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Request for New Cost Center

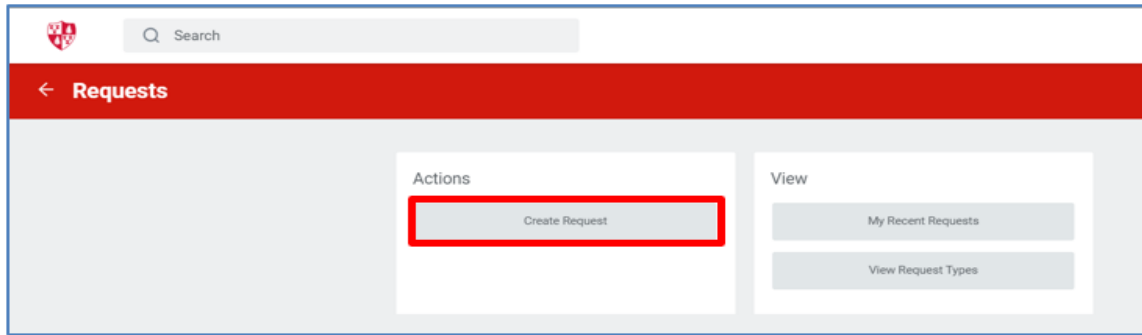
This guide is for requesting a New Cost Center directly in Workday. It applies to **NEW** Cost Center requests only and is not for modifying, inactivating, or re-activating existing Cost Centers.

The Security Group allowed to initiate this process is Cost Center Finance Specialist, Cost Center Manager, and Divisional Manager.

Create Request

- 1) In the *Search* field, enter **Create Request**.

OR if you have the worklet on your dashboard, click on the **Requests** worklet, then click **Create Request**.



- 2) Click **All** in the Request type field.
- 3) Select the radio button next to the **New Cost Center** option.

- 4) Read each question related to the Finance set-up of the cost center, and provide as much detail as possible in the text box answers.
 - a) Justification for the new Cost Center worktag: Explain the need for a new Cost center, as opposed to using an existing cost center. Also, include the mission of the program and what will be the primary source of funding (University, Student Fees, Revenues, or Gift funds).


Justification for the new Cost Center worktag: Please explain the need for a new Cost center, as opposed to using an existing cost center. Also include the mission of the program and what will be its primary source of funding (University, Student Fees, Revenues, or Gift funds). (Required)

- b) Cost Center Name: Provide the name proposed for this Cost Center, without abbreviations.

Cost Center Name: Please provide the name proposed for this Cost Center, without abbreviations (Required)

- c) Effective Date: Provide the date for this proposed Cost Center to be effective.

Effective Date: By what date is the Cost Center worktag needed? (Required)

MM/DD/YYYY 


- d) Division: Select the appropriate Division for the new Cost Center.

Division: Select the appropriate Division for the new Cost Center. (Required)

select one ▼

- e) Fund: Select the *primary* Fund for this Cost Center based on the primary funding source. If there is another fund allowable for this cost center select that fund too. If selecting a fund for an Agency Cost Center, please select F90.

Fund: Select the primary Fund for this Cost Center based on its primary funding source. (Required)

Search 

- ☐ F10 Unrestricted Operating Fund
- ☐ F11 Auxiliary Fund
- ☐ F12 Self Supporting Fund
- ☐ F13 Special Program Fees Fund
- ☐ F16 Grants Cost Sharing Fund
- ☐ F90 Agency Fund

ost Center, referring to the Program Code Guide on the Fin

- f) Program: Select the NACUBO classification for this Cost Center, referring to the Program Code Guide included as Appendix A. If you are requesting an Agency Cost Center with F90, only use Program N23 Non Reportable.

Program: Select the NACUBO classification for this Cost Center, referring to the Program Code Guide on the Finance and Treasury website. If you are requesting Agency cost center with F90, only use Program N23 Non Reportable. (Required)

- ☐ N10 Instruction
- ☐ N11 Research
- ☐ N12 Public Service
- ☐ N13 Academic Support
- ☐ N14 Student Services
- ☐ N15 Institutional Support
- ☐ N16 Operation and Maintenance of Plant
- ☐ N17 Student Aid
- ☐ N20 Auxiliary Operating Expenditures
- ☐ N23 Non Reportable

5) Read each question related to the Human Resources set-up of the cost center, and provide as much detail as possible in the text box answers.

- a) Will personnel be budgeted to this new Cost Center?
- b) Will any personnel need to be moved to a new or existing supervisory organization as a result of this new cost center being created?
- c) Will any personnel need a business title change because of this new cost center being created?

*If the reply to any of these questions is **Yes**, enter detail information in the text box.*

There may be the need to specify position numbers for all filled and vacant positions, and the supervisory organization's related to employees.

If a new supervisory organization needs to be created, the proposed supervisory organization name, manager, timekeeper, and superior supervisory organization will be required.

Human Resources: Will personnel be budgeted to this new Cost Center? (Required)

- ☐ Yes
- ☐ No

Human Resources: Will any personnel need to be moved to a new or existing supervisory organization as a result of this new cost center being created? (Required)

- ☐ Yes
- ☐ No

Human Resources: Will any personnel need a business title change as a result of this new cost center being created?

- ☐ Yes
- ☐ No

- d) For assignment of Cost Center roles associated with this proposed Cost Center, the employee names, titles and previous access to WD are required.

- e) If an employee for a Cost Center role does not have existing security access to Workday, complete the 'Workday Security Role Request Form (DOC)' from the Human Resources website and upload with this request – the upload is available at the bottom of the questionnaire.

Cost Center Manager: Provide first and last name and title for the employee who will be the Cost Center Manager for the proposed Cost Center.

NOTE: If the employee for Cost Center Manager role does not have any existing security access to Workday please complete the 'Workday Security Role Request Form (DOC)' which is on the Human Resources website (link below) and attach the document to this questionnaire.
<https://www.montclair.edu/human-resources/role-access-changes/> (Required)

Cost Center Finance Specialist: Provide first and last name and title for the employee who will be the Cost Center Finance Specialist for the proposed Cost Center.

Cost Center Requisitioner: Provide first and last name and title for the employee who will be the Cost Center Requisitioner for this new Cost Center.

- f) Provide Attachments: Attach the 'Budget Worksheet for New Programs' form found on the Budget and Planning website. Documents may be dragged and dropped or selected from a file.


Provide Attachments: Attach the 'Budget Worksheet for New Programs' form which is found on the Budget and Planning website.
<https://www.montclair.edu/budget-planning/forms/>

Drop files here

or

Select files

- 5) Click **Submit** to route the request to the approver. If there are any unanswered required questions, the request will not submit until it is completed and the Submit is selected again.
- 6) If **Save for Later** is selected, the request will be located in the Inbox where it can be selected and completed at a future point.

 **Event saved. Awaiting submission**

Up Next: , Request, Due Date 03/26/2021

[View Details](#)

[Review](#) →

Approval Workflow

The New Cost Center Request will be sent to the Approver's Inbox.

Review Request Process : New Cost Center : ...

21 second(s) ago - Due 03/26/2021

This is a Request for a New Cost Center in Workday.
Review related worktags and personnel changes per responses to the Questionnaire.

For

Request : New Cost Center :

Overall Process

Request Process : New Cost Center :

Overall Status

In Progress

Details to Review

Request

Request : New Cost Center :

Request Type

New Cost Center

Request Date

03/24/2021 01:21:20.292 PM

Requester

- 1) Review the questions and answers of the questionnaire with emphasis on the related worktags and the personnel to be associated with or assigned to the proposed Cost Center.

| Question | Answers |
|---|---|
| Justification for the new Cost Center worktag: Please explain the need for a new Cost center, as opposed to using an existing cost center. Also include the mission of the program and what will be it's primary source of funding (University, Student Fees, Revenues, or Gift funds). | Justification |
| Cost Center Name: Please provide the name proposed for this Cost Center, without abbreviations | Name as requested |
| Effective Date: By what date is the Cost Center worktag needed? | 04/01/2021 |
| Division: Select the appropriate Division for the new Cost Center. | D80 Student Development and Campus Life |
| Fund: Select the primary Fund for this Cost Center based on it's primary funding source. | F11 Auxiliary Fund |
| Program: Select the NACUBO classification for this Cost Center, referring to the Program Code Guide on the Finance and Treasury website. If you are requesting Agency cost center with F90, only use Program N23 Non Reportable. | N11 Research |
| Human Resources: Will personnel be budgeted to this new Cost Center? | No |
| Human Resources: Will any personnel need to be moved to a new or existing supervisory organization as a result of this new cost center being created? | No |
| Human Resources: Will any personnel need a business title change as a result of this new cost center being created? | No |
| Cost Center Manager: Provide first and last name and title for the employee who will be the Cost Center Manager for the proposed Cost Center. <small>NOTE: If the employee for Cost Center Manager role does not have any existing security access to Workday please complete the 'Workday Security Role Request Form (DOC)' which is on the Human Resources website (link below) and attach the document to this questionnaire. https://www.montclair.edu/human-resources/role-access-changes/</small> | Linda Purn P7364847 |

- 2) Once the questionnaire is reviewed either:
 - a) Approve to advance the questionnaire to the next step of the process,

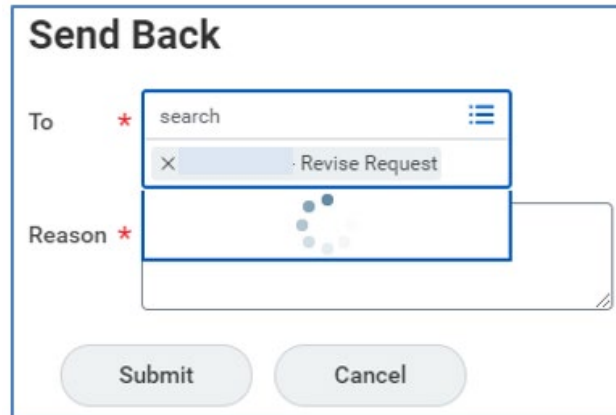
Approve

Send Back

Add Approvers

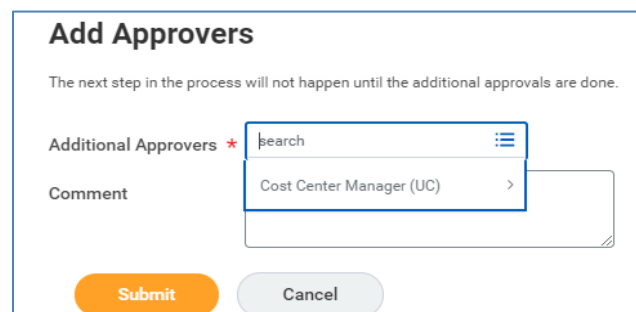
...

- b) **Send Back** to the Initiator/Approver to revise the questionnaire,



The 'Send Back' form is a rectangular box with a blue border. At the top, it has the title 'Send Back' in bold. Below the title, there are two main sections. The first section is labeled 'To' with a red asterisk. It contains a search bar with the word 'search' and a list icon. Below the search bar is a dropdown menu with a blue background and the text 'Revise Request'. The second section is labeled 'Reason' with a red asterisk. It contains a text area with a blue border and a list icon. At the bottom of the form, there are two buttons: 'Submit' and 'Cancel'.

- c) **Add Approvers** to show your approval but will not progress to the next step until this additional approval is submitted. The additional approvers can only be the Cost Center Manager.



The 'Add Approvers' form is a rectangular box with a blue border. At the top, it has the title 'Add Approvers' in bold. Below the title, there is a subtitle: 'The next step in the process will not happen until the additional approvals are done.' Below this, there are two main sections. The first section is labeled 'Additional Approvers' with a red asterisk. It contains a search bar with the word 'search' and a list icon. Below the search bar is a dropdown menu with a blue background and the text 'Cost Center Manager (UC)'. The second section is labeled 'Comment' with a red asterisk. It contains a text area with a blue border and a list icon. At the bottom of the form, there are two buttons: 'Submit' and 'Cancel'.

- 3) In order to follow up on the status of the request:

- as Initiator – Click the **Request** worklet on the Home page and view *My Recent Requests*.



Requests

- as Approver – From with the Archive tab of the Inbox, click the **Process** tab of the **View Event option** on the Request.

View Event Request Process : New Cost Center : Linda Purn

5 minute(s) ago - In Progress: Multiple Parties

For Request : New Cost Center : Linda Purn

Overall Process Request Process : New Cost Center : Linda Purn

Overall Status In Progress

Calendars In Use Consecutive Days (No Calendars Selected)

Details **Process**

Process History 9 items


| Process | Step | Status | Completed On | Due Date | Person |
|---------|--|----------------|------------------------|------------|---|
| Request | Request | Step Completed | 03/24/2021 01:21:20 PM | | Linda Purn |
| Request | Approval by Cost Center Manager | Approved | 03/24/2021 01:32:55 PM | 03/26/2021 | Jeanine Stroh (Cost Center Manager) |
| Request | Approval by Division Manager | Approved | 03/24/2021 01:33:28 PM | 03/26/2021 | Melissa Ginotti (Division Manager) |
| Request | Approval by Cost Center Level 2 Approver | Approved | 03/24/2021 01:34:47 PM | 03/26/2021 | Karen Pennington (Cost Center Level 2 Approver) |

Add Requests Worklet to the Home Dashboard


1. Click the **gear icon** on the Workday Home page.

Montclair State University


Welcome, Dianne Teixeira





Announcements
1 item


 Don't forget to complete Hawk Check!
Hawk Check is required before all campus visits.
...
[Go to Hawk Check, the COVID-19 self-checker!](#)


Applications
12 items

 Personal Information

 Pay

 Time

 Time Off and Leave

2. Click the **Plus sign**  and select **Requests** from the prompt.

Configure Worklets

Required Worklets
The following worklets are required on your Home page.

5 items

| Worklet | Worklet Title |
|----------------------|---------------|
| Personal Information | |
| Pay | |
| Time | |
| Time Off and Leave | |
| Workday Resources | |

Optional Worklets
Select the optional worklets you would like to include on your Home page.

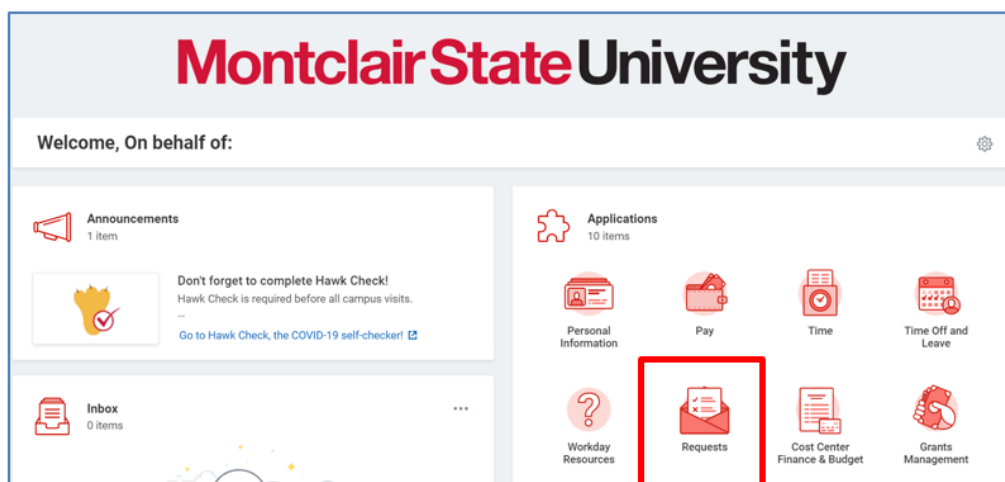
Errors and Alerts Found

6 items

| Order | Worklet | Worklet Title |
|-------|------------------------------|---------------|
| + | Requests | |
| - | Cost Center Finance & Budget | |

3. Click **OK** and **Done**.

The Requests worklet displays on your Home Page.



APPENDIX A – NACUBO 701 Functional Expense Classifications

701.2 NACUBO Functional Category Definitions (for G/L Account Structure and Required for IPEDS Reporting)

The current functional expense categories are:

- Instruction
- Research
- Public Service
- Academic Support
- Student Services
- Institutional Support
- Scholarships and Fellowships
- Auxiliary Enterprise
- Operations and Maintenance of Plant

701.21 Instruction

N10 Instruction

The instruction classification includes expenses for all activities that are part of an institution's instruction program. Expenses for credit and noncredit courses; academic, vocational, and technical instruction; remedial and tutorial instruction; and regular, special, and extension sessions are included.

Expenses for departmental research and public service that are not separately budgeted also are included in this classification.

This classification excludes expenses for those academic personnel whose primary activity is administration—for example, academic deans.

The instruction classification includes the following five subclasses:

- General Academic Instruction
- Vocational/Technical Instruction
- Community Education
- Preparatory/Remedial Instruction
- Instructional Information Technology

¶701.211 General Academic Instruction

This subclass includes expenses for formally organized and/or separately budgeted instructional activities that are associated with academic offerings described by the IPEDS instructional program categories identified in the National Center for Education Statistics (NCES) publication, *A Classification of Instructional Programs*, and offered for credit as part of a formal postsecondary education degree or certificate program. Open university, short courses, and home study activities falling within this classification and offered for credit are included.

This subclass does not include instructional offerings that are part of programs leading toward degrees or certificates at levels below the higher education level, such as adult basic education.

¶701.212 Vocational/Technical Instruction

This subclass includes expenses for formally organized and/or separately budgeted instructional activities that are associated with activities characterized as vocational/technical instruction in the IPEDS instructional program categories and offered for credit as part of a formal postsecondary education degree or certificate program. Open university, short courses, and home study falling within this classification and offered for credit are included.

This subclass does not include instructional offerings that are part of programs leading toward degrees or certificates at levels below the higher education level, such as adult basic education.

¶701.213 Community Education

This subclass includes expenses for formally organized and/or separately budgeted instructional activities that do not generally result in credit toward any formal postsecondary degree or certificate. It includes noncredit instructional offerings carried out by the institution's extension division as well as noncredit offerings that are part of the adult education or continuing education program. This subclass also includes expenses for activities associated with programs leading toward a degree or certificate at a level below the higher education level, such as adult basic education.

¶701.214 Preparatory/Remedial Instruction

This subclass includes expenses for formally organized and/or separately budgeted instructional activities that give students the basic knowledge and skills required by the institution before they can undertake formal academic course work leading to a

postsecondary degree or certificate. Such activities, which are supplemental to the normal academic program, generally are termed preparatory, remedial, developmental, or special educational services.

These instructional offerings may be taken prior to or along with the course work leading to the degree or certificate. They are generally noncredit offerings, although in some cases credit may be provided specifically for required preparatory or remedial skills or knowledge. If students may satisfy preparatory requirements by taking offerings provided primarily for other than remedial or preparatory purposes, those offerings should be classified elsewhere.

¶701.215 Instructional Information Technology

This subclass includes expenses for formally organized and/or separately budgeted instructional information technology. If an institution does not separately account for information technology resources, the costs associated with the three primary programs—instruction, research, and public service—will be classified as academic support and the remainder as institutional support.

¶701.22 Research

N11 Research

The research classification includes all expenses for activities specifically organized to produce research, whether commissioned by an agency external to the institution or separately budgeted by an organizational unit within the institution. Subject to those conditions, the classification includes expenses for individual and/or project research as well as that of institutes and research centers.

This classification does not include all sponsored programs nor is it necessarily limited to sponsored research, since internally supported research programs, if separately budgeted, might be included in this classification.

Expenses for departmental research that are separately budgeted are included in this classification. However, the research classification does not include expenses for departmental research that are not separately budgeted. Departmental research that is not separately budgeted is included in the instructional category.

The research classification includes the following three subclasses:

- Institutes and Research Centers
- Individual and Project Research
- Research Information Technology

¶701.221 Institutes and Research Centers

This subclass includes expenses for research activities that are part of a formal research organization created to manage a number of research efforts. While this

subclass includes agricultural experiment stations, it does not include federally funded research and development centers, which are classified as independent operations.

¶701.222 Individual and Project Research

This subclass includes expenses for research activities that are managed within academic departments. Those activities may have been undertaken as the result of a research contract or grant or through a specific allocation of the institution's own general resources.

¶701.223 Research Information Technology

This subclass includes expenses for formally organized and/or separately budgeted research information technology. If an institution does not separately account for information technology resources, the costs associated with the three primary programs—instruction, research, and public service—will be classified as academic support and the remainder as institutional support.

¶701.23 Public Service

N12 Public Service

The public service classification includes expenses for activities established primarily to provide non-instructional services for the benefit of individuals and groups that are external to the institution. These activities include community service programs (excluding instructional activities) and cooperative extension services. Included in this classification are conferences, institutes, general advisory services, reference bureaus, radio and television, consulting, and similar non-instructional services to particular sectors of the community.

The public service classification includes the following four subclasses:

- Community Service
- Cooperative Extension Service
- Public Broadcasting Services
- Public Service Information Technology

¶701.231 Community Service

This subclass includes expenses for activities organized and carried out to provide general community services, excluding instructional activities. Community service activities make available to the public various resources and special capabilities that exist within the institution. Examples include conferences and institutes, general advisory services and reference bureaus, consultation, testing services (for example, soil testing, carbon dating, structural testing), and similar activities. The activities included in this subclass are generally sponsored and managed outside the context of both the agricultural and urban extension programs and the institution's public broadcasting station.

¶701.232 Cooperative Extension Service

This subclass includes expenses for non-instructional public service activities established as the result of cooperative extension efforts between the institution and outside agencies, such as the U.S. Department of Agriculture's extension service and the affiliated state extension services. The distinguishing feature of activities in this subcategory is that the institution shares programmatic and fiscal control with the Department of Agriculture's extension service, the related state extension services, and agencies of local government.

This subclass is intended primarily for land-grant colleges and universities and includes both agricultural extension and urban extension services. Independent institutions rarely use this subclass.

¶701.233 Public Broadcasting Services

This subclass includes expenses for operation and maintenance of broadcasting services operated outside the context of the institution's instruction, research, and academic support programs.

The following broadcasting services are excluded from this subclass:

- Broadcasting services conducted primarily in support of instruction, which should be classified in the ancillary support subclass of academic support
- Broadcasting services operated primarily as a student service activity, which should be classified in the social and cultural development subclass of student services
- Broadcasting services that are independent operations, which should be classified in the independent operations/institutional subclass of independent operations.

¶701.234 Public Service Information Technology

This subclass includes expenses for formally organized and/or separately budgeted public service information technology. If an institution does not separately account for information technology resources, the costs associated with the three primary programs—instruction, research, and public service—will be classified as academic support and the remainder as institutional support.

¶701.24 Academic Support

N13 Academic Support

The academic support classification includes expenses incurred to provide support services for the institution's primary programs of instruction, research, and public service. It includes the following activities:

- The retention, preservation, and display of educational materials, such as libraries, museums, and galleries

- The provision of services that directly assist the academic functions of the institution, such as demonstration schools associated with a department, school, or college of education
- Media, such as audio-visual services, and technology, such as computing support
- Academic administration (including academic deans but not department chairpersons) and personnel providing administrative support and management direction to the three primary missions
- Separately budgeted support for course and curriculum development

For institutions that currently charge some of the expenses—for example, computing support—directly to the various operating units of the institution, this classification does not include those expenses.

The academic support classification includes the following eight subclasses:

- Libraries,
- Museums and Galleries,
- Educational Media Services,
- Ancillary Support,
- Academic Administration,
- Academic Personnel Development,
- Course and Curriculum Development, and
- Academic Support Information Technology

¶701.241 Libraries

This subclass includes expenses for organized activities that directly support the operation of a catalogued or otherwise classified collection.

¶701.242 Museums and Galleries

This subclass includes expenses for organized activities that provide for the collection, preservation, and exhibition of historical materials, art objects, scientific displays, etc. Libraries are excluded.

¶701.243 Educational Media Services

This subclass includes expenses for organized activities providing audiovisual and other services that aid in the transmission of information in support of the institution's primary programs of instruction, research, and public service.

¶701.244 Ancillary Support

This subclass includes expenses for organized activities that provide support services to the three primary programs of instruction, research, and public service, but that are not appropriately classified in the previous subclasses. Ancillary support activities usually provide a mechanism through which students can gain practical experience. An example of ancillary support is a demonstration school associated with a school of

education. The expenses of teaching hospitals are excluded. Hospital expenses have their own functional classification.

¶703.245 Academic Administration

This subclass includes expenses for activities specifically designed and carried out to provide administrative and management support to the academic programs. This subclass is intended to separately identify expenses for activities formally organized and/or separately budgeted for academic administration. It includes the expenses of academic deans (including deans of research, deans of graduate schools, and college deans), but it does not include the expenses of department chairpersons (which are included in the appropriate primary function categories). The subclass also includes expenses for formally organized and/or separately budgeted academic advising.

Expenses associated with the office of the chief academic officer of the institution are not included in this subclass, but should be classified as institutional support due to the institution-wide nature of that individual's responsibilities.

¶701.246 Academic Personnel Development

This subclass includes expenses for activities that provide the faculty with opportunities for personal and professional growth and development to the extent that such activities are formally organized and/or separately budgeted. This subclass also includes formally organized and/or separately budgeted activities that evaluate and reward professional performance of the faculty. Included in this subclass are sabbaticals, faculty awards, and organized faculty development programs.

¶701.247 Course and Curriculum Development

This subclass includes expenses for activities established either to significantly improve or to add to the institution's instructional offerings, but only to the extent that those activities are formally organized and/or separately budgeted.

¶701.248 Academic Support Information Technology

This subclass includes expenses for formally organized and/or separately budgeted academic support information technology. If an institution does not separately account for information technology resources, the costs associated with the institution's three primary programs—instruction, research, and public service—will be included to this subclass and the remainder will be included in institutional support.

¶701.25 Student Services

N14 Student Services

The student services classification includes expenses incurred for offices of admissions and the registrar and activities that, as their primary purpose, contribute to students' emotional and physical well-being and intellectual, cultural, and social development outside the context of the formal instruction program. This classification includes expenses for student activities, cultural events, student newspapers, intramural

athletics, student organizations, intercollegiate athletics (if the program is not operated as an auxiliary enterprise), counseling and career guidance (excluding informal academic counseling by the faculty), student aid administration, and student health service (if not operated as an auxiliary enterprise).

The student services classification includes the following eight subclasses:

- Student Services Administration
- Social and Cultural Development
- Counseling and Career Guidance
- Financial Aid Administration
- Student Admissions
- Student Records
- Student Health Services
- Student Services Information Technology

¶701.251 Student Services Administration

This subclass includes expenses for organized administrative activities that provide assistance and support (excluding academic support) to the needs and interests of students. This subclass includes only administrative activities that support more than one subclass of student activities and/or that provide central administrative services related to the various student service activities.

Some institutions consolidate various activities in a unit titled enrollment management. Expenses of an enrollment management unit would be included in this subclass.

This subclass includes services provided for particular types of students (for example, minority students, veterans, and disabled students).

Excluded from this subclass are activities of the institution's chief administrative officer for student affairs, whose activities are institution wide and therefore should be classified as institutional support.

¶701.252 Social and Cultural Development

This subclass includes expenses for organized activities that provide for students' social and cultural development outside the formal academic program. It includes cultural events, student newspapers, intramural athletics, student organizations, etc.

Excluded from this subclass are expenses for an intercollegiate athletics program that is operated as an auxiliary enterprise.

¶701.253 Counseling and Career Guidance

This subclass includes expenses for formally organized placement, career guidance, and personal counseling services for students. It includes vocational testing and counseling services and activities of the placement office.

Excluded from this subclass are formal academic counseling activities (which are included in academic support) and informal academic counseling services provided by the faculty in relation to course assignments (which are included in instruction).

¶701.254 Financial Aid Administration

This subclass includes expenses for activities that provide financial aid services and assistance to students.

This subclass does not include outright scholarship or fellowship grants to students, which should be classified as revenue reductions, agency transactions, or expenses.

¶701.255 Student Admissions

This subclass includes expenses for activities related to the identification of prospective students, the promotion of attendance at the institution, and the processing of applications for admission.

¶701.256 Student Records

This subclass includes expenses for activities to maintain, handle and update records for currently and previously enrolled students.

¶701.257 Student Health Services

This subclass includes expenses for organized student health services that are not self-supporting. (Health services that are self-supporting are reported as auxiliary enterprises.)

¶701.258 Student Services Information Technology

This subclass includes expenses for formally organized and/or separately budgeted student services information technology. If an institution does not separately account for information technology resources, the costs associated with the three primary programs—instruction, research, and public service—will be classified as academic support and the remainder as institutional support.

¶701.26 Institutional Support

N15 Institutional Support

The institutional support classification includes expenses for central, executive-level activities concerned with management and long-range planning for the entire institution, such as the governing board, planning and programming operations, and legal services; fiscal operations, including the investment office; administrative information technology (when not accounted for in other categories); space management; employee personnel and records; logistical activities that provide procurement, storerooms, printing, and

transportation services to the institution; support services to faculty and staff that are not operated as auxiliary enterprises; and activities concerned with community and alumni relations, including development and fundraising.

Appropriate allocations of institutional support should be made to auxiliary enterprises, hospitals, and any other activities not directly related to the primary programs—instruction, research, and public service—or their related support classifications.

The institutional support classification includes the following five subclasses:

- Executive Management
- Fiscal Operations
- General Administration
- Public Relations/Development
- Administrative Information Technology

¶701.261 Executive Management

This subclass includes expenses for all central, executive-level activities concerned with management and long-range planning for the entire institution (as distinct from planning and management for any one program within the institution). This subclass includes such operations as executive direction (for example, governing board), planning and programming operations, legal, risk, compliance, and internal audit operations.

All officers with institution-wide responsibilities are included, such as the president, chief academic officer, chief business officer, chief student affairs officer, chief research officer, chief enrollment management officer, and chief advancement officer.

¶701.262 Fiscal Operations

This subclass includes expenses for operations related to fiscal control and investments. It includes the accounting office, bursar's office, and external audits.

Independent institutions also include interest expense on working capital borrowings and any unallocable interest expense in this subclass. Public institutions report all interest in a separate classification as a non operating expense.

Both independent and public institutions include bad debt expense arising from student loans in this subclass. Independent institutions also include bad debts arising from student and other accounts receivables. Public institutions, however, record bad debts from receivables (other than student loans) as a reduction of the specific revenue source that generated the receivable (e.g., tuition, auxiliary fees) rather than as an expense.

¶701.263 General Administration

This subclass includes expenses for activities related to general administrative operations and services, with the exception of fiscal operations and administrative information technology. Included in this subclass are personnel administration, space management, purchasing and maintenance of supplies and materials, campus-wide communications, transportation services, general stores, and printing shops.

¶701.264 Public Relations/Development

This subclass includes expenses for activities to maintain relations with the community, alumni, or other constituents and to conduct activities related to institution-wide development and fundraising.

¶701.265 Administrative Information Technology

This subclass includes expenses for formally organized and/or separately budgeted administrative information technology. If an institution does not separately account for information technology resources, the costs associated with the three primary programs—instruction, research, and public service— will be classified as academic support and the remainder as institutional support.

¶701.27 Scholarships and Fellowships

N17 Student Aid

Generally, institutions report most scholarships and fellowships as tuition discounts and allowances (reductions of tuition and fees revenues). Other student awards are funded by third parties and made to students specified by those parties (that is, recipients are not determined by the institution); they are agency transactions and do not result in either revenues or expenses.

If the applied aid exceeds charges to the student (tuition and fees, dormitory, and food service), and the excess is disbursed to the student, the excess disbursed is reported as an expense in the financial statements.

The scholarships and fellowships classification includes expenses for scholarships and fellowships—from restricted or unrestricted funds—in the form of grants that neither require the student to perform service to the institution as consideration for the grant, nor require the student to repay the amount of the grant to the funding source. In public institutions, they may result from selection by the institution or from an entitlement program. The classification also includes trainee stipends, prizes, and awards. (However, trainee stipends awarded to individuals who are not enrolled in formal course work should be charged to instruction, research, or public service.)

The scholarships and fellowships classification excludes student awards that are made in exchange for services provided to the institution, such as graduate and teaching assistantships and student work-study programs. When services are required in exchange for financial assistance, charges should be classified as expenses of the department or organizational unit to which the service is rendered and reported as expenses of the function classification benefited by the work provided by the student. For example, a tuition remission to a graduate teaching assistant in the biology department would be charged to instruction. Remission of tuition or fees granted as a

result of faculty or staff status or family relationship of students to faculty or staff, should be recorded as staff benefits expenses in the benefits pool or of the department or organizational unit to which the service was rendered. (Benefit expenses will need to be allocated to the appropriate functional expense category if recorded in a broad benefit expense pool; benefit expenses directly charged to a functional category would not be allocated).

The scholarships and fellowships classification includes the following two subclasses:

¶701.271 Scholarships

This subclass includes grants-in-aid, trainee stipends, tuition and fee waivers, and prizes to undergraduate students.

¶701.272 Fellowships

This subclass includes grants-in-aid and trainee stipends to graduate students. It does not include funds for which services to the institution must be rendered, such as payments for teaching.

¶701.28 Auxiliary Enterprises, Auxiliary Enterprises—Other , & Other Self-Supporting Enterprises N20 Auxiliary Enterprises

An auxiliary enterprise exists to furnish goods or services to students, faculty, staff, other institutional departments, or incidentally to the general public, and charges a fee directly related to, although not necessarily equal to, the cost of the goods or services. The distinguishing characteristic of an auxiliary enterprise is that it is managed to operate as a self-supporting activity. Over time, the revenues will equal or exceed the expenses, although in any individual year there may be a deficit or a surplus. Examples are residence halls, food services, intercollegiate athletics (if operated as essentially self-supporting), college stores, faculty clubs, parking, and faculty housing. Student health services, when operated as an auxiliary enterprise, also are included. Hospitals, although they may serve students, faculty, or staff, are classified separately because of their financial significance.

The auxiliary enterprise category includes all expenses relating to the operation of auxiliary enterprises. Because of a desire to assess whether the enterprise is self-supporting, expenses for operation and maintenance of plant, depreciation, interest, and administration may be charged directly or allocated, even though that allocation is not required of public institutions for financial statement purposes. (Independent institutions, however, are required to make the allocation.) Also included are other direct and indirect costs, whether charged directly as expenses or allocated as a proportionate share of costs of other departments or units. To ensure that data regarding individual auxiliary enterprises are complete and adequate for management decisions, cost data should be prepared using full costing methods. Full costing means that the costs attributed to each enterprise includes a portion of indirect costs related to that enterprise, as well as the costs directly attributable to its operation.

The auxiliary enterprise classification includes the following seven subclasses:

- Auxiliary Enterprises—Student
- Auxiliary Enterprises—Faculty/Staff
- Intercollegiate Athletics
- Auxiliary Enterprises—Other
- Other Self-Supporting Enterprises
- Auxiliary Enterprises—Depreciation
- Auxiliary Enterprises—Information Technology

¶701.281 Auxiliary Enterprises—Student

This subclass includes expenses for auxiliary enterprise activities primarily intended to furnish services to students. A student health service, when operated as an auxiliary enterprise, is included. However, intercollegiate athletics are excluded from this category.

¶701.282 Auxiliary Enterprises—Faculty/Staff

This subclass includes expenses for auxiliary enterprise activities primarily intended to provide a service to the faculty, staff, or both. Such activities include the faculty club, faculty-staff parking, and faculty housing.

¶701.283 Intercollegiate Athletics

This subclass includes expenses for an intercollegiate sports program when the program is operated in accordance with the definition of an auxiliary enterprise (that is, it is essentially self-supporting).

¶701.284 Auxiliary Enterprises—Other

This subclass includes expenses for auxiliary enterprise activities primarily intended to furnish goods and services that are related to the higher education mission. Customers for these goods and services generally are not students, faculty, or staff. Entities of this type are formed to meet the geographic and public service needs of a region and generally relate to an institution's mission of teaching, research, or public service. Examples of such an entity would be a drug testing center or a university press department.

701.33 Operation & Maintenance of Plant Expenses N16 Operation and Maintenance

The operation and maintenance of plant category includes all expenses for the administration, supervision, operation, maintenance, preservation, and protection of the institution's physical plant. These expenses include items such as janitorial and utility services; repairs and ordinary or normal alterations of buildings, furniture, and equipment; care of grounds; maintenance and operation of buildings and other plant facilities; security; earthquake and disaster preparedness; safety; hazardous waste disposal; property, liability, and all other insurance relating to property; space and capital leasing; facility planning and management; and central receiving.

For external financial reporting purposes, independent institutions are required to allocate the costs assigned to this classification to the other functional categories. However, most independent institutions still use this functional expense category internally to capture costs prior to allocation. Consequently, although this category is necessary and important to an independent institution's general ledger structure—and a necessary cost pool for cost reporting under the Uniform Guidance—the expenses are not considered a functional expense category (for GAAP reporting) for independent institutions.

For public institutions, operation and maintenance of plant expenses may be reported as a separate functional classification or the expenses may be allocated to the other functional categories based on an acceptable allocation methodology (such as square footage of buildings). Operation and maintenance of plant is one of the classifications of expense that public institutions will be required allocate among the other functional classifications in the expenses section (Part C) of the IPEDS Finance Survey beginning in FY 2010 (that is, the survey submitted in 2011). For public institutions, this classification does not include interest expense on plant-related debt. [NACUBO Advisory Report 2010-1](#) explains IPEDS Finance Survey Allocation Requirements.

The operations and maintenance of plant classification includes the following subclasses:

- Physical Plant Administration
- Building Maintenance
- Custodial Services
- Utilities
- Landscape and Grounds Maintenance
- Major Repairs and Renovations
- Security and Safety
- Logistical services
- Operations and Maintenance Information Technology

¶701.331 Physical Plant Administration

This subclass includes expenses for administrative activities that directly support physical plant operations. Activities related to the development of plans for plant expansion or modification, as well as plans for new construction, should be included in this subclass. Also included are property, liability, and all other insurance relating to property.

¶701.332 Building Maintenance

This subclass includes expenses for activities related to routine repair and maintenance of buildings and other structures, including normally recurring repairs and preventive maintenance.

¶701.333 Custodial Services

This subclass includes expenses related to custodial services in buildings.

¶701.334 Utilities

This subclass includes expenses related to heating, cooling, light and power, gas, water, and any other utilities necessary for operation of the physical plant.

¶701.335 Landscape and Grounds Maintenance

This subclass includes expenses related to the operation and maintenance of landscape and grounds.

¶701.336 Major Repairs and Renovations

This subclass includes expenses related to major noncapital repairs, maintenance, and renovations. Minor repairs should be classified as building maintenance. The institution should establish criteria to distinguish between major repairs and minor repairs.

This subclass excludes costs that will be capitalized in accordance with the institution's capitalization policy.

¶701.337 Security and Safety

This subclass includes expenses related to security; earthquake and disaster preparedness; safety, including environmental safety; and hazardous waste disposal.

¶701.338 Logistical Services

This subcategory includes expenses related to logistical services such as central receiving as well as space and capital leasing.

¶701.339 Operations and Maintenance Information Technology

This subcategory includes expenses for formally organized and/or separately budgeted operation and maintenance information technology. If an institution does not separately account for information technology resources, the costs associated with the three primary programs—instruction, research, and public service will be classified as academic support and the remainder as institutional support.

Source: [NACUBO](#)