Chart of Accounts Maintenance SOP: Chart of Accounts, Organization
SOP Owner: Chart Manager, General Accounting
Version Number, Date Revised: #1, 03/14/11
Date Implemented:
Approval(s):

Standard Operating Procedure

1. Purpose

The Organization e-doc defines the entities representing units at many different levels within the institution (for example, a group or college / division). The e-doc collects important identifying information about an organization and defines its place in the organization hierarchy. Organization is an important part of the chart of accounts and the organization hierarchy is frequently leveraged by KFS for use in workflow and reporting.

The concept of organization in the KFS chart of accounts defines units at any level within the institutional hierarchy. All departments, units, and colleges will be organizations—or orgs— inside a hierarchy of seven org types: University, Campus, Executive, College / Division, Group, Department, and Section.

This structure gives a college / division the flexibility to set up orgs in a way that best facilitates their unique information and reporting needs. The university defines the first four org types, and each college and division defines its own Group, Department, and Section orgs. Cornell will use the College / Division org type to report the entire university's financial picture (i.e., every Group, Department, or Section will report up through a College / Division). Assumptions concerning org structure:

- A flexible hierarchy facilitates individual college and unit information and reporting.
- An org reports up to another org.
- The College / Division org type will be the basis for reporting the entire university's financial picture.
- Orgs are used to create a hierarchy for managing accounts, and the hierarchy is used for reporting purposes.
- An org above the department level does not have associated accounts (it is used to accumulate data from other orgs and accounts only; it does not conduct business or contain accounts).
- There is no maximum number of accounts that can be associated with an org.
- Accounts can be attached to any org type at or below the Department level.
- In the KFS Budget Construction module, org hierarchy will drive how budgets are created, approved, and consolidated.
- All orgs in a college ultimately roll up to that college-level org.

Principles

- In developing its KFS Org tree, each unit should be deliberate in developing as much correspondence with its best notion of its Human Resources (HR) org tree—at least down to the level of where people will be appointed—because the Workday initiative will utilize the KFS org tree as its starting point. To help ensure consistency, people will only be assigned at the department level (Org Type D) or below.

- Org within the KFS COA should not be the means of resolving source-of-funding issues, as there are other attributes in the COA available to address these distinctions (e.g., Contract / Endowed, Appropriated / Enterprise, etc.).

- Org Type C (College / Division) in the KFS COA will be populated with entities that have a direct reporting relationship to the President or Provost and represent major colleges or administrative units (*see Figure 8, page 12 for an example*).

- Org Type C (College / Division) in the KFS COA will NOT have accounts associated with or assigned to it.

- Org Type G (Group) in the KFS COA will be utilized for roll-up purposes in order to provide aggregations of similar activities within an organization to facilitate both within unit and cross-unit analysis and reporting. To facilitate university-wide aggregation and reporting, Org Type C must establish one or more of the following Org Type G (if more than one group level is needed, units must obtain approval):
  o **Academic**: Entities directly involved with the production and delivery of the institution's primary three-part mission of instruction, research, and outreach.
  o **Academic Support**: Entities that exist to assist, augment, or support the institution's academic mission. Examples include Libraries, Advising, and Center for Teaching Excellence.
  o **Academic Other**: Entities that are related to academic activities and can, but do not always, generate additional revenues for the academic unit, and do not fall within the definitions of Academic or Academic Support. Examples include Statler Hotel, Agriculture Experiment Station at Geneva, Athletics & Physical Education.
  o **Administrative**: Entities that are engaged in activities related to the "business" side of the institution or college. Examples include Facilities Services, Human Resources, Dean's and Assistant Dean's Offices.
  o **Enterprise**: Entities that provide goods or services for a fee that makes the entities self-supporting. Enterprise activities generally do not fall under the auspices of academic units (*see Academic Other, above*). Examples include Dining Operations, Housing, Cornell Store.

Every unit must have **at least one** (though not necessarily more than one) of the five groups listed above. Only create the type of group(s) that applies to specific use within your unit.

Note: Groups can roll up to other groups. (Groups may have one group above and one group below the five groups listed above. If more than one-above, one-below group level is desired, units must obtain approval.)

- Org Type G (Group) in the KFS COA will NOT have accounts associated with or assigned to it.
- Org Type D (Department) in the KFS COA will be populated with entities that have a direct reporting relationship to the Academic Dean or Vice President in their respective Org Type C—recognizing that there will be a Group between a specific Org Type D and its corresponding Org Type C. A department is defined as a unit focused on a particular academic field or administrative function and managed by a chairperson, administrative manager, director, or person in a similar position, who has reasonable autonomy over the use of the unit's resources. A department can report only to a Group (Org type G).
- Shared Org Type D entities that provide services to more than one Org Type C will have a reporting relationship to the Org Type C that most closely supervises the function.

2. **Scope**

- SFO
- Budget Administrator
- FTC Director (FO)
- SFG

3. **Prerequisites** (Forms / Tools)

- Access to KFS
- Training on KFS
- COA Training (Overview)
- Organization e-doc training
- Permissions / roles

4. **University Policy**

Policy is currently being developed, and will address the following:
- Maintaining consistent levels of college and department
- Accounts will not reside higher than department-level org types
- Accounts have to adhere to predetermined org structure rules

5. **Responsibilities**

Personnel in the following roles / positions:
- Initiator

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- o has financial expertise (i.e., has a financial role in his / her job title);
  - o has access to the system;
  - o has been authorized by SFG as an Initiator;
  - o can validate that the new organization being set up (or current organization being modified) is appropriate per CU business rules;
  - o has the ability to provide 100% of the data required to successfully fill out and submit the Organization e-doc; and
  - o is the person who will respond to any follow-up questions.
- Org Reviewer (optional: at unit level)
- Org Reviewer (at university level: required, and **will have final approval** on new and modified organizations)
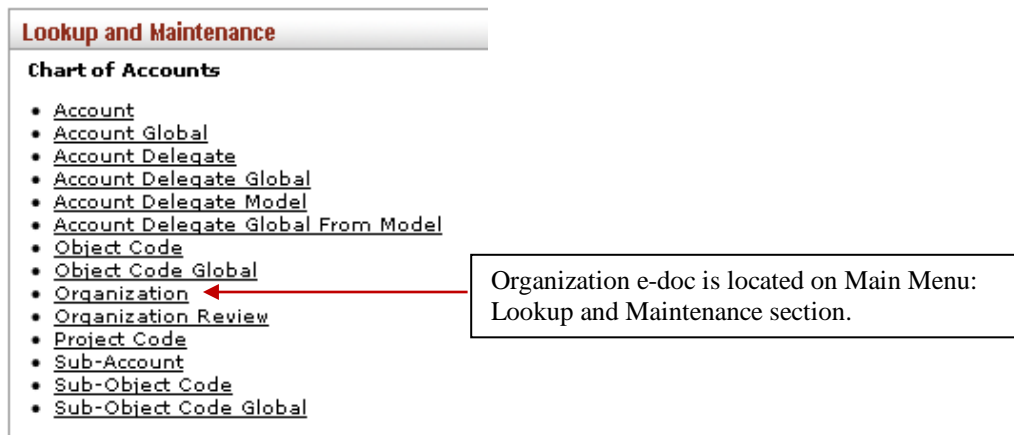- Chart Manager

6. <u>Procedure</u>

Organization e-doc is located on Main Menu: Lookup and Maintenance section.

Figure 1 *– Chart of Accounts, Lookup and Maintenance e-docs*

Figure 2 – *Organization Lookup* (A tutorial that demonstrates "Lookup" functionality is in production.)

Figure 3 – *Create new organization (all tabs hidden)*

Organization e-doc includes the Edit Organization Code tab.

Figure 4 – Edit Organization Code tab

Table 1 Edit Organization Code tab: field definitions

Field Name	*Description (* indicates a required field)*
Chart Code	***** Enter the chart code to which the organization belongs, or search for it from the Chart lookup.
Organization Code	***** Enter the code to identify the organization. It must be unique within the chart to which it belongs. (4 characters) Defining Organization Codes: each organization has a unique 4-character code that can be alphanumeric and could have no inherent meaning. The first 2 characters are pre-assigned (e.g., 01XX - College of Agriculture and Life Sciences; 24XX - School of Hotel Administration; 42XX - Student and Academic Services)—the third and fourth characters are assigned at the unit's discretion.
Organization Name	***** Enter the long descriptive name of the organization. (40 characters) Name that unit wants to appear on reports. Org names should be entered in the proper (upper / lower) case; avoid uncommon acronyms if space allows; and do not use punctuation.
Organization Manager User ID	***** Enter NetID of the manager responsible for the organization or search for it from the UserID lookup. (10 characters) Use Cornell NetID for the individual assigned. (This is flexible, and allows reporting within a college or division.) In an academic unit, this person might be an associate dean. In a non-academic unit this person might be a

	department or unit manager. The intent is to allow alternate reporting options to organizations.
Organization Manager Principal Name	* Enter the NetID of the individual responsible for the organization.
Organization Manager Name	Enter the NetID of the individual responsible for approval of financial obligations related to the organization.
Responsibility Center Code	* Enter the responsibility center code to which the organization belongs or search for it from the Responsibility Center lookup. (2 characters) Not going to be used at CU at this time; however, it is a required field. Choose "NA" (which is currently the only available option).
Organization Physical Campus Code	* Enter the campus code that represents the physical location of the organization, or search for it from the Campus lookup.
Organization Type Code	* Select the type of organization from the Organization Type list or search for it from the lookup. U = University P = Campus E = Executive C = College / Division G = Group D = Department S = Section
Organization Default Account Number	* Enter the primary account used for any account reference for an organization, or search for it from the Account lookup. (7 characters)
Organization Address Line 1	* Enter the street address where correspondence can be sent to the organization. (30 characters) The address should be where the Organization Manager (*which is a required field, as indicated, above*) is located and should be entered in upper / lower case with room number first, and then facility name (consistent with facility inventory naming convention).
Organization Address Line 2	Enter the second line of the street address where correspondence can be sent to the organization.
Organization City Name	Display-only. Displays the city where correspondence can be sent to the organization.
Organization State / Province Code	Display-only. Displays the state where correspondence can be sent to the organization.
Organization Postal Code	* Enter the zip code assigned by the U.S. Postal Service that relates to the city where the organization is located, or search for it from the Postal Code lookup.
Organization Country Code	* Enter the country where correspondence can be sent to the organization, or search for it from the Country lookup.
Organization Begin Date	* Enter the date when the organization began operations as a new unit. For a new organization this defaults to today's date. For existing accounts, will be pre-populated with the legacy "System Add"

	date. After 06/30/2011, begin date will represent the date that the organization becomes active (which is not necessarily the date that the new organization is entered in KFS).
Organization End Date	Enter the date when the organization was dissolved. If utilized, it should be the date the organization will no longer accept transactions, or organization is no longer necessary for reporting purposes. (Note: will only be used if inactivating an org.)
Reports to Chart Code	* Enter the chart code associated with the organization to which the organization reports in the hierarchy, or search for it from the Chart lookup.
Reports to Organization	* Enter the code designating the organization within the hierarchy to which the organization reports, or search for it from the Organization lookup.
Active Indicator	Select the check box if the organization code is active and can be used on KFS e-docs. Clear the check box if it is inactive.

Document Overview   ▼ hide

Document Overview	
* **Description:**	For campus land & buildings
Org. Doc. #:	

Explanation:

Edit Organization Code   ▼ hide

Original		New Copy	
Chart Code:	IT	**Chart Code:**	IT
Organization Code:	9130	**Organization Code:**	9131
Organization Name:	Land & Buildings Financial Activity	**Organization Name:**	Land & Buildings Financial Activity
Organization Manager UserID:	1013857	**Organization Manager UserID:**	1013857
Organization Manager Principal Name:	rmy1 - Yager, Robin Maria	**Organization Manager Principal Name:**	rmy1 - Yager, Robin Maria
Organization Manager Name:	Yager, Robin Maria	**Organization Manager Name:**	Yager, Robin Maria
Responsibility Center Code:	NA	**Responsibility Center Code:**	NA
Organization Physical Campus Code:	IT	**Organization Physical Campus Code:**	IT
Organization Type Code:	C - College/Division	**Organization Type Code:**	C - College/Division
Organization Default Account Number:		**Organization Default Account Number:**	
Organization Address Line 1:	341 Pine Tree Rd.	**Organization Address Line 1:**	341 Pine Tree Rd.
Organization Address Line 2:		**Organization Address Line 2:**	
Organization City Name:	Ithaca	**Organization City Name:**	Ithaca
Organization State/Province Code:	NY	**Organization State/Province Code:**	NY
Organization Postal Code:	14853	**Organization Postal Code:**	14853
Organization Country Code:	UNITED STATES	**Organization Country Code:**	UNITED STATES
Organization Begin Date:	07/01/2010	**Organization Begin Date:**	07/01/2010
Organization End Date:		**Organization End Date:**	
Reports to Chart Code:	IT	**Reports to Chart Code:**	IT
Reports to Organization:	9000	**Reports to Organization:**	9000
Active Indicator:	Yes	**Active Indicator:**	Yes

Edit Plant Accounts   ▼ hide

Original		New Copy	
Organization Plant Chart:	IT - Ithaca Campus	**Organization Plant Chart:**	
Plant Account Number:	G050841	**Plant Account Number:**	
Campus Plant Chart Code:	IT - Ithaca Campus	**Campus Plant Chart Code:**	
Campus Plant Account Number:	G050837	**Campus Plant Account Number:**	

Figure 5 – Edit Organization Code example

Edit Plant Accounts tab: Plant accounts record special entries related to capitalization. These fields identify the plant accounts associated with this organization and with the campus. Some types of entries use the Organization Plant Account (such as generated entries that are related to moveable equipment) while others use the Campus Plant Account (such as generated entries which are related to non-moveable equipment). This section must be completed before the e-doc is fully approved but can only be modified by the members of the KFS-SYS Chart Manager or KFS-SYS Plant Fund Accountant roles.

***Figure 6** – Edit Plant Accounts tab*

Table 2 Edit Plant Accounts tab: field definitions

Field Name	Description (* indicates a required field)
Organization Plant Chart	* Select the chart for the organization plant account associated with the organization from the Chart list or search for it from the lookup.
Plant Account Number	* Enter the organization plant account for the organization, or search for it from the Account lookup. (7 characters) *A decision within DFA about how Org Plant accounts (moveable assets) will be set up for contract and endowed accounts is pending. Note: there is a separate capital asset management (CAM) system within KFS to manage capital assets.*
Campus Plant Chart	* Select the chart of the campus plant account associated with the organization from the Chart list, or search for it from the lookup.
Campus Plant Account Number	* Enter the campus plant account for the organization, or search for it from the Account lookup. (7 characters) Campus Plant accounts (with separate accounts for Endowed and Contract Colleges) will be managed at the institutional level.

Edit HRMS Unit tab: This tab identifies important values related to the Human Resources Management System (HRMS) that interacts with the KFS. **Note:** *Cornell will not be utilizing the HRMS Unit tab functionality.*

Document Overview, Notes and Attachments, Ad Hoc Recipients, and Route Log tabs are standard on most KFS e-docs; they are covered in the "Basics" series of tutorials.

	Org Type	Definition	Examples / Additional Information
U	University	Represents the university in a consolidated view. There can only be one U-University org.	Cornell University
P	Campus	For an individual chart, P-Campus is the highest org type; each chart has only one P type org.	Ithaca Campus, Weill Cornell Medical College Campus
E	Executive	This required org type is used to identify organizations that exist above the College / Division level. There can be multiple orgs assigned with the E type, but they would be used only to roll up multiple College / Division type orgs.	Academic Mission, Academic Support, University Administration, Institutional Activities
C	College / Division	The C-College / Division org type is centrally defined and used to indicate major colleges or administrative units.	CALS, Arts & Sciences, Human Resources
G	Group	To facilitate both within unit and cross-unit analysis and reporting, Org Type G-Group will be utilized for roll-up purposes in order to provide aggregations of similar activities within an organization. To facilitate university-wide aggregation and reporting, it is expected that Org Type-C(s) may establish one or more of the following Org Type G(s). • **Academic**: Entities directly involved with the production and delivery of the institution's primary three-part mission of instruction, research, and outreach. • **Academic Support**: Entities that exist to assist, augment, or support the institution's academic mission. • **Academic Other**: Entities that are related to academic activities and can (but do not always) generate additional revenues for the academic unit—and do not fall within the definitions of Academic or Academic Support. • **Administrative**: Entities that are engaged in activities related to the "business" side of the institution or college. • **Enterprise**: Entities that provide goods or services for a fee that makes the entities self-supporting. Enterprise activities generally do not fall under the auspices of academic units (see Academic Other, above).	**Note**: if more than one group level is desired, units must obtain approval. Libraries, Advising, Center for Teaching Excellence Statler Hotel, Agricultural Experiment Station, Athletics and Physical Education Facilities Services, Human Resources, Dean's and Assistant Dean's Offices Dining Operations, Housing, Cornell Store
D	Department	Org Type D-Department will be populated with entities that have a direct reporting relationship to the Academic Dean or Vice President in their respective Org Type C (recognizing that there will be a Group between a specific Org Type D and its corresponding Org Type C). A department is defined as a unit focused on a particular academic field or administrative function and managed by a chairperson, administrative manager, director, or person in a similar position, who has reasonable autonomy over the use of the unit's resources. A department can report only to a Group (Org type G).	Shared Org Type D entities that provide services to more than one Org Type C will have a reporting relationship to the Org Type C that most closely supervises the function.
S	Section	S-Section is an optional org type that identifies organizations below the Department level. There can be multiple orgs with the S type, giving colleges and divisions flexibility in reporting. A Section can report only to another Section or a Department.	Medical College—Hematology under the Department of Medicine; Vet College—Feline Health Center under the Department of Population Medicine and Diagnostic Services

Figure 7– Organization types

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Organization Hierarchy, KFS Chart of Accounts
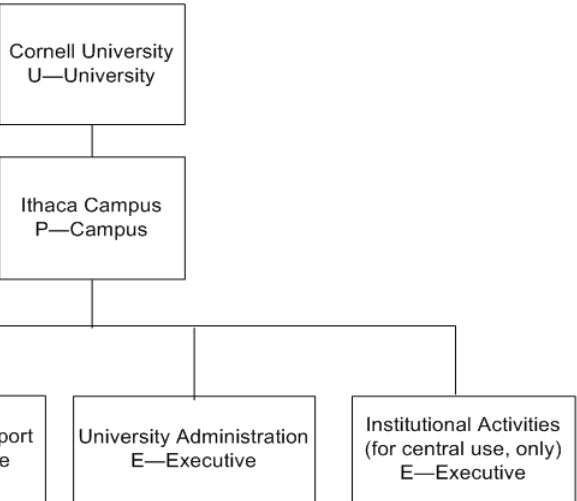
Type C Org Structure Example

Type	Org Code	Org Name (Org Type G)
E	**3000**	**Academic Mission (DMU – Direct Mission Units)**
C	0100	College of Agriculture and Life Sciences
C	0200	Associations – Cooperative Extension
C	0300	College of Human Ecology
C	0400	College of Veterinary Medicine
C	0500	School of Industrial and Labor Relations
C	2000	College of Architecture, Art and Planning
C	2100	College of Arts and Sciences
C	2200	Johnson Graduate School of Management
C	2300	College of Engineering
C	2400	School of Hotel Administration
C	2500	Cornell Law School
C	3100	School of Cont. Education and Summer Session
C	3400	Research Division
C	3600	Computing and Information Science
E	**5000**	**Academic Support (SU – Support Units)**
C	3300	Provost
C	3700	Cornell University Library
C	4200	Student and Academic Services
C	7000	Graduate School
E	**8000**	**University Administration (SU – Support Units)**
C	3800	Cornell Information Technology
C	5200	Human Resources
C	5700	Facilities Services
C	5900	Alumni Affairs and Development
C	6100	Financial Affairs
C	6500	Planning and Budget
C	6600	University Communications
C	6700	Government and Community Relations
C	8100	President (including Dean of Faculty)
E	**9000**	**Institutional Activities (for central use only)**

Figure 8 *– Organization hierarchy (example)*

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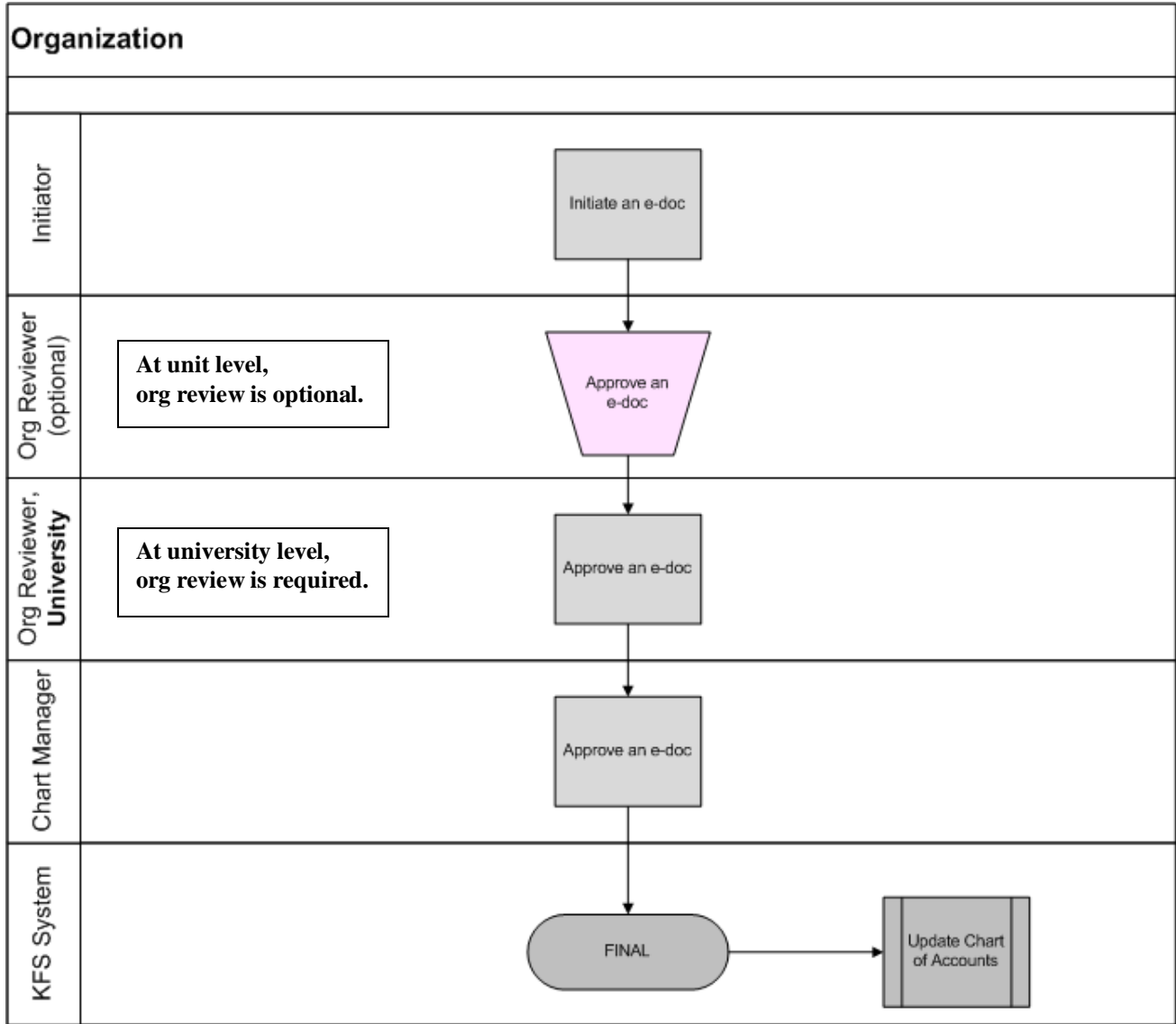financial system

Workflow

F*igure 9 – Organization e-doc workflow* (**Note**: workflow analysis and testing is ongoing)

7. <u>Definitions</u>

KFS at Cornell Glossary
COA Old World-New World (a comparison of Legacy / KFS)
KFS Acronym Glossary

8. <u>References</u>

KFS at CU: Chart of Accounts (includes valid values)
Chart of Accounts, Organizations