

## CSMA Field Guide

Field Name	Segment	Purpose and Use	Maximum Length/Format														
Request ID	All	This field is populated automatically and cannot be changed by the user. This information is used to track the source of the request and to populate Attribute 1 on the CoA segment in Oracle.	15, numeric														
Request Type	All	Whether the CSMA request is to ADD, MODIFY, DISABLE, or REENABLE a CoA segment value.	1 char, stored in the database as A (ADD), M (MODIFY), D (DISABLE), or R (REENABLE).														
Segment Type	All	One of the six Harvard CoA segments maintained through CSMA. See the Chart of Accounts area of ABL for more information.	Either ORG, OBJECT, FUND, ACTIVITY, SUBACTIVITY, or ROOT														
Value	All	The CoA segment value.	<table border="0"> <thead> <tr> <th><u>segment type</u></th> <th><u># of chars:</u></th> </tr> </thead> <tbody> <tr> <td>ORG</td> <td>5</td> </tr> <tr> <td>OBJECT</td> <td>4</td> </tr> <tr> <td>FUND</td> <td>6</td> </tr> <tr> <td>ACTIVITY</td> <td>6</td> </tr> <tr> <td>SUBACTIVITY</td> <td>4</td> </tr> <tr> <td>ROOT</td> <td>5</td> </tr> </tbody> </table>	<u>segment type</u>	<u># of chars:</u>	ORG	5	OBJECT	4	FUND	6	ACTIVITY	6	SUBACTIVITY	4	ROOT	5
<u>segment type</u>	<u># of chars:</u>																
ORG	5																
OBJECT	4																
FUND	6																
ACTIVITY	6																
SUBACTIVITY	4																
ROOT	5																
Parent Activity Value	Subactivity	The parent activity value associated with the dependent child subactivity value.	6, numeric														
Type of Value	All	<ul style="list-style-type: none"> <li>A <b>child value</b> is a value to which transactions are posted.</li> <li>A <b>budget-only child value</b> can be used for budget purposes, but no transactions may be posted to it.</li> <li>A <b>parent value</b> will never have transactions posted to it and instead is used for grouping child and budget-only values for allocations and reporting.</li> </ul> <p><b>Note:</b> Once a value is set up as a particular type, it cannot be altered later. For instance, a value cannot be set up as "budget-only" and then changed to allow posting at a future date.</p>	1 character, either C (Child), P (Parent), or B (Budget-only)														
Owning Tub	All except OBJECT	The tub in whose range the segment value falls.	3 digits														

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Description	All	See the <i>CoA Naming Conventions</i> document in the CSMA User Guide for information on using the description field.	<table border="0"> <tr> <td><u>segment type</u></td> <td><u># of chars:</u></td> </tr> <tr> <td>ORG</td> <td>50</td> </tr> <tr> <td>OBJECT</td> <td>75</td> </tr> <tr> <td>FUND</td> <td>100</td> </tr> <tr> <td>ACTIVITY</td> <td>150</td> </tr> <tr> <td>SUBACTIVITY</td> <td>50</td> </tr> <tr> <td>ROOT</td> <td>60</td> </tr> </table>	<u>segment type</u>	<u># of chars:</u>	ORG	50	OBJECT	75	FUND	100	ACTIVITY	150	SUBACTIVITY	50	ROOT	60
<u>segment type</u>	<u># of chars:</u>																
ORG	50																
OBJECT	75																
FUND	100																
ACTIVITY	150																
SUBACTIVITY	50																
ROOT	60																
Effective Date	All	<p>The effective date of the request. CSMA defaults this field to today's date automatically.</p> <p>This field is used to identify the fiscal year to which the value or attribute changes apply. The date entered here will not be recorded in the effective date fields in Oracle, and will have no effect upon the date the value is available for transacting.</p>	11 char, date (DD-MON-YYYY)														
Comments	All	<p>This field is used to record comments related to the request. Multiple comments may be recorded against an individual request and may be saved at any point in the life of the request as long as the request has an "open" status. Each comment is date-stamped and contains the name of the CSMA user who created it.</p> <p>For requests that are not subject to approval, authorized requestors may use the Comments field to record information regarding why the request was initiated (for example, comments about the purpose and use of an org or activity value from an end-user within their tub).</p> <p>For requests subject to approval, authorized requestors may use the field to record information from their own end users and to communicate information to the request's approver. CSMA approvers can also use the field to communicate to authorized requestors when request information needs updating or supplementing before they can approve it.</p>	500 char, mixed case														

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Field Name	Segment	Purpose and Use	Maximum Length/Format
Values Associated with this Parent	All except SUB-ACTIVITY	<p>Used to collect the range of child values associated with the parent. Users should separate values with a hyphen for a range, or use a comma for noncontiguous values (e.g., 12345-23456, 33333, 44444). See the <i>Parents</i> section of the CSMA User Guide for more information.</p> <ul style="list-style-type: none"> <li>• When entering a new super parent, provide the associated child values, e.g., 45310-45344.</li> <li>• When entering a new mega parent, provide the associated super values, e.g., S5431-S5441.</li> <li>• When entering a new giga parent, provide the associated mega parent values, e.g., M5431-M5441.</li> <li>• When entering a new tera parent, provide the associated giga parent values, e.g., as G5431-G5441.</li> <li>• When entering an allocation parent, provide the associated child values, e.g., 45310-45344.</li> </ul> <p><b>Note:</b> If you are adding a new parent value that will alter the ranges of pre-existing parents, remember to send in a modify request to adjust the ranges of those parent values.</p>	500 char, freeform text
Local Attribute 1	All except OBJECT	Enter the appropriate code from the picklist, which is uniquely tied to the owning tub value. Codes may be added to the list of available values. See the <i>Maintaining Chart Attribute Value Sets</i> in the CSMA User Guide for details.	25 char, mixed case
ORG Abbreviation	ORG	An abbreviation for the ORG. Use capital letters only. This abbreviation may be used as a description suffix in other CoA segment descriptions.	5 char, all UPPERCASE
CIP Roll Up Code	OBJECT	This field is used for reporting purposes. It is a required field for objects falling in the range 1250 to 1619 and is linked to the CAPS Rollup code table. It is also allowed for Object codes outside of this range.	6 char, Mixed Case
Fund Category	FUND	The highest level classification of funds for accounting and reporting in accordance with the activities or objectives as stipulated by donors, with regulations or restrictions imposed by external sponsors, or with legislative or governing board directives. Fund categories are reflected in Harvard's chart by ranges of values and are reinforced by the Fund Category segment attribute stored on each value. For example, the fund category endowment is reflected in the CoA by values in the 400000-699999 range. Each value in that range is assigned the fund category attribute <b>EN-Endowment</b> to reinforce the	2 char, all UPPERCASE

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Field Name	Segment	Purpose and Use	Maximum Length/Format
		ranging. The fund category for parent values is automatically derived as ZZ-Parent, since these values are not used in transacting.	
Fund Type	FUND	A lower-level classification of the fund category. Fund types, like their parent fund categories, are reflected in Harvard's chart by ranges of values and reinforced by the Fund Type segment attribute stored on each value. For example, the fund type "Unrestricted Endowment" is reflected in the CoA by values in the 400000-429999 range. Each value in that range is assigned the fund type attribute <b>UE-Unrestricted Endowment</b> to reinforce the ranging.	2 char, all UPPERCASE
Cross-Tub Value	FUND, ACTIVITY	A request attribute that creates an "XT" in the description prefix, signaling that the value may be used in combination with tub-org values belonging to tubs other than the owning tub. Because the flag describes how a value is used in transacting, it does not apply to parent values. Enter "Y" to add the "XT" to the tub prefix portion of the value's description; enter "N" to leave it as is.	1 char, Y or N
Full Legal Title	FUND	If the fund is a gift, endowment, or student loan fund transactional child value, enter the full legal title of the fund from the RSO gift system. For sponsored funds, the field is populated with the full award title. For all other transactional child funds, the field defaults to the fund description less the tub prefix, and tubs can update it according to their own business needs. The field should be left blank for budget-only and parent fund values.	240 char, mixed case
Fund Purpose Code	FUND	This field provides additional information regarding the major purpose and/or use of non-sponsored funds. It is primarily used to classify the purpose of endowments and current use gift funds (and is stored with the fund value in the RSO gift system), but it may be completed for any non-sponsored fund.	2 char, all UPPERCASE
Primary Managing Org	FUND, ACTIVITY, ROOT	The primary org that manages or "owns" this fund, activity, or root value. The org value entered may either be a financial parent value or a transactional child value; however, it must be valid in Oracle at the time of the request.	5 char, mixed case, but must be a valid ORG segment value

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Field Name	Segment	Purpose and Use	Maximum Length/Format
Balance Forward	FUND	<p>This field is used to override the balance forward default code set for each fund type.</p> <p>Standard Oracle functionality closes out yearly revenue, expense, and non-operating activity in such a way as to produce only one-33 digit string for each tub. For example, if we used standard Oracle functionality, all net asset activity that hits Tub 520 during the year—regardless of the funds used—would close out to account 520.00000.3700.000001.000000.0000.00000. This is clearly not what Harvard needs.</p> <p>Instead, Harvard has created a custom process in which balances are carried forward at a level of detail specified by fund type. A default level of detail balance forward has been established for each fund type (see <i>Balance Forward Designations by Fund Type</i> in the CSMA User Guide for current defaults). For example, restricted Current Use Gift balances are carried forward by tub, org, and fund, based on the original transactions. Faculty Loan Fund balances are carried forward by tub, fund, and activity.</p> <p>Tubs may choose to have their funds carried forward according to the defaults. However, the balance forward attribute on each individual fund value may be populated to indicate a different ("override") level of detail if the default is not adequate for the local unit. For example, if a local unit determines that all of their restricted Current Use Gift balances should also be carried forward at the root level, they would need to populate the attribute with the code BOR for all of their restricted gifts.</p> <p><b>Remember:</b> When making changes to the balance forward attribution funds with existing prior year balances, the balance forward code will only change the level to which funds balance forward for year ends <b>after</b> the change is made to the attribute. You will still need to transfer any balances that were created at other levels in FYs prior to the change.</p>	5 alpha chars, all UPPERCASE
Gift or Interest Override	FUND	<p>This field is used to override the default coding used to create the journal lines for (1) the RSO gift process that posts gifts to gift, endowment, student loan, and life income funds; and (2) the Internal Interest Allocation.</p> <p>For more detailed information on how these two processes use the values entered in this field, please refer to the <i>Gift or Interest Override Purpose and Use</i> section of the CSMA User Guide.</p>	23 numeric with "." delimiter. Example: 12345.123456.0000.12345 <b>or</b> 12345.*.*
Local Attribute 2	FUND	<p>Enter the appropriate code from the picklist, which is uniquely tied to the owning tub value. Codes may be added to the list of available values. See <i>Maintaining Chart Attribute Value Sets</i> in the CSMA User Guide for details.</p>	25 char, mixed case

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Field Name	Segment	Purpose and Use	Maximum Length/Format
Proposed Use of Fund	FUND	<p>This field is used to provide information to approvers in General Accounting regarding the proposed use of a new transactional child unrestricted designated fund (range 002000-054999). It is required for add requests for funds in that range, but does not appear on any other fund type, request type, or segment type.</p> <p>The requestor should briefly describe how the fund would be used so that University Accounting Services can determine if the request is an appropriate one. The description should be sufficiently documented so that the approver can make a determination.</p> <p>Examples of purposes include:</p> <ul style="list-style-type: none"> <li>• Start-up Fund for Dr John Smith in the Neurobiology Department</li> <li>• To track income and expense related to the usage of the Biology Department's open computer</li> <li>• To collect the costs associated with the Library Digital Initiative (LDI) project</li> </ul>	255 char, mixed case

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Field Name	Segment	Purpose and Use	Maximum Length/Format
Funding Source	FUND	<p>This field is used to provide information to approvers in General Accounting regarding the funding source of a new transactional child unrestricted designated fund (range 002000-054999). It is required for add requests for funds in that range, but does not appear on any other fund type, request type, or segment type.</p> <p>The requestor should detail what the source of funding for the account will be. Transfers from within the University should be identified as inter or intra-tub and designated by funding category (i.e. 000001, unrestricted designated, sponsored, etc.). If possible, the fund value that the monies will come from should be identified.</p> <p>If the monies for the fund are to come from a transfer of sponsored funds, the requestor should note the fund value and who in the Office of Sponsored Programs (OSP) has given approval for the transfer.</p> <p>If the account is to be funded with monies from outside the University, the requestor should reference who is going to be providing the funding. For example, if the fund is going to be used to collect the expenses related to a faculty member being the editor of a scientific journal, then the request would note that the funding source would be the publishing company of the journal.</p> <p>Examples of funding source descriptions are:</p> <ul style="list-style-type: none"> <li>• Funding will be provided by the Library Digital Initiative and from the tub's unrestricted (000001) funds</li> <li>• Funding will come from membership fees</li> <li>• Funding will come from the President's Office</li> </ul> <p>It is important to note that transfers from restricted funds or gifts cannot be used to fund the account, nor can personal funds be used as a funding source. It is important to be as specific as possible in identifying the funding source so that University Accounting Services can ensure that there are no violations of accounting policies regarding University funds nor any sales tax or unrelated business income implications.</p>	255 char, mixed case
Treasurer's Dist. Override	FUND	<p>This field is used to override the default coding used to create the journal lines for (1) the Treasurer's Distribution process, which posts income to endowment funds; and (2) the Interest on Unexpended Endowment Income process, which posts interest income to endowment funds.</p> <p>For more detailed information on how these two processes use the values entered in this field, please refer to the <i>Treasurer's Distribution Override Purpose and Use</i> section of the CSMA User Guide.</p>	23 numeric with "." delimiter. Example: 12345.123456.0000.12345 <b>or</b> 12345.*.*

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Field Name	Segment	Purpose and Use	Maximum Length/Format
FAS117 Restriction	FUND	<p>This field applies to gift (302000-389999) and student loan (700000-719999) funds only. Funds in the unrestricted gift range (300000-301999) are automatically coded “unrestricted” (U) by CSMA; funds in the construction gift range (390000-399999) are automatically coded “restricted” (T).</p> <p>Please use the following as a guide in determining the appropriate coding for restricted gifts and student loan fund values:</p> <p><b>Gifts</b></p> <p>According to Financial Accounting Standards Nos. 116 &amp; 117, all gifts must be classified as either “restricted” (T) or “unrestricted” (U) based on whether they are subject to <b>donor-imposed</b> restrictions. This is a different definition than the one Harvard uses in the General Ledger, where gifts are sometimes classified as restricted based on <b>University</b> or <b>departmental</b> restrictions. In order to capture the information needed for financial reporting purposes, each gift is assigned to an attribute that indicates its activity as restricted or unrestricted, in accordance with the FAS 116/117 definition. All gifts in the unrestricted range (300000-301999) are automatically classified as unrestricted. For gifts in the restricted range (302000-389999), the following gifts should also be attributed “unrestricted”:</p> <ul style="list-style-type: none"> <li>• Gifts with very broad terms that may be used for general purposes, but which have been placed in the restricted range to maintain a discrete balance from year to year (e.g., dean’s discretionary funds).</li> <li>• Gifts with <b>donor-imposed</b> restrictions, but where the department incurs expenditures in its unrestricted budget that are consistent with the restrictions set forth in the gift <b>so that the gift can be spent during the fiscal year</b>. In other words, if the department can generally spend the money in a restricted gift account but chooses to use unrestricted funds instead, the gift should be attributed as “unrestricted.”</li> </ul> <p>For example, suppose a donor designates a gift account to be used for financial aid. If the department uses its unrestricted funds to support financial aid instead of spending down the donor-restricted account, then the gift account should be attributed as “unrestricted.”</p> <p><b>Student Loans</b></p> <p>Donor-established student loan funds should be designated as “P.” Student loan funds established with University funds should be designated as “U.”</p>	1 char, either U, T, or P

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Field Name	Segment	Purpose and Use	Maximum Length/Format
Donor Name	FUND	The name of the donor whose gift is establishing a new gift, endowment, or student loan fund value.	100 char, mixed case
Fund will be acknowledged by	FUND	Indicates whether or not the fund is an Annual Fund and will be acknowledged by the RSO.	1 char, either T (Tub) or R (RSO)
First Activity Type	FUND	Indicates whether the first activity to a new gift, endowment, or student loan fund will be a gift, a pledge, or a transfer of current year gifts and/or prior year balances from another fund.  If Gift or Pledge is selected, you will need to complete the Gift or Pledge Amount field with the total dollar amount of the gift or pledge. If Pledge is selected, the fund will be established in Oracle with an effective start date of 12/31/2999; once the pledged gift is received by the RSO, the effective start date will be removed, the gift will be credited to the new fund, and the value will be available for transacting.  If Transfer is selected, CSMA provides an additional Transfer Detail form to complete.	1 char, either G (Gift), P (Pledge), or T (Transfer)
Is this chart request at the request of RSO?	FUND	This tells CSMA whether the RSO already has documentation pertaining to the fund on hand and has asked the tub to initiate the request; or that the RSO does not have such documentation and the request is the first information to be received.	1 char, Y or N
Date documentation sent to RSO	FUND	This field only appears on a new gift, endowment, or student loan fund request when the user has selected "N" in the "Is this chart request at the request of RSO?" field. It is used to indicate the date by which documentation of the terms of the fund will be forwarded to RSO.	11 char, date (DD-MON-YYYY)
Documentation delivered by	FUND	This field only appears on a new gift, endowment, or student loan fund request when the user has selected "N" in the "Is this chart request at the request of RSO?" field. It is used to indicate the method by which documentation of the terms of the fund will be forwarded to RSO.	1 char, M (Mail) or S (Messenger)
Are the terms attached?	FUND	This field only appears on a new gift, endowment, or student loan fund request when the user has selected "N" in the "Is this chart request at the request of RSO?" field. It is used to indicate whether or not terms have been established and will be forwarded to the RSO.	1 char, Y or N

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Field Name	Segment	Purpose and Use	Maximum Length/Format
Name of Tub Contact	FUND	This field only appears on a new gift, endowment, or student loan fund request when the user has selected "N" in the "Is this chart request at the request of RSO?" field. When terms have not yet been established, it is used to indicate the name of the tub representative working with the donor on establishing them.	100 char, mixed case
Reason for Transfer	FUND	The reason why current year gifts and/or prior year fund balances will be transferred from an existing fund to establish the fund being requested.	2 char, all UPPERCASE. Either TR (Tub Request), EE (Entry Error), or DR (Donor Request)
From Fund	FUND	The fund value from which you are transferring. Endowment transfers are from principal only. If other associated fund balances are to be transferred, details should be noted in the Transfer Comments section.	6 digits, valid transactional FUND value
Current Yr Transfer	FUND	<p>This code indicates whether the RSO should transfer any current year gifts from the From Fund value to the new fund value. These current year transfers are done by the RSO through debit and credit gift advices.</p> <ul style="list-style-type: none"> <li>• If <b>Full</b> is selected, the Gift ID and Amount fields will be locked (gray). The RSO will transfer all current year gifts that have gone to the fund.</li> <li>• If <b>Partial</b> is selected, the Gift ID and Amount fields will be required. The RSO will transfer only those gifts for which IDs and amounts have been provided. If you have more than three gifts to transfer, provide details on the additional gifts in the Transfer Comments section.</li> <li>• If <b>N/A</b> is selected, the Gift ID and Amount fields will be locked (gray). The RSO will not transfer any current year gifts.</li> </ul>	1 char, F (Full), P (Partial), or N (N/A)
Gift ID	FUND	If the First Activity to the fund is a transfer and the Current Yr Transfer is <b>Partial</b> , the Gift ID fields (there are three) should be populated with the Gift IDs assigned in the RSO gift system to the gifts to be transferred.	10, numeric
Amount (associated with Gift ID on the Transfer form)	FUND	If the First Activity to the fund is a transfer and the Current Yr Transfer is <b>Partial</b> , the Amount fields appearing next to the Gift ID fields (there are three) should be populated with the dollar amounts associated with each Gift ID in the RSO gift system.	10, numeric, 2 decimal places

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Field Name	Segment	Purpose and Use	Maximum Length/Format
Prior Yr Transfer	FUND	<p>This code indicates whether University Accounting Services should transfer any prior year balances from the From Fund value to the new fund value. These prior year transfers are accomplished through journal vouchers.</p> <p>If <b>Full</b> is selected, the Amount and Percentage fields will be locked (gray). The full principal balance of the fund, including the principal book value and units, will be transferred.</p> <p>If <b>Partial</b> is selected, either the Amount (the book value to be transferred; e.g., \$100,000) <b>or</b> the Percentage (e.g., 33%) must be entered. The appropriate principal amount and associated units (based on the unit rate as of the Transfer Effective Date) will both be transferred.</p> <p>If <b>N/A</b> is selected, the Amount and Percentage fields will be locked (gray). General Accounting will not transfer any prior year fund balances.</p>	1 char, F (Full), P (Partial) or N (N/A)
Amount (associated with the Prior Yr Transfer field on the Transfer form)	FUND	The dollar amount to be transferred from prior year fund balances to establish the requested fund. This field should only be populated if the First Activity to the fund equals <i>Transfer</i> and the Prior Yr Transfer field equals <i>Partial</i> . Either this field or the Percentage field (but not both) must be populated when this condition is met.	10, numeric, 2 decimal places
Percentage (associated with the Prior Yr Transfer field on the Transfer form)	FUND	The percentage amount to be transferred from prior year fund balances to establish the requested fund. This field should only be populated if the First Activity to the fund equals <i>Transfer</i> and the Prior Yr Transfer field equals <i>Partial</i> . Either this field or the Amount field (but not both) must be populated when this condition is met.	5, numeric with 2 decimal places, (e.g. "nnn.nn")
Transfer Effective Date	FUND	<p>The effective date of the prior year fund balance transfer. This field should only be populated if the First Activity to the fund equals <i>Transfer</i> and the Prior Yr Transfer field equals <i>Full</i> or <i>Partial</i>.</p> <p>CSMA defaults to today's date, which is the correct date when the Reason for Transfer is <i>Donor Request</i> or <i>Tub Request</i>.</p> <p>If the Reason for Transfer is <i>Entry Error</i>, the date should be the transaction date of the original entry error.</p>	11 char, date (DD-MON-YYYY)

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From Org	FUND	The org value from which prior year fund balances in the Transfer From Fund are to be transferred to establish the requested fund. This field should only be populated if the First Activity to the fund equals <i>Transfer</i> and the Prior Yr Transfer field equals <i>Full</i> or <i>Partial</i> .	5 char, mixed case, but must be a valid ORG segment value
To Org	FUND	The org value to which prior year fund balances in the Transfer From Fund are to be transferred to establish the requested fund. This field should only be populated if the First Activity to the fund equals <i>Transfer</i> and the Prior Yr Transfer field equals <i>Full</i> or <i>Partial</i> .	5 char, mixed case, but must be a valid ORG segment value
Transfer Comments	FUND	This field should be completed with comments specific to the fund transfer actions requested.  If you have selected <i>Partial</i> or <i>Full</i> for Prior Yr Transfer and fund balances other than principal balances are to be transferred, details should be noted here (e.g., "Please transfer 100% of the unexpended endowment income balance").  If you have selected <i>Partial</i> for Current Yr Transfer and have more than three gifts to transfer, provide the Gift ID(s) and Amount(s) for the additional gifts here (e.g., "Please transfer Gift 3678 for \$27,565.78").	240 char, mixed case
Endowment Type	FUND	Further classification of the purpose and use of an endowment fund. Leave blank for all other fund types.	1 char, UPPERCASE
FASB Code	FUND	This field indicates the three basic classifications of endowments: A = permanent endowment; B = expendable endowment; C = partly expendable endowment. This initial letter is combined with a number that indicates the nature of the restrictions on the fund.	2 char: 1 <sup>st</sup> alpha, 2 <sup>nd</sup> numeric (e.g., A1, B2, etc.)
Fund for Other Purposes?	FUND	This field is used for endowment funds that are not to be unitized—generally when terms of the fund have not yet been established.	1 char, Y, N, or P (Parent)
Start Date Active	FUND	The Start Date Active field can be used to keep a Fund segment from being activated by putting a future date in this field.	11 char, date (DD-MON-YYYY)
Admin Allowance?	FUND	Used to indicate whether or not administrative allowance charges may be assessed against a gift or endowment fund. Will be set to "X" (not applicable) for all other transactional fund types and budget-only values in all ranges. Will be set to "P" for parent values.  Note: This attribute must be set to either Y or N for every transactional fund value in the	1 char, Y, N, X (not applicable), or P (Parent)

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		endowment range. Tub authorized requestors may optionally decide whether or not to populate this attribute for their gift ranges. For those tubs populating the attribute on their gift ranges, the RSO will be able to set the attribute to Y or N; for those who do not, CSMA will auto-populate the attribute as "X" (not applicable) and will not allow the RSO to update the field. Any tubs interested in populating their gift funds should contact their Application Administrator at <a href="mailto:chart@camail.harvard.edu">chart@camail.harvard.edu</a> .	
Appreciation Allowed?	FUND	Used to indicate whether or not appreciation expenditures may be assessed against an endowment fund. Will be set to "X" (not applicable) for all other transactional fund types and budget-only values in all ranges. Will be set to "P" for parent values.	1 char, Y, N, X (not applicable), or P (Parent)
Assoc. Endowment/ Loan Fund	FUND	When an endowment has been created to support a student loan fund, RSO will enter the associated fund value in this field. For endowments, the field will contain the student loan fund value supported by the endowment income; for student loan funds, the field will contain the endowment fund value that supports the student loan.	6 digit
Standing Order Code	FUND	Standing orders represent restrictions on the disposition of income from an endowment fund, either by the donor, the tub, or the University. IT, ID, and IU are standing orders to capitalize the income; BD and BU capitalize the unexpended balance; and TD and TU represent transfer of income to other accounts from the "owning" account.	2 char, all UPPERCASE
Enabled? (on indiv Standing Order detail screens)	FUND	Indicates whether or not the standing order is enabled.	1 char, Y or N
Percent to Capitalize	FUND	For income capitalization standing orders (IU, ID, or IT) only. Represents the percentage of annual income to capitalize. Cannot be greater than 100.00 or less than 0.00.	5, numeric, with 4 decimal places (e.g., nnn.nnnn)
Amount to Capitalize	FUND	For income capitalization standing orders (IU, ID, or IT) only. Represents the amount of annual income to capitalize.	10, numeric, with 2 decimal places
Ceiling Amount	FUND	For income capitalization standing orders (IU, ID, or IT) only. Represents the amount of principal that must be accumulated before mandatory capitalizations of income from the endowment end.	11, numeric, with 2 decimal places (e.g., nnnnnnnn.nn)

## CSMA Field Guide

Field Name	Segment	Purpose and Use	Maximum Length/Format
Capitalization End Date	FUND	For income capitalization standing orders (IU, ID, or IT) only. Represents the date at which mandatory capitalizations of income (DD-MON-YYYY) from the endowment fund ends. 31-DEC-2999 will be used to denote "until further notice."	11 char, date (DD-MON-YYYY)
Pct Unexp Inc to Cap	FUND	For unexpended income capitalization standing orders (BD, BU, or BT) only. Represents the percentage of unexpended income to capitalize. Cannot be greater than 100.00 or less than 0.00.	5, numeric, with 2 decimal places (e.g., nnn.nn)
Unexp Inc Cap End Date	FUND	For unexpended income capitalization standing orders (BD, BU, or BT) only. Represents the date at which mandatory capitalizations of unexpended income (DD-MON-YYYY) from the endowment fund ends. 31-DEC-2999 will be used to denote "until further notice."	11 char, date (DD-MON-YYYY)
To Tub	FUND	For income transfer standing orders (TD or TU) only. Represents the Tub segment of a 33-digit CoA coding string to which mandatory transfers of income from the endowment fund will be posted.	3 char, mixed case, but must be a valid TUB segment value
To Org	FUND	For income transfer standing orders (TD or TU) only. Represents the Org segment of a 33-digit CoA coding string to which mandatory transfers of income from the endowment fund will be posted.	5 char, mixed case, but must be a valid ORG segment value
To Object	FUND	For income transfer standing orders (TD or TU) only. Represents the Object segment of a 33-digit CoA coding string to which mandatory transfers of income from the endowment fund will be posted. Defaults to 5900. Should only be overwritten with the express approval of University Accounting Services.	4 char, mixed case, but must be a valid OBJECT segment value
To Fund	FUND	For income transfer standing orders (TD or TU) only. Represents the Fund segment of a 33-digit CoA coding string to which mandatory transfers of income from the endowment fund will be posted.	6 digits, valid transactional FUND value
To Activity	FUND	For income transfer standing orders (TD or TU) only. Represents the Activity segment of a 33-digit CoA coding string to which mandatory transfers of income from the endowment fund will be posted. Defaults to 000000 – Unspecified.	6 digits, valid transactional ACTIVITY value
To Subactivity	FUND	For income transfer standing orders (TD or TU) only. Represents the Subactivity segment of a 33-digit CoA coding string to which mandatory transfers of income from the endowment fund will be posted. Defaults to 0000 – Unspecified.	4 digits, valid transactional SUBACTIVITY value, must be valid child of the ACTIVITY entered in the To Activity field.

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Field Name	Segment	Purpose and Use	Maximum Length/Format
To Root	FUND	For income transfer standing orders (TD or TU) only. Represents the Root segment of a 33-digit CoA coding string to which mandatory transfers of income from the endowment fund will be posted. Defaults to 00000 – Unspecified.	5 digits, valid transactional ROOT value
% Tfr	FUND	For income transfer standing orders (TD or TU) only. Represents the percentage of income to transfer. Cannot be greater than 100.00 or less than 0.00.	5, numeric, with 4 decimal places (e.g., nnn.nnnn)
Amt to Tfr	FUND	For income transfer standing orders (TD or TU) only. Represents the amount of annual income to transfer to the 33-digit CoA coding string.	11, numeric, with 2 decimal places (e.g., nnnnnnnn.nn)
Tfr End Date	FUND	For income transfer standing orders (TD or TU) only. Represents the date (DD-MON-YYYY) at which mandatory transfers of income from the endowment fund to the transfer coding detail line ends. 31-DEC-2999 will be used to denote “until further notice.”	11 char, date (DD-MON-YYYY)
Enab?	FUND	For income transfer standing orders (TD or TU) only. Indicates whether or not the standing order transfer detail line is active (enabled).	1 char, Y or N
Specific Instructions	FUND	The specific instructions associated with an endowment fund standing order.	100 char, mixed case
Donor Terms (Standing Order Special Handling screen)	FUND	For special handling standing orders (SH) on endowment funds only. RSO to complete with standing order details for University Accounting Services.	500 char, mixed case
Activity Type	ACTIVITY	A high-level classification of activities for accounting and reporting. Activity types are reflected in Harvard's chart by ranges of values and are reinforced by the Activity Type segment attribute stored on each value. For example, the activity type <i>Other Income Statement</i> is reflected in the CoA by values in the 500000-899999 range. Each value in that range is assigned the activity type attribute <b>I-Other Income Statement</b> to reinforce the ranging.  The activity type for parent values is automatically derived as Z-Parent, since these values are not used in transacting.	1 char, UPPERCASE

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Field Name	Segment	Purpose and Use	Maximum Length/Format
A21 Classification	ACTIVITY	The Federal Government Circular A-21 requires that all organizations receiving federal sponsored research money report expenses by functional end purpose category, fifteen of which they have specifically defined in the document. Each activity value at Harvard to which expenses will be charged (excluding the CIP and balance sheet activity ranges, which are used exclusively with asset object codes) must be assigned one of these fifteen classifications. Each classification is represented by an individual A-21 classification code, which may be selected from the picklist for this field.	4 char, all UPPERCASE
Facility Renewal	ACTIVITY	For use in CIP activities by the Office of Fixed Asset Accounting only. Represents the percentage of a physical improvement project that is dedicated to the renewal of existing space.	5, numeric with two decimal places (e.g. "nnn.nn").
Debt Flag?	ACTIVITY, SUB-ACTIVITY	This field tells CSMA whether a balance sheet activity or subactivity request is related to equipment debt financing. If it is, and the end-user submitting the request has received an approved Debt Financing Request form from the Office of Treasury Management, the user should select "Y"; if not, the user should leave the field at the default "N." Contact the Office of Treasury Management at (617) 384-9542 for more information about this process.	1 char, Y or N
Int Rate Type Code	ACTIVITY	The interest rate type code attribute indicates the interest rate to be charged on funds borrowed for either a construction project (CIP) or capital equipment acquisition (WIP). Central Administration assigns the code according to the type of debt used to finance the project.  This field is required for all child CIP activities (000100-099999) and for all child balance sheet activities (100000-199999) that have been designated for use in equipment debt financing (by setting the activity's Debt Flag to "Y").	2, numeric
Debt Terms	ACTIVITY	This field is used to record the loan pool participation rate for externally funded capital improvement projects.	3, numeric
CAPS Project Number	ACTIVITY	For CIP values only. Represents the unique tracking number assigned to a capital project in the Harvard Real Estate Services (HRES) CAPS system.	15 alpha-numeric, all UPPERCASE
Root Type	ROOT	A high-level classification of roots for accounting and reporting. There are two root types at Harvard: <ul style="list-style-type: none"> <li>• Faculty – used to track transactions related to a particular Harvard faculty member</li> <li>• Building – used to track transactions related to a particular Harvard faculty member</li> </ul>	1 char, UPPERCASE

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Field Name	Segment	Purpose and Use	Maximum Length/Format
		<p>The root types are reflected in Harvard's chart by ranges of values and are reinforced by the root type segment attribute stored on each value. For example, the root type <i>Faculty</i> is reflected in the CoA by values in the 10000-99999 range. Each value in that range is assigned the root type attribute <b>F-Faculty</b> to reinforce the ranging.</p> <p>The root type for parent values is defined as Z-Parent, since these values are not used in transacting.</p>	
Root Name	ROOT	<p>If the value is a faculty root, this field is used to store the full name of the faculty member, formatted for reporting (i.e., FirstName MI LastName) and without any tub prefixes or optional suffixes.</p> <p>If the value is a building root, this field is used to store the full name of the building, formatted for reporting and without any tub prefixes or optional suffixes.</p>	50 char, mixed case
University ID	ROOT	<p>For faculty root values only. Used to record the 8-digit Harvard University ID number for the faculty member. Faculty members who have not yet been assigned Harvard ID numbers may be set up temporarily with the Harvard ID "HUIDMISS."</p> <p>This field is also used to populate the Harvard ID portion of the root value description.</p>	8, numeric
Secondary Managing Org	ROOT	The secondary org that manages or "owns" this root. The org value entered may either be a financial parent value or a transactional child value; however, it must be valid in Oracle at the time of the request.	5 char, mixed case, but must be a valid ORG segment value
Building ID	ROOT	For building root values only. Represents the building root value assigned to the building in the Harvard Real Estate Services (HRES) building database. For older buildings entered into the HRES system prior to the Oracle go-live in July 1999, the building ID was a 3-digit number, sometimes followed by a lowercase alpha character when multiple root values were created to represent a single building. As of July 1999, the building ID assigned to new buildings is always the CoA root value.	8 char, mixed case
Asset Owner	ROOT	For building root values only. This field shows the tub on whose balance sheet the building value appears as an asset.	3 digit
Primary Use	ROOT	For building root values only. This field represents Harvard's primary functional use for the building.	3 char, all UPPERCASE

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Field Name	Segment	Purpose and Use	Maximum Length/Format
Street Address	ROOT	For requests to ADD building root values only. This field shows street address information for the building location, which helps the approver, Harvard Real Estate Services (HRES), determine whether a requested new building root value will uniquely represent the building in Harvard's CoA. The field is also used to initially populate these data elements in the HRES building database.  <b>Note:</b> There can only be one building root value for a particular building/location in Harvard's CoA.	50 char, mixed case
City, State, Zip	ROOT	For building root values only. This field shows the city, state, and zip code associated with the information provided in the Street Address field. Data is provided only on ADD requests and is used to help the approver, Harvard Real Estate Services (HRES), determine whether a requested new building root value will uniquely represent the building in Harvard's CoA. It is also used to initially populate these data elements in the HRES building database.  <b>Note:</b> There can only be one building root value for a particular building/location in Harvard's CoA.	50 char, mixed case
Gross Sq Ft	ROOT	For building root values only. This field shows the gross square footage information on a request to ADD a new building root value. This data is used to initially populate the data element in the HRES building database.	8, numeric
Owned/Leased	ROOT	For building root values only. This field shows whether a particular building property will be owned or leased by Harvard on a request to ADD a new building root value. This data is used to initially populate the data element in the HRES building database.	1 char, UPPERCASE. Either O (Owned), L (Leased), or N (N/A)
Construction/ Purchase/ Lease Date	ROOT	For building root values only. This field shows the date on which a particular building property completed construction, was purchased, or was leased by Harvard on a request to ADD a new building root value. This data is used to initially populate the data element in the HRES building database.	11 char, date (DD-MON-YYYY)