# Step-by-Step Guide

Reorg Table Update

### What is the Reorg Table?

The Reorg Table in the Finance System is used by the various campus controller's offices to identify FOPPS whose Orgs are changing. Entries made in the Reorg Table are handled as follows:

- Only the Org can be changed in the FOPPS. (To change other ChartField values in the FOPPS, contact the Office of University Controller.)
- The old SpeedType may continue to be used with the newly reorg'd FOPPS...or a new SpeedType may be created for the new FOPPS.
- If the original SpeedType will be used for the new FOPPS, the system will create
   – and immediately inactivate a new SpeedType for the old FOPPS.

The entries created in the Reorg Table are used during the next month-end close process. At that time, the Finance System creates Journal Entries (JEs) to transfer **budget and actual ledger amounts** out of the old FOPPS and into the new FOPPS (same Account ChartFields). Note that encumbrance amounts are **not** included in this reorg month-end process. Encumbrances must be handled manually by the campus.

## **Creating Reorg Table Entries**

After logging in to the Finance System, navigate to: **General Ledger**  $\rightarrow$  **Allocations**  $\rightarrow$  **Set up and Perform Allocations**  $\rightarrow$  **Reorg Def CU** 

<ul> <li>▷ Reports</li> <li>▷ Set Up Financials/Supply Chain</li> <li>▽ General Ledger</li> <li>▷ Setup General Ledger</li> <li>▷ ChartEields</li> </ul>	Reorg Def CU Enter any information you have and click S Find an Existing Value Add a New Y	Search. Leave fields blank for a list of all values. Value
<ul> <li>Define Additional Values</li> <li>Summary Ledgers</li> <li>Close Ledgers</li> <li>Other Processes</li> <li>Process Multi-Currency</li> <li>Average Daily Balance</li> <li>Open Items</li> <li>Consolidate Financial Data</li> <li>Maintain Standard Budgets</li> <li>Commitment Control</li> <li>Allocations</li> </ul>	Fund Code:       begins with •         Organization:       begins with •         Program Code:       begins with •         Project:       begins with •         Sub-class:       begins with •         Include History       Correct History         Search       Clear       Basic Search	Q Q Q Q Q Q Save Search Criteria
<ul> <li>Set up and Perform Allocations         <ul> <li>Define Allocation Step</li> <li>Copy Step Utility</li> <li>Define Allocation Group</li> <li>Request Allocation</li> <li>Create PIE Journals</li> <li>Reorg Def CU</li> <li>Create Reorg Journals</li> <li>Create ID Elim Journals</li> </ul> </li> </ul>	Find an Existing Value Add a New Value	

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	Step-by-Ste Reorg Table	<b>p Guide</b> <i>Update</i>	
Enter the old FOPPS and cl SEARCH button. If this FOPPS has already b reorg'd, you will immediately transferred to the Reorg CU If this FOPPS needs a seco contact the Office of Univers Controller.	ick the Reorg Enter an Find a een Graniz y be Program page. Project sub-cla Sity Inclu Find an	Def CU information you have and click h Existing Value Add a New de: begins with 30 ation: begins with 10060 h Code: begins with 154050 ss: begins with 154050 ss: begins with 154050 clear Basic Search 1 Existing Value Add a New Value	Search. Leave fields blank for a list of all value Value
Reorg Def CU         Enter any information you have and click Search         Find an Existing Value         Add a New Value         Fund Code:       begins with • 30         Organization:       begins with • 10060         Program Code:       begins with • 1540500         Sub-class:       begins with • 1540500	Leave fields blank for a list of	If this FOPF reorg'd, you <b>No matchin</b> <b>found.</b> In the NEW VALUE button at bo	PS has not been a will see the message <b>ng values were</b> his case, click ADD A (tab at top of page, or ottom of page).
On the new page (new tab)	click the ADD butte	Program Code: Program Code: Program Code: Project: Sub-class: Add Find an Existing V	Add a New Value
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#### On the Reorg CU page:

In the "FROM"					
section	Reorg CU				
The old FOPPS and	SetID: UCOLO	Speedtype Key Change © Use old ST (Use old © Move to new ST (Inactive	ST on new FOPPS) old, get active ST on new F	OPPS)	It
information is displayed.	From Fund: 30 Spc Org: 10060 LAS	onsored Projects- Fed & Priv SP	Proj: 1540500 Sub-Cls:	Cu Ctr Astrobiology	
<ul> <li>Click the SEL (Select) checkbox.</li> </ul>	Sel SpeedType	<ul> <li><u>Eff Tate</u> Status Description</li> <li>11/01/2003 Active Cu Ctr Ast</li> </ul>	on trobiology	<u>Available</u> Resource: Basis None	
• Change the EFF DATE (Effective Date) field to the	Scroll Area *Eff Date: To	Status: Active	Oper.ld: R01018	Find   View All First 🗐 1 of Lucas,Robert Craig	Last
first day of the current month.	Fund: 30 Spo *Org:Q Pam:	onsored Projects- Fed & Priv	Proj: 1540500 Sub-Cls: *Descr:	Cu Ctr Astrobiology	
In the "To" section…	SpeedType E	iff Date <u>Status</u> Description			
<ul> <li>Type the new Org # in the ORG field.</li> </ul>	🗐 Save)		(El-Add) (2 Upda	te/Display) (創 Include History) (歸(	Correct History

 Provide an explanation in the DESCR field, e.g., Reorg from 10060 to 10590 RCL (This identifies the reorg action, and the initials of the person taking this action.)

During month-end processing, the Finance System will generate a JE to transfer budget and actual ledger amounts from the old FOPPS to the new FOPPS. The JE will have a Journal Source Code of SCR (Cash Rollup & Reorgs); the lines for this particular FOPPS transfer will have the above Description.

#### At the top of the page...

Choose the best procedure for handling SpeedType changes. Either:

• Use the old SpeedType for the new FOPPS.

(In this case, a new SpeedType for the old FOPPS will be created and inactivated.) or:

• Get a new SpeedType for the new FOPPS. In this case, a new SpeedType will be created and activated for the new (reorg'd) FOPPS.

The old SpeedType – which will continue to identify the old FOPPS – will be inactivated.

Click the Do IT button.

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A message will display, asking for confirmation that this action should proceed.

In the example above, the option chosen was "Use old ST on new FOPPS"...producing the following confirmation message:

For speedtine change, you have chosen to use old speedtine. Do yo	want to continue? (0.0)
i i o speedyje drange - you nave crosen to use ou speedyje. Do yo	d want to continue? (0,0)
Yes No	

If this is correct, click YES.

Messages will display, confirming the handling of the old SpeedType (moving to the new FOPPS or staying with the old FOPPS)...and the creation of a new SpeedType (for either the old FOPPS or the new FOPPS).

Click OK.

etID: UCOLO	⊙ Use o O Move	to new ST (Use old to new ST (Inactive	d ST on new FOPPS) old, get active ST on new FC	Do It	Ì
rom					
Fund: 30 Spo	onsored Proje	cts- Fed & Priv	Proj: 1540500	Cu Ctr Astrobiology	
Org: 10060 LAS	P Windows	Internet Explorer		×	
Pam:					
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SpeedType Eff D	ate			Resources	
				Basis	
			K J	00010	
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13085481 08/2 Croll Area *Eff Date: 08/20/20	0/2 08 🛐 *Stat	us: Active	<b>Oper.Id:</b> R01018	Find   View All First ▲ 1 of 1	• •
13085481 08/2 croll Area *Eff Date: 08/20/20 To	0/2 08 🔋 *Stat	us: Active	Oper.ld: R01018	Find   View All First 1 of 1 Lucas,Robert Craig	<b>)</b> [
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13085481     08/2       croll Area       *Eff Date:     08/20/20       To     08/20/20       Fund:     30       \$Org:     10590       Q     Pgm:       SpeedType     E       12050202     0	0/2 08 🛐 *Stat onsored Proje Acctg-SPA:O	us: Active	M Oper.ld: R01018 Proj: 1540500 Sub-Cls: *Descr: Reorg from 10	Find   View All First ▲ 1 of 1 Lucas,Robert Craig Cu Ctr Astrobiology 060 to 10590, RCL	•

If the FOPPS involves a sponsored project, remember to change the Org in SPINS, as well. Note that if the Org has already been changed in SPINS (at least one day prior to the Reorg Table update), then the Do IT button will not be available. In this case, click the SAVE button.



Although the new SpeedType is created immediately, the actual reorg process (transferring amounts out of the "From" FOPPS and into the "To" FOPPS) will not take place until the next month-end close.

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