INSTRUCTIONS FOR HOW TO CLOSE AN ACCOUNT

1) Receive confirmation from the Fiscal Officer of the need for the account to be closed.
2) Ensure all personnel and operational encumbrances and pre-encumbrances have been cleared from the account. Reports on both Analytics and Financials can be used to determine encumbrance balances. If assistance is needed, contact your Fund Accountant.
3) Use the following steps to identify the Fund, Sub-Fund, and Budget Record Level Code for the Account in question and then reference the appropriate Section in the table on page 5 for Closing Instructions.

How do I determine the Fund and Sub-Fund of the Account I want to close?
In UAccess Financials, go to Main Menu>Lookup and Maintenance>Chart of Accounts/Accounting Line>Account.
In the Account lookup screen, fill in the Account Number and click Search. When the search results are returned, click on the Account Number to look at the Account attributes.

Results will show at the bottom of the screen.

Click on the Account Number here.

Fill in the Account Number needed and click Search.

Click on the Edit button to make changes.
The initial Account Detail tab of the Account Inquiry screen will provide the Sub-Fund:

Clicking on the Sub-Fund Group Code will then provide the Fund Group Code:
How do I find my Budget Record Level Code?

This information is also on the Account Inquiry Screen, under the Account Responsibility Tab.

A Cash-Style account says “No Budget”:

![Cash-Style Account Example]

A Budget-Style account says “Consolidation”:

![Budget-Style Account Example]
Use the following table to identify the appropriate Section of the Instructions for closing an account based on the Fund Group Code, Sub-Fund Code and Budget Record Level Code:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Sub-Fund</th>
<th>Budget Record Level</th>
<th>Account Type</th>
<th>See Closing Procedures in</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST - State</td>
<td>Any/All</td>
<td>C - Consolidation</td>
<td>State</td>
<td>Section 1</td>
</tr>
<tr>
<td>AX - Auxiliaries</td>
<td>Any/All</td>
<td>C - Consolidation</td>
<td>Auxiliary</td>
<td>Section 2</td>
</tr>
<tr>
<td>DE - Designated</td>
<td>ALCASC, ALCINV, ALCPRG, or ALCSRF</td>
<td>C - Consolidation</td>
<td>Locally Allocated</td>
<td>Section 1</td>
</tr>
<tr>
<td>DE - Designated</td>
<td>All other than ALCASC, ALCINV, ALCPRG, or ALCSRF</td>
<td>C - Consolidation</td>
<td>Budgeted Designated</td>
<td>Section 2</td>
</tr>
<tr>
<td>DE - Designated</td>
<td>All other than ALCASC, ALCINV, ALCPRG, or ALCSRF</td>
<td>N - No Budget</td>
<td>Cash Style</td>
<td>Section 3</td>
</tr>
<tr>
<td>DI - Designated Indirect Cost</td>
<td>IDCADM</td>
<td>C - Consolidation</td>
<td>Locally Allocated</td>
<td>Section 1</td>
</tr>
<tr>
<td>DI - Designated Indirect Cost</td>
<td>All other than IDCADM</td>
<td>N - No Budget</td>
<td>Cash Style</td>
<td>Section 3</td>
</tr>
<tr>
<td>DR - Designated Service Centers</td>
<td>Any/All</td>
<td>C - Consolidation</td>
<td>Budgeted Designated</td>
<td>Section 2</td>
</tr>
<tr>
<td>SP - Sponsored</td>
<td>Any/All</td>
<td>C - Consolidation</td>
<td>Sponsored</td>
<td>Contact SPS Fund Accountant</td>
</tr>
<tr>
<td>OR - Other Restricted</td>
<td>HATCH, MCINST, MULTST, SMTLEV</td>
<td>C - Consolidation</td>
<td>State</td>
<td>Section 1</td>
</tr>
<tr>
<td>TR - Tech Research Initiative</td>
<td>Any/All</td>
<td>C - Consolidation</td>
<td>TRIF</td>
<td>Section 1</td>
</tr>
<tr>
<td>All others (PL, LN, etc.)</td>
<td>Any/All</td>
<td>Either</td>
<td>Other</td>
<td>Contact FSO Fund Accountant</td>
</tr>
</tbody>
</table>

**Section 1 – State, Locally Allocated, and TRIF Accounts**

1) Using reports available in UAccess Analytics on the Budget>Budget-Current>Balance Available Detail Dashboard, process an RBC (as Budget Transfer) to remove all Temp and Perm Budget, by Object Code grouping (Personal Services, ERE, and Operations), so as to create as close to a $0 Balance Available (Temp) as possible and exactly a $0 (Perm) Next YR Budget Balance. If the Temp Balance Available is not $0 exactly, insure it is between $0.00 and a positive $0.99. Reducing the Temp Balance Available within each Object Code grouping will ensure no carry forward will pull in future year carry forward loads. Some departments manage lines outside of the standard Object Code pools of Personal Services, ERE, and Operations (such as in Travel and Capital) and those lines should also be cleared on a Temp and Perm basis. Instructions on processing RBCs can be found here.

2) If the Current Balance Available is an amount between $0.00 and $0.99, after the RBC is processed in step 1, a Transfer of Funds (TF) document will need to be processed in UAccess Financials using Object Code 0932 in both the To and From fields. The account receiving the funds should be within the same Fund and Sub-Fund as the account being closed. The cash balance can be determined with the dashboard report located at: Financial>General–Financial Management>Assets, Liabilities, and Fund Balance to determine the cash balances. See Training Materials here, on how to process a TF eDoc.
3) Once Fund Balance is equal to $0.00 and Budget Balance is less than $1.00 (positive balance), process the UAccess Financials eDoc to close the account. Proceed to Section 4 on how to close the account.

Section 2 – Auxiliary and Budgeted Designated Accounts

1) Using reports available in UAccess Analytics on the Budget>Local Fund Budget>Local Fund Budget Dashboard, process an RBC to remove enough Current Year Budget, rounding up to the nearest $100, to get the Revenue and Expense Balance Available as close to $0 as possible. It is necessary to analyze by Summary Object Code, such as Object Code 0390 for Sales & Service, Object Code 1000 for Personal Services, etc. An RBC will also need to be processed to remove all Next Year Budget for both Income and Expense. All RBCs will be processed as Budget Revisions. Instructions on processing RBCs can be found here.

2) Next, process a Transfer of Funds (TF) document in UAccess Financials to move or add enough cash to bring the account balance to $0.00. Use the Dashboard Report on Financial>General–Financial Management>Assets, Liabilities, and Fund Balance to determine the cash balances. See Training Materials here, on how to process a TF eDoc.

3) If the account has Balances in Inventory, Accounts Receivable, or other Balance Sheet Object Codes, contact your Fund Accountant to assist in clearing those balances with a Distribution of Income and Expense (DI) eDoc.

4) Once Fund Balance is equal to $0.00 and Budget Balance is less than $100.00, process the UAccess Financials eDoc to close the account. Proceed to Section 4 on how to close the account.

Section 3 – Cash-style Accounts

1) Using reports available in UAccess Analytics on the Financial>General–Financial Management>Assets, Liabilities, and Fund Balance to determine the cash balances, process a Transfer of Funds (TF) document in UAccess Financials to move funds to bring the account balance to $0.00. See Training Materials here, on how to process a TF eDoc.

2) If the account has Balances in Inventory, Accounts Receivable, or other Balance Sheet Object Codes, contact your Fund Accountant to assist in clearing those balances with a Distribution of Income and Expense (DI) eDoc.

3) Once Fund Balance is equal to $0.00, process the UAccess Financials eDoc to close the account. Proceed to Section 4 on how to close the account.

Section 4 – Preparing the eDoc for Account Closure

1) After all of the above transactions are completed, search for the account by going to Main Menu>Lookup and Maintenance>Chart of Accounts/Accounting Line/Account. (See diagrams on pages 1 & 2 for details)

2) Enter the account number to be closed and click on Search. Under Actions, click on Edit.
3) On the Account Form, enter “Close Account” in the Description box. This can also be restated in the Explanation box.

4) Fill out the Account Expiration Date with the current date. This needs to be the current date on the day of submission. If the document is prepared and saved on one day and submitted another day, the Expiration Date will need to be updated before submission.

5) Check the “Closed?” box.

6) Scroll down to the Continuation Chart of Accounts Code. Choose UA-University of Arizona-Management.

7) Fill in the Continuation Account Number box. The Continuation Account Number is only used in the event charges are applied to the closed account.

8) If there is not an applicable Continuation Account, the department’s Organization Default Account may be used. (This can be found by clicking on the Organization Code on the account screen.)

9) When the form is complete, click Submit.

QUESTIONS? Please call the Budget Office at (520) 621-1634 or your Fund Accountant.