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.

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

Account Inquiry

Account Details   ▾ hide

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

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

Sub-Fund Group Inquiry

▾ hide

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

(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":

A Budget-Style account says "Consolidation":

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	Section 1
AX - Auxiliaries	Any/All	C - Consolidation	Auxiliary	Section 2
DE - Designated	ALCASC, ALCINV, ALCPRG, or ALCSRF	C - Consolidation	Locally Allocated	Section 1
DE - Designated	All other than ALCASC, ALCINV, ALCPRG, or ALCSRF	C - Consolidation	Budgeted Designated	Section 2
DE - Designated	All other than ALCASC, ALCINV, ALCPRG, or ALCSRF	N - No Budget	Cash Style	Section 3
DI - Designated Indirect Cost	IDCADM	C - Consolidation	Locally Allocated	Section 1
DI - Designated Indirect Cost	All other than IDCADM	N - No Budget	Cash Style	Section 3
DR - Designated Service Centers	Any/All	C - Consolidation	Budgeted Designated	Section 2
SP - Sponsored	Any/All	C - Consolidation	Sponsored	Contact SPS Fund Accountant
OR - Other Restricted	HATCH, MCINST, MULTST, SMTLEV	C - Consolidation	State	Section 1
TR - Tech Research Initiative	Any/All	C - Consolidation	TRIF	Section 1
All others (PL, LN, etc.)	Any/All	Either	Other	Contact FSO Fund Accountant

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.

Actions	Chart Code	Account Number	Account Name	Organization Code	Account Type Code	Sub-Fund Group Code
edit 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.

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.