Weinberg Financial Operations

Winter 2022 Meeting
Meeting Agenda

- Introductions
- Chart string lookup in myHR
- Knowledge Base articles
- Independent Contractor payments
- Financial Structure Requests (formerly Chartfield maintenance)
- Cognos reporting
- Reminders
- Payroll suspense reporting
myHR Lookup
Validating Chartstrings Before Use
NUFinancials Training Curricula

NUIIT resources regarding NUFinancials Processes:

NUFinancials Knowledge Base
Independent Contractor Payments

Independent Contractor Documentation Guide
Financial Structure Requests

• Request to add a new or update an existing Chartfield (Fund, Department, Project ID, etc)
• Chartfield Request has been replaced with Financial Structure Request in NUFinancials
• Chartfield Request pages have been archived (read-only)
• Approval process remains largely unchanged
• Knowledge Base article has step by step instructions
Cognos Reports

Commonly used reports for non-sponsored projects

- GL005
- GL008
- GL068
- GL074
- GL077
Cognos Reports

GL005 – Summary Budget Status Report

- Summarizes budget to actuals revenue and expenses for a specific fund, department ID, and project by account code
- Navigation: Team Content > Finance Facilities and Research Administration > School > Monthly Financial > GL005
- Job Aid
Cognos Reports

GL008 – Revenue and Expense Activity Report

- Detailed view of transactions for current or YTD period
- Navigation: Team Content > Finance Facilities and Research Administration > School > Monthly Financial > GL008
- Job Aid
Cognos Reports

GL068 – Financial Summary

- Overview of budget, revenue, and expense
- Useful as a summary of department chart string balances
- Navigation: Team Content > Finance Facilities and Research Administration > School > Monthly Financial > GL074
- Job Aid
Cognos Reports

GL074 – Financial Management Summary with Management Level

• Similar to GL068 but includes Management Level
• Overview of budget, revenue, and expense
• Useful as a summary of department chart string balances
• Navigation: Team Content >Finance Facilities and Research Administration > School > Monthly Financial > GL074
• Job Aid (see GL068 job aid for column definitions)
Payroll Suspension Reporting

- **Suspense Reporting job aid**
- Refer to Payroll monthly calendar for report dates
- Update funding to prevent suspense
- Review PED report after pay period closes to reconcile payroll charges
- Submit payroll journals to clear suspense charges