

# OPENING A NEW ACCOUNT QUICK REFERENCE

## 1. Document Overview

**Description:** Fill in what the Document is doing. - Limit 40 characters.

**Explanation:** More detail of what is happening on the Document -Unlimited characters.

## 3. Account Maintenance – 2<sup>nd</sup> 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 click check box when closing the account.

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

**Sub-Fund Group Code:** Based on the type of activity the account will have. Contact Fund Accountant if unknown.

**Account Fringe Benefit:** Always check this box.

**Fringe Benefit Chart Code & Account #:** Always leave blank.

**Higher Education Function Code:** Click Dropdown to choose a Temporary Code based on the type of expenses that will be posted to 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.

**Unless Applicable, leave remaining sections blank.**

## 5. Account Responsibility – 2<sup>nd</sup> Section

**Income Stream Chart of Accounts Code:** Always use "UA – University of Arizona Management."

**Income Stream Account Number:** If the Sub-Fund is from a State or Locally Allocated Fund, this must match the Account Number.

**Budget Record Level Code:** Use 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".

## 6. Account Responsibility Check Boxes

These 5 check boxes are always left blank.

## 2. Account Maintenance – 1<sup>st</sup> section

**Chart Code:** Always UA

**Account Number:** Chosen based on Sub- Fund. Contact Fund Accountant if unknown.

**Account Name:** Chose 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 used.

**Organization Code:** Department that will own the account.

**Campus Code:** Must be the same as the Campus Code of the Organization Code.

**Account Effective Date:**

Today's date or later.

Backdating is not allowed.

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

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

## 4. Account Responsibility – 1<sup>st</sup> Section

**Fiscal Officer:** Enter the NetID of the person who will be fiscally responsible for the account. This may be the Business Manager.

**Account Supervisor:** Enter the NetID of the Account Supervisor and can be one of the following persons within an Organization: Dean, VP, Director, Dept. Head, or Principal Investigator.

**Account Manager:** Enter the NetID for the Account Manager and 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, Continuation Account Number is required. This is to be used for any transactions on the account that post after the Expiration Date.

The screenshot shows the 'UAAccess FINANCIALS' interface. At the top, there are navigation tabs: 'Main Menu', 'Central Admin', 'Maintenance', and 'Administration'. The 'Maintenance' tab is selected. Below the tabs, there's a header area with 'Action list', 'doc search', and 'analytics/reports'. The main content area is titled 'Document Overview' and contains a form for creating a new account. The form is divided into several sections, each with a blue header. The 'Document Overview' section has fields for 'Description' and 'Explanation'. The 'Account Maintenance' section is divided into two parts: the 1st section (Account Name, Organization Code, Campus Code, Account Effective Date, Account Expiration Date, Account Postal Code, Account City Name, Account State Code, Account Street Address) and the 2nd section (Account Off Campus Indicator, Closed?, Account Type Code, Sub-Fund Group Code, Account Fringe Benefit, Fringe Benefit Chart Of Accounts Code, Fringe Benefit Account Number, Higher Education Function Code, Account Restricted Status Code, Account Restricted Status Date, Endowment Chart Of Accounts Code, Endowment Account Number, Institutional Fringe COA Code, Institutional Fringe Account). The 'Account Responsibility' section is also divided into two parts: the 1st section (Fiscal Officer Principal Name, Account Supervisor Principal Name, Account Manager Principal Name, Continuation Chart Of Accounts Code, Continuation Account Number, Income Stream Chart Of Accounts Code, Income Stream Account Number, Budget Record Level Code, Account Sufficient Funds Code) and the 2nd section (Transaction Processing Sufficient Funds Check, External Encumbrance Sufficient Funds Indicator, Internal Encumbrance Sufficient Funds Indicator, Pre-Encumbrance Sufficient Funds Indicator, Object Presence Control Indicator). Red arrows point from the text boxes to the corresponding fields in the form.

## 7. Contracts and Grants

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

## 9. Additional Account Attributes

### Source of Funds Code:

Click on Source of Funds drop down list. Choose appropriate code for Account's funding.

**Tax Region Code:** Always use "NOSALESTAX". The Fund Accountant will fill in correct Code, if any is required.

**FA Cost Subcategory:** Always leave blank. Rate Studies will fill in appropriate code.

**Budget Shell Code:** Always leave blank. Budget Office will fill in appropriate code.

**Cross Organization Code:** Always leave blank. Budget Office will fill in appropriate code.

**12. 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.

**13 Save:** Use when a document is initiated but not complete yet. It can be opened at a later date for completion. **Note:** All saved documents are canceled after 90 days with no activity.

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

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

## 8. Guidelines and Purpose

**Account Expense Guideline Text:** Give detailed explanation of how the account's funding will be used.

**Account Income Guideline Text:** Give detailed explanation of where the funds for the account will originate.

**Account Purpose Text:** Give 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:** Guidelines section is where any restrictions on the account need to be placed.

## 10. Notes and Attachments

**Notes:** Any additional information that pertains to opening the account should be included here. The more detail here will speed up the approval process. Questions from approvers and department requirements can also be added here.

**Attachments:** Use browser to select files that support the opening of 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 added it cannot be removed.

The screenshot displays the 'Contracts And Grants' system interface. At the top, there's a 'New' button and a 'hide' link. Below this, the 'Contracts And Grants' section contains fields for 'Contract Control Chart of Accounts Code', 'Contract Control Account Number', 'Account Indirect Cost Recovery Type Code', 'Indirect Cost Rate', 'Indirect Cost Recovery Chart Of Accounts Code', 'Indirect Cost Recovery Account Number', 'CFDA Number', and 'CG Account Responsibility Id'. A blue callout box points to this section, stating it's for Sponsored Projects. The 'Guidelines And Purpose' section follows, with a 'New' button and a 'hide' link. It contains three text areas: 'Account Expense Guideline Text', 'Account Income Guideline Text', and 'Account Purpose Text'. A blue callout box points to this section, explaining the purpose of each text area. Below this is the 'Account Description' section with a 'show' button. The 'Additional Account Attributes' section has a 'hide' link and contains fields for 'Source of Funds', 'Tax Region Code', 'FA Cost Subcategory', 'Budget Shell Code', and 'Cross Organization Code'. A blue callout box points to this section, providing instructions for each field. The 'Notes and Attachments (0)' section has a 'hide' link and contains a table with columns for 'Posted Timestamp', 'Author', '\* Note Text', 'Attached File', and 'Actions'. A blue callout box points to this section, explaining the 'Add' button and the 'Notes' and 'Attachments' fields. At the bottom, there's an 'Ad Hoc Recipients' section with a 'show' button and a 'Route Log' section with a 'show' button. A blue callout box points to the 'submit', 'save', 'close', and 'cancel' buttons at the bottom of the page, explaining their functions.