

**CHANGING ORACLE ORGANIZATION CODE(S) and ACCOUNT(S)
CHECKLIST**

EFFECTIVE DATE OF ORGANIZATION CODE(S) CHANGE

- Determine effective date of organization code change

REVIEWING/REQUESTING NEW ORGANIZATION CODE(S) AND ACCOUNT(S)

- Review listing of current organization code(s)
- Request new organization code(s)
- Review listing of current account(s) and their organization code affiliations
- Request new account(s) affiliated with new organization code(s)
- Establish workflow approvers for new organization codes

DISCONTINUE OLD ACCOUNT(S) ACTIVITY

- Notify users of replacement account number(s)
 - Organization personnel
 - Service centers
 - Facilities (e.g. utility expenses)
- Transfer HR assignments to new organization code(s)
- Submit HR documents to change labor distribution to new account(s)
- Discontinue procurement transactions on old account(s)
- Complete purchase orders issued under old account(s)
- Replace old account(s) information with new account(s) detail on existing purchase orders
- Complete payment requests and other invoices against old account(s)
- Utilities

RECLASSIFY OLD ACCOUNT(S) ACTIVITY

- Budget
- Payroll transactions
- Non-payroll transactions

DISABLE OLD ORGANIZATION CODE(S) AND ACCOUNT(S) ACTIVITY

- Submit faculty appointment changes
- Disable old account(s)
- Disable old organization code(s)

MISCELLANEOUS

EFFECTIVE DATE OF ORGANIZATION CODE(S) CHANGE

- Organization code changes must be effective either the first or last day of a calendar month.
- Points to consider regarding the effective date of the organization code(s) change:
 - Prospective fiscal year effective date
 - New organization code(s) and account(s) information completed prior to the beginning of the fiscal year will enable users to budget using the new code(s) and account(s).
 - Budget adjustments will have to be submitted if the new organization code(s) and account(s) are received after the budgeting cycle has ended.
 - Mid-year effective date
 - Transactions will be reclassified from the effective date of the organization code(s) and account(s) change to the present; therefore, year-to-date activity will be split between old and new accounts
 - Mid-quarter (calendar) changes in organization code(s) and account(s) will impact effort reporting as old and new accounts will be reported on the effort report with corresponding percentages for the calendar quarter.
 - Retroactive fiscal year effective date
 - Transactions will be reclassified from the beginning of the current fiscal year to the present.

REVIEWING/REQUESTING NEW ORGANIZATION CODE(S) AND ACCOUNT(S)

- Review listing of current organization code(s)
 - Current organization code(s) are available on the Financial Affairs website, http://wwwhtml1.it.uab.edu/it/steps/fas/Oracle_ORG_Codes.pdf.
- Request new organization code(s)
 - Use the form located on the Financial Affairs website, <https://www.uab.edu/financialaffairs/images/documents/forms/OrgCodeRequestForm.pdf> to request organization code(s) changes. The request made through Financial Affairs will result in the organization code(s) being added or updated in the HR system.
 - Miscellaneous:
 - UA Board policy requires that the creation or reaffiliation of centers and official academic units must be approved by Board resolution.
- Review listing of current account(s) and their organization code affiliations
 - Run GL Chart of Accounts, https://www.uab.edu/financialaffairs/images/documents/training/Running_Reports_in_Oracle_FN.pdf, using the GL End User responsibility in the Oracle Admin system, for a listing of current account(s) and the organization affiliation.
 - Run GA PTA Download, https://www.uab.edu/financialaffairs/images/documents/training/PTA_Download.pdf, using the GA End User responsibility in the Oracle Admin system, for a listing of current account(s) and the organization affiliation.
 - Plant project account information may be requested from the Cost Analysis department.
- Request new account(s) affiliated with new organization code(s)

New organization code(s) must be established before requesting new account(s).

 - New general ledger account(s) requests must be submitting using, <https://www.uab.edu/financialaffairs/forms/new-account-request>. Include, in the request, if the new account is replacing an existing one and provide the existing account number to ensure accurate account attributes

New grant account(s) must be requested from Financial Accounting- Grants

 - New grant account numbers may not be issued until the end of the current grant year.

New plant account(s) must be requested from the Cost Analysis department

 - New plant account numbers may not be issued until the end of the project
- Establish workflow approvers for new organization codes
 - Complete the Workflow Approval Maintenance (WAM) form, <https://www.uab.edu/financialaffairs/training/workflow-approval-maintenance>, to establish workflow approvers for each document (HR and FN) that routes through user workflow.

DISCONTINUE OLD ACCOUNT(S) ACTIVITY

- Notify users of replacement account number(s)
 - Organization/Department personnel
 - Service centers
 - Facilities (e.g. utility expenses)
- Transfer HR assignments to new organization code(s)
 - Submit ACT documents to transfer all assignments to the new organization code(s)
- Submit HR documents to change labor distribution to new account(s)
 - Contact Budget Administration to request new position strings in new organization(s). They will also freeze and/or eliminate existing position strings in old organization(s).
 - Submit ACT documents to change the labor distribution accounts for all active assignments
- Discontinue procurement transactions on old account(s)
 - Notify all workflow approvers of new account(s) to avoid approving HR and/or FN documents with the old account(s)
 - Contact central accountant and request a freeze flag be put on the old account(s)
 - Contact Financial Accounting- Grants (grant accounts) and Cost Analysis (plant ac- counts) to determine if the award end date may be changed
- Complete purchase orders issued under old account(s)
 - Contact vendor to get invoice and pay out all open purchase orders with old account(s) detail
 - Determine existing purchase orders with old account detail and cancel the request or aggressively track it through to workflow completion ensuring that is paid out and closed
 - Run GL UAB Report GL Encumbrance RPTGLENC, using the GL End User responsibility in the Oracle Admin system, for a listing of outstanding encumbrances against old general ledger account(s)
 - https://www.uab.edu/financialaffairs/images/documents/training/Running_Reports_in_Oracle_FN.pdf
 - Run listing of outstanding encumbrances against old grant account(s)
 - https://www.uab.edu/financialaffairs/images/documents/training/GA_Encumbrances.pdf (ad hoc version of GMUAB Report GA Encumbrance RPT)
 - View specific purchase orders
 - <https://www.uab.edu/financialaffairs/images/documents/training/purchase-order-summary.pdf>
 - Contact University Purchasing to close-out open purchase orders when all purchase order items have been received and paid, but open commitment balances remain due to costing difference
- Replace old account(s) information with new account(s) detail on existing purchase orders
 - Contact University Purchasing to update all open purchase orders with the new account detail
- Complete payment requests and other invoices against old account(s)
 - Determine outstanding payment requests and the workflow status of each
 - <https://www.uab.edu/financialaffairs/training/uab-document-locator>
- Utilities
 - Contact Facilities to replace the old account(s) with the new account(s) for utility payments

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RECLASSIFY OLD ACCOUNT(S) ACTIVITY

- Budget
 - Prospective fiscal year changes
 - No requirements provided no budget data is submitted on old account(s)
 - Mid-fiscal-year changes
 - Request budget adjustments from Budget Administration
- Payroll transactions
 - Reclassify previously posted salary allocations using the salary reclass form
 - <https://www.uab.edu/financialaffairs/training/salary-reclass-form>
- Non-payroll transactions
 - Reclassify previously posted non-LD entries according to the following:
 - Reclassifications between two general ledger accounts may be submitted using the journal entry form
 - <https://www.uab.edu/financialaffairs/training/entering-gl-journal-entries>
 - Reclassifications between general ledger and grant accounts may be requested using the cost transfer form
 - <https://www.uab.edu/financialaffairs/images/documents/forms/Cost-Transfer-Form.pdf>
 - Reclassifications involving plant project accounts may be requested through the Cost Analysis department

DISABLE OLD ORGANIZATION CODE(S) AND ACCOUNT(S) ACTIVITY

- Submit faculty appointment changes using the faculty data form <https://acsapps1.ad.uab.edu/eForms/FDF>
- Disable old account(s)
 - Contact old account(s) central accountant and request that the account(s) be disabled once all dollar activity has been cleared
- Disable old organization code(s)
 - Use the form located on the Financial Affairs website, <https://www.uab.edu/financialaffairs/images/documents/forms/OrgCodeRequestForm.pdf>, to request the old organization code(s) be disabled once all of the old account(s) have been disabled. The request made through Financial Affairs will result in the organization code(s) being disabled in the HR system.
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MISCELLANEOUS

- Old or new organization code(s) that represent a true academic unit, appropriately approved by the UA Board of Trustees, must consider the impact an organization code(s) and account(s) change will have on the Banner student system
- Notify Student Affairs of any reorganization involving academic units (*e.g. class schedule changes, Banner organization structure changes, degree changes, etc.*)