

Owning Organization Change Request Procedure



Finance Area:

Assistant Vice President for Financial Operations

Responsible or Contact Office/Role:

[Financial Reporting and Operations](#)

Review Date:

March 2018

Purpose:

This procedure allows schools, units, and administrative offices to request changes to the owning organization on a Project or Award in the Integrated System. The effort is coordinated by Financial Operations in conjunction with the Office of Financial Planning & Analysis (OFP&A), Integrated System-Enterprise Applications, and other central service providers in response to requests from schools and administrative units who have undergone a reorganization of their units.

Departmental requestors should consult with their school's Dean's Office for any internal policies related to this procedure. Changes of this type are complex and should be carefully considered with the appropriate Fiscal Administrators before a request is made. Submitted requests received at owning_org_change@virginia.edu are considered to have the approval of a Dean/VP or a representative on their behalf. Additional review is completed by central office staff who are responsible for the various types of Projects and Awards that may be affected.

Prerequisites:

- Access to [University Business Intelligence \(UBI\)](#) Finance modules is required to submit an Owning Org Change Request

Definitions:

Award Owning Org: the owning organization of an Award.

Project Owning Org: the organization carrying out work on a Project, and specifically the organization responsible for reconciling the Project expenses.

Documentation:

Documentation is maintained by the Owning Org Change Request facilitator and filed in a manner to be readily retrieved when questions regarding the change arise. Additionally, Central Finance maintains a Qlikview Application that can be used to review GL Balance transfers occurring as the result of an owning org change.

For schools and units looking to review their historic owning org changes, a MySheet object ("Historical Owning Org Change Report") is available for retrieval in the UBI GA GL Audit module repository. This report is centrally shared with all UBI Finance Users and can only be used once copied locally onto each user's MySheet.

Any questions regarding owning changes should be directed to owning_org_change@virginia.edu.

Procedures:

Departmental Procedure:

Note: Before beginning this procedure for the first time, retrieve the “Owning Org Change Request Report” from the UBI GA_Reference module repository. The report is centrally shared with all UBI Finance Users and will need to be copied locally onto each user’s MySheet.

For additional information on this process, visit the UBI Community Q&A [“How Do I Retrieve a Shared MySheet Object?”](#).

1. Login to UBI and open the GA_Reference module.
2. Access the “Owning Organization Change Request Report” using MySheet.
3. Filter the report according to the parameters of your request. Most users submit requests for:
 - An entire Project Owning Org
 - An entire Award Owning Org
 - A single Project Num
 - A single Award Num
4. Export the filtered report to Excel. The Excel file must be exported from the “Owning Organization Change Request Report” to ensure that the data elements are current.
5. Complete the exported spreadsheet with the following information:
 - Enter the new org number in the Proposed Project and/or Proposed Award Owning Org column(s) for the relevant Projects and Awards
 - Note:** If a value is entered in the “Proposed Project Owning Org” field in column F for any revenue projects linked to DR/DU/ER/EU awards, you must enter the same value in the “Proposed Award Owning Org” field column K.
 - If necessary, delete any lines without changes
 - Enter the reason for the change in the “Reason” field in column L
 - Enter corresponding information for the Requestor’s Name, Computing ID, and Date Requested in column M
6. Forward the spreadsheet for processing to the Owning Org Change facilitator using the following email address: owning_org_change@virginia.edu (owning_org_change).

Timeline: Requests must be submitted by the 10th of the month in order to be processed in the next cycle. Changes received by the deadline are processed at the beginning of the following month, effective on the 1st day of the month processed. As such, please allow for 30-45 days for the completion of the request dependent upon submission date.

Owning Org Change Facilitator Procedure:

1. A request is received in the owning_org_change mailbox: owning_org_change@virginia.edu
2. All received requests will be combined into a single file and sent out via email to various central offices for review:
 - Gifts and Endowments – Projects and Awards associated with Ex or Dx awards; reviewed by Investment Services
 - Entries will be made to move existing balances in 1xxx and 2xxx object codes (1335, 1337, 17xx are excluded) to GL strings using the new org number
 - Funddriver and the Integrated System must be updated accordingly
 - Sponsored Projects – Projects and Awards associated with a Gx or Zx award; reviewed by the Office of Sponsored Programs
 - Intellectual Property – Projects and Awards associated with IP awards; reviewed by the Office of the Vice President for Research
 - Other Projects and Awards (not Ex, Dx, Gx, Zx, or IP) – reviewed by Accounting Services and various other areas
 - Accounting Services – to determine if any bank clearing projects must be updated in analysis sub-systems

- Business Operations – to determine impact on auxiliary units
- Cost Analysis
- Debt Accounting – to evaluate if IIP strings must be updated for future investment income
- Development/ Gift Accounting – to determine if future gift deposits must be updated
- Facilities Management – to determine if billing system must be updated
- Financial Reporting
- Fixed Assets
- Office of Financial Planning & Analysis (OFP&A)
- Student Financial Services – to determine if any SIS item types must be updated
- Treasurer’s Office – to determine if any petty cash, IIP, or internal loans are impacted

3. Upon completion of the review process, the consolidated workbook is sent to the Enterprise Application group for upload at: ea-garequests@virginia.edu.

Note: Completed changes can be verified (after one business day) utilizing the GA GL audit module in UBI via the MySheet object “Historical Owing Organization Change Report.”

4. Journal entries to move existing balances in 1xxx and 2xxx codes (1335, 1337, 17xx are excluded) to GL strings using the new org number are generated and processed by the 10th of the month in which the orgs are changed.

Additional Criteria to Consider Once Changes are Processed:

- This process changes the Owing Organization of a project. If the “Incurred By” org (O in PTAO) will be changed for future expenditures, please consider whether the following items also require modification:
 - PTAO on file with Internal Service Providers
 - PTAO on outstanding Purchase Orders (POs)
 - Default PTAO for Travel & Expense Card purchases
 - Suspense PTAO
 - PTAO used on LD schedules

- Project/Award attribute changes to consider.
 - Name
 - Description
 - Key Members
 - MBU and Department (budget hierarchy)

Changes to these values can be made by department staff using the following Integrated System responsibilities: GM Project Manager; GM Award Manager; GM Setup Specialist Limited; GM Role Managers

- Consider the following items for modification on revenue projects and GL transactions:
 - GL deposit clearing project alias
 - Org value used in the GL string for deposits and adjustments
- Org values associated with Fixed Assets are not changing. Remember to include the original org value when requesting asset lists and reviewing asset reports.

Resources:

GA Reference [UBI](#) Module – Owing Organization Change Request Report
 GA GL Audit [UBI](#) Module – Historical Owing Organization Change Report
 UBI Community: [“How Do I Retrieve a Shared MySheet Object”](#)

Revision History:

March 2018