Infrastruct & Arch
1902	UGEN-Network Debt Service
1903	UGEN-Squire Valleevue Farm
1904	UGEN-Squire Farm Major Mainten
1906	UGEN-University Professor
1910	UGEN-Squire Manor House Mainte
1928	UGEN-Loan Fee Reduction
1929	UGEN-BSN Grant-in-Aid
1930	UGEN-Work Study - Outside Agen
1931	UGEN-Student Aid - BSN Program
1932	UGEN-Trustee's Scholarship
1933	UGEN-Student Aid - WRC
1934	UGEN-Minority Scholars Program
1935	UGEN-Student Aid Undergrad - C
1936	UGEN-Dean's Scholarships
1937	UGEN-Provost's Scholarships
1938	UGEN-Student Aid Undergrad - U
1939	UGEN-President's Scholarships
1940	UGEN-Staff Benefits
1941	UGEN-Staff Benefits Dependent
1942	UGEN-Supervisory Training
1960	UGEN-Library Systems & Tech.
1964	UGEN-Library Services
1965	UGEN-Instruct Tech & Acad Comp

Central Administration - 2000

1966	UGEN-Library - Xerox
1967	UGEN-Library Materials - Arts
1968	UGEN-Library Materials - Manag
1969	UGEN-Libr Matl Miscellaneous
1970	UGEN-Library Mat'l - Engineeri
1971	UGEN-Library - Health Sciences
1972	UGEN-Research Compliance
1975	UGEN-Library - MSASS
1976	UGEN-Library - Law
1977	UGEN-Library Reserve
1979	UGEN-Adv Tech Proto & Integ
1980	UGEN-Research Administration
1990	UGEN-Interest & Amortization
1992	UGEN-ITAC 1992
1993	UGEN-Instr'l Tech Program
1997	UGEN-ITAC 1997
1998	UGEN- Post-Doc Association
9999	UGEN-Error department number

College of Arts and Sciences - 1000

1031	CAS -Cont Ed - Summer Country
1033	CAS -Senior Scholars
1034	CAS -Travel Programs
1035	CAS -Dean-Arts,Hum.,Soc.& Beh.
1036	CAS -University Bands
1037	CAS -CAS Development
1038	CAS -Continuing Education
1039	CAS -Dittrick Museum
1051	CAS -Dean - Arts & Sciences
1052	CAS -CAS Summer Programs
2307	CAS -Art
2308	CAS -Art Studio
2309	CAS -Teacher Licensure
2310	CAS -Dance
2317	CAS -Classics
2320	CAS -Modern Languages & Litera
2322	CAS -Theater
2325	CAS -English
2333	CAS -History
2343	CAS -Music
2344	CAS -Music Education
2347	CAS -Philosophy

College of Arts and Sciences - 1000

2353	CAS -Political Science
2357	CAS -Psychology
2359	CAS -Religion
2363	CAS -Communication Sciences
2367	CAS -Sociology
2369	CAS -Anthropology
2371	CAS -CAS Faculty Set Up
2372	CAS -CAS Matching
2373	CAS -CAS Initiatives
2374	CAS -SAGES
2921	CAS -Astronomy
2922	CAS -Chemistry
2929	CAS -Mathematics
2930	CAS -Statistics
2931	CAS -Biology
2933	CAS -Geological Sciences
2936	CAS -Physics

School of Engineering - 3000

1040	ENG -Dean - Engineering
1042	ENG -Engineering Develop
1043	ENG -Assoc Dean Engineering
1050	ENG -CIT Accounts
2923	ENG -Design Center
2935	ENG -Materials Sci & Engineeri
2941	ENG -Microstar Character Labor
2942	ENG -Alcom
2943	ENG -MFL Cost Center
2944	ENG -MTS Center
2946	ENG -Microgravity Center
2957	ENG -DSC Laboratory
2958	ENG -Anal. Electr. Micro. Lab
2959	ENG -Center for Cardiovascular
2964	ENG -Unfunded Computer - Mov T
2965	ENG -Engineering Services
2968	ENG -Student Shops
2970	ENG -Electrical Stores
2971	ENG -Biomedical Engineering
2972	ENG -Chemical Engineering
2974	ENG -Electr. Eng. & Comp. Sci.
2975	ENG -Mechanical & Aerospace En
2976	ENG -Macromolecular Science
2979	ENG -Civil Engineering
2981	ENG -DMMS Machine Shop

School of Engineering - 3000

2982	ENG -Mems Net Research
2983	ENG -Research Center for Cardi
2985	ENG -Ctr Automation & Intellig
2986	ENG -Technology Management
2987	ENG -NSF Cmmc
2988	ENG -Capri
2989	ENG -TIIME
2990	ENG -Case Advanced Power Inst.
2991	ENG -CMNP
3999	ENG -Engineering General

School of Dentistry - 8000

1006	DEN -Dean - Dentistry
1324	DEN -Dentistry Admissions
1325	DEN -Dentistry Student Serv
1919	DEN -Student Aid - Dentistry
2501	DEN -Dentistry - General
2502	DEN -Alumni Relations - Dent
2503	DEN -Dental Clinic
2504	DEN -Dentistry Continuing Ed
2505	DEN -Dent Clin AEGD
2506	DEN -Dent Clinic Endodontics
2507	DEN -Dent Clinic Oral Diagn
2508	DEN -Dental Clinic Ortho
2509	DEN -Dental Clinic Oral Surg
2510	DEN -Dental Clinic Pedo
2511	DEN -Dental Clinic Periodontic
2512	DEN -Faculty Practice Plan

School of Nursing - 9000

1003	NURS-Dean - Nursing
1005	NURS-Adminstrative Svcs
1307	NURS-Admissions
1322	NURS-Nursing - Registrar
1911	NURS-Student Aid - Nursing
3601	NURS-Nursing - General
3602	NURS-ND Program
3603	NURS-B.S.N. Program
3604	NURS-MSN Program
3605	NURS-Ctr for Aging & Health
3606	NURS-Nursing Development
3607	NURS-Nursing - Alumni Affairs
3608	NURS-Nursing - PhD Program
3609	NURS-Nurs Research Programs
3610	NURS-Nurs International Pgms

Mandel School of Applied Social Sciences - 4000

1016	MSAS-Dean - MSASS
1018	MSAS-Mandel Center Admin
1306	MSAS-Recruit/Careers
1314	MSAS-Student Services
1915	MSAS-Student Aid
4627	MSAS-General
4628	MSAS-Development & Alumni Rela
4630	MSAS-Ctr for Nonprofit Orgs.
4631	MSAS-Doctoral Program
4632	MSAS-Field Services
4633	MSAS-MSASS Continuing Ed

School of Law - 5000

1011	LAW -Dean - Law
1309	LAW -Admissions
1315	LAW -Career Planning
1317	LAW -Registrar
1328	LAW -Law Student Services
1917	LAW -Student Aid
1981	LAW - Mock Trial
1982	LAW -Law Review
1983	LAW -Health Matrix Journal
1984	LAW -Moot Court - Law
1985	LAW -Journal of Internat'l Law
1986	LAW -Journal of Legal Educatio
5000	LAW -School of Law
5650	LAW -LAW Continuing Ed
5651	LAW -General
5652	LAW -Development
5653	LAW -Alumni Relations
5654	LAW -Law Technology & Arts
5655	LAW -Clinical Programs
5656	LAW -Law Medicine Center
5657	LAW -Canada/US Ins
5658	LAW -LLM Tax Program
5659	LAW -LLM Legal Studies

Weatherhead School of Management - 7000

1009	MGT -Dean - Management
1010	MGT -PDPAO Administration
1027	MGT -Management Development
1318	MGT -Admissions
1319	MGT -Career/Student Life
1320	MGT -Action Learning
1914	MGT -Student Aid - Management
1989	MGT -Dively Center
7703	MGT -WEE Degree Program
7704	MGT -Operations Research
7705	MGT -Organizational Behavior
7707	MGT -Accountancy & Business La
7708	MGT -Management Information &
7709	MGT -Banking & Finance
7710	MGT -Marketing & Policy Studie
7711	MGT -Economics
7715	MGT -EDM Program
7716	MGT -Executive Fee Programs
7720	MGT -Health Systems Management

Weatherhead School of Management - 7000

7722	MGT -WEE Administration
7725	MGT -Center for Regional Econo
7730	MGT -Computer Lab Management

School of Medicine - 6000

1004	MED -Dean - Medicine
1007	MED -Vice-Dean - Research
1017	MED -Curriculum Office
1019	MED -Research Administration
1020	MED -Hospital Transactions
1021	MED -Admissions Office
1022	MED -Institutional Development
1023	MED -Student Affairs
1024	MED -Residency & Career Plan
1025	MED -Biomed. Info. Technology
1026	MED -Capital Campaign Med
1028	MED -Technology Management
1029	MED -Registrar
1030	MED -Vice-Dean - Students
1032	MED -Medicine Public Affairs
1918	MED -Financial Aid
1921	MED -BSTP Program
1922	MED -Medical Science Training
1946	MED -Mol Virology Tuition Ret
1947	MED -MSTP Tuition Return
1948	MED -Anatomy Tuition Return
1949	MED -Molecular Bio Tuition Ret
1950	MED -Epidemiology Tuition Ret
1951	MED -Biochem Tuition Return
1952	MED -Nutrition Tuition Ret
1953	MED -Pathology Tuition Ret
1954	MED -Pharmacology Tuition Ret
1955	MED -Physiology Tuition Ret
1956	MED -Neurosciences Tuition Ret
1957	MED -Genetics Tuition Ret
1958	MED -Biomed Ethics Tuition Ret
1959	MED -Anesthesiology Tuit Ret
2401	MED -Pharm BRL Freezer
2402	MED -Biochemistry Stockroom
2403	MED -Pathology BRL Freezer
2404	MED - Anatomy
2405	MED -Molec. & Microbiology
2408	MED -Epidemiology & Biostatist
2409	MED -Electron Microscope

School of Medicine - 6000

2410	MED -Medicine Special
2411	MED -Biochemistry
2412	MED -Medicine Continuing Ed
2413	MED -Vice Dean Med Education
2414	MED -Transgenic Core Facility
2415	MED -Microscopy Research Ctr.
2416	MED -Dermatology - UH
2417	MED -Ctr for Memory & Aging
2418	MED -Emergency Med UH
2419	MED -Anatomy Mortuary - Medici
2420	MED -CCSB NMR Facility
2421	MED -Nutrition
2422	MED -Neurology - UH
2423	MED -Scientific Instr Repair
2424	MED -Research & MHMC
2426	MED -Medicine - UH
2427	MED -Neurology - MHMC
2428	MED -Medicine - MHMC
2429	MED -Dermatology - MHMC
2430	MED -Otolaryngology - MHMC
2432	MED -Family Medicine - UH
2433	MED -General Medical Sciences
2434	MED -Neurological Surgery - UH
2435	MED -Orthopaedics - UH
2436	MED -Reproductive Biology - UH
2437	MED -Orthopaedics - MHMC
2438	MED -Microbiology Stockroom
2439	MED -Bio-Architectonics Center
2440	MED -Anesthesiology - UH
2441	MED -Anesthesiology - MHMC
2442	MED -Pathology
2443	MED -Pathology - MHMC
2444	MED -Pediatrics - UH
2445	MED -Pediatrics - MHMC
2446	MED -Pharmacology
2447	MED -Otolaryngology - UH
2448	MED -Physiology & Biophysics
2449	MED -Radiation Oncology - UH
2450	MED -Radiology - UH
2451	MED -Radiology - MHMC
2452	MED -Psychiatry - MHMC
2453	MED -Psychiatry - UH
2454	MED -Surgery - UH
2455	MED -Surgery - MHMC
2456	MED -Design Fab Ctr - SOM
2457	MED -Environmental Health Scie
2458	MED -Animal Resource Center

School of Medicine - 6000

2459	MED -ARC Administration
2460	MED -Research Services - Micro
2461	MED -Reproductive Biology - MH
2462	MED -Center for Neurosciences
2463	MED -Opthamology - UH
2464	MED -Human Genetics
2465	MED -Ctr for Psych Child Dev
2466	MED -Cardiology Medicine - UH
2467	MED -Clinical Pharmacology- UH
2468	MED -Urology - UH
2469	MED -Hypertension Medicine - U
2470	MED -RNA Center
2473	MED -Family Medicine - MHMC
2474	MED -Comprehensive Cancer Ctr.
2475	MED -Center for Biomed Ethics
2476	MED -Center for Int'l Health
2477	MED -Ctr for Adolescent Health
2479	MED -Phys Med & Rehab
2480	MED -Medicine - VA
2482	MED -Psychiatry - VA
2484	MED -Surgery - VA
2487	MED -Emergency Med MHMC
2488	MED -Neurology - VA
2489	MED -Dermatology - VA
2490	MED -Endocrinology/Hypertensio
2491	MED -Gastroenterlogy Medicine
2492	MED -Geographic Medicine - UH
2493	MED -Geriatrics Medicine - UH
2494	MED -Hematology /Oncology - UH
2495	MED -Infect Disease Medicine
2496	MED -General Internal Medicine
2497	MED -Nephrology Medicine - UH
2498	MED -Pulmonary & Critical Care
2499	MED -Rheumatology Medicine - U
2621	MED -Epid of Infect Disease
2636	MED -Science Hlth & Society
2651	MED -Imaging Facility