

Hyperion Reporting – Reference List

Below are various lists to assist with Hyperion Reporting. For further references such as an account code listing, please visit the [Office of the Comptroller](#) or contact the Office of Budget and Financial Planning at budget@drexel.edu.

Fund	Organization	Account	Program
The fund describes the funding source. The fund is a self balance set of accounts. Funds can be unrestricted or restricted (temporarily or permanently).	The Organization or Org represents a department within a school or college or administrative unit.	The account code is the method of grouping individual transactions into classes. These classes include: assets, liabilities, fund balance, revenues, expenses, and transfers.	The program code identifies a function and enables the University to classify transactions across orgs and accounts. Financial statements for the university are required to be presented by function.
6 digits in length	4 digits in length	4 digits in length	3 digits in length

All funds in the University's accounting system are categorized into major fund groups. They are its Current Funds, Loan Funds, Endowment & Similar Funds, Plant Funds and Agency Funds. Each fund in each fund group is assigned a separate six digit numeric value.

Major Fund Groups	Six Digit Codes
Educational & General	110001
Auxiliary Enterprises	120001 to 129999
Unrestricted Designated Funds	130001 to 199999
Restricted Funds	200001 to 399999
Loan Funds	400001 to 499999
Endowment & Similar Funds	500001 to 599999
Plant Funds	600001 to 699999
Agency Funds	700001 to 799999

Fund Type 2 Reference List

Fund Type 2:

- Unrestricted – 11, 13, 14, 15
- Designated - 12
- Sponsored – 18, 21, 24
- Restricted - 22
- Loans - 31
- Endowment - 41
- Plant - 51, 52
- Agency – 61

Ledger Indicator and Field List

This section describes corresponding field codes within Hyperion. Depending on the Ledger indicator, field codes represent a different meaning.

Ledger Indicator G – General Ledger

- Field Code 01 = Debits
- Field Code 02 = Credits

Ledger Indicator O – Operating Ledger

- Field Code 01 = Original Budget (BD01)
- Field Code 02 = Budget Adjustment (BD02-BD04)
- Field Code 03 = Actual YTD

Ledger Indicator E – Encumbrances

- Field Code 01 = Original Encumbrance
- Field Code 02 = Encumbrance Adjustment
- Field Code 03 = Liquidations

Field Code Keys

- OEN – Establishing a Purchase Order
- AEN – Adjusting an encumbrance
- LIQ – Liquidating an encumbrance
- YTD – YTD Transaction
- OBD – Budget Adjustment

Transaction Description Details

This section describes the available transaction types that will be encountered in Web*Finance and Hyperion Reporting:

Transaction Type	Description
BD01	Original Budget Entry
BD02	Budget Adjustment Entries
BD04	Temporary Budget Adjustment
BXZ	Creates Budget for Carry-forward Balance
CA1	Banner Student Charges
CA2	Banner Student Charges
CA3	Banner Student Charges
CA3A	Charge 3rd Party, Debit A/R
CA3C	Charge 3rd Party, Paid By Charge
CA3P	Charge 3rd Party, Paid By Payment
CAHA	Charge Housing, Post To AR
CAHC	Charge Housing Paid By Charge
CAHP	Charge Housing, Paid By Payment
CARA	Charge Refund, AR Posting
CARC	Charge Refund, Paid By Charge
CARP	Charge Refund, A/R Paid By Payment
CATA	Charge Tuition, Posting A/R
CATC	Charge Tuition, Paid By Charge
CATP	Charge Tuition, Paid By Payment
CAXA	Conversion X Charge
CAXD	Charge.A.Conversion, Paying Charge
CAXP	Charge Conversion, Paying Payment
CB1	Banner Student Charges
CB2	Banner Student Charges
CB3	Banner Student Charges
CB3P	Charge 3rd Party, Credit Posting
CBHI	Housing Income
CBRC	Refunds
CBTI	Tuition Income Charges
CBXP	Charge Conversion Credit To Clr
CHS1	Transactions from Cashiers Office
CNEI	Cancel Check Associated with an Encumbrance
CNNI	Cancel Check not Associated with an Encumbrance
CORD	Creates a Change Order to a Purchase Order
E037	Manual Entry to Close a Purchase Order or an Requisition
E090	Year End Encumbrance Roll

GRCC	Grant Cost Share Charge
GRIR	Grant Indirect Cost Share Recovery
HENA	Payroll - Encumbrance Adjustment
HENC	Payroll - Salary Encumbrance
HGNL	Payroll - Gross Exp. No Liquidation
HGRS	Payroll - Gross Salary Expense
ICEI	Cancel Invoice Associated with an Encumbrance
ICNI	Cancel Invoice not Associated with an Encumbrance
INEI	Invoice Associated with an Encumbrance
INNC	Credit Memo not Associated with an Encumbrance
INNI	Invoice not Associated with an Encumbrance
J099	Journal Entry
JE15	Journal Entry
JE16	Journal Entry
JMSC	Misc. Receipt & Budget (Credit Card)
JPR	DUIIMS Payroll Entry
JUPL	Journal Entry Upload
PA1	Banner Student Payment
PA2	Banner Student Payment
PA3	Banner Student Payment
PA3A	Payment 3rd Party Debit To A/R
PACA	Payment Debit Credit Card Cash
PADA	Cash Payment or Deposit
PAEE	Exemption Debit/ Payment
PAET	Payment Eft, Deposit
PAFE	Financial Aid Expense
PARL	Payment Deposit Release Fr Liability
PAXC	Payment Conversion, Debit To Clear
PB1	Banner Student Payments
PB2	Banner Student Payments
PB3	Banner Student Payment
PB3C	Payment 3rd Pty Paying Charge
PB3P	Payment 3rd Pay Payment
PB3U	Payment 3rd Pty, Unapplied
PBCC	Payment Cash Appl To Charge
PBCP	Payment Applic Pay To Payment
PBCU	Payment Cash Posting Unap A/R
PBEC	Payment Exemption, Paying Charge
PBEP	Payment Exemption, Paying Payment
PBEU	Payment Exemption, Unapplied
PBFC	Payment Fin Aid, Paying Charges

PBFP	Payment Fin Aid, Paying Payment
PBFU	Payment Fin Aid Disbur Unapplied
PBXC	Payment Conversion
PBXP	Payment Conversion
PBXU	Payment - Conversion
PCLQ	Cancel a Purchase Order and Reinstate the Requisition
PCRD	Cancel a Purchase Order
POLQ	Liquidates a Requisition
PORD	Establishes a Purchase Order
R099	Journal Entry processed by Research
R3D	AR Refund 3rd Party
RA98	Refund To Bank
RB98	Refund To Bank
RCQP	Cancels a Requisition
RD01	Original Budget Entry processed by Research
RD02	Budget Adjustment Entry processed by Research
RE15	Journal Entry processed by Research
REQP	Creates a Requisition
RFD	AR Refund To Student
RUPL	Journal Entry Upload processed by Research

Doc. No.

The number assigned to the transaction. Using the first character of the Document Number will enable you to determine who to contact regarding any questions that you may have. Examples are listed below.

Document Number Starts with	Document Type	Contact
C	Check Request	Accounts Payable
F	Payroll Feed or AR Feed	Payroll/HR or Bursar's Office
I	Invoice	Accounts Payable
J	Journal Entry	General Accounting
P	Purchase Order	Purchasing
R	Purchase Requisition	Purchasing
S	Signature Feed	SOM Finance
T	Travel Reimbursement	Accounts Payable

Organization Roll-up List

Drexel University (Chart D)

<u>Chart</u>	<u>Orgn 2</u>	<u>Orgn Desc 2</u>	<u>Orgn 3</u>	<u>Orgn Desc 3</u>
D	1001	President	2017	Athletics
			2033	President
			5025	President's Office
	1002	EVP, Treasurer, and COO	2002	Chief Information Officer
			2015	Public Safety
			2016	University Facilities & Real Estate
			2018	Auxiliaries
			2031	Personnel
			2034	EVP, Treasurer & COO
			2058	Center City Rent Rollup
			2060	Human Resources
			2068	Rent - Other Locations
			2071	Equal Opportunity
			2077	Procurement Services
			2078	VP of Finance, CFO & Assoc. Treas.
			2094	Internal Audit
			2097	Office of Compliance and Privacy
			4300	API Rollup
	1004	Sr VP Institutional Advancement	2025	VP of Institutional Advancement
			2036	Sr VP Institutional Advancement
	1006	Provost	2003	College of Engineering
			2004	College of Arts & Science
			2005	College of Information Sci & Tech
			2006	College of Media Arts and Design
			2007	Lebow College of Business
			2009	Goodwin College
			2011	Vice Provost, Academic Affairs
			2027	Sch of Biomed Engr, Sci Health Sys
			2028	Sch of Envr Science, Engr Policy
			2029	School of Education
			2038	VP for Research
			2039	Provost
			2045	Vice Provost, Budget Planning Admin
			2048	Pennonni Honors College
			2049	Library
			2051	Provost Pass Thru Accounts
			2054	College of Nursing & Health Prof

			2057	Drexel University School of Law
			2061	Faculty Affairs
			2062	Network Feasiblty Dean/CEO Grad Ctr
			2067	International Programs
			2069	VP Univ & Community Partnership
			2073	VP Faculty Affairs
			2076	Ctr for HOSP & SMT Mgmt
			2084	Close School of Entrepreneurship
			2098	College of Medicine
			2162	College of Computing & Informatics
			2166	Ctr for Sport Management
			2183	Graduate College
			2186	The Drexel Network
			2187	VP Cultural Partnerships
			5275	Administration
			6900	School of Public Health
	1012	Strategic Plan	6361	Strategic Plan - Education
			6362	Strategic Plan - Clinical
			6363	Strategic Plan - Biotechnology
			6364	Strategic Plan - WHL
			6365	Strategic Plan - Research
			6367	Strategic Plan - MA Pipeline
	1013	Sr VP University Communications	2037	Sr VP for University Communications
	1014	Sr VP General Counsel	2024	Office of the General Counsel
	1015	SVP Enrollment Mgt & Student Success	2008	Enrollment Management
			2012	Student Affairs
			2046	Assoc Vice Provost - AARD
			2072	Student Fin'l & Registration Svcs
			2075	Academic Information and Systems
			2079	Inst Research Assess & Effec
			3855	Career Development
	1016	Sr VP Govern. & Community Relations	2052	Government Relations
	1017	Sr VP-Office of Corp Rel & Econ Dev	2074	Office of Corp Relations & Econ Dev
	1025	Fringe Benefits	2041	Fringe Benefits Human Resources
			2047	Fringe Benefit Recovery
			2055	Fringe Benefits Finance
			2056	Fringe Benefits Risk Management
	1026	Scholarships	2043	Scholarships
	1027	General Institution	1200	State Funding

			1700	Endowment Funds
			1710	Loan Funds
			1725	Contributions Receivable Revenue
			1730	Gift Funds
			1750	Plant Funds
			1800	Other Revenue
			2000	Investment Income
			2042	University General & Administrative
			2050	Gain/Loss on Stock Gifts & NonOp
			2200	Administrative Fees
			3190	Drexel One-Fund
			3300	Indirect Costs Recovered
			5052	University General Finance
			5166	Student Activities - COM
			5189	Accretion Expense (FIN 47)
			7201	State Appropriation
			7202	Interest Income
			7203	Endowment Income
			7229	Capital and Equipment
			7233	Drexel Chargeback
	1100	Tuition / Fee Revenue	2100	Tuition
			2101	Undergrad Full Time Tuition
			2102	Undergrad Part Time Tuition
			2103	Graduate Tuition
			2104	College of Evening & Prof Studies
			2201	College Lab Fees
			2210	General and Other Fees
			2299	Institutional Financial Aid
	9100	Administration (Time Sheet)	9102	Academy Project Administration T/S
	9300	Total Public Operations & Education	9310	Public Operations
			9350	Education & Volunteers
	9500	Systematics	9552	Systematics Administration
			9553	Systematics Project Support
			9554	Botany
			9555	Mineralogy
			9556	Ichthyology
			9557	Entomology
			9558	Invertebrate Paleontology
			9560	Malacology
			9561	Scientific Publications
			9562	Diatom Herbarium

			9563	Ornithology
			9564	Vertebrate Zoology
	9600	Patrick Ctr-Environmental Research	9680	PCER -Administration
			9681	PCER Project Support
			9682	Phycology
			9683	Fisheries
			9685	Biogeochemistry
			9690	Watershed and Systems Ecology
			9691	Wetlands Ecology
			9694	Asia Center
			9696	Center for Environmental Policy

Drexel University Online (Chart O)

Chart	Orgn 2	Orgn Desc 2	Orgn 3	Orgn Desc 3
O	100	President and Administration	1000	President and Administration
			3917	Severence Charges (Non-Op)
	200	Strategic Partnerships	2000	Strategic Partnerships
	400	Learning Technologies	4000	Learning Technologies
	450	Fringe Benefits	4501	Annuity
			4502	Medical Coverage
			4503	Dental Care
			4504	Vision Care
			4506	Short and Long Term Disability
			4507	Life Insurance
			4508	Unemployment Compensation
			4511	Employee Tuition Reimbursement
			4513	Compensated Absences
			4514	Other Fringe Benefits
			4516	Fringe Benefits Recovery/Allocation
			4520	Benefits Administration
	500	Marketing and Creative Services	5000	Marketing
			5200	Creative Services
			5300	Online Market Research
	510	Strategic Communications	5100	Strategic Communications
	600	Operations	6000	Enterprise Technology Operations
			6100	New Student Recruitment
			6200	Applicant Services
			6300	Online Student/Partner Events
	700	Investment	7000	Investment

Academy of Natural Sciences (Chart S)

<u>Chart</u>	<u>Orgn 2</u>	<u>Orgn Desc 2</u>	<u>Orgn 3</u>	<u>Orgn Desc 3</u>
S	9100	Administration	3917	Severence Charges (Non-Op)
			9101	Academy General
			9102	Academy Project Administration
			9103	Plant - Unfunded Expenses
			9104	Building Operations
			9105	Mail Room
			9107	President's Office
			9108	Accounting/Finance
			9109	Human Resources
			9110	Board of Directors
			9112	Lobbying
			9113	ANS Depreciation
			9117	Information Technology
			9120	Telephone
			9121	Copier
			9122	Interest
			9123	IDC Elimination
			9700	Fringe Benefits
			9724	Endowment
			9725	Plant Funds
			9726	ANS Indirect Costs Recovered
	9200	Fund Raising and Communications	9202	Institutional Advancement
			9203	Special Events
			9214	Marketing
			9215	Group Sales
			9244	Membership
	9300	Total Public Operations & Education	9310	Public Operations
			9350	Education & Volunteers
	9400	Library	9419	Fellow of The Academy
			9449	Library
	9500	Systematics	9552	Systematics Administration
			9553	Systematics Project Support
			9554	Botany
			9555	Mineralogy
			9556	Ichthyology
			9557	Entomology
			9558	Invertebrate Paleontology
			9560	Malacology

			9561	Scientific Publications
			9562	Diatom Herbarium
			9563	Ornithology
			9564	Vertebrate Zoology
			9565	VIREO: Visual Res for Ornithology
			9566	Molecular Lab
	9600	Patrick Ctr-Environmental Research	9680	PCER -Administration
			9681	PCER Project Support
			9682	Phycology
			9683	Fisheries
			9684	Invertebrates
			9685	Biogeochemistry
			9686	Francis Boyer Chair
			9688	Macro Invertebrates
			9689	Quantitative Population Biology
			9690	Watershed and Systems Ecology
			9691	Wetlands Ecology
			9694	Asia Center
			9696	Center for Environmental Policy
			9699	PCER Operating Endowment

Hyperion Reporting Filter List

This section describes the available filter types (columns) that will be encountered in the various Hyperion reports:

Periodic Operating Statement

Name	Description
Fiscal Year	Fiscal Year (Ex: 2018)
Fiscal Period	Fiscal Period (Ex: 01, 02, 03) Period 14 encompasses entire Fiscal Year
Fund Code Key	Fund Code (Ex:110001)
Fund Desc	Fund Code Description (Ex: Education & General)
Orgn Code Key	Organization Code (Ex:3xxx)
Orgn Desc	Description of Organization Code (Ex: Admin & Finance Services)
Acct Code Key	Account Code (Ex:1234)
Acct Desc	Description of Account Code (Ex: Communications Services Expense)
Prog Code Key	Program Code (Ex:123)
Prog Desc	Description of Program Code (Ex: Inst Support)
Actv Code Key	Activity Code (Ex:1234)
Actv Desc	Description of Activity Code (Ex: XXX Individual)
Original Budget	Board Approved Budget (BD01)
Revised Budgets	Current budget. This includes all Permanent and Temporary transfers
YTD Activity	YTD Activity up to and including the selected period criteria
Encumbrances	Encumbrance Activity up to and including the selected period criteria
Balance	Revised Budget less YTD less Encumbrances
Financial Manager	Cost center manager on record listed in Web*Finance
Orgn Code 2	Level 2 Orgn Code Roll-Up (Ex:1xxx)
Orgn Desc 2	Level 2 Orgn Code Roll-Up Description (Ex: Provost)
Orgn Code 3	Level 3 Orgn Code Roll-Up (Ex:2xxx)
Orgn Desc 3	Level 3 Orgn Code Roll-Up Description (Ex: College of XXXX)
Fund Type 2	Level 2 Fund Type - (Ex 11)
Fund Type 2 Description	Level 2 Fund Type (Ex: Unrestricted, Designated, Restricted)
Balance excluding Encumb	Revised Budget less YTD Activity, not including encumbrances
Acct Desc 1	Level 1 Account Code Roll-Up Description (Ex: General Expenses)
Acct Code 1	Level 1 Account Code Roll-Up (Ex 3001)
Acct Code 2	Level 2 Account Code Roll-Up (Ex 3300)
Acct Desc 2	Level 2 Account Code Roll-Up Description (Ex: Travel Expense)
Fund Code 1	Level 1 Fund Code Roll-up (Ex:100000)
Fund Desc 1	Level 1 Fund Code Roll-up Description (Ex: Current Unrestricted Funds)
Atyp Code 1	Level 1 Account Type (Ex: 60)
Atyp Desc 1	Level 1 Account Type Description (Ex: Compensation Expense)
Atyp Code 2	Level 2 Account Type (Ex: 61)

Atyp Desc 2	Level 2 Account Type Description (Ex: Personnel Expense, General Expense)
Coas Code Key	Chart Reference (Ex: D, O, S)
Fund Desc 2	Level 2 Fund Code Roll-up (Ex:110000)
Fund Code 2	Level 2 Fund Code Roll-up Description (Ex: Education & General)
Orgn FinMgr ID	Orgn Manager on record
Orgn FinMgr Lastname	Orgn Manager on record
Orgn FinMgr Firstname	Orgn Manager on record
Fund FinMgr ID	Fund Manager on record
Fund FinMgr Lastname	Fund Manager on record
Fund FinMgr Firstname	Fund Manager on record

Transaction Detail Report

Name	Description
Doc Seq Code Key	Document sequence order
Doc Code Key	Document Code (Ex: V0XXXXX) Same thing as Document No
Ledger Ind Key	Ledger Indicator (Ex: O, E, G)
Field Code Key	Field Code Indicator associated with field code type (Ex: YTD, ENC)
Header Rucl Code	Transaction rule code (Ex: BD01, BD04, INEI, DNEI) See Transaction Description Detail List
Header Rucl Code Desc	Transaction rule code description (Ex: Invoice with Encumbrance, Telephone Charges)
User Id	User ID for party that completed the transaction (Ex: EINVOICEUSER, AP Representative)
Doc Reference Number	Reference Number related to Journal Entry (Ex: Vendor, AP Rep, Position Number)
Transaction Date	Date of transaction
Transaction Desc	Description of transaction
Vendor Id	Vendor ID Number (Banner ID)
Vendor Name	Name of vendor associated with transaction
Vendor Pidm	Drexel Systems (LIKE EMPLOYEE ID)
Posting Period	Fiscal Period (Ex: 01, 02, 03) Period 14 encompasses entire Fiscal Year
Coas Code	Chart Reference (Ex: D, O, S)
Coas Desc	Chart reference description (Ex: Drexel, DUO, Academy)
Fsyrr Code	Fiscal Year (Ex: 2018)
Fund Code	Fund Code (Ex:110001)
Fund Desc	Fund Code Description (Ex: Education & General)
Orgn Code	Organization Code (Ex:3xxx)
Orgn Desc	Description of Organization Code (Ex: Admin & Finance Services)
Acct Code	Account Code (Ex:1234)
Acct Desc	Description of Account Code (Ex: Communications Services Expense)
Prog Code	Program Code (Ex:123)
Prog Desc	Description of Program Code (Ex: Inst Support)
Actv Code	Activity Code (Ex:1234)

Actv Desc	Description of Activity Code (Ex: XXX Individual)
Encumbrance Number	Encumbrance associated with a PO
Transaction Amount	Dollar amount of transaction
Debit Credit Ind	+ - Indicator for Debits and Credits
Field Code	Field Code Indicator (Ex: 01, 02, 03) ABD, OBD, YTD - dup of line 49?
Orgn Code 3	Level 3 Orgn Code Roll-Up (Ex:2xxx)
Orgn Desc 3	Level 3 Orgn Code Roll-Up Description (Ex: College of XXXX)
Orgn Code 2	Level 2 Orgn Code Roll-Up (Ex:1xxx)
Orgn Desc 2	Level 2 Orgn Code Roll-Up Description (Ex: Provost)
Activity Date	Date that transaction was posted
Budget Period	Budget Period in which transaction was posted