

Introduction to Expense Trends Analysis

Welcome to using a cube to analyze Expenditure data! This product is designed specifically for individuals who want to look at summarized Expense data over time. Its goal is to be easy or at least easier than writing your own reports. However, to be fair, this is not report writing; this is analysis. What does that mean, you ask? Well, it means that you don't have to have a specific question. You may have a question to begin with, but what you really want is to learn about your expenses; to slice and dice the data.

This product is not intended to provide a level of detail useful for reconciliation or transaction listings. Although that is necessary and valuable information, reconciliation activities should be performed utilizing the university's standard financial transaction listings. Rather, this product is intended to help users identify expense trends and outliers through the use of summarized data.

For example, open up Expense Trends and begin exploring your expenses by account types. You observe total expenditures for the last five fiscal years across several departments and notice that one department has a steady increase in materials and supplies. Why is that? Do they simply require more supplies? What method are they utilizing to purchase their supplies – Pcard, iBuy, Banner? With this tool, you can easily add Purchase Method code and account code to drill into the purchases.

This supports the university's ARR (Academic Review and Restructuring) objectives of reviewing our performance and reducing costs. Specifically, analysis of expenditures could direct insight in the areas of purchases, IT (information technology), and personnel costs.

This product will ensure the user a less manually-intensive process for collecting and organizing the data, allowing time and effort to be focused on analysis and decision making. It will also provide a more powerful analysis tool to support dynamic interaction with the data during the decision making process. This will be accomplished by replacing current approaches of collecting data across a number of separate reports, and in some cases manually re-entering data into spreadsheets, with a solution that provides a single source that integrates data spanning multiple subject areas (employee position and job, payroll, purchases) to directly support analysis and OLAP capability.

Targeted Users

Given the serious financial challenges now facing the University, decision makers at all levels need more than just the kind of transaction or summary reports currently available. They need to be able to analyze trends in spending over time, exploring spending patterns and identifying areas of higher or lower spending. They need both summarized information and the ability to drill in. They need to slice expenses by where the money is coming from (e.g. State funds or Sponsored Research funds), what the money is spent on (e.g. Personnel vs. Equipment), who is spending the money (e.g. Department), how the money is being spent (e.g. P-Card vs. Banner purchase order), and who the money is being spent with (i.e. Vendor).

This product is intended for use by any University employee who has the need to examine summarized expenditure data over time . Example expected users for this data are: Assistant & Associate Deans, College and Departmental business managers, and fiscal officers.

Purpose & Use Cases (samples – not exhaustive)

This product is intended to answer the primary question: On What and Whom am I spending money over time? This question implies that the user is interested in a summarized picture of expenditures in the organization.

Grain

The grain of this product is determined to be one row per CFOAP, per vendor/person-position-job, per posted document id, per fiscal period & year.

Exclusions

For the purposes of this product, the following have been excluded from the data set:

- Fiscal Periods 00 and 14
- End of Year accrual and reversal payrolls labeled 998 & 999
- College ZZ (Control organization)

End of Year

At the end of a fiscal year, June 30th, a final snap of expenditure information will be taken for that year. Financial information will continue to be updated until the accounting year ends (usually sometime in August or September). That will be the final picture of expenditure activity for that fiscal year.

Practically speaking, there are two distinct ETL processes for Expense Trends. The monthly process runs on the third Monday of each month (data mart and associated OLAP cube). In addition, a Year End process runs as needed August through October continuing to update the month of June until the fiscal year closes.

Security

Due to the level of aggregation and lack of sensitive data elements, this product will be wide open for designated users. Example designated users are data warehouse users with Finance or HR data access.

Refresh

This product is refreshed monthly on the third Monday of the month. The OLAP cube is refreshed on the third Monday (evening), as well.

The current fiscal year will be updated monthly within a fiscal year. Previous five fiscal years will remain untouched. In general, current year expense data will be as of the previous month (i.e. a September refresh will pick up August data).

Sourcing & Backfill of Data

Expenditure data from FY10, FY09, FY08, FY07, FY06 was created to fill the product for use in multi-year analysis. The primary source of expenditure data is the EDW table called OL Expense Source Detail commonly known as “BOS”.

Because some EDW tables and columns used as the source for current year data are not available for FY06-FY07 the follow source changes were made:

- Utilizing the code that currently creates the BOS table (T OL Expense Source Detail), we re-created initial two fiscal years of expenditures

Data Retention

At this time, we plan to retain five years of data plus the current fiscal year until we experience degraded product performance or a user request for archive.

Business Rules

The Expense Trends product contains several groups of business rules designed to identify and categorize expenses. At this time, most derived columns are intended to identify information technology or IT expenses. It should be noted that although these rules do a good job of systematically identifying IT expenses based on the defined rules, they do not necessarily identify all IT expenses.

For example, individuals who perform IT related functions such as supporting a web site or working in a computer lab often do not have an IT related position class code. Therefore, these individual's payroll expenditures will not be labeled as IT expenses.

IT Expense Logic - general description

1. Look at the account code on the expense transaction. If the **non-personnel** account code is in the designated list, then label the expense an IT expense. (Account Expense)
2. Look at the account code on the expense. If the account code is personnel related, then look at the job detail employee-class (Academic Professional vs. Civil Service) and related position-classes (see list) for the employee expense. If the position class is an IT related position class, then code the payroll expense as IT personnel expense (IT Job).
3. Look at the account code on the expense. If the account code is personnel related, then look at the organization code on the job (timesheet org). If the organization is a designated IT organization (see list), then code the payroll expense as IT personnel expense (IT Job).
4. Finally, if the organization code on the expense is a designated IT organization (see list), then code the expense as an IT expense (Organization expense).

If any of the above logic designates the row as IT, then the row will be labeled an IT expense. These expenses appear in the cube under Expense Sets (Expense Class > Expense Group > Expense Category).

IT Class – IT Group – IT Category:

Non Personnel	IT Operating	Hardware	126090,126141,127090,143500,157500,161090,161100,161101,161120,165800
Non Personnel	IT Operating	Software	153800,153801,153802,153803,153804,153805,153806,153807,153808,168100,168200
Non Personnel	IT Operating	Service	147200,148200,150200,150201,150202,150203,150204,150205,150206,150207,150209,150300,150301,150302,150304,150400,150401,150402,150420,150421,150422,150423,150425,150426,150427,150428,155300,155600,155700
Non Personnel	IT Operating	Telecom	126100,126101,126102,126103,126109,127100,127101,127102,127103,127109,150100,150101,150102,150103,150104,150105,150106,150107,150108,150109,150110,150111,150112,150113,150114,150115,150116,150117,150118,150119,150150,150151,150161,150190,150340,150341,150
Non Personnel	IT Operating	Supplies	121300
Non Personnel	IT Capital	Hardware	163090,169030,169031,169040,169041
Non Personnel	IT Capital	Software	168600,168998
Non Personnel	IT Capital	Telecom	163100,161101,163102,163103,163109
Non Personnel	Non IT Expense	Non IT Expense	all other account codes that begin with a '1'
Personnel	IT Personnel	IT Personnel	see Employee P-Class rules
Personnel	Non IT Personnel	Non IT Personnel	see Employee P-Class rules

IT Expense Logic – more detail

Account Codes

To identify if the expense is in a category we can identify as being used exclusively for IT, we look at the Banner Account Code. IT-related Account Codes include:

Financial Account Code	Financial Account Title	IT Expense Category
121300	Information Technology Supplies	Supplies
126090	NC IT Equipment 100-499	Hardware
126100	NC Communication Equipment 100-499	Telecom
126101	NC Data Comm Equipment 100-499	Telecom
126102	NC Telephone Comm Equipment 100-499	Telecom
126103	NC Radio Comm Equipment 100-499	Telecom
126109	NC Other Comm Equipment 100-499	Telecom
126141	NC Electronic Other Equip 100-499	Hardware
127090	NC IT Equipment 500-2499	Hardware
127100	NC Communication Equipment 500-2499	Telecom
127101	NC Data Comm Equipment 500-2499	Telecom
127102	NC Telephone Comm Equipmnt 500-2499	Telecom
127103	NC Radio Comm Equipment 500-2499	Telecom
127109	NC Other Comm Equipment 500-2499	Telecom
143500	IT Equipment Rental	Hardware
147200	IT Equip Repair/Maint Non-UI Pers	Services

148200	IT Equipment R/M Non-OM UI Empl	Services
150100	Telecommunication Service	Telecom
150101	800/900 Telephone Service	Telecom
150102	Calling Card	Telecom
150103	Prepaid Calling Card	Telecom
150104	Directory Assistance	Telecom
150105	Message Units	Telecom
150106	Telephone Answering Service	Telecom
150107	Conference Call	Telecom
150108	Installations Outsourced	Telecom
150109	Phone Long Distance Call Detail	Telecom
150110	Line Rearrangement	Telecom
150111	Measured Service	Telecom
150112	Node Pair Fee	Telecom
150113	Telecommunications Taxes	Telecom
150114	Miscellaneous Phone Services	Telecom
150115	Communication Installation Time	Telecom
150116	Communication Installation Material	Telecom
150117	Telecom Equipment Maintenance	Telecom
150118	Telecom Service Rental	Telecom
150119	International Calls	Telecom
150150	Monthly Telephone Line Service	Telecom
150151	Monthly Voice Mail Service	Telecom
150161	Monthly Emergency Phone Surcharge	Telecom
150190	Other Charges and Credits	Telecom
150200	Network Services	Services
150201	Monthly Network Port/Jack Charge	Services
150202	Bandwith Usage Fee	Services
150203	Customer Specific Domain Name	Services
150204	Network Design	Services
150205	Network Installation	Services
150206	Network Maintenance	Services
150207	Network Connection Fee	Services

150209	UIUCNET Access	Services
150300	Data Services	Services
150301	Hi-Capacity Circuit	Services
150302	Data Communications Service Rental	Services
150304	Miscellaneous Data Service	Services
150340	Video Services	Telecom
150341	Video Conference	Telecom
150342	Video Streaming	Telecom
150360	Paging Services	Telecom
150361	Monthly Pager Service	Telecom
150380	Cellular Services	Telecom
150381	Monthly Cellular Service	Telecom
150382	Cellular Equipment Rental	Telecom
150400	IT Equipment Service	Services
150401	Equipment-Special Service	Services
150402	Equipment Repair/Maintenance	Services
150420	IT Admin Service	Services
150421	System Administration Fee	Services
150422	Web Server Administration	Services
150423	Billing Processing Fee	Services
150425	Workstation Backup	Services
150426	Alarm Service	Services
150427	Mass E-Mail Distribution	Services
150428	Data Archiving	Services
152100	Radio Communications Service Rental	Telecom
152200	Other Communications Service Rental	Telecom
152300	Maintenance Communications Equip	Telecom
152400	Parts/Supplies Communications Equip	Telecom
152900	Other Communications Service/Equip	Telecom
153800	Computer Software	Software
153801	Messaging and Calendaring Software	Software
153802	Business and Office Software	Software
153803	Math and Statistics Software	Software

153804	Training and Education Software	Software
153805	Utility and Other Software	Software
153806	Security Software	Software
153807	Site License Software	Software
153808	Software Maintenance	Software
155300	AITS Computer Services	Services
155600	Instructional Computation Comp Serv	Services
155700	Research Computation Comp Serv	Services
157500	Op Lease-IT Equipment	Hardware
158300	Op Lease-Telephone Serv/Equipment	Telecom
158500	Op Lease-Radio Communications Equip	Telecom
161090	NC IT Equipment 2500-4999	Hardware
161100	NC Communication Equip 2500-4999	Hardware
161101	NC Data Comm Equip 2500-4999	Hardware
161102	NC Telephone Comm Equip 2500-4999	Telecom
161103	NC Radio Comm Equip 2500-4999	Telecom
161109	NC Other Comm Equip 2500-4999	Telecom
161120	NC IT Equipment 2500-4999 OLD	Hardware
163090	Cap IT Equipment >4999	Hardware
163100	Cap Communication Equip >4999	Telecom
163101	Cap Data Comm Equip >4999	Telecom
163102	Cap Telephone Comm Equip >4999	Telecom
163103	Cap Radio Comm Equip >4999	Telecom
163109	Cap Other Comm Equip >4999	Telecom
165800	Group IT Equipment <500	Hardware
165850	Group Communication Equip <500	Telecom
168100	NC Administrative Software <100000	Software
168200	NC Research Software	Software
168600	Cap Administrative Software >99999	Software
168998	Admin Software >99999 FA Create	Software
169030	Cap Lease Other Equip - Princ	Hardware
169031	Cap Lease Other Equip - Int	Hardware
169040	Cap Lease IT Equipment - Princ	Hardware

Position Classes

To identify IT personnel expenses, we look at the Position Class and Employee Class for each Job that we're paying people for. For Academic Professionals, these codes include embedded logic that classifies the type of work University employees do. For example, an "M" in the 3rd position of the P-Class Code designates jobs in "Information Technology Systems." For Civil Service employees, a list of specific P-Class codes was identified to determine IT-related jobs.

Employee Position Class code:

- 3rd position of the p-class code equals M (Information Technology Systems)
OR
- 3rd position of the p-class code is N (Library and/or Research Information) and the 4th position is either a C (Information Systems & Records Management), a D (Data Analysis/Institutional Research), or an F (Research Data Analysis/Support)
OR
- 3rd position of the p-class code is a P (Research Support) and the 4th position is either an E (Technology Management) or an F (Technical User Support)
AND
- The position is not "LUMP" or "SMR"

For Civil Service, we use the State Universities Civil Service System Class specifications.

- We consider the first four characters of the P-Class Code. We have selected 65 of these four digit codes based on key words like: technology, information, etc.
- The Job Detail Employee Class first digit will be C or D.
- The following is the complete list: 0062, 0063, 0064, 0065, 0103, 0104, 0105, 0108, 0116, 0117, 1036, 1037, 1387, 1388, 1389, 1390, 1391, 2421, 2422, 2853, 2854, 2855, 3053, 3054, 3140,3141, 3142, 3143,3148,3149,3150,3151,3152,3305,3306,3307,3308,3439,3477, 3619, 3907, 3908, 3909, 4195, 4522, 4560, 4565, 4639, 4640, 4641, 4642, 4705, 4712, 4713, 4714, 4813, 4826, 4827, 4828, 4829, 4830, 4831, 5030, 5031, 5032

IT Departments

The preceding two approaches allow us to identify non-personnel IT spending based on what we're spending the money on (Account Codes), and IT personnel spending based on the job classification (Position Classes). However, we also determined that for Departments that have IT as their primary function, all of their expenses should be classified as IT. Many expenses would be classified as IT based on the Account Code or Position Class rules anyway, but many would not. For IT Departments, everything they do supports IT either directly or indirectly, so it makes sense to count all of their expenses as IT-related.

Campus	College Title	Department Title	Organization Code
UIUC	Agr Consumer & Env Sciences	ACES Info Tech & Cmc Svcs	348002
UIUC	Agr Consumer & Env Sciences	ACES Info Tech & Cmc Svcs	348003
UIUC	Agr Consumer & Env Sciences	ACES Info Tech & Cmc Svcs	348004
UIUC	Agr Consumer & Env Sciences	ACES Info Tech & Cmc Svcs	348005
UIUC	Agr Consumer & Env Sciences	ACES Info Tech & Cmc Svcs	348008
UIUC	Agr Consumer & Env Sciences	ACES Info Tech & Cmc Svcs	348009
UIUC	Agr Consumer & Env Sciences	ACES Info Tech & Cmc Svcs	348010
UIUC	Auxiliary Units	Housing Division	270006
UIUC	Auxiliary Units	Housing Division	270007
UIUC	Beckman Institute	Beckman Institute	392005
UIUC	Chief Information Officer	CITES	798000
UIUC	Chief Information Officer	CITES	798001
UIUC	Chief Information Officer	CITES	798002
UIUC	Chief Information Officer	CITES	798003
UIUC	Chief Information Officer	CITES	798004
UIUC	Chief Information Officer	CITES	798005
UIUC	Chief Information Officer	CITES	798006

Campus	College Title	Department Title	Organization Code
UIUC	Chief Information Officer	CITES	798007
UIUC	Chief Information Officer	CITES	798008
UIUC	Chief Information Officer	CITES	798009
UIUC	Chief Information Officer	CITES	798010
UIUC	Chief Information Officer	Ofc of the Chief Info Officer	618000
UIUC	Education	College of Education CIO	439000
UIUC	Education	College of Education CIO	439001
UIUC	Education	College of Education CIO	439002
UIUC	Education	College of Education CIO	439003
UIUC	Education	College of Education CIO	439004
UIUC	Education	College of Education CIO	439005
UIUC	Education	College of Education CIO	439006
UIUC	Facilities	Facilities and Services	701003
UIUC	Liberal Arts & Sciences	Appl Technol for Learning in A & S	441000
UIUC	Liberal Arts & Sciences	Life Sciences	397002
UIUC	Liberal Arts & Sciences	School of Chemical Sciences	510021
UIUC	Liberal Arts & Sciences	School of Integrative Biology	383002
UIUC	Provost & VC Acad Affairs	Div of Management Information	962000
UIUC	Provost & VC Acad Affairs	Undergraduate Admissions	593004
UIUC	Provost Academic Programs	Illinois Informatics Institute	468000
UIUC	Public Affairs	Office of Web Services	234000
UIUC	University Library	Library Admin	540013
UIUC	Veterinary Medicine	Vet Medicine Administration	444033
UIUC	Vice Chancellor for Research	Supercomputing Applications	320000
UIUC	Vice Chancellor for Research	Supercomputing Applications	320001
UIUC	Vice Chancellor for Research	Supercomputing Applications	320002

Campus	College Title	Department Title	Organization Code
UIUC	Vice Chancellor for Research	Supercomputing Applications	320003
UIC	Architecture and the Arts	Architecture & Art Admin	894009
UIC	Healthcare Systems, UIC - Med Ctr	Administration Services	467008
UIC	Healthcare Systems, UIC - Med Ctr	Administration Services	467011
UIC	Healthcare Systems, UIC - Med Ctr	Support and General Services	466006
UIC	Office of Admissions & Records	Office of Systems and Services	667000
UIC	Provost & VC Acad Affairs	Academic Computing & Comm Ctr	424000
UIC	Provost & VC Acad Affairs	Academic Computing & Comm Ctr	424001
UIC	Provost & VC Acad Affairs	Vice Chanc for Academic Affair	501001
UIC	Provost & VC Acad Affairs	Vice Prov Resource Plng & Mgmt	390003
UIC	Provost & VC Acad Affairs	Vice Prov Resource Plng & Mgmt	390014
UIC	School of Public Health	Ctr for Adv Dist Educ Pub Hlth	443000
UIC	School of Public Health	Ctr for Adv Dist Educ Pub Hlth	443002
UIC	School of Public Health	School of Public Health Admin	706001
UIC	School of Public Health	School of Public Health Admin	706002

Campus	College Title	Department Title	Organization Code
UIC	School of Public Health	School of Public Health Admin	706003
UIC	School of Public Health	School of Public Health Admin	706004
UIC	School of Public Health	School of Public Health Admin	706005
UIC	Vice Chancellor for Research	National Ctr for Data Mining	403000
UIC	Vice Chancellor for Research	Vice Chancellor for Research	250002
UIS	Chancellor	Office of Web Services	483000
UIS	Provost & VC Acad Affairs	Information Technology Svcs	305000
UIS	University Library	Ofc Tech Enhanced Learning	840000
UA	Admn Info Technology Services	Admin Info Technology Services	699000
UA	Admn Info Technology Services	Admin Info Technology Services	699001
UA	Admn Info Technology Services	Admin Info Technology Services	699002
UA	Admn Info Technology Services	Admin Info Technology Services	699005
UA	Admn Info Technology Services	Admin Info Technology Services	699007
UA	Admn Info Technology Services	Admin Info Technology Services	699008
UA	Admn Info Technology Services	Admin Info Technology Services	699009
UA	Admn Info Technology Services	Admin Info Technology Services	699010
UA	Admn Info Technology Services	Admin Info Technology	699011

Campus	College Title	Department Title	Organization Code
		Services	
UA	Admn Info Technology Services	Decision Support	661000
UA	Admn Info Technology Services	Decision Support	661001
UA	Business & Financial Services	OBFS - Business Info Systems	204001
UA	Business & Financial Services	OBFS - Business Info Systems	204002
UA	Business & Financial Services	OBFS - Business Info Systems	204003
UA	Business & Financial Services	OBFS - Business Info Systems	204007
UA	Business & Financial Services	OBFS - Business Info Systems	204008
UA	Business & Financial Services	OBFS - I-Card	835001
UA	UIF and Alumni Association	Alumni Relations & Records	637003
UA	University Audits	Office of University Audits	848003
UA	VP for Academic Affairs	CARLI	292000

Cube Data Element definitions

Derived	Dollars and Counts:	Description
	Total Expense Amount	Summarized expense dollars (may represent the total of several underlying transactions). Expenses are summarized by CFOAP, per vendor/person-position-job, per document, per state fiscal period & year.
	Total Number of Transactions	A count of the number of underlying transactions represented by this row of data. Transactions are summarized by CFOAP, per vendor/person-position-job, per document, per state fiscal period & year.
	Dollars and Counts By:	
	By CFOAP	
	Account Hierarchy	Predefined hierarchy containing: Account Type Level 1 > Account Type Level 2 > Account code with title.
	Acct Expense Hierarchy	Predefined hierarchy containing: Account Expense Class > Account Expense Group > Account Expense Category.
	Fund Hierarchy	Predefined hierarchy containing: Fund Type Level 1 > Fund Type Level 2 > Fund code with

		title.
	Org Expense Hierarchy	Predefined hierarchy containing: Org Expense Class > Org Expense Group > Org Expense Category.
	Organization Hierarchy	Predefined hierarchy containing: College code > Department Name > Org code w/ title.
	Account	
	Account	Concatenation of the six digit account code and descriptive title.
	Account Type Level 1 Code	Single digit account type code for this expense. Example valid values are: 1 = NonPersonnel Expenses, 2 = Personnel Expenses, 4 = Transfers.
	Account Type Level 1 Title	Highest level account type title for this expense. Example valid values are: 1 = NonPersonnel Expenses, 2 = Personnel Expenses, 4 = Transfers.
	Account Type Level 2 Code	Two character second level account type for this expense. Example valid values are: 12 = Materials and Supplies, 20 = Academic Salary, 25 = Benefits Costs, 40 = Mandatory Transfers, etc.
	Account Type Level 2 Title	Second level account type title for this expense. Example valid values are: 12 = Materials and Supplies, 20 = Academic Salary, 25 = Benefits Costs, 40 = Mandatory Transfers, etc.
X	Acct Expense Category	Derived grouping of expense accounts. Example valid values are: Hardware, Personnel Expense, Services, Software, Supplies, Telecom, Other. See Business Rules section of this document for additional details.
X	Acct Expense Class	Derived grouping of expense accounts. Example valid values are: IT, Other. See Business Rules section of this document for additional details.
X	Acct Expense Group	Derived grouping of expense accounts. Example valid values are: Capital Expense, Operating Expense, Other, Personnel. See Business Rules section of this document for additional details.
	Chart of Account	
	Chart of Account	Concatenation of the single digit chart of account code and descriptive title related to the expense.
	Fund	
	Fund	Concatenation of the six digit fund code and descriptive title.
	Fund Type Level 1 Code	Two digit fund type code for this expense. Example valid values are: 10 = Current Unrestricted-State Funds, 20 = Current Unrestricted-Other, 30 = Aux Enterprises/Self-Sup Activities, 40 = Current Restricted, etc.
	Fund Type Level 1 Title	Second level fund type title for this expense. Example valid values are: 10 = Current Unrestricted-State Funds, 20 = Current Unrestricted-Other, 30 = Aux Enterprises/Self-Sup Activities, 40 = Current Restricted, etc.

	Fund Type Level 2 Code	Two character fund type code for this expense. Example valid values are: 1A = State Appropriations GRF/EAF/IF, 2C = Institutional Costs Recovered, 4A = Sponsored Prog – US Govt G&C, etc.
	Fund Type Level 2 Title	Second level fund type title for this expense. Example valid values are: 1A = State Appropriations GRF/EAF/IF, 2C = Institutional Costs Recovered, 4A = Sponsored Prog – US Govt G&C, etc.
	Organization	
	College Code	Two alpha-character college code associated with the six digit organization utilized on the expense transaction. Example valid values are: FK = Kinesiology, FW = Nursing, KP = Engineering, NF = State Surveys, etc.
	College Name	Title of the college associated with the six digit organization utilized on the expense transaction. Example valid values are: FK = Kinesiology, FW = Nursing, KP = Engineering, NF = State Surveys, etc.
	Department Code	Three digit department code associated with the six digit organization utilized on the expense transaction. Example valid values are: 390 = Auditorium, 846 = Business Administration, 328 = Grounds, etc.
	Department Name	Title of the department code associated with the six digit organization utilized on the expense transaction. Example valid values are: 390 = Auditorium, 846 = Business Administration, 328 = Grounds, etc.
X	Org Expense Category	Derived grouping of organization codes. Example valid values are: IT Non-Personnel Expense, Personnel Expense, Other. See Business Rules section of this document for additional details.
X	Org Expense Class	Derived grouping of organizations. Example valid values are: IT, Other. See Business Rules section of this document for additional details.
X	Org Expense Group	Derived grouping of organizations. Example valid values are: IT Non-Personnel, IT Personnel, Other. See Business Rules section of this document for additional details.
	Organization	Concatenation of the six digit organization code and descriptive title.
	Program	
	Program	Concatenation of the six digit program code and descriptive title.
	By Derived Expense Sets	
	Expense Sets Hierarchy	Predefined hierarchy containing: Expense Class > Expense Group > Expense Category.
	More fields	
X	Expense Category	Derived grouping of expense accounts. Example valid values are: Hardware, Personnel Expense, Services, Software, Supplies, Telecom, Other. See Business Rules section of this

		document for additional details.
X	Expense Class	Derived grouping of expense accounts. Example valid values are: IT, Other. See Business Rules section of this document for additional details.
X	Expense Group	Derived grouping of expense accounts. Example valid values are: Capital Expense, Operating Expense, Other, Personnel. See Business Rules section of this document for additional details.
	By Expense Details	
	Calendar Year-Month Hierarchy	Predefined hierarchy containing: Calendar Year > Calendar Month
	Fiscal Quarter Hierarchy	Predefined hierarchy containing: Fiscal Year > Fiscal Quarter > Fiscal Month
	Fiscal Year-Period Hierarchy	Predefined hierarchy containing: Fiscal Year > Fiscal Month
	Time	
	Calendar Month	The name of the calendar month to which the expenses are applicable. Example valid values are: January, February, March, etc.
	Calendar Year	The four digit calendar year to which the expenses are applicable. Example valid values are: 2008, 2009, 2010, etc.
	Fiscal Period	The name of the state fiscal period or month to which the expenses are applicable. Example valid values are: July, August, September, etc.
	Fiscal Year	The four digit state fiscal year to which the expenses are applicable. Example valid values are 2008, 2009, 2010, etc.
	Transaction Detail	
X	IT Expense Indicator	A derived 'Y' or 'N' flag indicating whether or not this expense is considered an IT expense based on business rules utilizing account code, position class and organization related to the expense. See Business Rules section of this document for additional details.
	Posted Document Prefix	The first two characters of the financial document from which the expense transactions were created.
X	Purchase Method Code	A derived label intended to indicate the source of the expense. Example valid values are: Banner, I-Buy, Other, PCard. See Business Rules section of this document for additional details.
	More fields	
	Fiscal Quarter	The state fiscal quarter to which the expenses are applicable. Example valid values are 1 st Quarter, 2 nd Quarter, 3 rd Quarter, 4 th Quarter.
	By Position-Job-Employee	
	Job Organization Hierarchy	Predefined hierarchy containing: Job College Name > Job Department Name > Job Sub

		Department Name > Employee Name
	Employee	
	Employee Class	Concatenation of the two alpha character employee class code and descriptive title.
	Employee Name	The name of the employee if this expense is a payroll related expense. Format of the name is last name, first name.
	UIN	The 9 digit UIN of the employee if this is a payroll related expense.
	Job	
X	IT Job Indicator	A derived 'Y' or 'N' flag indicating whether or not this expense is considered an IT job based on business rules utilizing position class and organization related to the expense. See Business Rules section of this document for additional details.
	Job Begin Date	The month, day, and year associated with the job represented in this expense. Format of the date is XX-XX-XXXX.
	Job Campus Code	The single digit campus code related to the job detail record(s) represented in this expense.
	Job Campus Name	The campus title related to the job detail record(s) represented in this expense.
	Job Chart of Account Code	The single digit chart of account code
	Job College Code	The two alpha character college code related to the job detail record(s) represented in this expense.
	Job College Name	The college name related to the job detail record(s) represented in this expense.
	Job Department Code	The three digit department code related to the job detail record(s) represented in this expense.
	Job Department Name	The department name related to the job detail record(s) represented in this expense.
	Job Detail Employee Class	Concatenation of the two alpha character employee class code and descriptive title.
	Job End Date	The month, day, and year associated with the job represented in this expense. Format of the date is XX-XX-XXXX.
	Job Group	A grouping of e-class codes represented in text. For example, e-class codes that begin with A% = Faculty. Example valid values are: Academic Professional, Civil Service, Faculty, Other, Post Docs and Interns, Student.
	Job Organization Code	The six digit organization code on the job record. Sometimes referred to as the timesheet organization code.
	Job Organization Title	The organization name on the job record. Sometimes referred to as the timesheet organization.
	Job Sub Dept Level 6 Code	The six digit sub-department code on the job detail record(s) represented in this expense.
	Job Sub Dept Level 6 Name	The sub-department name on the job detail record(s) represented in this expense.

	Job Suffix	The two character job suffix code associated with these expense transactions. Example valid values are: 00, 01, SS, etc.
	Job Title	The title of the job associated with the expense transactions. Example valid values are: ACAD ADVR, DEAN, DEPT HD, DEPT HEAD, etc.
	Position	
	Position Class	Concatenation of the four or five character position class code and descriptive title.
	Position Number	The six character alpha numeric position number associated with this expense.
	Position Title	The title of the position associated with this expense. Example valid values are: ADJ PROF, ASST DIR, PRGM MGR
	By Vendor	
	Vendor ID	The nine digit pseudo-uin or uin associated with the vendor related to this expense. Remember all University employees are vendors (for purposes of expense reimbursement). Example valid values are: @12345678, 678345123, etc.
	Vendor Name	The name of the vendor related to this expense. Remember all University employees are vendors (for purposes of expense reimbursement).
X	Vendor Name Employee	The name of the University employee (vendor) associated with this expense. Employees are identified by looking at the vendor id and separating out those that do not contain a leading '@'.