

# Welcome to Northeastern

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## Overview of the Finance Organization

2023



# Northeastern University Senior Leadership

**Joseph E. Aoun**  
**President**

**David Madigan** – Provost and Senior VP – Academic Affairs

**Kenneth W. Henderson** – Chancellor and Senior VP – Learning

**Michael Armini** – Senior VP – External Affairs

**May Ludden** – Senior VP – Global Network and Strategic Initiatives

**Diane N. MacGillivray** – Senior VP – University Advancement

**Thomas Nedell** – Senior VP – Finance and Treasurer

**Mary B. Strother** – Senior VP and General Counsel

**Karl Reid** – Senior Vice Provost and Chief Inclusion Officer

**Satyajit Dattagupta** – Senior Advisor for Enrollment Management

**Madeleine Estabrook** – Senior Advisor for Global Student Experience

**Robert Jose** – Senior Advisor for Diversity and Inclusion

**David Luzzi** – Senior Advisor for Research

**More information [here](#)**



## **Northeastern Finance Team**

# Finance Senior Leadership Team

## **Thomas Nedell**

Senior Vice President for Finance and Treasurer

<b>Anthony Rini</b>	VP – Administration & Financial Planning
<b>Kathy Byington</b>	VP – Finance & Assistant Treasurer
<b>Patricia Wood</b>	VP – Audit and Advisory Services
<b>Michele Grazulis</b>	VP & Chief Human Resources Officer
<b>Kathy Spiegelman</b>	VP & Chief of Planning, Real Estate, and Facilities

# Finance Service Teams

**Kathy Byington**

VP of Finance

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**Theresa Waggett**

Controller's Office

**Mike Henderson**

Procure to Pay

**Jeff Wormuth**

Internal Consulting

**Therese Mitchell**

Treasury

**Chris Abayasinghe**

Business Services

**Anthony Rini**

VP Administration & Financial  
Planning

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**Kathy Spiegelman**

Facilities & Campus Planning

**Michele Grazulis**

Human Resources

**David Navick**

Office of Financial Planning, Strategy and Analytics

**Danielle Khoury**

Budget Office

**Amelia Giordano**

Operations

# Finance business units and services

Accounting	Financial Planning, Strategy, and Analytics	Internal Consulting:	Procure to Pay (P2P)	Treasury	Business Services
<p><b><u>Our role:</u></b></p> <ul style="list-style-type: none"> <li>• Compiling reliable and accurate financial data for financial statements and the university community.</li> </ul> <p><b><u>Our services:</u></b></p> <ul style="list-style-type: none"> <li>• Chart of Accounts updates (FOAP + Index),</li> <li>• Journal Vouchers</li> </ul>	<p><b><u>Our role:</u></b></p> <ul style="list-style-type: none"> <li>• Leverage data to inform day-to-day decision making and longer-term planning.</li> </ul> <p><b><u>Our services:</u></b></p> <ul style="list-style-type: none"> <li>• Long range planning and detailed budget</li> </ul>	<p><b><u>Our role:</u></b></p> <ul style="list-style-type: none"> <li>• Finance system and university-wide project support.</li> </ul> <p><b><u>Our services:</u></b></p> <ul style="list-style-type: none"> <li>• Access to Finance systems</li> <li>• Education and training</li> <li>• Projects</li> </ul>	<p><b><u>Our role:</u></b></p> <ul style="list-style-type: none"> <li>• Meet the current and emerging needs of the internal partners to procure and pay for materials and services.</li> </ul> <p><b><u>Our services:</u></b></p> <ul style="list-style-type: none"> <li>• Invoices, Concur, Corporate/P-card reimbursements , purchase order processing, procurement services</li> </ul>	<p><b><u>Our role:</u></b></p> <ul style="list-style-type: none"> <li>• Manage the financial assets of the university</li> </ul> <p><b><u>Our services:</u></b></p> <ul style="list-style-type: none"> <li>• Provide tools to securely accept funds on behalf of the university</li> </ul>	<p><b><u>Our role:</u></b></p> <ul style="list-style-type: none"> <li>• Provide services that aid the needs of the university's staff</li> </ul> <p><b><u>Our services:</u></b></p> <ul style="list-style-type: none"> <li>• Dining, laundry, parking, reprographic, and mail services</li> <li>• Book store</li> </ul>

# Finance Customers



## Persona 1

I would benefit from understanding the finance data structure.



## Persona 2

I buy goods and services and need to get vendors paid.



## Persona 3

I accept money on behalf of the University.



## Persona 4

I'm responsible for financial management and planning for a business unit.



## Persona 5

I organize events that require space or food for guests.

*Note: Education and training modules are available for each of these*

# Educational Module



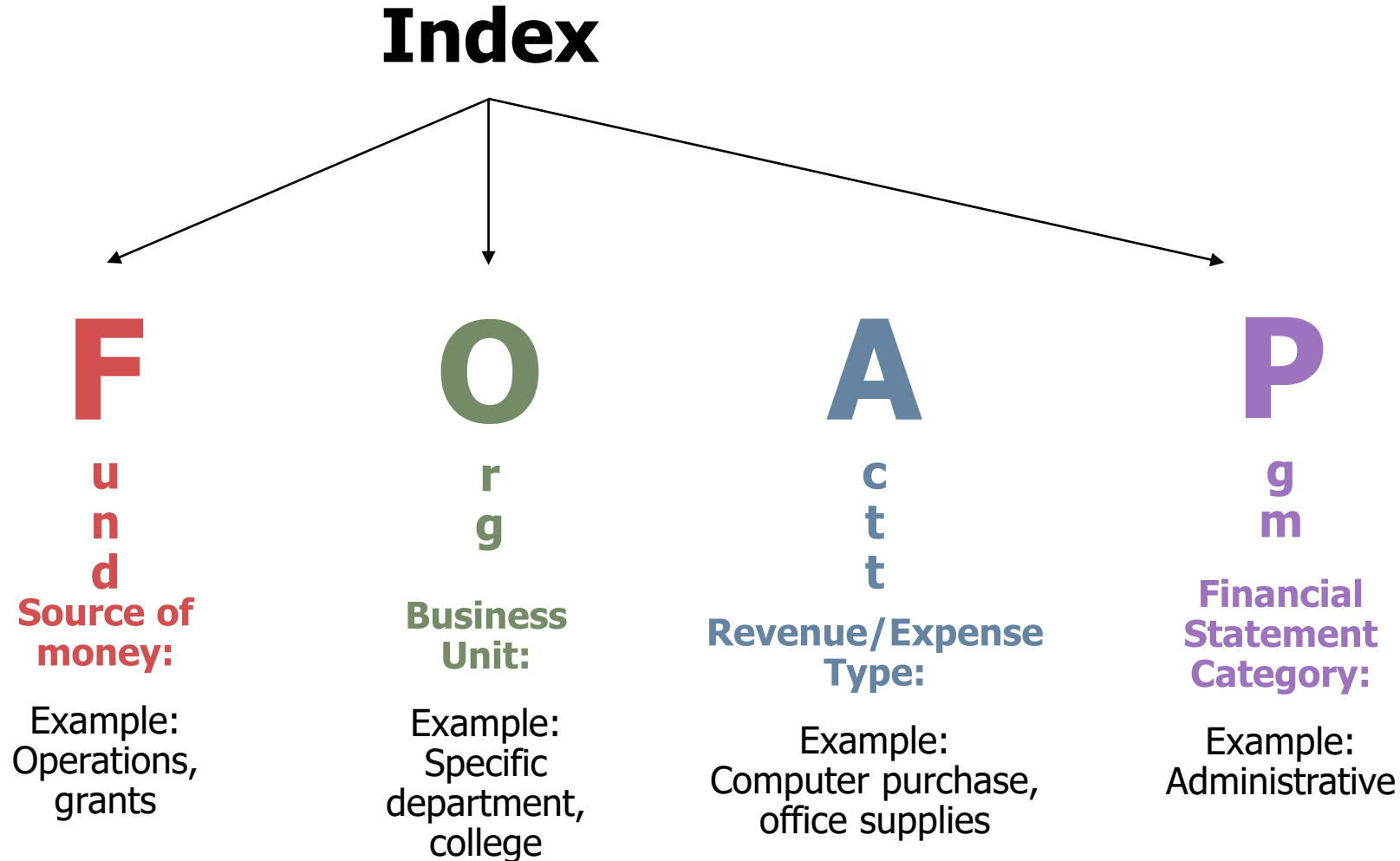
## **Persona 1**

I would benefit from  
understanding the finance  
data structure.



# Finance uses Chart of Accounts to manage expenses and budgets

- If you work with data, you need to understand the Chart of Account (COA)
- Purchasing goods and services, managing budgets is done through FOAP.
- An index allows us to automatically fill out information about the fund type (F), organization (O), and program type (P).



**F****u  
n  
d****Source of  
'money'**

## Fund overview

Type 10 - Current fund unrestricted: 20xxxx

Type 15 – Current fund designated: 3xxxxx

Type 18 – Auxiliary: 29xxxx

Type 20, 26 – Restricted: 6xxxxx

Type 28 – Research: 5xxxxx

Type 64, 70 – Endowment, annuities: 4xxxxx

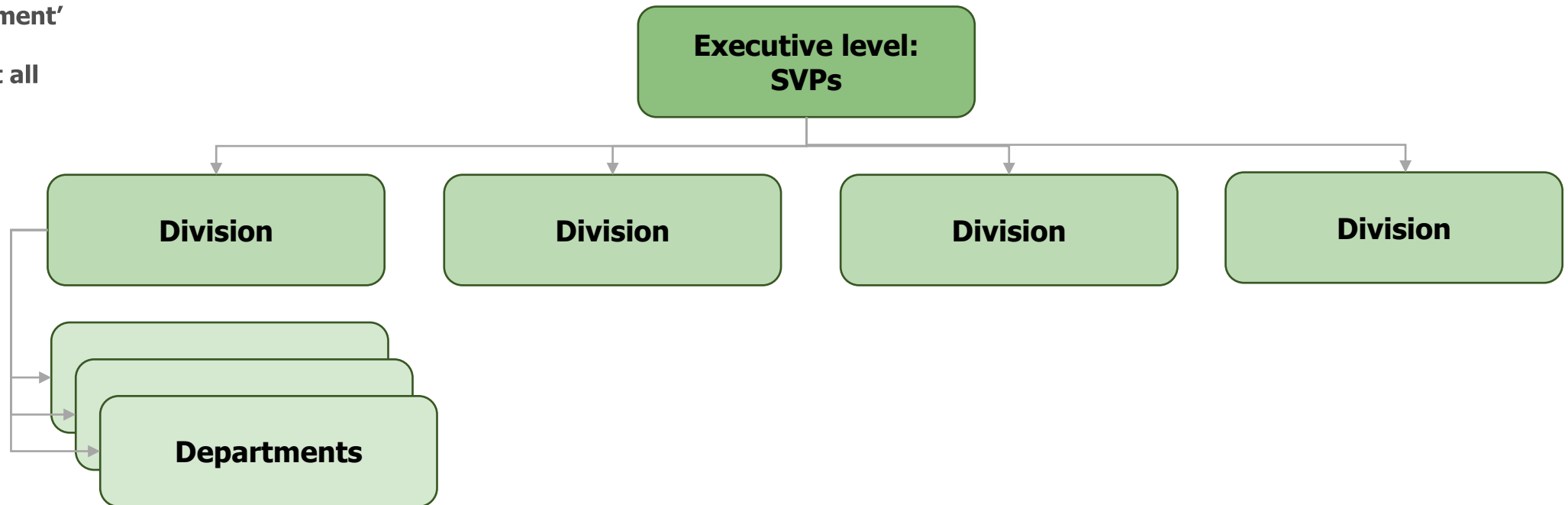
Type 83 – Student Activities: 8xxxxx

Type 90 – Plant funds: 7xxxxx

O  
r  
g

# Banner Finance Org structure overview

**Business Unit  
Hierarchy:**  
Data entry at 'department'  
level  
Roll-up reporting at all  
levels



A

C  
t  
t**Revenue/Expense  
Type**

## Accounts overview

1xxxx = Assets

2xxxx = Liabilities

5xxxx = Revenue

6xxxx = Salaries & wages

7xxxx = General Admin expenses

P

g  
m

**Financial  
Statement  
Category:**

## Program overview

4-digit code used for financial statement purposes e.g. 6010, Administrative

# Educational Module



## **Persona 2**

I buy goods and  
services, need to get  
vendors paid.

# Buying and paying for goods can be done a few ways

## ▶ MyMarketplace

- B2B and electronic procurement system that facilitates the procurement and payment process for preferred suppliers;
- Preferred and most efficient method used to order commonly purchased goods available from suppliers in the portal;
- Requires an Index;
- More information [here](#).

**Request access to MyMarketplace [here](#).**

## ▶ Corporate Cards

- The NUCard is used to directly purchase goods and services from suppliers (excluding individuals for services rendered/consulting/honora ria/speakers) that are not available via myMarketplace;
- Not allowed for purchases above \$5,000;
- More information [here](#).

## ▶ Requisitions/ POs

- SSB system used when purchasing goods and services from all other University suppliers unless the Vendor Payment method is allowed;
- Is allowed for purchases of goods/ services above \$5,000;
- Index is not required;
- More information [here](#).

**Request access to Banner [here](#).**

## ▶ Vendor Payment

- Only if NUCard not accepted and supplier commodity is on the accepted list;
- Is allowed for purchases of goods/ services above \$5,000;
- Requires an Index;
- More information [here](#).

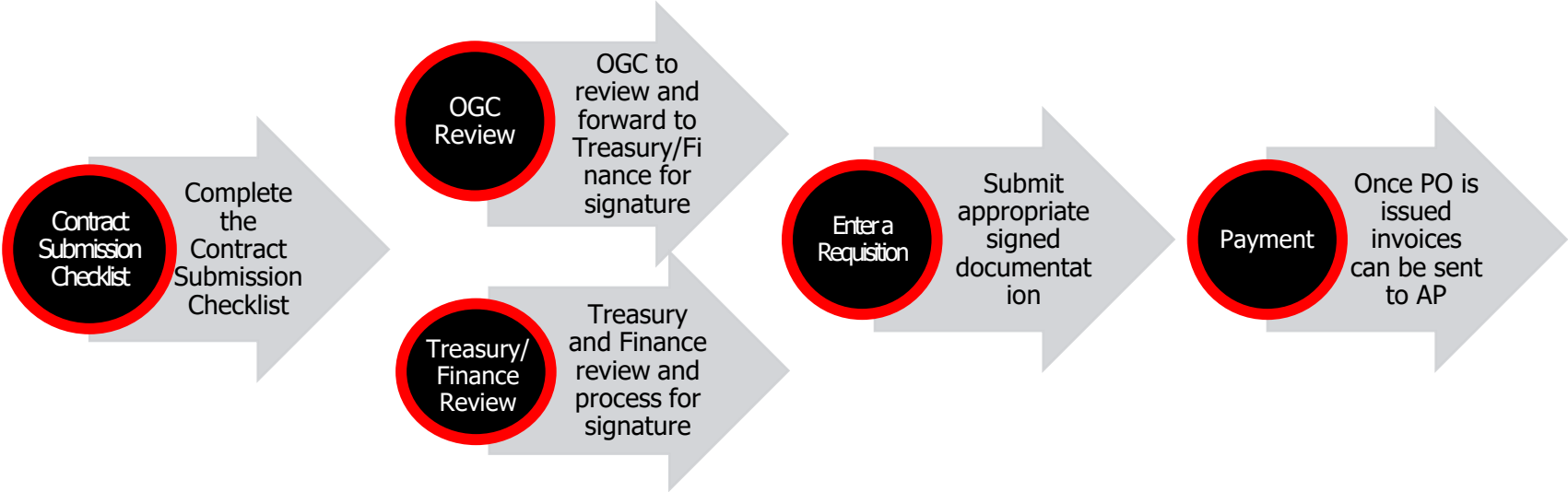
# Purchasing quick reference guide

1<sup>st</sup> step in purchasing a good or service is checking if it can be purchased on myMarketplace. If your Good or Service is not on myMarketplace, follow the Process and Requirements by Dollar Threshold.

## Process and Requirements by Dollar Threshold

Total Purchase Amount	Process to Follow	Requirements
Under \$5000	AMEX or Vendor Payment Request (Formerly DPay)	Invoice * Contract required for Professional Services
\$5,000 to \$9,999.99	Requisition	Invoice (Quote/Contract needed for Photography or Videography)
More than \$10,000	RFP Requisition	Contract, VJF and EICC if an independent contractor

## Process for Purchases that Require an Agreement





# Educational Module



## **Persona 3**

I accept money on behalf  
of the University

# Treasury content

03

Accept money

## eCommerce sites

Web pages utilizing a payment function connected to Cashnet/Transact.

More information [here](#)

## Cashiering

Payment transactions processed in person using Cashnet/Transact

More information [here](#)

## Department Deposits

Northeastern workflow for physical payments (cash, checks) received outside eCommerce and Cashiering functions

# Educational Module



## **Persona 4**

I'm responsible for financial management and planning for a business unit.

# Financial reporting tools

04

Manages department  
budgets

Northeastern does not utilize Banner Admin pages as a reporting tool for people outside the central Finance office. These are the standard reporting tools. All 3 methods utilize Banner Fund Org security to filter the data.

## SSB System Queries

Self Service Banner tool  
allowing queries by FOAP

Displays budget,  
expenditures,  
encumbrances, and  
balance available.

More information [here](#)

**Request access to  
Banner here.**

## ePrint

Standard set of Banner  
reports Shared through  
the Employee Portal

More information [here](#)

**Request access to  
Banner here.**

## Cognos

Utilized with a data warehouse  
to allow users to generate their  
own reports

More information [here](#)

**Team content>University  
Content>Finance (FIN)**

## TM1 Budget

Software platform used to  
prepare annual budgets,  
which are uploaded to the  
Banner Finance system

More information [here](#)



# Financial Management and related adjustments

04

Manages department  
budgets

While managing, you  
may identify errors....

## Journal Voucher

A transaction used to  
move revenues and  
expenses to different  
FOAPs.

The primary NU tool is a  
K2 workflow

More information [here](#)

## Budget Transfers

A transaction used to  
move budget balances  
between FOAPs.

The primary NU tool is  
SSB

More information [here](#)

# Educational Module



## **Persona 5**

I organize events that require space or food for guests.

# If your event needs help with...

## Space

### Contact PREF

- Planning, Real Estate, and Facilities (PREF) is in charge managing NU building space.
- Contact the Facilities staff using the following methods:  
**Email:**  
facilitiescustomerservice@northeastern.edu  
**Telephone:** (617) 373-2754
- More information [here](#).

## Food

### Contact Dining Services

- Business services is able to provide staff with dining services, including food catering.
- More information [here](#).



# Finance business units and services

<b>Business Unit</b>	<b>Department Head</b>	<b>Customer Support</b>
<b>Accounting</b>	Theresa Waggett	FADailyoperations@northeastern.edu
<b>Financial Planning, Strategy, and Analytics</b>	Danielle Khoury	financialplanning@northeastern.edu
<b>Internal Consulting</b>	Jeffrey Wormuth	financesystemssupport@northeastern.edu
<b>Procure to Pay (P2P)</b>	Michael Henderson	procurement@northeastern.edu ap@northeastern.edu
<b>Treasury</b>	Therese Mitchell	treasury@northeastern.edu
<b>Business Services</b>	Chris Abayasinghe	c.abayasinghe@northeastern.edu

***To request access to Finance systems:***

Banner Finance: [link](#)

myMarketplace: [link](#)