

**Microsoft AX Structure**

Main Account	Book	Business Unit	Fund	Activity	Department	Division	Billing Area	CB Program	AX ID	Provider	Project
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**Main Account** Natural account; represents the primary purpose of the transaction.

**Book** CASH or ACCR

**Business Unit** Segments of the company  
 A - CU Medicine Administration  
 B - Building  
 C - Corporate  
 D - SOM Departments  
 N - Non-CU Medicine

**Fund** Indicates the type of account (1 - operating, 4 - enrichment, 5 - free standing).

**Activity** A further break down within each fund to indicate the type of account

- 10 - Escrow - A fund 5 account used to hold funds at a corporate level for future distribution
- 11 - Operations - A fund 1, non SOM account, used to track day to day activity
- 20 - Stand Alone - A fund 1 or fund 5 account that needs to be separately tracked (i.e. make whole, incentives, outside commitments, etc.).
- 21 - UBI - A fund 1 or fund 5 account that has been determined to be unrelated income subject to federal income tax.
- 30 - Administration - Typically a fund 1 used to accumulate department overhead activity including administrative staff, office supplies, etc.
- 31 - Chair - A fund 1 or fund 4 account used to separately track chair's discretionary spending on behalf of the department (i.e. recruitment, conferences, etc.).
- 32 - Clinical - A fund 1 account that contains revenue from Centricity Business (CB).
- 33 - Commitment - Typically a fund 4 account used to track commitments made within the department.
- 34 - Community - A fund 1 or fund 4 account used to separately track a department's activity related to the community mission of the SOM.
- 35 - Discretionary - A fund 4 account used to accumulate incentive earnings retained in departments at a physician's discretion. These funds can be used for mission related expenses,
- 36 - Education - A fund 1 or fund 4 account used to separately track a department's activity related to the education mission of the SOM.
- 37 - Fee Coordination - A fund 1 account used to show the detail of fee coordination expenses within your department or division. The total expense is then transferred using GL code 9512 on a monthly basis. This activity replaces fund 2.
- 38 - Medical/Legal & Consulting - A fund 1 account used to separate med legal/consulting earnings and payments in order to administer payouts in conjunction with approved incentive plans.
- 39 - Product Sales - A fund 1 account used to separately track revenue from product sales and the associated expenses. This designation segregates the activity in order to properly apply the AEF assessment to net profit only.
- 40 - Research - A fund 1 or fund 4 account used to separately track a department's activity related to the research mission of the SOM.
- 41 - Reserve - A fund 4 account used to accumulate operating profits/losses. Mid-year and year-end incentives are paid from this account.
- 42 - Stabilization - A fund 1 or fund 4 account used to accumulate a department's assessment.
- 43 - On Call - A fund 1 account used to separate on call earnings and payments in order to administer payouts in conjunction with approved incentive plans.
- 60 - LT Growth Invest - A fund 4 account used to separate on investments and earnings in CU Medicine's Long Term Growth Investment Pool.

**Department** A 4-character descriptor of the department, corresponds to RC1 in CB.

**Division** The numeric code and name assigned to subspecialties. For divisions other than "Management", the number and the name correspond to CB.

- a) Division is the indicator of adult vs. pediatric activity. This designation will be determined in conjunction with Patient Accounting as divisions are created within CB. This information will then be passed to Finance to support adult and pediatric reporting.
- b) The Management division is an AX only division used to segregate department level expenses.  
 If necessary, Management can also be assigned an Adult or Peds designation in order to separate these types of activity.

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**Billing Area** Where applicable, the numeric code and name where services are performed. For billing areas (BA) other than UCH (11), CHCO (22) and Memorial (33), the number and name correspond to CB.

- a) Billing area will automatically be populated for transactions originating in CB and can be added to expenses or other revenue if requested/indicated.
- b) As the primary hospitals have numerous locations within them that correspond to BAs, Finance has created broad BAs. Expenses can be coded to these AX only BAs if you want to be able to track activity at a hospital level (including hospital owned clinics off campus).

**CB Program** If applicable, a separate program designated within CB in order to track certain activity within a division.

**AX ID** If applicable, a unique identifier assigned in order to segregate activity within a fund and division. A name can be assigned in cases where duplication exists (i.e. more than one department level reserve account), activity needs to be contractually separated (i.e. make whole agreements) or activity needs to be segregated for incentive purposes.

- a) If requested to be tracked, this field will be used to indicate provider type which will be passed from CB based on a flag in the provider dictionary.

**Provider** All providers have a distinct provider number, corresponds to CB. All providers will have only one number, even if they work in multiple departments.

**Project** Used for CU Medicine Admin only to track all activity related to a defined project (i.e. AX implementation)

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Examples of Entries:

*CU Medicine Administration:*

	Main Account	Book	Business Unit	Fund	Activity	Department	Division	Billing Area	CB Program	AX ID	Provider	Project
AX Account Code	7480101	CASH	A	1	11	FINA	10101	0	0	0	0	AX
AX Description	Office Supplies	Cash Books	CU Medicine Admin	Operating	Operations	Finance	Purchasing	Undesignated	Undesignated	Undesignated	Undesignated	Implement

*Building*

	Main Account	Book	Business Unit	Fund	Activity	Department	Division	Billing Area	CB Program	AX ID	Provider	Project
AX Account Code	7480101	CASH	B	5	20	BLDG	20106	0	0	0	0	blank
AX Description	Office Supplies	Cash Books	Building	Free Standing	Stand Alone	Building	Montview Enrich	Undesignated	Undesignated	Undesignated	Undesignated	

*Corporate*

	Main Account	Book	Business Unit	Fund	Activity	Department	Division	Billing Area	CB Program	AX ID	Provider	Project
AX Account Code	7480101	CASH	C	5	20	CORP	30003	0	0	90018	0	blank
AX Description	Office Supplies	Cash Books	Corporate	Free Standing	Stand Alone	Corporate	Board of Directors	Undesignated	Undesignated	BOD Reserve	Undesignated	

*SOM Departments*

	Main Account	Book	Business Unit	Fund	Activity	Department	Division	Billing Area	CB Program	AX ID	Provider	Project
AX Account Code	7480101	CASH	D	1	32	SURG	480	459	37	80001	7017	blank
AX Description	Office Supplies	Cash Books	SOM Departments	Operating	Clinical	Surgery	Surg Urology	UCH AIP OUTPATIEN	Surgery Uro Onc	PA/NP	Talyai PA,Talla T.	