



TCNJ Chart of Accounts

Roadshow



Agenda

- **Chart of Accounts Overview**
- **Chart of Accounts Segment Definitions**
- **Budgets and Actuals**
- **Shadow Budgets and Challenges**
- **Questions**

Overview

Chart of Accounts (CoA) Overview

The CoA serves as the foundation of financial transaction processing and management reporting

- The structure segments record the financial effect (balance sheet, profit & loss, etc.) of each transaction
- Intended to consider financial reporting, providing sufficient flexibility to allow for the development of financial statements for management, budget monitoring, and ad hoc reporting and analysis
- Serves as the basis for recording day-to-day financial operations
- Relies on campus users for consistent and appropriate use



Segment Definitions

Chart of Accounts – *Segments*

Definition, Purpose, and Hierarchy

- Each segment has a **specific, unique definition and purpose** (who, what, why, how, where)
- The combination of these segments **brings meaning to the transaction**
- The use of multiple segments allows for **flexible data accumulation and reporting** of the financial aspects of projects, activities, funds, programs, events, etc., that occur across TCNJ
- **Hierarchies** (trees) organize segment values into levels

Hierarchies Are Used In...

- **Reporting Structures** – to aggregate data and produce summarized reports
- **Cross Validation Rules** – to limit data entry errors
- **Workflow Rules** – to direct approval of transactions
- **Budget Tracking** – to monitor revenue and spending
- **Budget Checking Rules** – to control spending

Hierarchy Example — *Current Account*

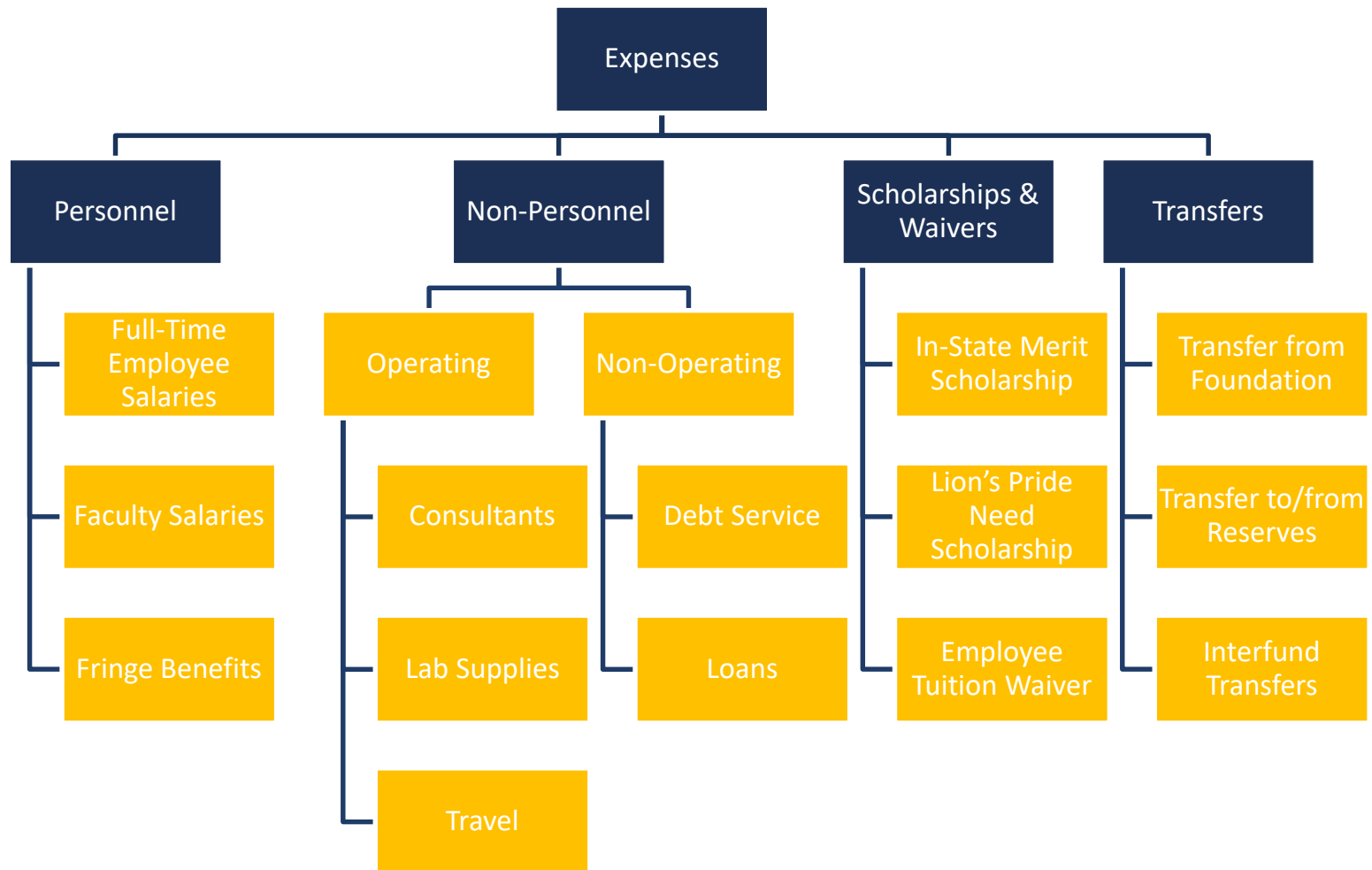


| Report Parameters | |
|--|-----------------------------|
| Business Unit: The College of New Jersey (TCNJ1) | Department: All Departments |
| Fund: All Funds | Budget Period: 2019 |
| Class: All Classes | Program: All Programs |
| Fiscal Period: All Fiscal Periods | |

Budget Status Detail for Departments/Programs

| Account Code and Description | | Class | Original Budget | Revised Budget | YTD Actuals | Current Period Actuals | YTD Open Encumb | Remaining Budget | % Budget Remaining |
|------------------------------|--------------------------------|-----------------------------|--------------------|--------------------|--------------------|------------------------|-----------------|-------------------|--------------------|
| Revenues | | | (\$266,851,903.85) | (\$267,048,308.26) | (\$240,747,035.69) | (\$240,747,035.69) | \$0.00 | (\$26,301,272.57) | 10 |
| Expenses | | | \$250,306,336.33 | \$250,978,817.17 | \$191,373,877.20 | \$191,373,877.20 | \$6,517,754.37 | \$53,087,185.60 | 21 |
| Salary & Wages | | | \$110,094,616.22 | \$110,046,304.86 | \$87,623,247.90 | \$87,623,247.90 | \$71,800.55 | \$22,351,256.41 | 20 |
| Fringe Benefits Expense | | | \$37,689,398.20 | \$37,713,627.94 | \$25,790,262.91 | \$25,790,262.91 | \$0.00 | \$11,923,365.03 | 32 |
| Fuel & Utilities | | | \$6,204,716.00 | \$6,204,716.00 | \$4,742,450.63 | \$4,742,450.63 | \$752,797.67 | \$709,467.70 | 11 |
| Debt Service | | | \$27,081,211.17 | \$27,081,211.17 | \$14,088,488.59 | \$14,088,488.59 | \$0.00 | \$12,992,722.58 | 48 |
| General Operating Expenses | | | \$10,984,944.09 | \$11,534,240.88 | \$7,910,315.77 | \$7,910,315.77 | \$522,013.70 | \$3,101,911.41 | 27 |
| 50093 | Software Pool | 06 - Student Services | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0 |
| 51990 | Vision Care | 07 - Institutional Services | \$20,000.00 | \$20,000.00 | \$8,233.30 | \$8,233.30 | \$0.00 | \$11,766.70 | 59 |
| 52205 | Post Employment Expense | 06 - Student Services | \$0.00 | \$0.00 | \$2,175.00 | \$2,175.00 | \$0.00 | (\$2,175.00) | 0 |
| 52205 | Post Employment Expense | 07 - Institutional Services | \$0.00 | \$8,700.00 | \$8,700.00 | \$8,700.00 | \$0.00 | \$0.00 | 0 |
| 52207 | Staff Training | 01 - Instruction | \$500.00 | \$1,025.00 | \$525.00 | \$525.00 | \$0.00 | \$500.00 | 49 |
| 52207 | Staff Training | 05 - Academic Support | \$0.00 | \$350.00 | \$350.00 | \$350.00 | \$0.00 | \$0.00 | 0 |
| 52207 | Staff Training | 06 - Student Services | \$700.00 | \$700.00 | \$0.00 | \$0.00 | \$0.00 | \$700.00 | 100 |
| 52207 | Staff Training | 12 - Auxiliary Expenditures | \$4,054.00 | \$4,054.00 | \$1,176.82 | \$1,176.82 | \$0.00 | \$2,877.18 | 71 |
| 52400 | Tuition Reimbursement Non-Unit | 05 - Academic Support | \$2,467.00 | \$2,467.00 | \$0.00 | \$0.00 | \$0.00 | \$2,467.00 | 100 |
| 52400 | Tuition Reimbursement Non-Unit | 07 - Institutional Services | \$25,623.00 | \$25,623.00 | \$11,500.00 | \$11,500.00 | \$0.00 | \$14,123.00 | 55 |
| 53100 | Operating Pool Transfers | 01 - Instruction | \$2,000.00 | \$2,000.00 | \$0.00 | \$0.00 | \$0.00 | \$2,000.00 | 100 |
| 53100 | Operating Pool Transfers | 05 - Academic Support | \$2,300.00 | \$2,300.00 | \$0.00 | \$0.00 | \$0.00 | \$2,300.00 | 100 |
| 53100 | Operating Pool Transfers | 07 - Institutional Services | \$8,020.00 | \$7,320.00 | \$0.00 | \$0.00 | \$0.00 | \$7,320.00 | 100 |
| 53115 | Graphics Design | 01 - Instruction | \$31,195.49 | \$28,595.49 | \$13,006.41 | \$13,006.41 | \$0.00 | \$15,589.08 | 55 |
| 53115 | Graphics Design | 02 - Research | \$0.00 | (\$36.34) | \$0.00 | \$0.00 | \$0.00 | (\$36.34) | 100 |
| 53115 | Graphics Design | 03 - Public Service | \$700.00 | \$700.00 | \$448.48 | \$448.48 | \$0.00 | \$251.52 | 36 |

Hierarchy Example — *Future Account*



Hierarchy Example — *Current Organization*



| Report Parameters | |
|--|---------------------|
| Business Unit: The College of New Jersey (TCNJ1) | Budget Period: 2019 |
| Fund: All Funds | Class: All Classes |
| Fiscal Period: All Fiscal Periods | |

Budget Roll-Up By School/Division

| School / Division / Department | Original Budget | Revised Budget | YTD Actuals | Current Period Actuals | YTD Open Encumb | Remaining Budget | % Budget Remaining |
|---------------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|-----------------------|--------------------------|--------------------|
| Administrative Support | \$16,612,896.00 | \$17,383,156.16 | \$10,961,423.96 | \$10,961,423.96 | \$525,642.96 | \$5,896,089.24 | 34 |
| Diversity, Equity & Inclusion | \$799,341.76 | \$1,083,510.28 | \$628,831.01 | \$628,831.01 | \$34,250.00 | \$420,429.27 | 39 |
| 3350 - Diversity Training | \$100,100.00 | \$77,963.30 | \$44,595.32 | \$44,595.32 | \$10,000.00 | \$23,367.98 | 30 |
| 6025 - Disability Support Services | \$550,036.09 | \$554,842.45 | \$317,587.24 | \$317,587.24 | \$24,250.00 | \$213,005.21 | 38 |
| 6070 - Student Diversity - Inclusion | \$17,265.67 | \$0.00 | \$2,061.09 | \$2,061.09 | \$0.00 | (\$2,061.09) | 0 |
| 8100 - Equity and Diversity | \$122,545.00 | \$440,991.53 | \$262,747.06 | \$262,747.06 | \$0.00 | \$178,244.47 | 40 |
| 8110 - Minority Exec Committee | \$9,395.00 | \$9,713.00 | \$1,840.30 | \$1,840.30 | \$0.00 | \$7,872.70 | 81 |
| Office of College Advancement | \$5,447,580.57 | \$5,719,962.43 | \$3,497,326.90 | \$3,497,326.90 | \$154,479.97 | \$2,068,155.56 | 36 |
| Office of General Counsel | \$1,447,246.38 | \$1,495,382.41 | \$881,314.30 | \$881,314.30 | \$248,378.91 | \$365,689.20 | 24 |
| Office of Human Resources | \$2,574,689.07 | \$2,518,420.22 | \$1,716,718.01 | \$1,716,718.01 | \$3,577.50 | \$798,124.71 | 32 |
| Office of the President | \$1,376,701.29 | \$1,338,576.74 | \$936,971.30 | \$936,971.30 | \$0.00 | \$401,605.44 | 30 |
| Office of the Treasurer | \$4,967,336.93 | \$5,227,304.08 | \$3,300,262.44 | \$3,300,262.44 | \$84,956.58 | \$1,842,085.06 | 35 |
| Auxiliary Expenses | \$30,313,927.17 | \$29,467,709.04 | \$24,909,480.19 | \$24,909,480.19 | \$2,735,949.39 | \$1,822,279.46 | 6 |
| Auxiliary Revenue | (\$52,544,555.77) | (\$52,554,555.77) | (\$50,303,542.52) | (\$50,303,542.52) | \$0.00 | (\$2,251,013.25) | 4 |
| Facilities, Campus Safety & IT | \$44,131,793.34 | \$46,634,099.73 | \$35,834,551.78 | \$35,834,551.78 | \$2,403,549.26 | \$8,395,998.69 | 18 |
| Institutional Expense&Transfer | \$25,651,173.02 | \$22,624,828.73 | \$9,864,113.76 | \$9,864,113.76 | \$0.00 | \$12,760,714.97 | 56 |
| Institutional Revenue | (\$184,284,463.20) | (\$185,602,604.43) | (\$167,312,657.53) | (\$167,312,657.53) | \$267,367.59 | (\$18,557,314.49) | 10 |
| Schools & Academic Support | \$100,620,520.12 | \$101,950,963.06 | \$82,549,923.13 | \$82,549,923.13 | \$408,977.95 | \$18,992,061.98 | 19 |
| Humanities & Social Science | \$18,391,503.31 | \$18,634,253.23 | \$14,774,664.30 | \$14,774,664.30 | \$0.00 | \$3,859,588.93 | 21 |
| 1102 - African-American Studies | \$143,064.92 | \$162,102.87 | \$157,736.79 | \$157,736.79 | \$0.00 | \$4,366.08 | 3 |
| 1103 - Sociology & Anthropology | \$1,335,331.90 | \$1,477,873.63 | \$1,202,239.60 | \$1,202,239.60 | \$0.00 | \$275,634.03 | 19 |
| 1107 - Criminology & Justice Studies | \$777,097.39 | \$825,428.63 | \$621,939.17 | \$621,939.17 | \$0.00 | \$203,489.46 | 25 |
| Institutional Scholarships | \$15,046,512.00 | \$15,046,512.00 | \$15,714,905.30 | \$15,714,905.30 | \$0.00 | (\$668,393.30) | (4) |
| Library | \$6,523,643.63 | \$6,647,608.30 | \$5,076,018.41 | \$5,076,018.41 | \$324,190.52 | \$1,247,399.37 | 19 |
| Nursing, Health & Exercise | \$5,764,568.18 | \$5,965,131.87 | \$4,354,741.68 | \$4,354,741.68 | \$10,000.00 | \$1,600,390.19 | 27 |
| 1205 - Health & Exercise Science | \$1,105,577.50 | \$1,195,810.72 | \$960,317.50 | \$960,317.50 | \$0.00 | \$235,493.22 | 20 |
| 1513 - PIAE School of Nursing & HES | \$13,380.28 | \$17,880.28 | \$13,380.28 | \$13,380.28 | \$0.00 | \$4,500.00 | 25 |
| 1520 - Nursing | \$2,743,513.41 | \$3,077,049.21 | \$2,221,400.71 | \$2,221,400.71 | \$10,000.00 | \$845,648.50 | 27 |
| 1521 - Dean School of Nursing & HES | \$1,264,507.34 | \$1,019,588.68 | \$685,376.25 | \$685,376.25 | \$0.00 | \$334,212.43 | 33 |
| 1526 - Public Health | \$637,589.65 | \$654,802.98 | \$474,266.94 | \$474,266.94 | \$0.00 | \$180,536.04 | 28 |
| Office of Academic Affairs | \$6,433,203.93 | \$6,506,980.89 | \$4,565,222.81 | \$4,565,222.81 | \$11,596.00 | \$1,930,162.08 | 30 |
| 1110 - Honors | \$111,641.93 | \$117,669.25 | \$75,643.64 | \$75,643.64 | \$0.00 | \$42,025.61 | 36 |
| 1124 - Liberal Learning | \$685,858.37 | \$695,730.81 | \$843,229.40 | \$843,229.40 | \$0.00 | (\$147,498.59) | (21) |
| 1212 - Center for Global Engagement | \$410,047.65 | \$419,021.08 | \$320,562.00 | \$320,562.00 | \$0.00 | \$98,459.08 | 23 |

Hierarchy Example — *Future Organization*

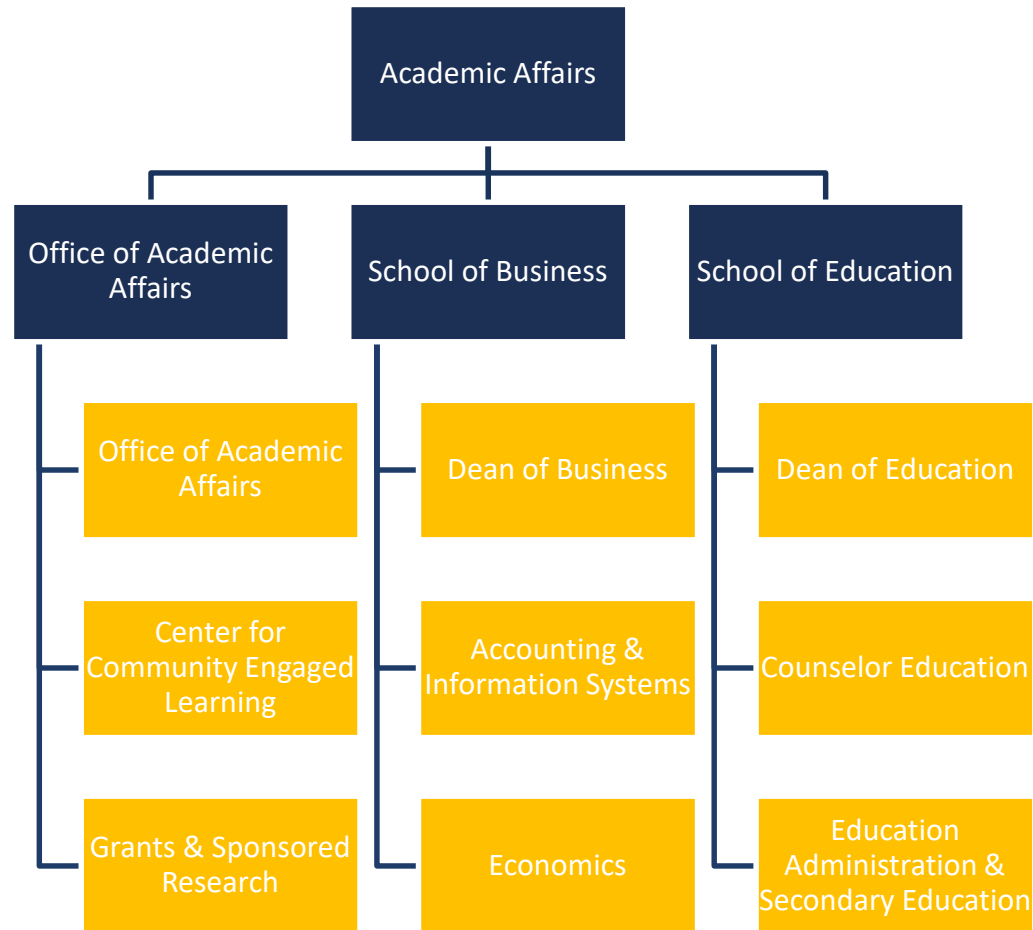
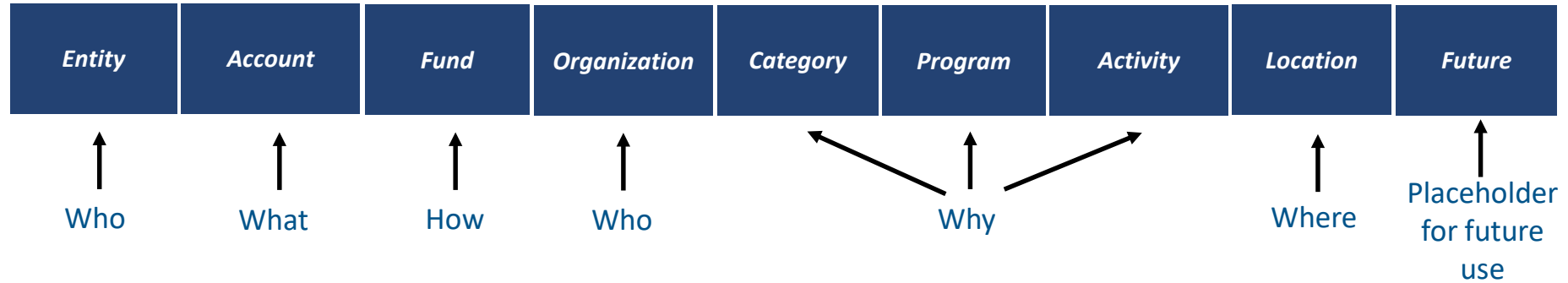


Chart of Accounts - *Structure*



| Segment | Entity | Account | Fund | Organization | Category | Program | Activity | Location | Future |
|-------------------|----------|----------|----------|--------------|---------------------------------|----------|----------|----------|--------|
| Field Length | 4 | 6 | 6 | 4 | 3 | 4 | 4 | 4 | 4 |
| Institutional Use | Required | Required | Required | Required | Required (Revenue and Expenses) | Optional | Optional | Optional | 0000 |

Chart of Accounts - *Entity*

The Who?

Account

Fund

Organization

Category

Program

Activity

Location

Entity

- The *Entity* segment identifies the College and its affiliated entities that have a separate tax ID.
- Entities are identified where full financial statement development is required.
- Examples:
 - TCNJ
 - Foundation
 - TSCC

Chart of Accounts - *Account*

The What?

Entity

Fund

Organization

Category

Program

Activity

Location

Account

The *Account* segment categorizes and records the nature of the transaction as an asset, liability, equity/fund balance, revenue, expense, or transfer.

- Accounts demonstrate only the nature of the transaction, answering the question: *The What?*
- What is the expense? What is the revenue? What is the asset? What is the liability?
- It should not duplicate information that is gathered in other segments of the chart.

Chart of Accounts - *Fund*

The How?

Entity

Account

Organization

Category

Program

Activity

Location

Fund

The *Fund* segment is used to identify separate streams of revenue earned from various sources, such as educational and operating programs, enterprise or discretionary funds, sponsored projects, contributions from donors, and endowment income, or other funding sources, such as bond funds or reserves.

- Identifies and records funds generated or used in connection with each transaction
- Identifies each “pool” of money such as the general operating fund, enterprise, gift or endowment, institutionally designated fund, etc. that requires separate budgeting, financial management and/or reporting
- Tracks spending restrictions and designations and to categorize the entity’s net asset classes for external reporting (unrestricted, restricted – expendable, restricted – non-expendable, and net investment in capital assets)

Chart of Accounts - *Organization*

The Who?

Entity

Account

Fund

Organization

Category

Program

Activity

Location

The *Organization* segment is used to identify the academic or operating unit responsible for, or, impacted by a transaction. The segment values represent true organizational units and are arranged in a hierarchical structure to provide roll up level reporting and budgeting capacity. While the term “department” indicates a specific organization level, the segment tracks financial activity at all levels. Units generally meet the following criteria to be considered a department or organization:

- Ongoing business purpose and objective within the College
- Established budget and budget responsibility
- Fiscal oversight by a responsible person
- Has positioned employees
- Generally, occupies space
- Can be found on an organizational chart

Chart of Accounts - *Category*



The *Category* segment designates the purpose of the transaction, or function, as it applies to external reporting requirements, such as the annual audit report and IPEDS.

This segment is essential for compliance with federal cost principles and the reporting of expenses by functional class in the financial statements.

In addition to the functional categorization of expenses, TCNJ will use this segment to track aspects of certain types of revenues such as academic term.

Chart of Accounts - *Program*

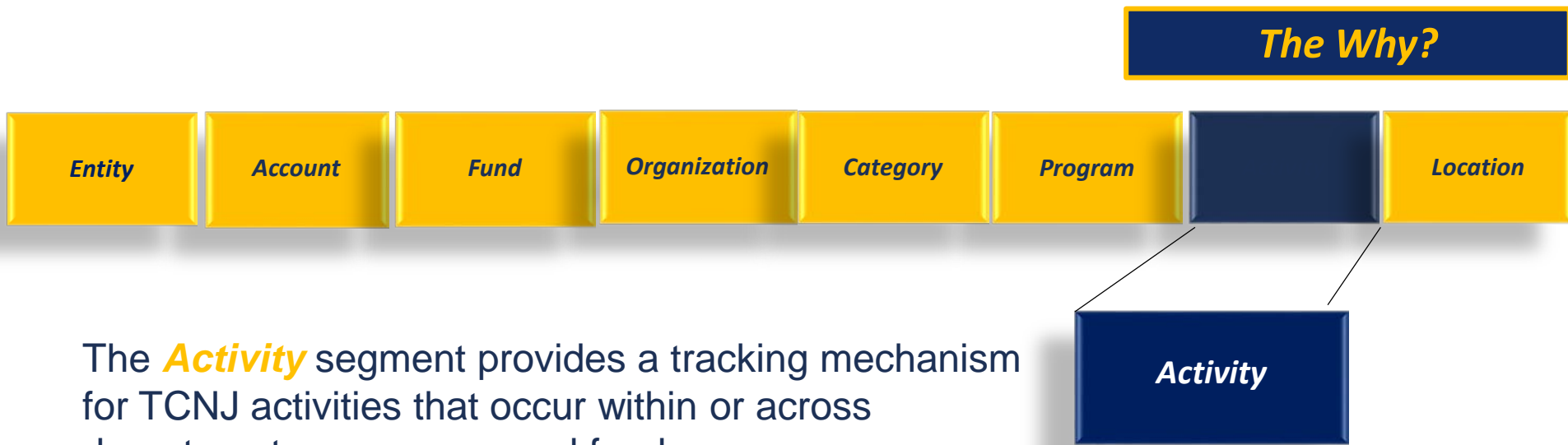


The *Program* segment is used to record revenue and expense transactions associated with **formal** programs including public service activities, academic initiatives, cross disciplinary initiatives and centers, etc.

Programs may be groups of activities conducted within or across departments.

Programs are the last level of budgeting.

Chart of Accounts - *Activity*



The *Activity* segment provides a tracking mechanism for TCNJ activities that occur within or across departments, programs, and funds.

The values of this segment answer the question “What is being done?” to incur an expense or generate revenue.

Generally, narrower in scope and scale than Programs.

Activities are not budgeted, but are encouraged to be used for requisitions and actuals when appropriate.

Chart of Accounts - *Location*

The Where?

Entity

Account

Fund

Organization

Category

Program

Activity

Location

The *Location* segment identifies an operational location where a transaction is occurring.

These may exist within a single department such as a residence hall, may cross organizations such as Lions Stadium, or may be an off-campus location such as a study abroad location.

Locations are not budgeted, but are encouraged to be used for requisitions and actuals when appropriate.

Chartfield Mapping to New CoA

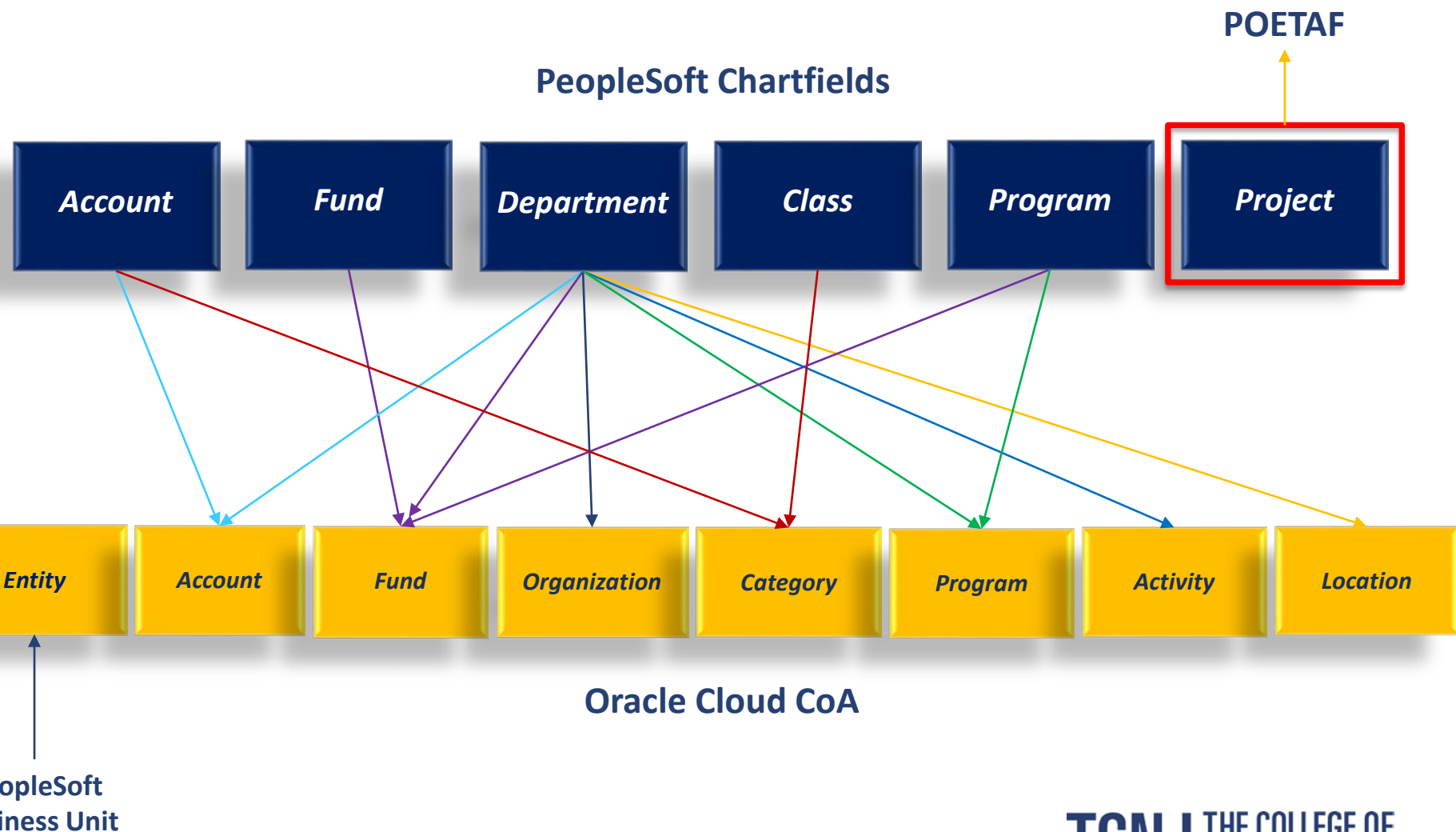


Chart of Accounts – *Projects*

Capital projects and grants will not have unique values within the CoA

Projects will be managed within the Project Portfolio Management (PPM) module in Oracle Cloud which uses a different, simpler set of values to identify transactions, known as POETAF:

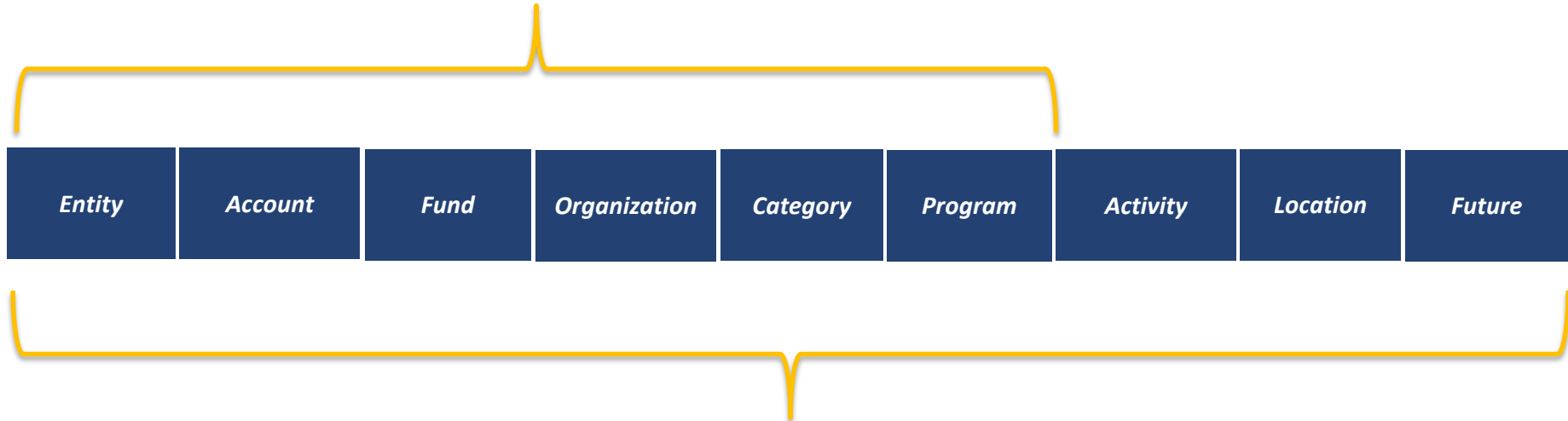
| | |
|------------------|---|
| Project | <ul style="list-style-type: none">• Unique numerical value for the group of activities that encompass a project• Captures the “what” of the expenditure |
| Organization | <ul style="list-style-type: none">• Expenditure-owning organization (values match the CoA organizations)• Text value that captures the “who” of the expenditure |
| Expenditure Type | <ul style="list-style-type: none">• Text value similar to account• Captures the “what” of the expenditure |
| Task | <ul style="list-style-type: none">• Value to indicate which task within the project the expenditure relates to• Captures the “what” of the expenditure |
| Award | <ul style="list-style-type: none">• Award number (grant number) assigned by Cloud when the grant is set up• Captures the “what” of the expenditure; only used for grant projects |
| Funding Source | <ul style="list-style-type: none">• Name of the funder of the grant or the number assigned to the funder in Cloud• Captures the “who” of the expenditure; only used for grant projects |

Review of Segment Values and Hierarchies

Budgets and Actuals

Chart of Accounts – *Budgets and Actuals*

Budgeted Segments



Actuals Segments

- Budgets are developed in a separate Oracle Cloud Planning & Budgeting system
- Entity – Program values must have sufficient budget for requisitions or actual charges
- Activity and Location values are encouraged to be used when it is meaningful and valuable to the user

Chart of Accounts – *Crosswalk Examples*

Transaction: Purchase of supplies from general operating fund for campus-wide diversity & inclusion event

PeopleSoft Chartfields

| | Account | Fund | Department | Class | Program | Project | |
|--|------------------------------|-----------------------|-------------------------------------|---------------------------|---------|---------|--|
| | 53200 General Supplies | 10 General Fund | 6000 VP of Student Affairs | 06 Student Services | | | |

Oracle Cloud CoA

| Entity | Account | Fund | Organization | Category | Program | Activity | Location |
|--------|--------------------|---------------------------|-------------------------------------|----------------------------|-----------------|----------------------------------|-----------------|
| TCNJ | 604280 Supplies | 100000 General Fund | 3000 VP of Student Affairs | 320 Student Services | 0000 Default | 7505 Diversity & Inclusion | 0000 Default |

Chart of Accounts – *Crosswalk Examples*

Transaction: Travel expense from enterprise fund for professional development

PeopleSoft Chartfields

| | Account | Fund | Department | Class | Program | Project | |
|--|--------------------------------------|--------------------------|------------|---------------------------|--------------------------------------|---------|--|
| | 54100 Travel – Faculty & Staff | 15 Enterprise Fund | | 05 Academic Support | E1209 School of Ed Contingency | | |

Oracle Cloud CoA

| Entity | Account | Fund | Organization | Category | Program | Activity | Location |
|--------|--|---|------------------------------|----------------------------|-----------------|-------------------------------------|-----------------|
| TCNJ | 604710 Travel – Faculty & Staff | 102035 School of Education Discretionary | 1400 Dean of Education | 315 Academic Support | 0000 Default | 7005 Professional Development | 0000 Default |

Chart of Accounts – *Crosswalk Examples*

Transaction: Global program revenues and expenses

PeopleSoft Chartfields

| | Account | Fund | Department | Class | Program | Project | |
|--|---|--|--------------------------|--------------------------|--------------------------------|---------|--|
| | 41011 UG Tuition & Fees Summer In-State 54120 Academic Student Travel | 13 Off-Campus Contract Courses | 1284 Galapagos | 01 Instruction | S0000 Summer Session | | |

Oracle Cloud CoA

| Entity | Account | Fund | Organization | Category | Program | Activity | Location |
|--------|--|---------------------------------|---|------------------------------------|---|------------------------|--------------------------|
| TCNJ | 400010 UG Tuition & Fees In-State 604720 Student Travel | 100060 UG Global Fund | 1004 Center for Global Engagement | 120 Instruction Summer I | 2410 Faculty-Led Study Abroad | 0000 Default | 3180 Galapagos |

Chart of Accounts – *Crosswalk Examples*

Transaction: Summer supplemental pay charge to a grant

PeopleSoft Chartfields

| | Account | Fund | Department | Class | Program | Project | |
|--|------------------------------|-----------------------------|------------|----------------|---------|------------------|--|
| | 51230 Supplemental Pay | 40 Grants & Contracts | | 02 Research | | F1804 RUI MCB | |

Oracle Cloud POET

| Project | Organization | Expenditure Type | Task |
|---------|--------------|------------------|------|
| F1804 | Chemistry | Supplemental Pay | 1 |

In addition to the POET information, Oracle Cloud will contain other pertinent award/project information, such as funding agency, CFDA number, award purpose (i.e. research, public service, etc), co-PI, and more.

Shadow Budgets and Challenges