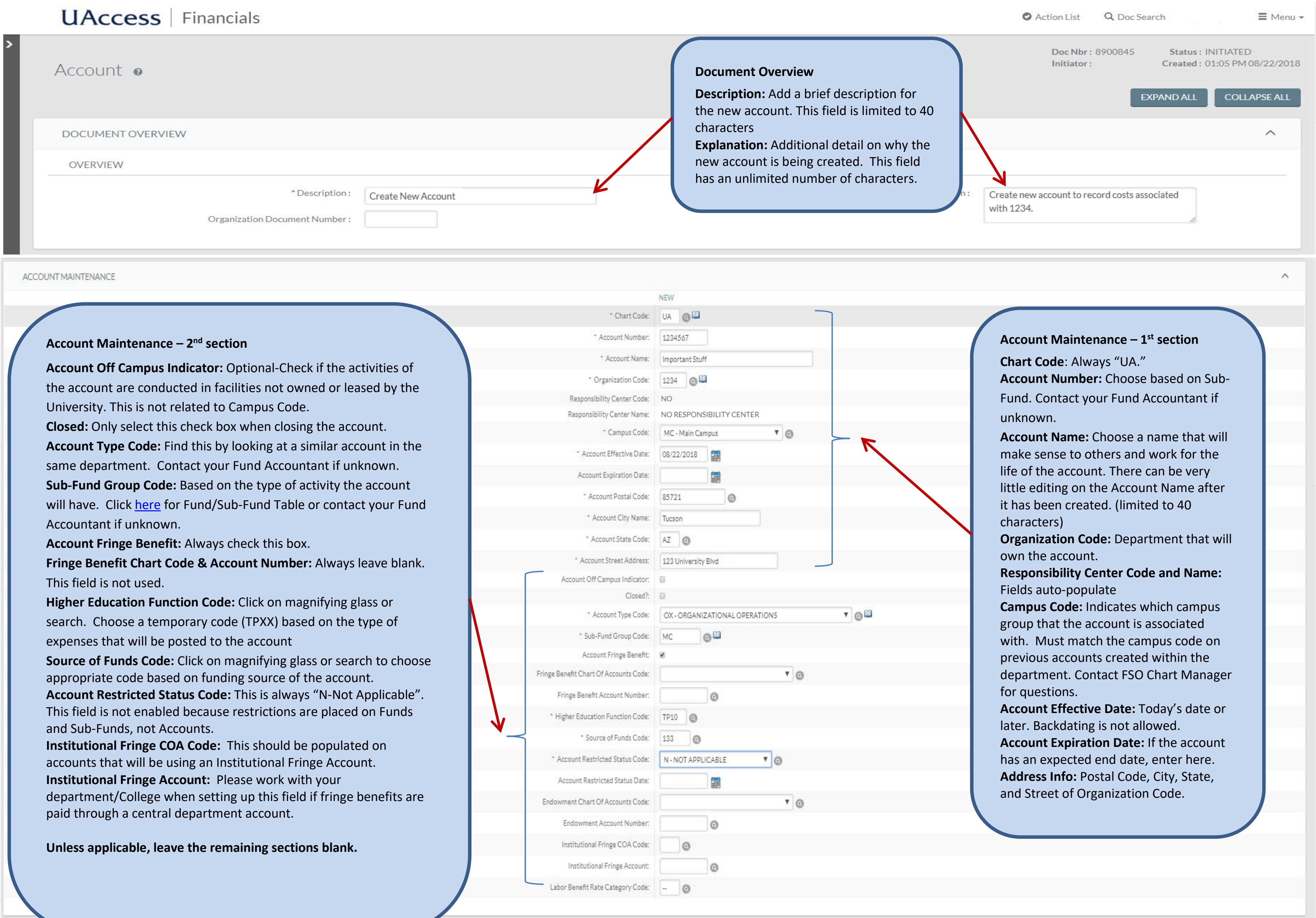
Opening a New Account Quick Reference



Document Overview

Description: Add a brief description for the new account. This field is limited to 40 characters

Explanation: Additional detail on why the new account is being created. This field has an unlimited number of characters.

Account Maintenance – 1st section

Chart Code: Always "UA."

Account Number: Choose based on Sub-Fund. Contact your Fund Accountant if unknown.

Account Name: Choose a name that will make sense to others and work for the life of the account. There can be very little editing on the Account Name after it has been created. (limited to 40 characters)

Organization Code: Department that will own the account.

Responsibility Center Code and Name: Fields auto-populate

Campus Code: Indicates which campus group that the account is associated with. Must match the campus code on previous accounts created within the department. Contact FSO Chart Manager for questions.

Account Effective Date: Today's date or later. Backdating is not allowed.

Account Expiration Date: If the account has an expected end date, enter here.

Address Info: Postal Code, City, State, and Street of Organization Code.

Account Maintenance – 2nd section

Account Off Campus Indicator: Optional-Check if the activities of the account are conducted in facilities not owned or leased by the University. This is not related to Campus Code.

Closed: Only select this check box when closing the account.

Account Type Code: Find this by looking at a similar account in the same department. Contact your Fund Accountant if unknown.

Sub-Fund Group Code: Based on the type of activity the account will have. Click here for Fund/Sub-Fund Table or contact your Fund Accountant if unknown.

Account Fringe Benefit: Always check this box.

Fringe Benefit Chart Code & Account Number: Always leave blank. This field is not used.

Higher Education Function Code: Click on magnifying glass or search. Choose a temporary code (TPXX) based on the type of expenses that will be posted to the account

Source of Funds Code: Click on magnifying glass or search to choose appropriate code based on funding source of the account.

Account Restricted Status Code: This is always "N-Not Applicable". This field is not enabled because restrictions are placed on Funds and Sub-Funds, not Accounts.

Institutional Fringe COA Code: This should be populated on accounts that will be using an Institutional Fringe Account.

Institutional Fringe Account: Please work with your department/College when setting up this field if fringe benefits are paid through a central department account.

Unless applicable, leave the remaining sections blank.

ACCOUNT RESPONSIBILITY

NEW

* Fiscal Officer Principal Name:
* Account Supervisor Principal Name:
* Account Manager Principal Name:
Continuation Chart Of Accounts Code: UA - University of Arizona-Management
Continuation Account Number: 7654321
Income Stream Chart Of Accounts Code: UA - University of Arizona-Management
Income Stream Account Number:
* Budget Record Level Code: C - Consolidation
* Account Sufficient Funds Code: N - No Checking
Transaction Processing Sufficient Funds Check:
External Encumbrance Sufficient Funds Indicator:
Internal Encumbrance Sufficient Funds Indicator:
Pre-Encumbrance Sufficient Funds Indicator:
Object Presence Control Indicator:

Account Responsibility – 1st Section

Fiscal Officer: Enter the NetID of the person who will be responsible for the fiscal management of the account. This may be the Business Manager.
Account Supervisor: Enter the NetID of the Account Supervisor. This can be one of the following persons within an Organization: Dean, VP, Director, Department Head, or Principal Investigator. The Account Supervisor cannot be any other role.
Account Manager: Enter the NetID of the Account Manager. This can be one of the following persons within an organization: Assistant Dean of Finance, Dean, VP, Director, or Dept. Head. **Note:** The Account Manager and Fiscal Officer can be the same person.
Continuation Chart of Accounts Code: Always use "UA – University of Arizona Management."
Continuation Account Number: If account has an expiration date, this field is required. This account number is used for any transactions that post after the expiration date. In most cases, the continuation account will be in the same Org/department

Account Responsibility – 2nd Section

Income Stream Chart of Accounts Code: Always use "UA – University of Arizona-Management." Leave blank if no Income Stream Account number is used.
Income Stream Account Number: No longer required, can be left blank.
Budget Record Level Code: Use the drop down to choose "N- No Budget" for a Cash Account or "C-Consolidation" for a Budgeted Account.
Account Sufficient Funds Code: Use drop down to always choose "N-No Checking." Field currently not in use.

Account Responsibility Check Boxes

These 5 check boxes are always left blank.

GUIDELINES AND PURPOSE

NEW

* Account Expense Guideline Text: Explanation of expenses that will be applied to account
* Account Income Guideline Text: Explanation of Income that will be applied to account
* Account Purpose Text: How the account will be used

Guidelines and Purpose

Account Expense Guideline Text: Provide a detailed explanation of the types of expenses to be recorded in the account.
Account Income Guideline Text: Provide detailed explanation of where the funds for the account will originate.
Account Purpose Text: Provide detailed information describing the purpose/use of the account.
Note 1: Accounts cannot be re-purposed. Make sure the purpose is correct; it cannot be altered after the account is activated and used.
Note 2: Any restrictions on the account need to be documented in the Guideline Text.

ACCOUNT DESCRIPTION

NEW

Campus Description:
Organization Description:
Responsibility Center Description:
Building Campus Code:
Building Code:

Account Description

This section is to be filled in only by the Office of Budget and Planning.

CONTRACTS & GRANTS

NEW

Contract Control Chart of Accounts Code:
Contract Control Account Number:
Account Indirect Cost Recovery Type Code:
Indirect Cost Rate:
CFDA Number:
CG Account Responsibility Id:

Contracts & Grants

This section is to be filled in only by Sponsored Projects and Contracting Services.

INDIRECT COST RECOVERY ACCOUNTS

NEW INDIRECT COST RECOVERY ACCOUNT

Indirect Cost Recovery Chart Of Accounts Code:

Indirect Cost Recovery Account Number:

Account Line Percent:

Active Indicator:

ADD

Indirect Cost Recovery Accounts

This section is to be filled in only by Sponsored Projects and Contracting Services.

ADDITIONAL ACCOUNT ATTRIBUTES

NEW

Budget Shell Code:

Cross Organization Code:

* Tax Region Code:

FA Cost Subcategory:

Additional Account Attributes

Budget Shell Code: Always leave blank. The Office of Budget and Planning will fill in the appropriate code.
Cross Organization Code: Always leave blank. The Office of Budget and Planning will fill in the appropriate code.
Tax Region Code: Always use "NOSALESTAX." The Fund Accountants will fill in the correct Code, if any is required.
FA Cost Subcategory: Always leave blank. FSO Rate Studies will fill in the appropriate code.

NOTES AND ATTACHMENTS (0)

* Note Text :

Attachment :

Choose File No file chosen

Remove Attachment

ADD

Notes and Attachments

Note Text: Any additional information that pertains to opening the account should be included here and will expedite the approval process. Questions from approvers and department requirements can also be added here.
Attachments: Click "Choose File" to select files that support the opening of the Account or supply required/requested documents.
Add: Click the "Add" button. The Notes and Attachments will not be saved to the account until this button is clicked. Once submitted, it cannot be removed.

AD HOC RECIPIENTS

ROUTE LOG

Submit Save Close Cancel

Submit: Click to submit the document. After submitted, the status of the document will change from "Initiated" to "Enroute." It will be routed for approval or acknowledgement.

Save: Use when a document is initiated but not yet complete. Saving allows it to be opened at a later date for completion.
Note: All saved documents are canceled after 90 days of no activity.

Close: This will close the document without submitting it. It will not save any new changes made to the document.

Cancel: This will cancel the document. A message will prompt you to confirm you want to cancel the document. Canceled documents are void, cannot be modified in any way, and do not route for approval.