



Budget Office Procedure

For:

Chart of Accounts- Requesting an Organization

Purpose:

To outline the process of requesting an additional Organization value for use in the University's chart of accounts.

An Organization segment refers to the Department or unit (UW Accounting Office, Mathematics department) where the transaction originates. An Organization represents a unit where Human Resources can identify staff, performance reviews can take place, and business is transacted.

Procedure(s):

1. Review the current lists provided at the following websites for use:

Organization Hierarchy- <http://www.uwyo.edu/wyocloud/files/docs/coa/updates/organization-segment.pdf>

2. If an additional Organization is still needed, please submit the following information to budgetoffice@uwyo.edu:

- Organization title
- Subdivision the Organization will be structure under
- Purpose
- Associated WyoCloud financial string (if associated with payroll)

3. Your request will be reviewed and you will be notified of approval or denial within 7 working days of the email submission. The approval will then be submitted to the WyoCloud Business Analysts Group to be uploaded into the system for financials and reporting purposes.

4. To be included in the budget development process and the WyoCloud Planning & Budgeting system, requests for new programs and/or activity values need to be submitted by the January of each year. For instance for values to be considered for the FY19 budget period, requests need to be submitted by January 1, 2018.