

# 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.

The screenshot displays the UAccess Financials web application interface. The top navigation bar includes the logo, menu tabs (Main Menu, Central Admin, Maintenance, Administration), the version number (rel-3.0-74 (Oracle9i)), and the user information (Logged in User: John Smith). Below the navigation bar are utility links for action list, doc search, and analytics/reports. The main content area is divided into several panels:

- Balance Inquiries:** Accounts (Available Balances, Balances by Consolidation, Cash Balances, General Ledger Balance, General Ledger Entry, General Ledger Pending Entry, Open Encumbrances, Current Account Balance) and Salaries & Wages (Labor Ledger View, Labor Ledger Pending Entry, Account Status (Base Funds), Account Status (Current Funds)).
- Custom Searches:** Asset, Disbursement Vouchers, Effort Certification, Payment Requests, Procurement Card, Proposals, Purchase Orders, Receiving, Requisitions, Transactions, Vendor Credit Memos.
- Transactions:** Financial (Cash Receipt, Disbursement Voucher, Distribution of Income and Expense, Electronic Fund Transfer, General Error Correction, Internal Billing, Pre-Encumbrance, Salary Expense Transfer, Transfer of Funds), Purchasing (Bulk Receiving, Contract Manager Assignment, Receiving, Requisition, Shop Catalogs), Budget Construction (Budget Construction Selection), Capital Asset Management (Barcode Inventory Process), Auxiliary Units (Auxiliary Voucher, Service Billing), and Year End Transactions (Year End Budget Adjustment, Year End Distribution of Income and Expense, Year End General Error Correction, Year End Transfer of Funds, Year End Salary Expense Transfer).
- Lookup and Maintenance:** Capital Asset Management (Asset, Asset Fabrication, Asset Location Global, Pre-Asset Tagging), Chart of Accounts/Accounting Line (Account, Account Global, Financial Reporting Code, Object Code, Organization, Project Code, Sub-Account, Sub-Object Code, Sub-Object Code Global), Effort Certification (Outstanding Certifications by Chart/Org/Report, Outstanding Certifications by Report), Financial Processing (Shipping Accounts), Sponsored Projects (Award, Proposal), Vendor (Vendor, Vendor Contracts), and Workflow (Account Delegate, Account Delegate Global, Account Delegate Model, Account Delegate Global from Model, Group, Organization Review).

The 'Account' link under the 'Chart of Accounts/Accounting Line' section is circled in red.

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.

The screenshot shows the 'Account Lookup' interface in the UAccess FINANCIALS system. At the top, there is a navigation bar with 'Main Menu', 'Central Admin', 'Maintenance', and 'Administration'. Below this are utility buttons for 'action list', 'doc search', and 'analytics/reports'. The main form area contains several input fields: 'Chart Code', 'Account Number' (circled in red), 'Account Name', 'Organization Code', 'Account Type Code', 'Sub-Fund Group Code', 'Fiscal Officer Principal Name', 'Account Supervisor Principal Name', 'Account Manager Principal Name', 'Budget Shell Code', 'Cross Organization Code', 'Closed?' (radio buttons for Yes/No), 'Income Stream Chart Of Accounts Code', and 'Income Stream Account Number'. A 'search' button is located at the bottom right of the form. A callout box points to the 'Account Number' field with the text: 'Fill in the Account Number needed and click Search.' Another callout box points to the 'search' button with the text: 'Click on the Account Number here.' Below the form, a message states 'One item retrieved.' followed by a table of search results. The table has columns for 'Actions', 'Chart Code', 'Account Number' (circled in red), 'Account Name', 'Organization Code', 'Account Type Code', and 'Sub-Fund Group Code'. The first row contains the values: 'edit copy', 'UA', '1182200', 'BUDGET OFFICE', '9201', 'DN', and 'MC'. A callout box points to the 'edit copy' link with the text: 'Click on the Edit button to make changes.' Below the table, there are 'Export options: CSV | spreadsheet | XML'.

Fill in the Account Number needed and click Search.

Results will show at the bottom of the screen.

Click on the Account Number here.

Click on the Edit button to make changes.

Actions	Chart Code	Account Number	Account Name	Organization Code	Account Type Code	Sub-Fund Group Code
<a href="#">edit</a> <a href="#">copy</a>	UA	1182200	BUDGET OFFICE	9201	DN	MC

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

The initial Account Detail tab of the Account Inquiry screen will provide the Sub-Fund:

**Account Inquiry**

Account Details hide

<b>Chart Code:</b>	UA - University of Arizona-Management
<b>Account Number:</b>	1182200
<b>Account Name:</b>	BUDGET OFFICE
<b>Organization Code and Description:</b>	9201-Budget Office
<b>Campus Code:</b>	MC - Main Campus
<b>Account Effective Date:</b>	07/01/1988
<b>Account Expiration Date:</b>	
<b>Account Postal Code:</b>	85721
<b>Account City Name:</b>	TUCSON
<b>Account State Code:</b>	AZ - ARIZONA
<b>Account Street Address:</b>	ADMINISTRATION 101
<b>Account Off Campus Indicator:</b>	No
<b>Closed?:</b>	No
<b>Account Type Code:</b>	<del>DN - Departmental - Non Exempt</del>
<b>SubFund Group Code:</b>	MC - Main Campus (A1)
<b>Account Fringe Benefit:</b>	Yes
<b>Fringe Benefit Chart Of Accounts Code:</b>	
<b>Fringe Benefit Account Number:</b>	
<b>Higher Ed Function Code:</b>	IS - Institutional Support
<b>Account Restricted Status Code:</b>	N - NOT APPLICABLE
<b>Account Restricted Status Date:</b>	
<b>Endowment Chart of Accounts Code:</b>	
<b>Endowment Account Number:</b>	
<b>Institutional Fringe COA Code:</b>	UA
<b>Institutional Fringe Account:</b>	1182999

Clicking on the Sub-Fund Group Code will then provide the Fund Group Code:

**Sub-Fund Group Inquiry**

hide

<b>Sub-Fund Group Code:</b>	MC
<b>Description:</b>	Main Campus (A1)
<b>Sub-Fund Group Type Code:</b>	<del>NL - NEITHER</del>
<b>Fund Group Code:</b>	ST *- State
<b>Wage Indicator:</b>	Yes
<b>Financial Reporting Sort Code:</b>	10
<b>Active Indicator:</b>	Yes
<b>Budget Adjustment Restriction Code:</b>	SubFund
<b>Default Account Restricted Status Code:</b>	

close

## 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":

Account Responsibility	
Fiscal Officer Principal Name:	<a href="#">aracely</a> - Aracely Castillo
Account Supervisor Principal Name:	<a href="#">suek</a> - Sue A Kroeger
Account Manager Principal Name:	<a href="#">carolf</a> - Carol A Funckes
Continuation Chart Of Accounts Code:	
Continuation Account Number:	
Income Stream Chart Of Accounts Code:	
Income Stream Account Number:	
Budget Record Level Code:	<b>N *-* No Budget</b>
Account Sufficient Funds Code:	<a href="#">N - No Checking</a>
Transaction Processing Sufficient Funds Check:	No
External Encumbrance Sufficient Funds Indicator:	No
Internal Encumbrance Sufficient Funds Indicator:	No
Pre-Encumbrance Sufficient Funds Indicator:	No
Object Presence Control Indicator:	No

A Budget-Style account says "Consolidation":

Account Responsibility	
Fiscal Officer Principal Name:	<a href="#">araizaa</a> - Ann M Araiza
Account Supervisor Principal Name:	<a href="#">kwhisman</a> - Kathryn E Whisman
Account Manager Principal Name:	<a href="#">araizaa</a> - Ann M Araiza
Continuation Chart Of Accounts Code:	
Continuation Account Number:	
Income Stream Chart Of Accounts Code:	<a href="#">UA - University of Arizona-Management</a>
Income Stream Account Number:	<a href="#">1402200</a>
Budget Record Level Code:	<b>C *-* Consolidation</b>
Account Sufficient Funds Code:	<a href="#">N - No Checking</a>
Transaction Processing Sufficient Funds Check:	No
External Encumbrance Sufficient Funds Indicator:	No
Internal Encumbrance Sufficient Funds Indicator:	No
Pre-Encumbrance Sufficient Funds Indicator:	No
Object Presence Control Indicator:	No

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:

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

### 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.

- 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

- 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](#).
- 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.
- 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.
- 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

- 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.
- 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.
- 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

- 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)
- Enter the account number to be closed and click on Search. Under Actions, click on Edit.

Actions	Chart Code	Account Number	Account Name	Organization Code	Account Type Code	Sub-Fund Group Code
<u>edit</u> copy	UA	1125300	MIL-NAVY ROTC	1305	DE	MC

- 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.

**Document Overview**

3 Description: Close account → Explanation: Close Account

**Account Maintenance**

Old	New
Chart Code: UA	Chart Code: UA
Account Number: 1125300	Account Number: 1125300
Account Name: MIL-NAVY ROTC	* Account Name: MIL-NAVY ROTC
Organization Code: 1305	* Organization Code: 1305
Campus Code: MC - Main Campus	* Campus Code: MC - Main Campus
Account Effective Date: 07/01/1988	* Account Effective Date: 07/01/1988
Account Expiration Date:	* Account Expiration Date: 04/09/14
Account Postal Code: 85721	* Account Postal Code: 85721
Account City Name: TUCSON	* Account City Name: TUCSON
Account State Code: AZ	* Account State Code: AZ
Account Street Address: SOUTH HALL 109	* Account Street Address: SOUTH HALL 109
Account Off Campus Indicator: No	Account Off Campus Indicator: <input type="checkbox"/>
Closed?: No	Closed?: <input checked="" type="checkbox"/>

Continuation Chart Of Accounts Code: 6 UA - University of Arizona-Management

Continuation Account Number: 7 1125100

- 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.)

**Organization Details**

Chart Code: UA \*- University of Arizona-Management

Organization Code: 1305

Organization Name: Naval Science

Organization Manager UserID: 105616076454

Organization Manager Principal Name: jsmith - Joseph G. Smith

Organization Manager Name: Joseph G. Smith

Responsibility Center Code: NO

Organization Physical Campus Code: MC

Organization Type: O - OFFICIAL ORG

8 Organization Default Account Number: 2475000

Organization Postal Code: 85721

- 9) When the form is complete, click Submit.

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