DARTS Manual

DARTS Manual Contents

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Section 1
Introduction to DARTS

The purpose of this section is to provide you with an introduction to the DARTS Reporting Tool.

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Getting Started

Materials

DARTS (Departmental Advanced Reporting and Tracking System) is a web-based application that, in a single program, brings together diverse University financial data to the fingertips of financial administrators, and allows them to run a variety of management reports.

It is designed so that those familiar with the University accounting system (FAS) should be able to use most features without special training. It is a user friendly system that provides diverse financial data with roll-up and drill down capability. It also offers many convenient dynamic links and is capable of easy extraction of financial information.

A strong feature is DARTS' ability to provide convenient links between various reports and data elements, and to easily provide supporting detail in dynamic ways for a variety of summary reports. Reports are designed and formatted specifically for the departmental user.

DARTS History

DARTS was initiated at the request of two major Medical Center departments with antiquated "shadow" systems. The Medical Center Administration made a commitment to these departments to design an application that would do away with the need for local "shadow" systems and would be universally available to all financial data users in all University departments. The goal was to design a product that would not only provide management reporting, but would also be useful to sub-managers and individual investigators.

Active development was begun in May 2001 by CUMC ITS, working with the staff of four CUMC departments. A Phase One version was put into production the first week in January 2002, and it was rolled out to the CUMC campus in June of 2002. It was opened to the entire University in October 2002. DARTS uses the existing Security module of FFE (Financial Front End) to determine what accounts can be accessed by the user. The system is in a continual process of improvement.

Using the DARTS Manual

You will notice that this manual includes detailed instructions on how to use each of the screens within DARTS.
Technical Notes

- Use the Internet Explorer (IE) 5.5 or higher version to access the DARTS application.

- DARTS currently fully supports Internet Explorer (IE).

- Use your existing e-mail (CUNIX) ID and password to log in to DARTS.

For Users Using Internet Explorer Version 5.5 or Higher

Microsoft Internet Explorer (IE) 5.5 or higher is the preferred web browser for DARTS. You will also need 128-bit encryption, Columbia site certificates, and to properly set the IE configurations. These are included in the installation instructions. (If you are currently using WebSAF, your IE should already be properly configured.)

Please perform the following three steps to update all other requirements:
  1. Apply 128 bit encryption
  2. Apply Columbia Certificates
  3. Internet Explorer Configuration
     Required Configuration
     Optional Configuration

TECHNICAL HELP

Technical Support (email)
DARTS support only: DARTS TECH Email All other FFE support: FFETech Email

Technical Support (telephone)
Health Sciences: 305-0213 Morningside, Lamont, other: 854-1919

Login (UNI/Cunix) ID or password problems refer to: Cunix Accounts or email to: www.columbia.edu/acis/support

For Training Questions, please go to the following link:
http://www.columbia.edu/cu/controller/training/darts.html

Online Help Info

Note that there is some online help and documentation by clicking on certain buttons within the tool.

Most screens in DARTS provide the following help links:

Click About Darts for a mission statement and brief history of DARTS.

Click About this Screen to see screen-specific instructions and tips for most screens.
The **FAQ** button lists what data is available (primarily "how far back") for each report. It differs for different reports.

The **"Contact List"** on the Home page and envelope icon in the program give you e-mail and telephone contacts for questions, suggestions and problems.

Look for **items in lighter blue** (data fields, column heads, etc.). This indicates some dynamic process; a link to another report, an informational pop-up or sort ability.

Click **Print** button within the program to print, and make sure the setting is "landscape."
Accessing DARTS

DARTS access is determined by your "Budget Revisions" inquiry access in your FFE security profile. If you do not have access to FFE, you need to fill out the Financial Front End Application Form before you can access DARTS. You can access the form from the Office of the Controller homepage, or by clicking on the following link: https://www1.columbia.edu/sec/cu/controller/ffeform.html

Tips for filling out the form:

- The form is in PDF writeable format. Therefore you can type directly into the form and then print or save to your desktop.
- After filling out and obtaining the needed signatures (both of user and user’s supervisor), the form should be sent to the appropriate name and address located at the top of the form.
- Be sure to completely fill out the form.
- You need to apply for the access for each module you would like to be able to access. Your access will be limited to your home department and sub-department unless you specifically request additional access to other departments (or sub-departments). Requesting access to sub-department 00 will give you access to the entire department.

Special Payroll Info Access

Access to payroll/labor data requires an additional "PAD Access" flag in FFE Security and gives users access to the various employee reports within DARTS. These reports provide detailed information about the accounts that an employee’s payroll is charged to. Activation of the "PAD Access Flag" requires the approval of the user's Chairman, Dean or VP. An Application form is available on the Office of the Controller's website at www.finance.columbia.edu/controller. Medical Center campus users should send form to the CUMC Business Office. Morningside users should send the form to the Office of the Controller, MC 7405, Attn: FFE/DARTS/PAD Administrator.

Opening the Tool

Navigate to https://darts.cuit.columbia.edu/DartsWeb/Darts.html. This is the DARTS homepage.
You can also find a link to the DARTS homepage from the Finance Gateway at www.finance.columbia.edu.
Once at the homepage, click on the DARTS icon or the “Click Here” button to sign in. Use your UNI and UNI password to access the system. If accepted, the following screen will appear:

This is the DARTS Report Selector. You will be able to choose the type of report you would like to create. For instructions on how to create reports, see Section 2-1 “Using the Report Selector”.

PRINTING

Each page within DARTS has a Print button in the upper right corner. Therefore, if you want to print a paper copy of a page within the tool, click the Print button and then click Print in the Print Page dialog box. Some pages may require you to print in landscape mode. To change the print settings follow these steps:

1. Click **Print** link
2. The Printing Preferences dialog box displays, click the **Basics** tab
3. In the Orientation box, select **Landscape**
4. Click **OK**
DARTS Structure

Statements - Dynamic Linking

DARTS allows users to travel back and forth in one report, between reports or back and forth between monthly statements. An example of this type of navigation ability is provided below:

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Ledger Report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summary Report (AMO90)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detail Report (AMO91)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAD Summary Report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAD Detail Report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Available Data

Below is a breakdown of the currency of existing data available in DARTS, by type of report:

**Account Summary Statement**
- Current month data is available as of previous day's close of business.
- Monthly data is available starting July/Aug 1999.
- Annual data is available starting June Final 1991.

**Account Detail Statement**
- Current month data is available as of previous day's close of business.
- Monthly data is available starting July/Aug 2001.

**General Ledger Statement**
- Current month data is available as of previous day's close of business.
- Monthly data, including detail transactions, is available starting July/Aug 2001.
- Monthly data (summary only) is available starting July/Aug 2000.
- Annual data is available starting June Final 1991.

**Payroll Summary Report**
- Monthly data is available starting October 2001 (CUMC) and July/Aug 2002 (Morningside and other).

**Payroll Detail Report**
- Monthly data is available starting March 2002 (CUMC) and July/Aug 2002 (Morningside and other).

**Employee Report**
- Monthly data is available starting July/Aug 2001.
- Annual data is available starting June Final 1991.
Report Output Formats

Excel Transfer

Some reports have a button that allows users to easily download data directly into an Excel spreadsheet format.

Click on the Excel button to bring this report up in Excel.

If this does not work properly, change your Internet Settings as follows: go to Tools/Options/Advanced/Security and uncheck "Do not save encrypted pages to disc."

Only one Excel report may be brought up at a time from DARTS, using the Excel button. Before bringing up a second report using the Excel button, you must save the first one if you want to retain it. Otherwise it will be superseded by the second report and be lost.

When saving an Excel workbook that has been brought up from DARTS, be sure to set "Save as Type" to "Excel Workbook," or the file will save as the default of "Text (Tab Delimited)."

Most total lines are not brought into Excel because total lines are transferred as values, not formulas, which could cause confusion if you modify any of the data on the report.

Formatted vs. Unformatted

Some reports are available in both formatted and unformatted versions. The "Unformatted" version is specifically designed to copy data from DARTS into other applications without formats, headers and subtotals. You may want to use the Unformatted report instead of the Excel button if you want to copy a report into an existing workbook, copy only part of a report, or if you want to copy to another application such as Lotus Suite.

Click on the "Unformatted"/"Formatted" button at the top of the screen to toggle from one format to the other.

Example: Output - Unformatted
Section 2
Using the Report Selector

The purpose of this section is to provide you with an introduction to the Report Selector page in DARTS.

Contents
This section contains the following:

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Explanation of the Report Selector

After signing into the DARTS tool, you will see the Report Selector page. This is the main entry page into the different types reports available to you. You will only be able to access reports that coincide with your security access.

Use this page to begin the process of creating reports taken from University FAS data.
Types of Reports

The Report Selector breaks out DARTS reporting into the following three distinct types of report mechanisms:

1. Roll Up Reports

This report mechanism enables you to combine monthly, quarterly, or yearly data from more than one FAS account in a specified way. The filter page allows you to organize the data by ledger, account, department and other ways. Roll-up reports data is downloadable directly to an Excel Spreadsheet.

2. Account Reports

This report mechanism enables you to “create” reports using prior-year and current-year summary or detail data in sub-code view format, as well as the most recent current-year estimates. It is the best starting point for evaluating the overall future-year budgeting process and fund status of individual accounts.

3. Transaction Reports

This report mechanism provides a way to view payroll and labor data in a variety of convenient ways, either by individual, department or by account criteria.

In Development

There are Account and Transaction Reports still in project development and planned for future launch. Some of these reports are listed in the Report Selector, though you’ll notice that the hyperlinks are currently not active.
Section 3
Account Reports

The purpose of this section is to provide you with instructions on how to create various types of Account Reports in DARTS.

Contents
This section contains the following:

- **Explanation of the Account Reports** ................................................................. 3-1
- **Using the Chart of Accounts** ................................................................. 3-2
- **Account Summary Statement** ....................................................................... 3-3
- **Account Detail Statement** ........................................................................ 3-4
- **Employee by Account Reports** ................................................................. 3-5
- **General Ledger Statement** ........................................................................ 3-6
- **Grant Reports** ......................................................................................... 3-7
Explanation of Account Reports

After signing into the DARTS tool, you will see the Report Selector page. This is the main entry page into the different reports available to you.

Use this page to begin the process of creating Account Reports taken from University FAS data. Click on the type of Account Report you would like to create (i.e. Summary Statement, Payroll Detail Report, etc.)

Before you begin, you should know that there may be accounts you cannot view or actions that you are unable to accomplish, such as:

- Accounts that exist outside your FFE security protocol
- Accounts that existed in your chart of accounts in the prior fiscal year but are no longer in your Management Unit (they have been moved to another unit)
- Certain GL grant accounts
- Payroll Account information that you do not have access to due to lack of PAD authorization. (See Section 1-2 “Accessing DARTS” for more information on how to gain PAD access.)

If you try to open any of the above types of accounts in DARTS, you may get an error message.
Using the Chart of Accounts

Overview

This Account Reports selection provides a filter screen that is used to retrieve an account number and view the account’s main details (attributes). This selection is an excellent starting point if you’re not sure what accounts you have access to or if you do not know an account number and need to search for it.

You can enter the account number directly, or use the filter options to search for an account. To search for an account, narrow the search using the filters to select a group of accounts. The account or group of accounts displays on the Account List screen.

You can filter your search criteria using the following fields:

- Department Number
- Sub Department Number
- Sub-Sub Department Number
- Account Number
- Ledger Type and Number
- Budget Code

Filter Page Tips

The Chart of Accounts lists accounts that currently exist in the Financial Accounting System. Although DARTS provides data as far back as 1990, including data for accounts that no longer exist, you will not find these deleted accounts in your current Chart of Accounts.
Ledger Blocking

The Chart of Accounts can be limited to data in one, two or three ledger blockings. If all three indicate "No selection," then the report will display accounts in all ledgers. Both general ledger and sub-ledger accounts will appear for the blocking(s) selected unless otherwise specified.

General Ledger/Sub-Ledger Selection

The report will include both general ledger accounts (accounts starting with zero) and sub-ledger accounts, unless "GL Only" or "SL Only" is selected.

Running the Report

To run the report, click the Submit button at the bottom of the screen.

The Account List screen lists the account(s) that match your criteria. Once you are on the Account List screen, you can select an account number for action by clicking on the desired light blue account number on the left side of the screen.
Section 3: Account Reports

Reading the Report

Simply click on an account number to access the latest Monthly Statement for that account. For sponsored projects (Ledgers 5 and 6A), click on the Description (grant number) field to access the Grant Year Summary Statement for the account.

Your Chart of Accounts lists accounts that currently exist in the Financial Accounting System. DARTS provides data as far back as 1990, including data for accounts that no longer exist. Data for deleted accounts can be accessed in DARTS through the main menu.

The report can be sorted in eight different ways by clicking on the light blue column headers on the first page of the report. Click a column a second time to sort in reverse order. Note that sorting by MAPCD (FAS map code) will place general ledger accounts adjacent to the corresponding sub-ledger account(s).

Click on the "Unformatted"/"Formatted" button at the top of the screen to toggle from one format to the other.
Columns Displayed

CUADS : University gift system number.

EXP : Expense Function.

YE : Year end processing code. Project ("P") accounts, such as grant accounts, continue to accumulate expenditures on the sub-ledger for the life of the account. Fiscal Year ("F") accounts accumulate expenditures on the sub-ledger from the inception of the fiscal year only.

SDATE : Account start date.

EDATE : Account end date.

MAPCD : Map code: the field that links sub-ledger accounts to the corresponding general ledger account.

D : Delete flag. A "1" or a "2" indicates that the account is marked for deletion.

F : Freeze Flag. A "1" indicates that the account is frozen.

SCL : School code.

DIST1 : Distribution code 1. Drives distribution of University Statements.

DIST2 : Distribution code 2.

FG : Fund Group.

REV : Revenue Code.

PSDATE : Project Start Date.
Section 3: Account Reports

PEDATE: Project End Date.

Output Format

This report is available in formatted and unformatted versions. Data from any DARTS report can be transferred to Excel and other applications simply by using cut and paste. This can be done from the standard HTML report, but all the formats and individual page headers are copied. The "Unformatted" report is specifically designed for copying data from DARTS into other applications without formats and individual page headers.
Account Summary Statement

Overview

The Account Summary Statement mirrors the general design of the FAS AMO90 paper monthly statement. It provides sub-ledger account specific summary data categorized by sub-code, line item description, and comparisons between actual and budgeted monthly and yearly expenses or revenues. It also provides account encumbrance summary data.

Navigation between Reports

In an Account Summary screen header, links are provided between Summary Statements, Detail Statements, Payroll Statements (summary and detail), and General Ledger Statements.

General Ledger statements can also be accessed by clicking on the Map Code in the account header. (You will only be able to see the General Ledger account if your profile allows you access to it.)

You can move back and forth between months in any report (using the Next Month and Previous Month buttons).

Sample of an Account Summary Statement:
Section 3: Account Reports

Year-to-Date Transactions by Sub-Code

Click on the boxes to the left of the sub-code number(s) desired, and then click on "Find Transaction By Subcode YTD" at the top of the screen for a report of all transactions charged to these sub-codes year-to-date.

This report is available in formatted and unformatted versions. Data from any DARTS report can be transferred to Excel and other applications simply by using cut and paste. This can be done from the standard HTML report, but all the formats, headers and subtotals are copied. The "Unformatted" report is specifically designed for copying data from DARTS into other applications without formats, headers and subtotals. Exit the Unformatted Report by clicking Back.

Example:

Printing

Use the print icon within the program to print, and make sure the setting is "landscape."
Account Detail Statement

Overview

The Account Detail Statement allows users to extract transaction details that are referenced in summary form in the Account Summary Statement. In particular, details such as transaction invoice number, purchase order numbers and batch reference numbers are revealed along with dynamic links (in light blue) to further details (i.e. Inter Departmental Invoice info) as well as links to other types of reports.

Navigation between Reports

In the screen header, links are provided between Summary Statements, Detail Statements, Payroll Statements (summary and detail), and General Ledger Statements. General Ledger statements can also be accessed by clicking on the Map Code in the account header. (You will, of course, only be able to see the General Ledger account if your profile allows you access to it.) You can move back and forth between months in any report (using the Next Month and Previous Month buttons).

Example: Account Detail Statement
IDIs and Journal Entries - More Information

If the Batch Reference number in the right column is light blue, click on it for any Interdepartmental Invoice or Journal entry to get a pop-up that gives a detailed description, the approver’s name and telephone number, and other information about the transaction. Data is available for periods after February 2004. Use the print icon in the box to print the pop-up.

Example:

Offset Account

Click on any account in the "Offset Account" column for a pop-up that gives the following information about the account: short title, Responsible Person, and the department number.

Output Format

This report is available in formatted and unformatted versions. Data from any DARTS report can be transferred to Excel and other applications simply by using cut and paste. This can be done from the standard HTML report, but all the formats, headers and subtotals are copied. The "Unformatted" report is specifically designed for copying data from DARTS into other applications without formats, headers and subtotals.

Click on the "Unformatted"/"Formatted" button at the top of the screen to toggle from one format to the other.
Example: Unformatted Report

![Example of an unformatted report showing various account details including account number, description, responsible person, department, and expiration dates.]
Employee by Account Reports

Overview

There are two reports listed in the Account Reports section of the Report Selector that provide salary, labor and encumbrance data. These reports, the Payroll Summary Report and the Payroll Detail Report can also be accessed from the header links provided in the Account Summary Report.

Payroll Report Access

Only users with the "PAD Access Flag" activated in the FFE Security system can view the Payroll Account Distribution (PAD). "PAD Access Flag" activation must be requested by your VP, Dean or Chairman (or Department Administrator at CUMC). Users with the "PAD Access Flag" will have access to PADs for accounts that their FFE security profile allows them to see. Users with the "PAD Access Flag" and access to ALL accounts in a department will also have access to the Employee Report, which lists all the accounts that an employee is charged to.

Page Tips

A separate line is shown for each ten-digit account for each earnings code. If you have access to a full 3-digit department, you will see all the accounts charged for employees in your department (regardless of where the accounts reside). If your DARTS access is on less than a full department level (or if you have full department access and the employee is not in your department), you will only see information about accounts that you control. In that case, the employee could be charged to other accounts not included on the report.

Monthly data is available starting October 2001 (CUMC) and July-August 2002 (Morningside and other). Current month data is not available until after month end.

Payroll Summary Report

Also called the Employee Summary Report, this report allows you to extract monthly salary and fringe charges against a particular account. Information is broken down by name, employee number, month-to-date and year-to-date salary and fringe totals as well as pertinent encumbrance data.

To access, from Account Summary Report, click Payroll Summary Report.
Or access from the Account Reports section of the Report Selector page. Enter pertinent information in the Payroll Summary Filter Page and click **Submit**.

**Payroll Detail Report**

Also called the Employee Detail Report, this report allows you to extract detailed salary and fringe charges, by transaction amount and type and by earn code for particular pay periods.

To access, from Account Summary Report, click **Payroll Detail Report**.
Employee Information

Click on the name of an employee to see additional information about the employee: Pay Frequency, Admin Dept, etc.

Account Information

Place the cursor over an account number to see a Tool Tip giving the short title of the account. Click on an account to see further information about the account: Responsible Person, Department, End Date, etc.

Earnings Code Report

Click on "By Earnings Code" in the header to see a similar report summarizing the same employee's salary for the same period by Earnings Code.
General Ledger Statement

Overview

The General Ledger Statement provides general-ledger (account numbers begin with a “0”) account specific summary data categorized by account control, line item description, transaction information, current activity and fund balance information.

Sub-Ledger Accounts Link

Click the blue dot in the "SL Account Numbers" box to get a list of all the sub-ledger accounts that map to this account. Then click on any account in the list to access the latest Monthly Statement for that sub-ledger account.

Year-to-Date Transactions by Account Control

Click on the boxes to the left of the account control number(s) desired, and then click on “YTD Detail by Acct Control” at the top of the screen for a report of all transactions charged to these account controls year-to-date.

When the report is brought up, one can toggle between formatted and unformatted versions.

Journal Entries - More Information

Click on the Batch Reference number in the right column for any Journal Entry to get a pop-up that gives a detailed description, the approver's name and telephone number, and other information about the transaction. Data is available for periods after February 2004. Use the print icon in the box to print the pop-up.

Offset Account

Click on any account in the "Offset Account" column for a pop-up that gives the following information about the account: short title, Responsible Person, and department number.

Running the Report

To run a General Ledger Statement Report, either click on the General Ledger Statement button located in the header of GL's related Account Summary Statement (i.e. linked by FAS map code) or run report by selecting the General Ledger Report from the Report Selector.
Outpu Format

This report is available in formatted and unformatted versions. Data from any DARTS report can be transferred to Excel and other applications simply by using cut and paste. This can be done from the standard HTML report, but all the formats, headers and subtotals are copied. The "Unformatted" report is specifically designed for copying data from DARTS into other applications without formats, headers and subtotals.

Click on the "Unformatted"/"Formatted" button at the top of the screen to toggle from one format to the other.
Grant Reports

Grant Reports Overview

The purpose of the DARTS Grant Reports is to break out financial activity for individual grant years when multiple years have a single account number in the University’s financial accounting system.

Grant Reporting, a new DARTS module, is available to all users with the correct FFE profile, but is in the pilot stage. Please contact DARTS TECH with suggestions or problems.

Running the Reports

To run a Grant Year Report, either click on the Grant Year Report button located in the header of the Grant’s Account Statement (only available for grant ledger specific accounts) or run report by selecting the Grant Year Summary Statement or Grant Year Consolidation Statement from the DARTS Report Selector.

Or enter from the Grant Year Summary Statement Account Filter page:

Or enter from the Grant Year Consolidated Statement Account Filter Page:
From either filter page, enter a sponsored project account number (Ledgers 5 and 6A), and click on Select Grant Year (or hit return) to get a list of the grant years for the account.

If you entered an account number that is not a grant account, you will receive the following error notice:

There are a number of grant reports that you can run that will relate to the other grant reports.
Notice that you can navigate between the various grant reports by clicking on the pertinent header button:

The Grant Consolidated Statement is a report that provides dynamic navigation to other reports as well as current year and prior year totals.
In addition to access to various grant reports, you can also access additional reports by selecting from the More Reports pull down list.

Example:

Output Format

This report is available in formatted and unformatted versions. Data from any DARTS report can be transferred to Excel and other applications simply by using cut and paste. This can be done from the standard HTML report, but all the formats, headers and subtotals are copied. The "Unformatted" report is specifically designed for copying data from DARTS into other applications without formats, headers and subtotals.

Click on the "Unformatted"/"Formatted" button at the top of the screen to toggle from one format to the other.
The purpose of this section is to provide you with instructions on how to create various types of Roll-Up Reports in DARTS.

Contents
This section contains the following:

- Explanation of the Roll-up Reports .......................................................... 4-1
- Creating a Roll-up Report ........................................................................... 4-2
- Comparison by Quarter Report ................................................................. 4-3
- Comparison by Month Report .................................................................... 4-4
- Roll-up by Mapcode Report ....................................................................... 4-5
- GL/SL Report .................................................................................................. 4-6
- Budget to Actual by Account Report ........................................................... 4-7
Explanation of Roll-Up Reports

After signing into the DARTS tool, you will see the Report Selector page. This is the main entry page into the different reports available to you. You will only be able to access reports that coincide with your security access as set for in FFE.

Use the Report Selector page to begin the process of creating Roll-Up Reports taken from University FAS data. Click on the type of report you would like to create (i.e. Rollup by MapCode, Comparison by Quarter, etc.)

Example: Report Selector

Before you begin, you should know that there may be accounts you cannot view or actions that you are unable to accomplish, such as:

- Accounts that exist outside your FFE security protocol
- Accounts that existed in your chart of accounts in the prior fiscal year but are no longer in your Management Unit (they have been moved to another unit)
- Certain GL grant accounts
- Payroll Account information that you do not have access to due to lack of PAD authorization. (See Section 1-2 - “Accessing DARTS” for more information on how to gain PAD access.)

If you try to open any of the above types of accounts in DARTS, you may get an error message.

**Excel Transfer**

Click on the Excel button to bring this report up in Excel. (Note: if this does not work properly, change your Internet Settings as follows: go to Tools/Options/Advanced/Security and uncheck "Do not save encrypted pages to disc.")

**Note:** Only one Excel report may be brought up at a time from DARTS, using the Excel button. Before bringing up a second report using the Excel button, you must save the first one if you want to retain it. Otherwise it will be superseded by the second report and be lost.

**Note:** When saving an Excel workbook that has been brought up from DARTS, be sure to set "Save as Type" to "Excel Workbook," or the file will save as the default of "Text (Tab Delimited)."

Most total lines are not brought into Excel because total lines are transferred as values, not formulas, which could cause confusion if you modify any of the data on the report.

**Formatted vs. Unformatted**

This report is available in both formatted and unformatted versions. The "Unformatted" version is specifically designed to copy data from DARTS into other applications without formats, headers and subtotals. You may want to use the Unformatted report instead of the Excel button if you want to copy a report into an existing workbook, copy only part of a report, or if you want to copy to another application such as Lotus Suite.

Click on the "Unformatted"/"Formatted" button at the top of the screen to toggle from one format to the other.

**Printing**

Use the print icon within the program to print, and make sure the setting is "landscape."
Creating a Roll-Up Report

A Roll-Up Report selection provides a filter screen that is used to create a custom report drawn from the perimeters you select.

You can enter the account number directly, or use the filter options to search for an account. To search for an account, narrow the search using the filters to select a group of accounts. The account or group of accounts displays on the Account List screen.

You can filter your search criteria using the following fields:
- Department/Sub-Department Number
- Ledger Type
- Account Number Range
- Budget Code Range
- Fund Category
- Reporting Year
- Revenue Source Code
- Expense Category Code
- Account Type

Roll-Up Filter Page Tips

The Roll-Up filter creates reports from account data that exists in the Financial Accounting System as of today. Although DARTS provides data as far back as 1990, including data for accounts that no longer exist, drawn data will not include information from deleted accounts that are not in your current Chart of Accounts framework.
Ledger Blocking

- The Roll-up report can be limited to data in one, two or three Ledger blockings.
- If all three indicate "No selection," then the report will roll up activity from all Ledgers.
- Ledger 9 Agency Funds are excluded from the report unless you click on the "Agency Funds" box to the right. Agency funds are funds held by the University that are not University funds, such as student activity funds.

Report Year/Month

- The report will provide data for the month selected and for the Fiscal year to date as of that month.

NOTE: The Roll-Up Report does not provide a "Project to Date" column for sponsored project accounts (Ledgers 5, 6A and 7A), because combining the project-to-date data for projects with different start dates would not be meaningful.

However, the Balance columns do show the current balance on sponsored project accounts (which is derived from the budget less project-to-date expenses), because the current cumulative balance is meaningful data.
Please remember that if sponsored project accounts are included in the report, the balance columns do not represent the budget minus the year-to-date expenditures. For the same reason, the "Percent Used" column is blank when the report includes sponsored project accounts.

**Format Selection**

The Report can be run in several formats:

- The "Category" format consolidates the various subcodes into major cost categories such as Supplies, Office Services and Utilities. This provides a shorter, more manageable report than the "Subcode" format.
- The "Subcode" format shows the roll-up amounts for each and every subcode used on any of the accounts in the roll-up selection.
- The "DARTS Format" is the same as the "Subcode" format, except that the salary subcodes are consolidated into the major title groups (Officers of Instruction, Officers of Research, etc.)

**The Audit Trail Report**

- The Audit Trail provides detail reports of the accounts that are included in the Rollup report, either account-by-account or as sub-rollup reports by sub-department. This is especially useful for departments that would like to get roll-up reports for all their sub-departments. Rather than running each report separately by setting each sub-department manually on the top line, one can select "Sub-department" in the Audit Trail section, and all reports will run.
- The Audit Trail Report by account can only be run when the selection criteria produces a report of 100 accounts or less. (For longer reports, run two reports and limit the accounts by using the Account Range criteria.)

**Running the Report**

To run the report, click the "Submit" button at the bottom of the screen.
Output Format

- Data from any DARTS report can be transferred to Excel and other applications simply by using cut and paste. This can be done from the standard HTML report, but all the formats, headers and subtotals are copied, which is often not desired.
- The "Unformatted HTML" report is specifically designed for copying data from the report into other applications without formats, headers and subtotals.
Comparison by Quarter Report

Quarterly Reports Overview

The Quarterly Report Roll-Up Filter creates reports depicting combined quarterly fund and line item totals from account data that exists in the Financial Accounting System.

Although DARTS provides data as far back as 1990, including data for accounts that no longer exist, drawn data will not include information from deleted accounts that are not in your current Chart of Accounts framework.

Quarterly Reports Filter Page Tips

Ledger Blocking
- The Quarterly report can be limited to data in one, two or three Ledger blockings.
- If all three indicate "No selection," then the report will roll up activity from all Ledgers.

Reporting Year

This is a yearly report. The accounts selected for the report are the accounts that are in the department (or sub- or sub-sub-department) at the end of the year (or as of now in the case of the current year).
Format Selection

The "Category" format consolidates the various subcodes into major cost categories such as Supplies, Office Services and Utilities. This provides a shorter, more manageable report than the "DARTS" format.

The "DARTS Format" lists each and every subcode used on any of the accounts in the roll-up selection, except that the salary subcodes are consolidated into the major title groups (Officers of Instruction, Officers of Research, etc.)

Running the Report

To run the report, click the "Submit" button at the bottom of the screen.

Output Format

Data from any DARTS report can be transferred to Excel and other applications simply by using cut and paste. This can be done from the standard HTML report, but all the formats, headers and subtotals are copied, which is often not desired.

The "Unformatted HTML" report is specifically designed for copying data from the report into other applications without formats, headers and subtotals.
Comparison by Month Report

Monthly Reports Overview

The Monthly Report Roll-Up Filter creates reports depicting combined monthly fund and line item totals from account data that exists in the Financial Accounting System.

Monthly Reports Filter Page Tips

Ledger Blocking

- The Monthly report can be limited to data in one, two or three Ledger blockings.
- If all three indicate "No selection," then the report will roll up activity from all Ledgers.

Reporting Year

This is a yearly report. The accounts selected for the report are the accounts that are in the department (or sub- or sub-sub-department) at the end of the year (or as of now in the case of the current year).

Format Selection

The "Category" format consolidates the various subcodes into major cost categories such as Supplies, Office Services and Utilities. This provides a shorter, more manageable report than the "DARTS" format.

The "DARTS Format" lists each for each and every subcode used on any of the accounts in the roll-up selection, except that the salary subcodes are consolidated into the major title groups (Officers of Instruction, Officers of Research, etc.)

Running the Report

To run the report, click the "Submit" button at the bottom of the filter screen.
Output Format

- Data from any DARTS report can be transferred to Excel and other applications simply by using cut and paste. This can be done from the standard HTML report, but all the formats, headers and subtotals are copied, which is often not desired.
- The "Unformatted HTML" report is specifically designed for copying data from the report into other applications without formats, headers and subcodes.
Roll-Up By Mapcode Report

Mapcode Reports Overview

The Monthly Report Roll-Up Filter creates General Ledger reports depicting combined fund and line item totals from account data that exists in the Financial Accounting System.

Mapcode Reports Filter Page Tips

Reporting Year/Month

The report will provide data for the month selected and for the Fiscal year to date as of that month.

Format Selection

- The "Category" format consolidates the various subcodes into major cost categories such as Supplies, Office Services and Utilities. This provides a shorter, more manageable report than the "Subcode" format.
- The "DARTS Format" is the same as the "Subcode" format, except that the salary subcodes are consolidated into the major title groups(Officers of Instruction, Officers of Research, etc.)
Section 4: Roll-Up Reports

Running the Report

To run the report, click the "Submit" button at the bottom of the filter screen or by clicking on the light blue mapcode number on an Account Summary Statement header (see example)

Example: Mapcode GL Roll-up Report

Output Format

- Data from any DARTS report can be transferred to Excel and other applications simply by using cut and paste. This can be done from the standard HTML report, but all the formats, headers and subtotals are copied, which is often not desired.
- The "Unformatted HTML" report is specifically designed for copying data from the report into other applications without formats, headers and subtotals.
GL/SL Report

GL/SL Roll-Up Reports Overview

The GL/SL Roll-Up Filter creates General Ledger reports depicting combined fund and line item totals from account data that exists in the Financial Accounting System.

The expenditures shown on this report are limited to the sub-ledger accounts that map to the general ledger accounts meeting the selection criteria on the filter page. There may be sub-ledger accounts that meet these criteria that are not included because the general ledger(s) they map to do not meet these criteria. For example, there may be sub-ledger accounts within the department selected that map to a general ledger in another department; they will not be included.

GL/SL Filter Page Tips

To obtain a roll-up expenditure report where the selection criterion is applied to sub-ledger accounts, select the Roll-up Report from the main menu.

Note: Ledger 5, 6A and 7A data are not included in the GL/SL report. Because Ledger 5 accounts are funded by Letter of Credit, and mechanical accrual entries are made in Ledgers 6 and 7A, the fund balance information is generally not a meaningful figure.

SL Accounts Mapping to GL Accounts Selected

Generally, you will want to see the expenditures broken down for all the SL accounts included in the report according to the selection criteria. This is the default selection.

However, you can also show a breakdown of expenditures for only the SL accounts in the department(s) and sub-departments selected. Expenditures for SL accounts that are not in this department range, but which are included in the general report criteria, will be shown on a single line at the bottom of the SL report.

This is useful when GL accounts have SL account(s) in a different department. You could, for example, select a GL account (or range of GL accounts) in your department, and select "Only SL Accounts in Departments Selected."

The report would show a breakdown of expenses by sub-code for the accounts in your department, but expenditures on SL accounts in other departments would appear in a single, separate line.

Ledger Blocking

The GL/SL Roll-up report can be limited to data in one, two or three Ledger blockings if desired.
Section 4: Roll-Up Reports

If all three indicate "No Selection", then the report will include activity from Ledgers 1, 2, 3, 4, 6B, 6C-Endowment Income & Expense, and 7.

If you wish to include Ledger 6C-Endowment Principal and/or Ledger 9-Agency Funds in a "No Selection" report, you must click on the relevant boxes to the right in the Ledger Blocking section.

**Report Year/Month**

The report will provide data for the month selected and for the Fiscal year to date as of that month.

**Format Selection**

The Report can be run in several formats:

The "Category" format consolidates the various subcodes into major cost categories such as Supplies, Office Services and Utilities, and account controls into major categories such as Fund Additions and Fund Transfers To or From. This provides a shorter, more manageable report than the DARTS format.

The DARTS Format shows data for every subcode and account control, except that the salary subcodes are consolidated into the major title groups (Officers of Instruction, Officers of Research, etc.)

The "Subcode" Format, showing all subcodes, including salary subcodes, will be available shortly.

**Running the Report**

To run the report, click the "Submit" button at the bottom of the screen.

To choose a month from pull down lists and look at detail MTD, select GO:
Clicking Account Numbers in Roll-Up Report

Simply click an account number in a Roll-Up Report to bring up an account pick list:
Budget to Actual By Account Report

Budget to Actual Reports Overview

This report compares FAS budgets to actual activity in a one-line-per-account report. For sponsored accounts it provides separate totals for direct and indirect costs. For other accounts it provides separate totals for revenues and expenses.

The report is currently only available in an "unformatted" version, which can be read on screen or easily copied to a spreadsheet. It has been put into production quickly as a tool for budget monitoring. A "formatted" version more suited for viewing and printing within DARTS will be available at a later date.

Budget to Actual Filter Page Tips

Account Type

This report can be run either for Sponsored Projects or Other Accounts, but not the two classes of accounts simultaneously. The reports are different: the Sponsored Projects Report breaks out Indirect Costs separately, and the Other Accounts Report breaks out Revenues separately.
Section 4: Roll-Up Reports

Ledger Blocking

The Roll-up report can be limited to data in one, two or three Ledger blockings. If all three indicate "No Selection", then the report will roll up activity from all Ledgers for the Account Type.

Report Year/Month

The report will provide cumulative data as of the month selected. For Sponsored Projects, it will be the cumulative data from the inception of each account. For Other Accounts it will be fiscal year-to-date data.

Result Type

"Actual Budget" provides the actual Budget data. "Prorated Budget" prorates the budget data. Thus, if the report is being run for September, the Budgets shown in the Prorated version of the report will be 3/12ths of the total budget entered into FAS; if it is being run for November, the Budgets shown on the report will be 5/12ths of the total budget entered into FAS. The Prorated version of the report is only available for full months. It is therefore not available for the current month (which would compare a full month's budget to a partial month's expenses). It is not available for sponsored projects (where annualizing data for periods crossing fiscal years is not practical).

Running the Report

To run the report, click the "Submit" button at the bottom of the filter screen.
Section 5: Transaction Reports

The purpose of this section is to provide you with instructions on how to create various types of Transaction Reports in DARTS.

Contents

This section contains the following:

- Explanation of Transaction Reports .......................................................... 5-1
- Creating Employee Reports ................................................................. 5-2
Explanation of Transaction Reports

This report mechanism provides a way to view payroll and labor data in a variety of convenient ways, either by individual, department or by account criteria.

There are also Transaction Reports still in project development and planned for future use. Some of these reports are listed in the Report Selector, though you’ll notice that the hyperlinks are currently not active.

After signing into the DARTS tool, you will see the Report Selector page. This is the main entry page into the different reports available to you. You will only be able to access reports that coincide with your security access as set in FFE.

Use the Report Selector to begin the process of creating reports taken from University FAS data.
Creating Employee Reports

Employee Report Overview

This report creates an account and salary profile for an individual employee. Data is broken down by month-to-date, year-to-date, and encumbrance information.

Department Employee Report Overview

This report breaks-out payroll and labor information for an entire department by name, id, account numbers, sub-department numbers, earnings codes and month-to-date salary data.

Payroll Access

Only users with the "PAD Access Flag" activated in the FFE Security system can view the Payroll Account Distribution (PAD). "PAD Access Flag" activation must be requested by your VP, Dean or Chairman (or Department Administrator at CUMC). Users with the "PAD Access Flag" will have access to PADs for accounts that their FFE security profile allows them to see. Users with the "PAD Access Flag" and access to ALL accounts in a department will also have access to the Employee Report, which lists all the accounts that an employee is charged to.
Running Payroll Reports

Entering From Other Reports

In DARTS screen headers, links are provided between Summary Statements, Detail Statements and Payroll Statements (summary and detail). You can move back and forth between months in any report (using the Next Month and Previous Month buttons).

Entering from Transaction Reports section of the Report Selector

Entering for Employee Information Link

Click on the name of an employee to see additional information about the employee: Pay Frequency, Admin Dept, etc.

Employee Report Link

Click the Employee Number to access the Employee Report for any employee. The Employee Report shows all of the accounts to which an employee is charged. Users with less than full department access will only see information about their accounts. Department level users will see all data for department employees as well as information about their accounts for other department employees.
Payroll (PAD) Detail Page Tips

In the screen header, links are provided between Payroll summary (PAD) statements, FAS Summary statements, and FAS detail statements. You can move back and forth between months in any report (using the Next Month and Previous Month buttons).

SAF Original Document Link

If the entry shows an SAF number, click on the SAF number to see the actual SAF form that generated the entry. You will only see the SAF if, a) the SAF was created in FFE WebSAF, and, b) your security profile in FFE would allow you to see the SAF in WebSAF.

Offset Account Link

If an entry shows an account in the "Offset Account" column, you can click on the account to go to the Payroll Detail Report for that account (if your profile allows access to that account).
Department Employee Report from Transaction filter

This report provides Employee Report data for all employees with an "Admin. Department" code matching the department selected.

If you do not have rights to enter a Payroll Report, you’ll get an error message:

You do not have rights to access the departmental employee report for this department.
Employee by Earnings Code Report

A separate line is shown for each ten-digit account for each earnings code. If you have access to a full 3-digit department, you will see all the accounts charged for employees in your department (regardless of where the accounts reside). If your DARTS access is on less than a full department level (or if you have full department access and the employee is not in your department), you will only see information about accounts that you control. In that case, the employee could be charged to other accounts not included on the report.
If you click on **Employee Account** an information box will pop up:

![Employee Account Information Box](https://darts.cuit.columbia.edu)

**Output Format**

This report is available in formatted and unformatted versions. Data from any DARTS report can be transferred to Excel and other applications simply by using cut and paste. This can be done from the standard HTML report, but all the formats, headers and subtotals are copied. The "Unformatted" report is specifically designed for copying data from DARTS into other applications without formats, headers and subtotals.

Click on the "Unformatted"/"Formatted" button at the top of the screen to toggle from one format to the other.
Section 6
Other Issues

The purpose of this section is to provide you with additional miscellaneous information about the DARTS system.

Contents
This section contains the following:

DARTS Features ........................................................................................................ 6-1
DARTS Information

- **Well Distributed**: More than 66% of the University financial population uses DARTS on a daily basis.

- **High Usability**: Between 4000 and 9000 DARTS reports are created by users daily.

- **System Integration**: All the major financial systems feed into DARTS.

- **Data Integration**: DARTS internally links data from numerous other systems.

- **High Performance**: Most DARTS reports can be generated within 10 seconds. Complicated Roll-Up Reports can take up to 20 seconds to be generated.

- **High Availability**: DARTS is available 24 hours a day, 7 days per week.

Appendix A: Sub-code List

Contents

This appendix provides a listing of sub-codes for the following categories:

Revenue Sub-Codes.................................................................A-1
Personnel Sub-Codes.............................................................A-2
Other Than Personnel (OTPS) Sub-Codes.................................A-3
### Revenue Sub-Codes

<table>
<thead>
<tr>
<th>Revenue Grouping</th>
<th>Sub-Code(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Direct Revenue Lines</td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>0100-0199 (0170-0178 The School only)</td>
</tr>
<tr>
<td>Patent and License Income</td>
<td>0550-0554</td>
</tr>
<tr>
<td>For Operating Transfer &amp; Indirect Activity Section</td>
<td></td>
</tr>
<tr>
<td>School Administrative Fees</td>
<td>0726</td>
</tr>
<tr>
<td>Other Useful Subcode Distinctions</td>
<td></td>
</tr>
<tr>
<td>Fees</td>
<td>0200-0299 (0240-0246 Student Health Services only)</td>
</tr>
<tr>
<td>ICR</td>
<td>0310-0499 (Controllers only)</td>
</tr>
<tr>
<td>IRE Income</td>
<td>0614-0696 (IRE only)</td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td>0700-0799</td>
</tr>
<tr>
<td>&gt;Various income sources, refer to the subcode</td>
<td></td>
</tr>
<tr>
<td>description for the exact use</td>
<td></td>
</tr>
<tr>
<td>Residence Halls/Housing Income</td>
<td>0802-0829 (Residence Halls/Housing only)</td>
</tr>
<tr>
<td>Dining Income</td>
<td>0830-0867 (Dining Services only)</td>
</tr>
<tr>
<td>Faculty House Income</td>
<td>0868-0874 (Faculty House only)</td>
</tr>
</tbody>
</table>
## Personnel Sub-Codes

<table>
<thead>
<tr>
<th>CATEGORY/SUB-CATEGORY</th>
<th>SUB-CODE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officers of Instruction</td>
<td></td>
</tr>
<tr>
<td>Tenured Faculty</td>
<td>1110, 1111, 1113, 1119, 1180, 1181, 1183</td>
</tr>
<tr>
<td>Non-Tenured Faculty</td>
<td>1120, 1121, 1124, 1129-1131, 1134, 1139, 1191, 1206</td>
</tr>
<tr>
<td>Full-Time Lecturers &amp; Language Lecturers</td>
<td>1135, 1136, 1140-1149, 1170-1174</td>
</tr>
<tr>
<td>Full-Time Visitors</td>
<td>1160-1165</td>
</tr>
<tr>
<td>Student Instructors</td>
<td>1250-1255, 1258, 1259, 1281, 1282</td>
</tr>
</tbody>
</table>
| Adjunct & Part Time Faculty                                                          | 1101, 1150-1153, 1167, 1185, 1189, 1190, 1194, 1200, 1201, 1204, 1205, 1210-1215, 1220-1225, 1230-1234,
|                                                                                  | 1240-1246, 1256, 1257, 1260-1264, 1269, 1271-1273                         |
| Clinical - Tenured Faculty                                                           | 1112, 1114, 1182, 1184                                                    |
| Clinical - Non-Tenured Faculty                                                       | 1115-1118, 1122, 1123, 1125, 1126, 1132, 1133, 1192, 1193, 1195, 1196, 1202, 1203 |
| Clinical - Full-Time Lecturers & Language Lecturers                                  | 1175-1177                                                                 |
| Clinical - Adjunct & Part Time Faculty                                               | 1247-1249                                                                 |
| Clinical - Additional Compensation - Private Practice                                | 1670, 1675                                                                 |
| Officers of Research                                                                 |                                                                             |
| Officers of Research - Researcher                                                    | 1300-1304, 1310-1329, 1333, 1340                                            |
| Officers of Research - Student                                                       | 1330-1332, 1339, 1341                                                       |
| Officers of Administration                                                           | 1100; 1400-1432, 1440-1487                                                 |
| Officers of the Libraries                                                            | 1433                                                                       |
| Support Staff                                                                        | 1500-1527, 1529-1564, 1701-1711 (IRE only)                                 |
| Hourly Employees                                                                     | 1528, 1721-1723 (IRE only)                                                  |
| Other Payroll                                                                        | 1600-1660, 1680-1692, 1790 (IRE only)                                      |
| Overtime                                                                             | 1590                                                                       |
| Student Casual / CWS - Fringeable                                                    | 1584                                                                       |
| Student Casual / CWS - Not Fringeable                                                | 1570, 1571, 1580, 1581                                                       |
# Other Than Personnel (OTPS) Sub-Codes

<table>
<thead>
<tr>
<th>OTPS GROUPING</th>
<th>SUB-CODE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>For Direct Expense Supporting Schedules</em></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>2000-2299</td>
</tr>
<tr>
<td>Services</td>
<td>3600-3619; 3640-3699</td>
</tr>
<tr>
<td>Travel</td>
<td>2300-2390</td>
</tr>
<tr>
<td>Consulting</td>
<td>2400-2489</td>
</tr>
<tr>
<td>Communications</td>
<td>2700-2809</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>3300-3400</td>
</tr>
<tr>
<td>Insurance</td>
<td>4314, 4990-4992, 4994, 4999</td>
</tr>
<tr>
<td>Minor Equipment</td>
<td>6200-6226</td>
</tr>
<tr>
<td>Computer Usage</td>
<td>2600-2625</td>
</tr>
<tr>
<td>Library Acquisitions (To be used only by Libraries)</td>
<td>6800-6880</td>
</tr>
<tr>
<td>Utilities</td>
<td>3200-3290</td>
</tr>
<tr>
<td>Rentals</td>
<td>2500-2558</td>
</tr>
<tr>
<td>Unallowables</td>
<td>8500-8730</td>
</tr>
<tr>
<td>IRE Operations (To be used only by IRE)</td>
<td>4201-4305; 4308, 4310, 4313-4699</td>
</tr>
<tr>
<td><strong>All Other</strong></td>
<td>All OTPS sub-codes (2000-9499) not included in any of the other OTPS groupings</td>
</tr>
<tr>
<td>Recoveries</td>
<td>7500-7595</td>
</tr>
<tr>
<td><em>For Debt Service Tab</em></td>
<td></td>
</tr>
<tr>
<td>Debt Service</td>
<td>4307, 4309, 4311, 4312, 4950</td>
</tr>
<tr>
<td><em>For Tuition &amp; Fees Schedule</em></td>
<td></td>
</tr>
<tr>
<td>Financial Aid Grants</td>
<td>5110, 5210-5217, 5440</td>
</tr>
<tr>
<td><em>For Non-Tuition Financial Supporting Schedule</em></td>
<td></td>
</tr>
<tr>
<td>Non-Tuition Financial Aid</td>
<td>5100, 5111, 5120, 5150, 5200, 5203-5207, 5220, 5300, 5310, 5320, 5330, 5400, 5410, 5420, 5430, 5500, 5510, 5520, 5700</td>
</tr>
<tr>
<td><em>For Non-Operating Transfer Section</em></td>
<td></td>
</tr>
<tr>
<td>Capitalized (Major) Equipment</td>
<td>6100-6199, 6300-6315</td>
</tr>
</tbody>
</table>

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Appendix A: Sub-code List