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# Disable Segment Values Guidelines

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## The Disable Segment Values Guidelines

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**Relationship of segment values and the code combinations table**

The Oracle system stores segment values and the code combinations (CCIDs) created by transactions in different database tables. While disabling a segment value stops new CCIDs containing the value from being created, transactions can still post to any existing CCIDs, unless those CCIDs are disabled with the segment value.

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**Timing of disabling**

In the old chart, values were disabled on an annual basis. Apps Admin disables monthly in order to minimize impact to:

- feeder systems
  - nightly allocations (fringe, overhead)
  - monthly allocations (FWS, CIP, Spon Rev Accrual), and
  - year-end allocations (Balance Forward, Treasurer's Distribution).
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**Managing stored values**

In creating many of the automated General Ledger processes (feeds, allocations, etc.), Harvard has stored segment values in areas throughout the CoA including attributes on the segment values themselves (e.g., Gift Interest Override, Primary Managing Org) and in custom tables that are accessed by feeds and allocations. If values are to be disabled, the tables and attributes in which they are stored must be updated with alternate values if the programs and reports that access them are to process successfully.

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## The Evaluation Process

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### Determining whether a value should be disabled

Values are disabled when a tub no longer anticipates legitimate charges, and seeks to prevent future transactions to a value. Some reasons to disable are:

- departmental reorganization (org)
  - funds expended (fund)
  - project or course complete (activity)
  - building sold (building root), or
  - a faculty member leaves (faculty root).
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### Disabling budget-only values

You can disable a budget-only value; however, when disabling budget-only values, remember these Budget Office guidelines:

- If a value will be superseded by a new value to be used for the same purpose, budgeted amounts should be transferred with any actual balances. If they are not, reports that include budgeted amounts from a range including both values will be overstated.
- Budget balances on disabled CCIDs will be included in reports, unless they are excluded in report parameters.
- Mass Budget Allocations will produce errors when disabled CCIDs are included. To correct the errors, you must either modify the allocation or edit the journal line containing the value after the allocation has run.

CSMA will **not** fail a disable request based on budget balances; however, you should have completed any necessary budget adjustments prior to disabling the value. You cannot adjust budgets on disabled CCIDs.

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### Disabling parent values

You can and should disable a financial parent value if you expect to create a new value with a range that overlaps the old value or if you plan to expand the range of an existing parent to include the range assigned to the parent value you plan to disable. When considering disables of parent values, please keep in mind that the “no change in purpose” rule does not apply to parent values, since they are only used to group values for allocations and reporting. Therefore, it is not necessary for you to disable a parent value and open a new one when you wish to fundamentally change its description.

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### Associated CCIDs

At the time a value is disabled, all of its associated CCIDs will also be disabled. It is not possible to selectively choose to leave some CCIDs enabled.

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**Disabling  
unused values**

Disabled values that have never been used in a code combination may be re-enabled later and used for a different purpose than the original description. There is no need to modify the original description in any way prior to disabling these values (i.e., there is no need to indicate “OK TO REUSE” or any similar message). At the time the re-enable request is made, Apps Admin will evaluate the change in description and verify that there are no CCIDs before allowing the change.

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**Relationship  
between parent  
activity values  
and associated  
subactivity  
values**

All active subactivities will be disabled at the time that their parent activity value is disabled, including the default subactivity 0000.

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**Re-enabling values**

Because of the effort involved in preparing and disabling CoA values, both at the local level and centrally by Apps Admin and approving departments, disabling values is not a short-term solution for stopping charges.

Apps Admin treats disable requests as a permanent, long-term action that is done after lengthy review; however, Apps Admin recognizes that there are legitimate reasons for which a tub might need to re-enable a value. Possible reasons might include a returning faculty member (faculty root) or the re-establishment of a course (activity).

Values may be re-enabled only for reuse according to their original purpose. In order to protect the integrity of historical reports, description changes that fundamentally alter the purpose of the re-enabled value will not be permitted<sup>1</sup>.

A request to re-enable values that involves a change to a description and that does not require approval from any other department will be forwarded to Apps Admin for approval. Apps Admin will review the proposed change and may contact the authorized requestor with questions should the change appear to fundamentally differ from the existing description. At the time a value is re-enabled, all associated CCIDs will also be re-enabled as long as all other values in the 33-digit string are active and the combination is allowed by cross-validation rules.

Requests to re-enable non-sponsored values are submitted through CSMA by selecting REENABLE from the drop-down list of request types.

If you are re-enabling an activity value, you should be aware that only the default subactivities (0000 & T) will be re-enabled with the parent activity value. You will need to explicitly request that any other associated subactivity values be re-enabled through **separate CSMA requests**.

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<sup>1</sup> See “Modifying CoA Segment Value Descriptions” in the CoA Naming Conventions section of the CSMA User Guide for details on description change restrictions.

**Re-ranging values**

If you are supplanting an existing value with a new value to be used for the same purpose, use the following guidelines:

1. Ensure that the new value you are creating does not have an identical description to the value you are disabling. If the descriptions do match, you will need to submit a CSMA modify request that adds the words “TR TO [new value]” at the end of the description of the value to be disabled. (For example, “CADM^AppAdm Training” would be updated to “CADM^AppAdm Training TR TO 123456” where 123456 is the new value you are creating.) Please be mindful of description length limitations when updating your value description. The request to update the description of the old value should be submitted and loaded to Oracle prior to requesting the new value.
  2. After you have updated the description on the old value (or if the new and old values have unique descriptions), you will need to make two CSMA requests:
    - a first request to add the new value (since you will need the new value to process any transfers), and
    - a second request to disable the old value (once you have confirmed that all your transfers are complete and the value meets the disabling criteria).
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## The Analysis Process

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### **Pre-disable checklist**

Before submitting a request to disable a value, you should go through the **Pre-Disable Checklist**. The items included on the Pre-Disable Checklist can be addressed using a variety of reporting options; however, to facilitate this process Applications Administration has developed the **Disable Impact Report** to help complete the required analysis prior to submitting your disable requests.

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### **Confirm that the value is no longer needed**

A value should not be disabled until you have confirmed that no further transactions (payroll, tub journals, recurring journals, invoices, feeds, etc.) will post to the general ledger, either to the value requested to be disabled or to any of the active 33-digit code combinations that contain the value. When evaluating your disables, please keep in mind the following:

- Since values are stored throughout multiple subsystems and feeders, as well as in custom tables, you should communicate alternate coding to your end users and to shadow and feeder systems, leaving adequate time to accommodate any change to their business prior to disabling the value.
  - If you think you may need the value within a year, consider avoiding the process of preparing the value to be disabled by leaving it open until you need it again.
  - A value may be re-enabled only for re-use according to its original purpose. At the time the value is re-enabled, CSMA will only re-enable those associated CCIDs which pass all active cross-validation rules and in which all other values are active.
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## Cleanup Steps

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### Prepare the value for disabling

After you have completed your pre-disable analysis, you should take the necessary steps to prepare your value to be disabled. The following list is a high-level summary of the areas you may need to address. A more detailed list, along with detailed cleanup actions, are provided in the **Pre-Disable Checklist**.

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### High-level cleanup steps

- Provide alternate coding to feeder systems that may have stored the value to be disabled (UIS, UOS, HOLLIS, HPRE, Dining Svcs/Faculty Club, etc.).
- Create journals to clear out balances. Validate that the balance is \$0, where applicable.
- Submit requests to CSMA for any attribute changes (Primary Managing Org, Gift or Interest Advice Override, etc).
- If you are disabling an org that appears in the name of an active org-fund, org-activity, or org-root cross-validation rule (CVR), submit requests to Applications Administration ([cvrrequest@harvard.edu](mailto:cvrrequest@harvard.edu)) to move and other orgs covered by the rule to another active rule and disable the current rule.
- Notify General Accounting regarding changes to allocations. Notify the Journal Contact for recurring journals.
- Notify RSO or OFAA contacts of standing order or CIP custom table changes.
- Notify other tubs that may be using the value of your intent to close it.
- Update your PCard defaults.

After you have completed all the cleanup steps and confirmed that the value meets all the applicable criteria for disabling, you are ready to submit your disable request.

**Please note:** Your submitted CSMA disable request serves as your confirmation that all applicable pre-disable steps have been completed.

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## Submitting Your Disable Request

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### When to submit your disable request

You should submit your disable request when you have:

- confirmed that your tub has made a thoughtful and thorough assessment that the value is no longer needed
- taken the applicable steps in the Pre-Disable Checklist
- confirmed that the value meets the disabling criteria, and
- run the Disable Impact Report or other applicable reports, identified any issues, and made any necessary corrections.

A value should not be disabled until you have confirmed that no further transactions (tub journals, recurring journals, invoices, feeds, etc.) will post to the general ledger, either to the value requested to be disabled or to any of the active 33-digit combinations that contain the value. Since values are stored throughout multiple subsystems and feeders, as well as custom tables, you should communicate alternate coding to your end users and feeder systems prior to disabling a value.

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### How to submit a disable request

Non-sponsored org, fund, activity, subactivity, or root segment value disables should be requested through CSMA. Requests to disable sponsored research fund, activity, and subactivity values will be initiated by OSR, based on communication with the tub, through a monthly feed to CSMA.

See the **Disable CoA Values in CSMA** ABLE work instruction for step-by-step instructions on submitting a disable request for non-sponsored values.

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## Approvals on Disable Requests

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**Gift, endowment, and student loan fund requests**

Requests submitted by consolidated tubs for Gift (GF), Endowment (EN), and Student Loan (SL) funds will be routed to the Office of the Recording Secretary (RSO) and General Accounting for approval.

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**Other fund requests**

Requests submitted for all other fund types not addressed in the paragraph above will be routed to General Accounting for approval.

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**Building root requests**

Requests submitted for Building Roots will be routed to Harvard Planning and Real Estate (HPRE) and the Office of Fixed Asset Accounting (OFAA) for approval.

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**Construction in progress activity requests**

Requests for Construction in Progress (CIP) activities will be submitted to CSMA by OFAA based on completion of the necessary Construction Close Request Form.

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## CSMA Validations

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- Overview** The following validations have been built into the CSMA application. The first one of the following validations (org in active CVR) is performed by CSMA at the time the request is submitted. All the others are NOT performed at the time the request is submitted, but rather at month-end when the request is swept and processed by the CSMA Disable program. For detailed instructions on handling error messages on failed disable requests, refer to **Handling CSMA Failed Disable Messages** on the CSMA ABLE site.
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- Org** The org value submitted for disable may not be present in the rule name for any active org-fund, org-activity, or org-root cross-validation rule (CVR) at the time of the request.
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**Non-Sponsored  
segment values  
used in  
sponsored  
research strings**

If any of the active CCIDs containing the value to be disabled also contain sponsored research fund, activity, or subactivity values, the disable request will fail **unless** the sponsored fund-activity-subactivity combination (award) attached to the org or root value to be disabled is closed out in GMAS and disabled in the GL.

**Note:** In some cases the non-sponsored value has been used with the sponsored values in error. When this happens, any inappropriate transactions must be transferred to the appropriate CCID before the incorrect value may be disabled. Even after the transactions are transferred, however, the value will not pass CSMA's sponsored CCID validation as long as the CCIDs are still enabled. In this case, it is not possible to disable the sponsored award to allow the non-sponsored disable to pass the validation, because it is still being actively used.

In order for the value to pass CSMA's validation, Apps Admin must first manually disable the sponsored CCID(s). Requests to Apps Admin to disable these CCIDs can be sent either:

- before the request is submitted (if the CCIDs are identified through the Disable Impact report output), or
- after the request has already failed the month-end disable process.

**Note:** Because failed disable requests are sent directly to the end-user, Apps Admin will not know that your disable request has failed for active sponsored strings unless they are notified of the issue.

If you wish to have your Applications Administrator disable the CCID(s), please send a request via e-mail to [chart@camail.harvard.edu](mailto:chart@camail.harvard.edu). The e-mail should specifically note the segment type and value you are disabling (and the request ID of your failed disable request, if you have already submitted it), along with the specific CCIDs to be disabled. The e-mail should also contain your confirmation that you have reviewed the balances with the appropriate OSR contact (please include their name) and have reached an agreement that the strings containing the value can be disabled.

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**Org or faculty  
root used with  
federal work  
study funds  
100005-6**

The net balance of all active CCIDs containing both the value to be disabled and the federal work study cross-tub fund values 100005-100006 should be \$0. In order for the value to pass CSMA's validation, Apps Admin must first manually disable these CCID(s).

Requests to Apps Admin to disable these CCIDs can be sent either:

- before the request is submitted (if the CCIDs are identified through the Disable Impact report output), or
- after the request has already failed the month-end disable process.

**Note:** Because failed disable requests are sent directly to the end-user, Apps Admin will not know that your disable request has failed for active sponsored strings unless they are notified of the issue.

If you wish to have your Applications Administrator disable the CCID(s), please send a request via e-mail to [chart@camail.harvard.edu](mailto:chart@camail.harvard.edu). The e-mail should specifically note the segment type and value you are disabling (and the request ID of your failed disable request, if you have already submitted it), along with the specific CCIDs to be disabled. If these CCIDs contain non-\$0 balances, the disable request must contain a tub certification (to be indicated in the Tub Comments section of the request) that any balances appearing in the strings have been reconciled with the outstanding receivable balances and may appropriately remain in the disabled CCID.

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**Building root**

As of the current open period, for all CCIDs containing the submitted root value, the sum of the net balance of objects 1200-1240 and the net balance of 1630-1631 must be \$0 actual, 0.0000 STAT units.

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**Fund**

As a rule, for all fund disable requests, the net balance of the Current FY income and expense must net to \$0 with the prior year carry forward amounts at the tub/fund level. More specific object code rules are listed below.

Fund Type	Balance Forward Code		Income/Expense Objects		Principal/Receivable		Sum of Transfer Objects
Restricted Endow	3720	+	4000-9509	and	3880	+	9510-9809
Unrestricted Endow*			4000-9509	and	3880	+	9510-9809
Other Endowments (EA, EP, IT)			4000-9509	and	3881-3910	+	9510-9809
Student Loan	3760	+	4000-9509	and	0850		
Faculty Loan	3770	+	4000-9509	and	0880		
Life Income (All)	3700-3999			and			9810-9999
Federal Contracts & Grants	0101	+	4000-9509				
Non-Federal Awards	0102	+	4000-9509				
All Other	3700-3999	+	4000-9509				

\* Unrestricted Endow balances forward to fund 000001; therefore no UE fund will ever have a balance in 3720.

**Cost-shared funds (non-sponsored fund values used with sponsored activity values)**

If any of the active CCIDs containing a non-sponsored fund value to be disabled also contain sponsored activity values, the disable request will be rejected unless:

- the sponsored activity-subactivity combination(s) is closed out in GMAS and disabled in the GL, or
- the individual CCIDs that contain the sponsored activity and the fund to be disabled balance to \$0<sup>2</sup> and the tub and OSR have confirmed that the string(s) can be closed, and Applications Administration has disabled the CCID(s).

**Note:** Because failed disable requests are sent directly to the end-user, Apps Admin will not know that your disable request has failed for active sponsored strings unless they are notified of the issue.

If you wish to have your Applications Administrator disable the CCID(s), please send a request via e-mail to [chart@camail.harvard.edu](mailto:chart@camail.harvard.edu). The e-mail should specifically note the segment type and value you are disabling (and the request ID of your failed disable request, if you have already submitted it), along with the specific CCIDs to be disabled. The e-mail should also contain your confirmation that you have reviewed the balances with the appropriate OSR contact (please include their name) and have reached an agreement that the strings containing the value can be disabled.

<sup>2</sup> **Note:** In some cases the non-sponsored value has been used with the sponsored values in error. When this happens, any inappropriate transactions must be transferred to the appropriate CCID before the incorrect value may be disabled. Even after the transactions are transferred, however, the value will not pass CSMA's sponsored CCID

**CIP activity validations**

For all CCIDs containing the CIP activity to be disabled, the following object code rules apply:

Object Code(s)	Fund	Requirement
1200-1620	000000	\$0.00 net actual balance
All	032001	\$0.00 net actual balance
All	723005	\$0.00 net actual balance
3000-1, 3090-1, 3260	All	\$0.00 actual balance for all CCIDs

Any individual CCIDs not covered in the above criteria must have a \$0 actual balance.

**Balance forward**

An org, activity, subactivity, or root value cannot be disabled if it has been used in combination with a fund that will, at year-end:

1. create a balance forward journal line to a new CCID containing the value to be disabled, or
2. create a balance forward journal line that includes the value, but does not net to \$0 when combined with an existing prior year balance.

validation as long as the CCIDs are still enabled. In this case, it is not possible to disable the sponsored award to allow the non-sponsored disable to pass the validation, because it is still being actively used.

**Budget  
balances**

The CCID Maintenance tool does not enforce any validation requirements regarding budget balances. Because CSMA will not prevent you from disabling a value because of an existing budget balance, you should have completed any necessary budget adjustments prior to disabling the value. You cannot adjust budgets on disabled CCIDs.

In preparing your values to be disabled, please also remember Budget Office guidelines:

- If a value will be superseded by a new value to be used for the same purpose, budgeted amounts should be transferred with any actual balances. If they are not, reports that include budgeted amounts from a range including both values will be overstated by the amount budgeted to the disable value.
- Budget balances on disabled CCIDs will be included in reports, unless excluded in report parameters.

Mass Budget Allocations will produce errors when disabled CCIDs are included. To correct, you must either modify the allocation or edit the journal line containing the value after the allocation has run.

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## Notifications

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### **Confirming that your value was disabled**

When you submit a disable value request through CSMA, you will not receive an e-mail notification that your request has been submitted. For values that require approval (funds and building roots), you will receive a notification within the CSMA application and via email once your request is approved. If you have submitted your request (or received an approval) prior to the month-end close, you can assume that your request to disable has been completed.

You can run the Disable report in CREW (using your HDW-CSMA responsibility) to confirm that your value was disabled. You may also use your HRVD^GL^UNV^QUERYONLY responsibility or the CoA Validator to confirm that the value and CCIDs are no longer active. You will receive a notification within CSMA and via e-mail if your value fails validation and is not loaded to Oracle.

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