

Purpose: To serve as a guide in the process of disabling a fund or org. This document accompanies the Oracle G/L Chart of Account Disabling and Enabling Procedures. For questions concerning this process please contact **Central Financial Services at 503-494-4422** for university segments and **Hospital Financial Services at 503-494-4761** for hospital orgs, 3xxxx.

Disable Checklist

| Circumstance | University(U) &/or Hospital(H) | Process | FORMS AND RESOURCES | For Assistance Contact. |
|---|--------------------------------------|--|--|--|
| Org is an HR major org. | U & H | Major Organization change form must be submitted to HR. | Human Resources: http://ozone.ohsu.edu/hr/records/index.shtml Major Org Change form: http://ozone.ohsu.edu/hr/docs/majororgchange.pdf | HR Records Supervisor 4-6471 |
| Account segment is used as a source of funding for payroll expenses. | U & H | Payroll must be moved via labor distribution. | Payroll: http://www.ohsu.edu/xd/about/services/financial-services/payroll/index.cfm LD instructions/users guide (right side margin): http://www.ohsu.edu/xd/about/services/financial-services/payroll/labor-distribution.cfm | LD Accountant 4-4763 |
| Account segment was used to generate purchase orders. | U & H | Open purchase orders must be identified and resolved. | Logistics: http://pdxlogappsvr/logistics/ Oracle: PO Inquiry, Open PO by Cost Center report Dept Buyer listing: http://pdxlogappsvr/logistics/purchasing/Who_Is_My_Buyer.html | Logistics Mainline 4-1500 |
| Account segment was used to pay invoices. | U & H | Invoices on hold must be identified and resolved. | Accounts Payable: http://www.ohsu.edu/xd/about/services/financial-services/vendors/index.cfm Resolving Invoice Holds: http://www.ohsu.edu/xd/about/services/financial-services/vendors/process-invoices.cfm | Accounts Payable 4-4422 |
| Account segment was billed through the internal billing system. (Telecom, Pcard, Copy Center) | U & H | Identify all the IBS centers where the accounts are being used. | Internal Billing System: http://www.ohsu.edu/xd/about/services/financial-services/managing/billing/internal-parties.cfm Service Center listing: http://www.ohsu.edu/xd/about/services/financial-services/forms/upload/IBSSvcCtrList_23APR09-2.pdf Oracle: GL Inquiry, IBS Account Activity Report. | IBS & Service Centers – Individual Service Centers |
| Fiscal authority/FAID has been given to employees for this org. | U & H | Employee fiscal authority will need to be updated, submit Oracle Access forms. | Oracle Financials Access Request Form: http://www.ohsu.edu/xd/about/services/financial-services/forms/request-financial-access.cfm | Oracle Helpdesk 4-4524 |
| Org is used for Overhead Cost Allocation, OCA. | U ONLY | Replacement university org must be provided to CFS budgeting for OCA. | University Budgeting: http://www.ohsu.edu/xd/about/services/financial-services/managing/budget/index.cfm | CFS Mainline 4-4422 |

| Circumstance | University(U) &/or Hospital(H) | Process | FORMS AND RESOURCES | For Assistance Contact. |
|--|--------------------------------------|---|--|--|
| Hospital org generates patient revenue. | H ONLY | Replacement org must be identified to re-link all CDM departments to. | CDM departments will be re-linked to transfer org indicated on the OHSU G/L Account Enable/Disable form. Please note CDM departments are considered inactive when no activity has occurred in department for 1 year. | Patient Business Services 4-9552 |
| Account segment has a current budget. | U ONLY | Budget must be transferred from segment being disabled. Note: Hospital Financial Services provides budgeting support for all hospital orgs, 3xxxx. | University Budgeting: http://www.ohsu.edu/xd/about/services/financial-services/managing/budget/index.cfm Hospital Budgeting (orgs 3xxxx only): http://ozone.ohsu.edu/ozone/healthsystem/hospitalfinancialservices/fpa/index.cfm | CFS 4-4422 HFS 4-8548 |
| Account segment is being used with an award or project | U ONLY | New account information must be supplied to Sponsored Projects for all awards and projects currently using the account. | SPA New Contact Org form: http://www.ohsu.edu/research/rda/spa/docs/new_org_cont_form.pdf | Sponsored Projects 4-0355 |
| Account segment contains a balance. | U ONLY | Identify and review the remaining balance in the account. | Finance and Accounting: http://www.ohsu.edu/xd/about/services/financial-services/forms/forms-policies.cfm#CP_JUMP_122728 Journal entry form: http://www.ohsu.edu/xd/about/services/financial-services/forms/forms-policies.cfm#CP_JUMP_122728 | Univ. segments: 4-4422 Hosp. Orgs: 4-4761 |
| Account segment is to be disabled. | U & H | Complete OHSU Account Enable/Disable form, include all supporting documentation. | OHSU G/L Account Enable/Disable form under “forms”: http://www.ohsu.edu/xd/about/services/financial-services/forms/forms-policies.cfm#CP_JUMP_122728 | Univ. segments: 4-4422 Hosp. Orgs: 4-4761 |

**OHSU Financial Services
Oracle G/L Chart of Account Disabling/Enabling Checklist**

Enable Checklist

| Circumstance | University(U) &/or Hospital(H) | Process | FORMS AND RESOURCES | For Assistance Contact. |
|---|--------------------------------------|--|--|--|
| TO BE COMPLETED PRIOR TO ORG/FUND ENABLE | | | | |
| University fund and org revenue and expense requirements. | U only | All new funds must generate at least \$50,000 worth of revenue and/or expenses. University orgs are not subject to this restriction. | Exceptions to requirement may only be approved by: <ul style="list-style-type: none"> ▪ Janine Nelson, Account Manager of Central Financial Services for University fund & orgs. | CFS 4-4422 |
| Hospital org revenue and expense requirements. | H only | All new Hospital orgs must generate at least \$50,000 worth of revenue and/or expenses | Exceptions to requirement may only be approved by: <ul style="list-style-type: none"> ▪ Karen Shah, Director of Hospital Financial Services for Hospital orgs. | HFS 4-8548 |
| Budgeting | U only | All new funds and orgs must have a budget, contacting of appropriate budget group required. | University Budgeting: http://www.ohsu.edu/xd/about/services/financial-services/managing/budget/index.cfm Hospital Budgeting, (orgs 3xxxx only): http://ozone.ohsu.edu/ozone/healthsystem/hospitalfinancialservices/fpa/index.cfm | CFS 4-4422 HFS 4-8548 |
| Hospital patient revenue. | H only | A CDM department must be created in the OHSU charge master in order to post patient revenue to your org | <ul style="list-style-type: none"> ▪ Need new CDM, department created, department, please contact Lesley Belton in Patient Business Services at extension 4-9552. ▪ HFS will link your CDM department to the new org. More than one CDM department may be linked to an org and CDM departments can be moved from one org to another, if necessary. | Patient Business Services 4-9552 |
| Have new account segment request. | U & H | Complete OHSU Account Enable/Disable form, include all supporting documentation. | OHSU G/L Account Enable/Disable form: http://www.ohsu.edu/xd/about/services/financial-services/forms/forms-policies.cfm#CP_JUMP_122728 | Univ. segments: 4-1197 Hosp. Orgs: 4-4761 |
| TO BE COMPLETED AFTER ORG/FUND ENABLE | | | | |
| Human Resources and Payroll | U & H | Have employee's major org or funding changed to new org or fund. | Major Org: http://ozone.ohsu.edu/hr/docs/majororgchange.pdf Major Org & payroll funding: http://ozone.ohsu.edu/hr/docs/jobchange.pdf Payroll funding changes only: http://www.ohsu.edu/xd/about/services/financial-services/payroll/index.cfm | HR Records Supervisor 4- 6471 LD Accountant 4-4763 |
| Grant, Award, or Project | U ONLY | Have any awards and projects updated with new account if needed. | SPA New Contact Org form: http://www.ohsu.edu/research/rda/spa/docs/new_org_cont_form.pdf | Sponsored Projects 4-0355 |
| Fiscal authority and FAID number needed for new Hospital or University org. | U & H | Oracle access forms must be submitted give fiscal authority to Administrator/Executive and then to update all necessary personnel authority. | Oracle Financials Access Request Form: http://www.ohsu.edu/xd/about/services/financial-services/forms/forms-policies.cfm#CP_JUMP_122729 FAID Request form: http://www.ohsu.edu/xd/about/services/financial-services/forms/forms-policies.cfm#CP_JUMP_122729 For hospital org, 3xxxx, Oracle forms must first be submitted to: Hospital Financial Services, mail code FS | Oracle Helpdesk 4-4524 |