Cornell Transportation and Delivery Services is transitioning to a new Campus-to-Campus (C2C) reservation system, MOOVS, to modernize our services and improve the reservation experience.

Beginning November 4, 2026, for reservations with travel dates starting January 2027, the process for booking tickets using departmental accounts will change.

Due to limitations with the new system's integration with Cornell's current KFS financial system, riders will need to enter their departmental general ledger (GL) accounting information during checkout.

Please review the instructions below and share them with employees who book C2C travel using departmental accounts.

How to Enter Departmental Billing Information

When selecting departmental billing during checkout, riders will complete two fields.

Step 1: Select Your Chart Code

Select the appropriate Chart Code from the dropdown menu.

Step 2: Enter Your GL Accounting String

In the adjacent text box, enter your remaining accounting information in the following order, separating each field with a hyphen:

Account - Sub-Account - Object Code - Sub-Object Code - Project Code - Org Ref ID

Field	Required	Description
Account	Yes	7-digit departmental account number
Sub-Account	No*	Up to 5 characters for additional account tracking
Object Code	Yes	4-character code identifying the transaction
Sub-Object Code	No*	Up to 3 characters for additional transaction tracking
Project Code	No*	Up to 10 characters for applicable project or foreign activity tracking
Org Ref ID	No*	Up to 8 characters for departmental reference

Optional fields may still be necessary based on your department's accounting requirements. Please include all applicable information.

Accounting String Examples

The examples below demonstrate how to enter accounting information in the text box. The Chart Code is selected separately and should not be included in the string.

Required fields only:

```
1234567--6663
```

Including a Sub-Account:

```
1234567-12345-6663
```

Including a Sub-Object Code but no Sub-Account:

```
1234567--6663-123
```

Including a Project Code only:

```
1234567--6663--PROJECT1
```

Including an Org Ref ID only:

```
1234567--6663---REF123
```

Including both a Project Code and Org Ref ID:

```
1234567--6663--PROJECT1-REF123
```

Including all six fields:

```
1234567-12345-6663-123-PROJECT1-REF123
```

Important Formatting Notes:

- Each accounting field must remain in the order shown above.
- If an optional field is not used, leave it blank while maintaining the hyphens necessary to preserve the correct field positions.
- Unused optional fields at the end of the accounting string can be omitted without adding additional hyphens.
- The Chart Code is selected separately from the dropdown and should not be included in the text box.

These examples are for formatting purposes only. Please use your department's actual accounting information.

Monthly Billing and Reconciliation

As part of this interim process:

- Monthly invoices will be emailed to each department's designated billing contact.
- Departments will be responsible for reviewing and reconciling their charges and submitting payment.
- Departments must ensure their accounting information is accurate, including any applicable Sub-Accounts, Sub-Object Codes, Project Codes, or Org Ref IDs.
- Account information will not be automatically validated against KFS during checkout. Incorrect or incomplete information may require additional follow-up and correction.

Departmental Billing Contact

To ensure invoices and related communications are sent to the appropriate individual, **please reply with the name and email address of your department's preferred billing contact**.

Looking Ahead

These changes are intended to be temporary. Once Cornell transitions to Workday, we anticipate restoring financial system integration and introducing additional improvements to the billing and reconciliation process.

We recognize that this introduces additional administrative responsibilities and apologize for any inconvenience. We appreciate your patience and cooperation as we work through this transition.

Additional information, instructions, and updates will be available through the FCS Announcements page as they become available.

Thank you,

Cornell Transportation and Delivery Services