

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.

NDU_GL61_TRIALBAL_SUMS_ACCTG	TB Fnd Dept Sum by Per Fr/Th	Public	HTML	Excel
------------------------------	------------------------------	--------	------	-------

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

NDU_GL61_TRIALBAL_SUMS_ACCTG - TB Fnd

**Business Unit

*Accounting Period From

*Accounting Period Through

*Fiscal Year

*Fund From

*Fund Through

*Dept From

*Dept Through

*Account From

*Account Through

*Ledger Like (%=All)

[View Results](#)

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

NavBar: Menu

Menu > General Ledger

General Reports

- Create InterUnit Activity Rpt
- Journal Entry Attributes Rpt
- Ledger Activity Detail Rpt
- Ledger vs Jrnl Integrity Rpt
- Print Journal Entry Detail
- Print Ledger Activities
- Print ledger Summary Report
- Print Trial Balance**

Trial Balance

Enter any information you have and click Search. Leave fields blank

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Run Control ID

Trial Balance Report

Run Control ID: trial_balance Report Manager Process Monitor

Language: English

Report Request Parameters

Unit: UN001 *Ledger: ACTUALS Include Adjustment Periods

Fiscal Year: Period: 12 Adjustment Period: 1

Currency Option: Base Currency:

Display Full Numeric Field Date Code: All

ChartField Selection

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
2	Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1101001	235005
1	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

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
- [Project Number Request Form](#) (PDF) - Used when requesting a new fund or project to be created. Submitted to the Controller's Office, Stop 8364.
- [Perceptive Content Access Form](#) (PDF) - 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.