LISTED BELOW ARE DESCRIPTIONS AND DEFINITIONS FOR ALL EFIN COLUMNS AND SECTIONS. DETAILS OF THE CHARTFIELD STRING (ALSO REFERRED TO AS THE ACCOUNTING STRING) IS LISTED AT THE END.

eFIN COLUMNS & SECTIONS

Screen	Column	Description/Definition
Project List	Activity	Five digit field that allows a project to be broken down further. Every project is set up with a '00000' activity code for General, and is how the majority of projects are set up
Project List	Balance (ACT + ENC) ($)	The Project's life-to-date financial balance at the time the data was last refreshed. It is the sum of actual and encumbered amounts. Under-spent projects are coloured green and show a number in brackets ( ); Over-spent projects are coloured red and reflect a positive number; projects with net spending of zero are not coloured
Project List	Description	This field lists the Project title; the status of the project ie (A) for active, (S) for suspended or (C) for closed; name & UCID of the Project Holder and description of activity code(s)
Project List	Project	Unique number (usually starts with RT/PP/OP/IA) that identifies the project. Research Projects start with RT, Institutional Programs Division Projects (IPD, formerly Partnership Programs) start with PP, Operating Projects start with OP, and Internal Projects start with IA
Project List	Reference	The Project Sponsor's unique identification number they have for the Project. Not all Sponsor's have their own reference number
Project Header	Actual ($)	Total amount by category charged against the Project for the time period selected
Project Header	Administrator	Name, contact information and location of Research Accounting Administrator assigned to the Project. Note: information listed may not be current
Project Header	Agency Reporting	This section details the frequency of financial reporting required and

Screen	Column	Description/Definition
		specifies the format of the reporting
Project Header	Balance (ACT + ENC) ($)	Sum of actual and encumbrance amounts, broken down by category (ie Balance Forward for Period, Revenue, etc) for time period requested
Project Header	Balance Forward for Period	Project financial balance prior to time period selected or defaulted (default period is the time period that shows up initially which starts from April to the month the project was selected from the Project List for the University's current fiscal year). If project started January but selected time period selected for financial information was June to December, the balance forward will reflect the project balance up to May 31st – prior to requested June selected date
Project Header	Billing	If Billing the Funder is required in order to obtain money, this section lists the currency, frequency and type of invoice format required
Project Header	Certifications	Lists whether Certifications are required for Human, Animal and Biohazards areas. If Certification(s) are required, the Certification Number is listed
Project Header / Project Team	Contact Information	Email and phone number of Project Team Member
Project Header	Encumbrance ($)	Encumbrances reflect amounts that have not yet been spent but for which a financial commitment has been made. Salary encumbrance amounts only show up at the end of the accounting month. This means that salary encumbrances will not be reflected in eFin until the accounting month has officially closed, typically half way through the following month. Currently benefits are not encumbered. Encumbrances are updated daily on Other Expenditures and are based on Purchase Orders that have been placed
Project Header	Equipment Ownership	Identifies whether equipment purchases are allowed and if so, specifies if ownership remains with the University of Calgary or not. Choices include No Equipment Allowed, U of C – Inventorial Equipment; Not U of C Equipment etc
Project Header / Project Team	Name	Name of individual who is a member of the Project Team and what they are authorized to do
Project Header	Other Affiliations	Section lists other affiliations attached to the Project, if applicable, such

Screen	Column	Description/Definition
		as other departments within the University, Other Institutes / Centres or Research Groups
Project Header	Other Expenditures	Total of Other Expenditures booked per time period selected. Expenses are always recorded as a debit or positive amount so do not have brackets around them. Account codes charged within this section usually start with a 1 (assets ie equipment), 6 (non-salary expenses) or 7 (internal charges)
Project Header	Over-committed (Uncommitted) Funds	Sum of the columns. A negative amount shown in brackets ( ) indicate the project is under-spent (revenue is greater than spending). A positive amount (no brackets) indicate the project is over-spent (spending is greater than revenue). The amount in the Balance column is colour coded – red for over-spent (stop) and green for under-spent (go)
Project Header	Project Classifications	Section lists the category of the Project under General Purpose and the use for the funds under Purpose. Examples of General Purpose categories are Grant, Special Purpose, and Research Salary Award etc. Examples of Use/Purpose of funds are Operating, Travel, Conference, Fellowship & Salary, and Faculty Endowment etc. The Sub-Purpose category identifies if funding is external (Deferred Revenue) or internal (Equity). Awards Status indicates whether the Project is Continuing or a Renewal
Project Header	Project Effective Dates	Lists the beginning and end dates of the Project. Review Date is used for specific Tri-Council Projects and is after the Project End Date. It allows for spending to occur after the End Date but prior to the Review Date. Some fixed price contracts also have Review Dates, which happens if the unused funds are not required to be refunded, then an additional year is given to spend the money out. Final Close Date is entered by Research Accounting when the Project is closed, meaning all applicable reporting has been done (financial and Project Holder), net project is at zero and all advances have been cleared. The Project file is removed from Research Accounting's active files and placed in storage
Project Header	Project Funding	Section details name of the Sponsor/Funder; whether it is a Tri-Council Agency; the Sponsor's reference number (if applicable) and the

Screen	Column	Description/Definition
		classification of the funding
Project Header	Project Holder	This section lists the principle investigator of the research project along with their contact information. Also listed is the Fund which identifies the nature and restrictions of the funding. Fund 60 specifies Sponsored Research, and is where the majority of research projects fall. Fund 20 is used for Other Operating Projects while Fund 70 is used for Restricted Projects. Department ID & description where the Project Holder resides is also listed. The fund and Department ID make up part of the accounting chartfield string (along with account number, activity and Project #) which is attached to all transactions charged against a Project. The Status Field is currently not in use. The Pin # listed on the right is for Tri-Council Project use only where a unique number is issued for each Project Holder for CIHR, NSERC & SSERC Projects
Project Header	Project Holder Reporting	Section lists when progress reports (if applicable) are due from the Project Holder and if this reporting is tied to billing the Sponsor
Project Header	Project Status	Indicates if the Project is active, suspended or closed. Active allows revenue and expenses to be booked against the project. Closed means that the project has finished. A project is closed when the research has been completed by the project end date, all required reporting has been done, all advances cleared and the project revenue and expenses net out to zero. Suspended means that the project has been suspended by Research Accounting. This happens when certain requirements have not been met – for example ethics renewal has not happened or when the project has an unauthorized over-expenditure. When a project is suspended, nothing can be booked against it such as payroll, revenue or any other expenditure. Note that in projects that contain more than one activity code, individual activity codes can be closed or suspended even though the overall project remains active
Project Header	Project Title	Name of the Research Project
Project Header	Revenue	Total of Revenue that has been booked per time period selected. Revenue is always recorded as a credit, or negative value and shows up in eFin with brackets around the number. The account codes charged

Screen	Column	Description/Definition
		would have started with a 4
Project Header	Salary & Benefits	Total of Salary & Benefits booked per time period selected. Expenses are always recorded as a debit or positive amount so do not have brackets around them. The account codes charged would have started with a 5. Scholarship and Fellowship payments are not part of this amount as they are not considered employees of the University. They are charged to an account code starting with 63
Project Header	TOTAL Expenditures	Sum of Salary & Benefits and Other Expenditures lines within the Financial Summary
Project Header / Project Team	Type	Identifies authority given to individual Project Team Member as authorized by Project Holder per Team Authorization Form (TAF) submitted
Project Summary by Account	Account	A unique 5 digit number that has been assigned to specific revenue and expense items. Account codes are grouped based on what they are, for example codes that start with 1 are assets such as equipment purchases, codes that start with 4 are revenue, codes that start with 5 relate to payroll and benefits, and codes that start with 6 are other expenditures. When a Project is set up by Research Accounting, they also load account codes that can be charged against the Project. For a complete list of account codes please refer to the Financial Services website http://www.pec.ucalgary.ca/financial/reference/businessadminsys_chart
Project Summary by Account	Actual ($)	Total amount that has been charged to the account code for the time period selected
Project Summary by Account	Balance (ACT + ENC) ($)	Sum of actual and encumbrance amounts by account code
Project Summary by Account	Description	Description of the unique 5 digit account code
Project Summary by Account	Encumbrance ($)	Amounts that have not yet been spent but for which a financial commitment has been made. Salary encumbrance amounts only show up at the end of the accounting month. This means that salary encumbrances will not be reflected in eFin until the accounting month has officially closed, typically half way through the following month. Currently benefits are not encumbered. Encumbrances are updated

Screen	Column	Description/Definition
		daily on Other Expenditures and are based on Purchase Orders that have been placed
Project Detail for All Accounts	Account Code	A unique 5 digit number that has been assigned to specific revenue and expense items. Account codes are grouped based on what they are, for example codes that start with 1 are assets such as equipment purchases, codes that start with 4 are revenue, codes that start with 5 relate to payroll and benefits, and codes that start with 6 are other expenditures. When a Project is set up by Research Accounting, they also load account codes that can be charged against the Project. For a complete list of account codes please refer to the Financial Services website http://www.pec.ucalgary.ca/financial/reference/businessadminsys_chart
Project Detail for All Accounts	Account Description	Description of the unique 5 digit account code
Project Detail for All Accounts	Activity	Five digit field that allows a project to be broken down further. Every project is set up with a '00000' activity code for General, and is how the majority of projects are set up
Project Detail for All Accounts	Actual ($)	The actual amount charged against the project for each account code, based on the date range selected
Project Detail for All Accounts	Description	Gives a description of the transaction. Usually indicates the source of the entry, ie HR Payroll, AP, Brokerage Fees etc.
Project Detail for All Accounts	Encumbrance ($)	Encumbrances show up at the end of the Project Detail for All Accounts screen if applicable, and are listed in account number order. Encumbrances reflect amounts that have not yet been spent but for which a financial commitment has been made. Salary encumbrance amounts only show up at the end of the accounting month. This means that salary encumbrances will not be reflected in eFin until the accounting month has officially closed, typically half way through the following month. Currently benefits are not encumbered. Encumbrances are updated daily on non-salary related expense items based on Purchase Orders that have been placed
Project Detail for All Accounts	Fiscal Period	Date shown is the calendar year & month when the particular item was charged against the Project and account

Screen	Column	Description/Definition
Project Detail for All Accounts	Journal Line Ref	Data appears in this field if the item charged was booked against the Project via a journal entry in People Soft and information was entered in this field (ie PO # etc)
Project Detail for All Accounts	OPR Desc	Field populates with name (or UCID) of person or function where entry originated. Entries from HR Payroll do not list anything in this field. Encumbered amounts also do not list anything in this field
Project Detail for All Accounts	Purchase Order #	Purchase Order Number (PO) assigned by PeopleSoft for items purchased (actual) or to still be purchased (encumbrance) under a PO
Project Detail for All Accounts	Reference	Additional information from PeopleSoft journal entries and AP data if input at source
Project Detail for All Accounts	Reporting Comment	Describes what is being charged
Project Detail for All Accounts	Reporting ID	Reporting ID is the UCID for HR Payroll transactions, Invoice Number for AR revenue transactions, PO# for AP transactions, PeopleSoft journal entry number etc.
Project Detail for All Accounts	Source	Indicates where the transaction originated – ie HRP=HR Payroll, RTA=Research Accounting, AP=Accounts Payable, MED=Faculty of Medicine, SYS=System Generated etc.
Project Detail for All Accounts	Supplier/Customer/Employee	Lists name of supplier on PO, name of customer on AR Invoice or name of employee per UCID
Project Detail for a Single Account	Account Code	A unique 5 digit number that has been assigned to specific revenue and expense items. Account codes are grouped based on what they are, for example codes that start with 1 are assets such as equipment purchases, codes that start with 4 are revenue, codes that start with 5 relate to payroll and benefits, and codes that start with 6 are other expenditures. When a Project is set up by Research Accounting, they also load account codes that can be charged against the Project. For a complete list of account codes please refer to the Financial Services website http://www.pec.ucalgary.ca/financial/reference/businessadminsys_chart
Project Detail for a Single Account	Account Description	Description of the unique 5 digit account code
Project Detail for a Single Account	Activity	Five digit field that allows a project to be broken down further. Every

Screen	Column	Description/Definition
		project is set up with a '00000' activity code for General, and is how the majority of projects are set up
Project Detail for a Single Account	Actual ($)	The actual amount charged against the project for the account and date range selected
Project Detail for a Single Account	Description	Gives a description of the transaction. Usually indicates the source of the entry, ie HR Payroll, AP, Brokerage Fees etc.
Project Detail for a Single Account	Encumbrance ($)	Encumbrances will show up at the end of the Project Detail for a Single Account if applicable. Encumbrances reflect amounts that have not yet been spent but for which a financial commitment has been made. Salary encumbrance amounts only show up at the end of the accounting month. This means that salary encumbrances will not be reflected in eFin until the accounting month has officially closed, typically half way through the following month. Currently benefits are not encumbered. Encumbrances are updated daily on non-salary related expense items based on Purchase Orders that have been placed
Project Detail for a Single Account	Fiscal Period	Date shown is the calendar year & month when the particular item was charged against the Project
Project Detail for a Single Account	Journal Line Ref	Data appears in this field if the item charged was booked against the Project via a journal entry in People Soft and information was entered in this field (ie PO # etc)
Project Detail for a Single Account	OPR Desc	Field populates with name (or UCID) of person or function where entry originated. Entries from HR Payroll do not list anything in this field. Encumbered amounts also do not list anything in this field
Project Detail for a Single Account	Purchase Order #	Purchase Order Number (PO) assigned by PeopleSoft for items purchased (actual) or to still be purchased (encumbrance) under a PO
Project Detail for a Single Account	Reference	Additional information from PeopleSoft journal entries and AP data if input at source
Project Detail for a Single Account	Reporting Comment	Describes what is being charged
Project Detail for a Single Account	Reporting ID	Reporting ID is the UCID for HR Payroll transactions, Invoice Number for AR revenue transactions, PO# for AP transactions, PeopleSoft journal

Screen	Column	Description/Definition
		entry number etc.
Project Detail for a Single Account	Source	Indicates where the transaction originated – ie HRP=HR Payroll, RTA=Research Accounting, AP=Accounts Payable, MED=Faculty of Medicine, SYS=System Generated etc.
Project Detail for a Single Account	Supplier/Customer/Employee	Lists name of supplier on PO, name of customer on AR Invoice or name of employee per UCID
Project Employees	Benefits ($)	Total actual benefit amount charged for time period selected. Does not include any encumbered amounts
Project Employees	Name	Name of employee attached to UCID
Project Employees	Salary ($)	Total actual salary amount charged for time period selected. Does not include any encumbered amounts
Project Employees	Total Sal & Ben ($)	Sum of Salary & Benefits line for time period selected
Project Employees	UCID	Unique 8 digit number given to every employee of the U of C

Chartfield

Every revenue or expense item that is charged to a Project has to be specifically coded to identify where the amount is to end up. The Accounting String, which is also called the Chartfield, is made up of numbers and letters placed in eight fields. Following is how this Chartfield is made up:

1) The first chartfield (five characters, all letters) denotes the Business Unit. In PeopleSoft there are only three business units set up, ARCTC=Arctic Institute, FHOBO=Funds Held on Behalf of Others and UCALG=University of Calgary. For Research Projects the University of Calgary or **UCALG** is used. This business unit is assumed and is therefore auto-populated on all coding

2) The second chartfield (two characters, both numbers) represent the Fund. The Fund segregates financial information to reflect the nature and restrictions of the funding. Funds in use at the University of Calgary are:
    - 10 = Central Operating
    - 20 = Other Operating
    - 30 = Carryover Reserves
    - 40 = Board Approved Reserves
    - 50 = Capital

- 60 = Research
- 70 = Other Restricted

Sponsored Research Projects use Fund **60**

3) The third chartfield is made up of five characters (all numbers) represents the Department Code. The department code used for Research Projects is the department the Project Holder resides in

4) The fourth charfield is the Account Code which consists of five characters (all numbers). This unique code describes what it is that is being charged to a Project. Each account code is prefaced by a single digit which indicates the category of the charge, ie:
    - 1xxxx = Asset (ie capital equipment purchase)
    - 2xxxx = Liability
    - 3xxxx = Net Assets (Equity)
    - 4xxxx = Revenue
    - 5xxxx = Salary & Benefit Expenses
    - 6xxxx = Non-Salary Expenses
    - 7xxxx = Internal Transfers

   Research Projects could use accounts starting with 1, 4, 5, 6 & 7

5) The Program chartfield is next which is five characters (all numbers). This is used for activities occurring across faculties or departments such as a building, initiative, or academic session. **This is not used for Research Projects**

6) Next is the Internal chartfield which is nine characters (three letters followed by six digits) and is used to specify activity specific to one faculty or department. **This is not used for Research Projects**

7) The seventh chartfield is the Project Number which is eight characters (two letters followed by six digits). Research Projects start with RT and is assigned by Research Accounting. The unique Project Number is emailed to a Project Holder by Research Accounting when it is set up

8) The last chartfield is the Activity which is made up of five characters (all digits). Every Project is set up with Activity 00000 which is General – and is how the majority of Projects are set up. If a Project Holder wants to break down the financial information further, other Activity codes can be set up (for example 00001 for University of Saskatchewan, 00002 for Visiting Lecturer expenses etc)