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Subject: SEBS-NJAES COA Mapping Cheat Sheet - UDO, Fund Type, Business Line
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Attachments: [image004.png](#)
[SEBS-NJAES COA Cheat Sheets 08.23.16.xlsx](#)

Dear All,

As the recent roadshows (Cloud Financials, Procurement and Expense Management) have communicated, the Chart of Accounts (COA) has been redesigned to facilitate financial reporting across the institution while providing flexibility at the local level. The new COA is comprised of the following ten segments:

Segment	Description	Length
Unit	School, Institution, Center and/or a Central Unit which is required to produce a balanced Balance Sheet.	3
Division	Used to group Organizations into alternate hierarchies.	4
Organization	A business area with dedicated people and space.	4
Location	The area for which you are providing service, which could or could not be the physical geographic location of the people providing the service.	4
Fund Type	Identifies the funding source used to acquire goods and services (Unrestricted, Restricted, Endowment, Plant, Loan, Auxiliary).	3
Business Line	Identifies the specific line of business (or mission) being offered.	4
Account	Identifies the nature of the transaction such as expense or revenue (Natural Account).	5
Activity	Identifies total activity of high-level, interdisciplinary and strategic initiatives that span across multiple responsibility centers/units.	4
Intra-Unit	System generated (no user input required) transaction to balance journals for financial activity between a Unit.	3
Future	Placeholder for potential new segment in the future.	5
RU Initiative	Reporting project to group related costs (not a COA segment).	6

The latest COA Segment values can be found on the University's Controller's website via: <http://uco.rutgers.edu/chart-accounts-redesign-project>

In an effort to help everyone effectively utilize the COA, we've developed a SEBS-NJAES COA Mapping Cheat file for the **Unit Division Organization (UDO)**, **Fund Type** and **Business Line** values. Please see the attached and print out all four tabs (*UDO Mapping, UDO Sorted by Org, Fund Type Values and Business Line Values*) and familiarize yourselves with all the values. This cheat sheet mainly serves as a guide to select the correct **UDO** combination code for every transaction that is processed.

Nearly 1/3 of our units have the flexibility to select SEBS (460 value) or NJAES (330 value) as a **Unit**. However, final selection of the **Unit** should be driven by the transaction's purpose, i.e. does it support the School (460) or the Experiment Station (330)? Please contact your Business Office accountant to help determine the appropriate **Unit**. Failure to do so may result in delayed processing or incorrect financial reporting of the overall **Unit**.

The use of Division and Organization values are more restricted. For example, the 4H Camp **Organization** can only be used with the RCE Administration **Division**; The EcoComplex **organization** can only be used with the Economic Growth & Development **Division**. Review these values carefully.

SEBS and NJAES also have a set of applicable **Fund Type** and **Business Line** values that further detail the nature of the fund source being utilized. Note that this list of **Fund Types** and **Business Lines** is not comprehensive and is subject to additions/reductions by the University.

As a reminder, fund sources are going away and in some cases will be replaced with Project and Task values that roll up to the new General Ledger. Once these project values have been finalized, we will send out a table of all SEBS-NJAES Fund Sources mapped to its new Project value.

This email and file will be posted to our webpage shortly: <http://ofba.rutgers.edu/>

If there are any questions, please contact your Business Office Accountant.

Regards,
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