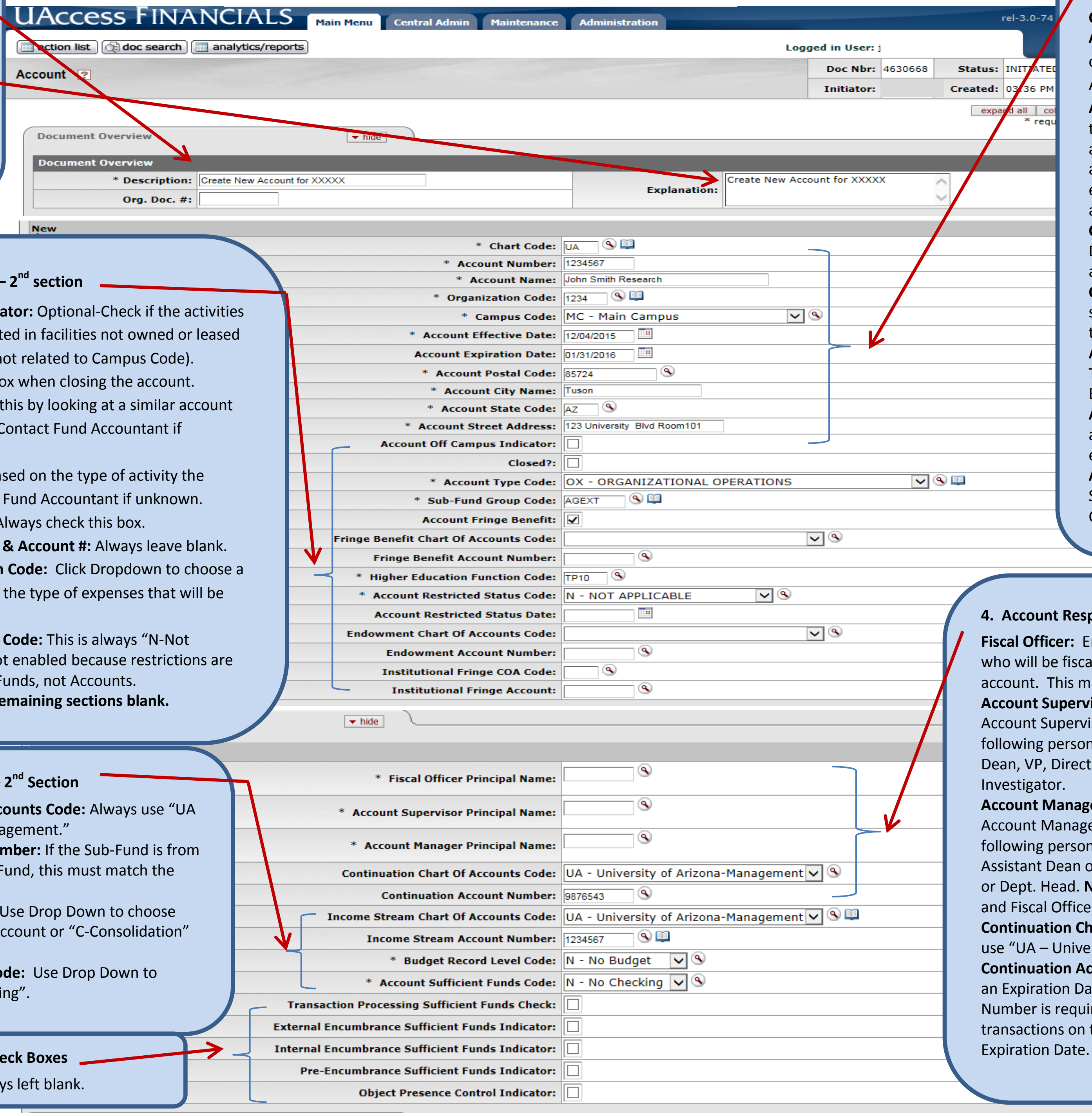
Opening a New Account
Quick Reference

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.

2. Account Maintenance – 1st 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.



3. 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 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.

4. Account Responsibility – 1st 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.

5. Account Responsibility – 2nd 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

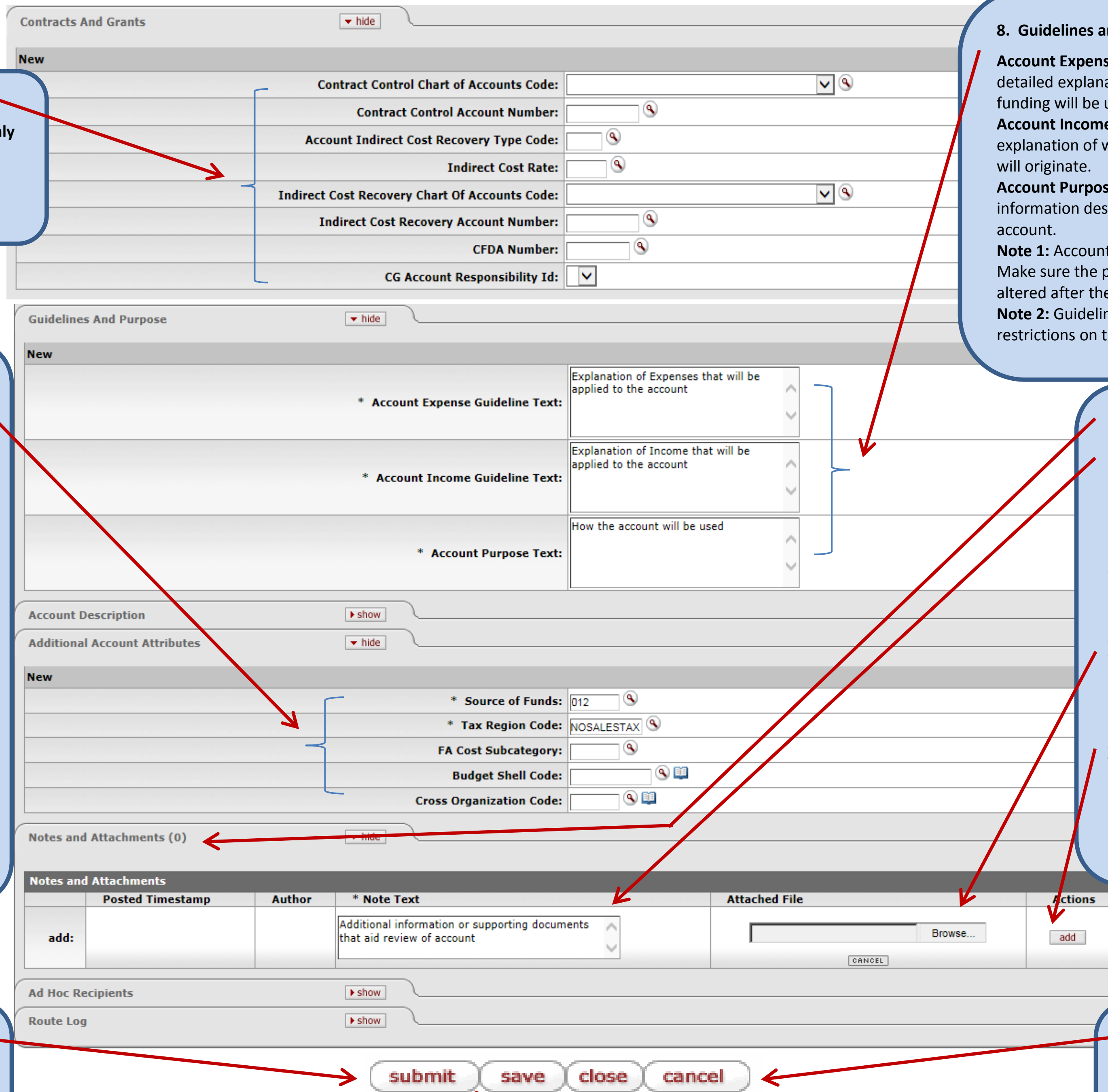
These 5 check boxes are always left blank.

7. Contracts and Grants

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

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.



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.

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.

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.