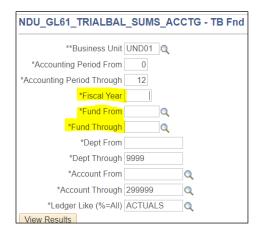
INACTIVATING A FUND NUMBER

You may wish to consider inactivating a Fund number if it is no longer being used or if the activity is minimal and can be combined with another Fund.

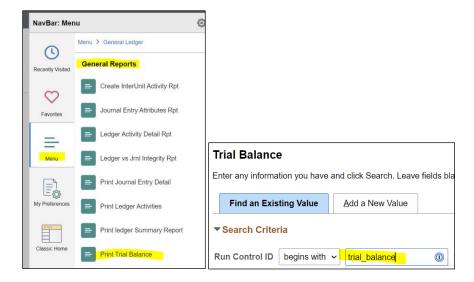
Step 1: Verify the asset and liability account balances for the Fund are zero by running the trial balance Query (GL61) in PeopleSoft Finance.

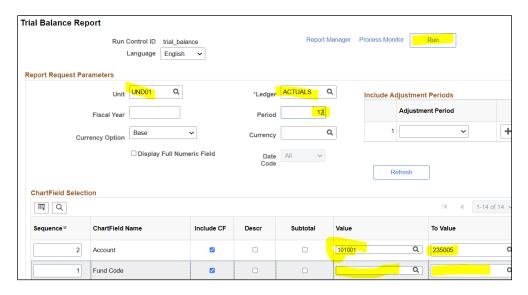


Complete the criteria as noted below for the Fund and current fiscal year.



If you do not have access to PS Query Viewer, run a Trial Balance Report:





Asset account numbers are 6-digit numbers that start with "1" and liability account numbers are 6-digit numbers that start with "2". If there are balances in any asset or liability accounts, create a journal entry to transfer to another fund. **NOTE**: If there is a balance in account 124001-Accounts Receivable, you cannot use a JE to move it. Contact Mary Anderson in student finance (mary.anderson@und.edu) to change these using an SF Item Type.

Step 2: Verify the Fund isn't being used in an active Campus Connection item type. Doing this reduces the potential for future budget errors in SF journals. Access the *SF Item Types with GL Info* report at https://campus.und.edu/finance/reports/ Follow the instructions in the report to set up filters, then filter the report by the "Fund" column. Look for any active item types that use the Fund which you're requesting to inactive. (If an item type is inactive it will have "DNU" in the front of the description. Don't worry about those.) If there are any active item types, contact Mary Anderson in Student Finance (mary.anderson@und.edu) to request they be inactivated or changed to another funding source.

Step 3: After all balance sheet accounts have been zeroed out and Mary has removed the Fund from active item types, complete the request form at https://campus.und.edu/finance/forms.html, Accounting Forms, Fund Request Form.

Accounting Forms

- Fund Request Form (PDF) Used when requesting a new fund to be created. Submitted to the Controller's Office, Stop 8364
- <u>Project Number Request Form</u> (PDF) Used when requesting a new fund or project to be created. I submitted to the Controller's Office, Stop 8364.
- $\bullet \ \, \underline{\text{Perceptive Content Access Form}} \, (\text{PDF}) \, \, \text{Perceptive Access/Modification/Removal} \, \\$

Enter the *Fund Title,* select *Delete Fund Number* and complete the signature and contact information at the bottom of the form. Email the form to Laura.knox@und.edu or Sharon.loiland@und.edu.