

Mosaic Finance Basics

As with any organization, McMaster has a system of reporting, recording and analyzing financial transactions. Our system uses chartfield strings to keep these transactions organized and allows us to segregate funding allocated for specific purposes, as well as designate the types of revenue and expenses for reporting purposes. A chartfield string has different parts and each part provides us with important information about the type of expense and where it should go. The majority of the chartfield strings will fall under two categories: research and non-research.

Research chartfield strings are in the following format:

Business Unit	Fund	Account	Department	PC Business Unit	Project	Activity	Analysis Type
MAC01: for all research	80: Internally Funded Research	Varies based on the type of expense. See below for examples.	10180 for all Surgery chartfield strings	RFHSC for all FHS Research	Unique 8-digit number for each research project	ELIGIBLE for all research projects	GLE: Expense GLR: Revenue
	85: Externally Funded Research						

Non-research chartfield strings are in the following format:

Business Unit	Fund	Account	Department	Program
MAC01: for all McMaster programs (most common) EXHAH: for all HAHSO programs (not MSA grants, which are considered research) EXHAP: HAPA programs	72: Cost of Practice	Varies based on the type of expense. See below for examples.	10180 for all Surgery chartfield strings	Unique 5-digit number for each cost of practice, program, division or trust
	20: Operating/ Education			
	45: Externally Specifically Funded			
	78: Clinical Trusts/ Divisional			

Note: HHS sites and McMaster allow you to use McMaster chartfield strings for most items including postage. At SJHH sites you will be provided with a corresponding SJHH “mirror” account. Each SJHH mirror account corresponds with a McMaster Chartfield string, and all items charged to the SJHH account will be transferred to McMaster chartfield strings on a monthly basis.

Most commonly used accounts:

Salary/fringe:

- 540001 – full time support staff salaries
- 550001 – full time support staff benefits
- 541001 – part time support staff salaries
- 551001 – part time support staff benefits
- 501007 – salary postdoc fellows
- 511003 – benefits postdoc fellows
- 501002 – academic honoraria

Other expenses:

- 750001 – meeting expense
- 600001 – materials and supplies
- 600005 – office supplies
- 600012 – postage
- 600013 – courier
- 600100 – printing/duplicating
- 600200 – communication expense (phone)
- 600016 – long distance
- 600205 – cell phone expense
- 600300 – animal expense
- 640006 – computer services
- 650000 – travel
- 655000 – training and development
- 750202 – gift expense

Example 1:

If you have an externally funded research project with the project number 20000123 and you are purchasing office supplies, you can use: **MAC01-85-600005-10180-RFHSC-20000123-ELIGIBLE**

Example 2:

If you need to provide a cost of practice program with a program number of 79999 and you are paying for postage you would use: **MAC01-72-600012-10180-79999**

If you need any help, or you aren't sure what to use, please contact:

Research/MSA Travel: Ann Kolkin, kolkina@mcmaster.ca, ext. 47106, JCC 3-223

COP: Nick Gervais, gervaisn@mcmaster.ca, ext. 47107, JCC 3-223

Education: Tanya Nesvit, nesvit@mcmaster.ca, ext. 47104, JCC 3-223

General: Marcy Murchie, willim6@mcmaster.ca, ext. 47103