



SPONSORED PROGRAM SERVICES



TO: Account Managers and Account Clerks

FROM: Ann Stetler

DATE: 4/7/2004

SUBJECT: Deletion of Locked and Closed Fund/Centers from the 2003-04 FY Chart of Accounts (Due to Ann Stetler by Monday, May 31, 2004)

Attached to the account manager's copy of this memo is a list of fund/centers in your area that will expire 05/31/04, or prior, or have an expiration date 99/99/99 and have zero balances as of March 31, 2004.

Each fund/center on the list should be reviewed using the criteria on Attachment B to determine if it can be deleted for FY 03-04. **LINE THROUGH THE FUND/CENTER NUMBER FOR THOSE FUND/CENTERS THAT SHOULD NOT BE DELETED.** Please use **RED INK**. This will leave only those fund/center numbers that are to be deleted. The REVIEWED and APPROVED BY sections need to be signed by Account Clerk and Account Manager.

To assist you in determining which fund/centers can be deleted if they are part of a major/minor system, a report has been generated to list all other fund/centers contained in a major/minor system if at least one of the fund/centers is listed on the delete list.

If the fund/center can be deleted, the inactive date in the Attribute System on screen A900 will be changed to 07/01/04. (This applies only to those fund/centers that you have not already made inactive during the year.) The Support Services Staff will change the inactive date based on the lists you return by 5:00 p.m., May 31st, 2004.

The attached list contains fund/centers, which are zero. However, if there are fund/centers that do not print on the list and should be deleted for FY 03-04, the balances of the fund/centers will have to be adjusted to zero. Then prepare a Change In Attribute form and return to me for processing along with your list.

Attachments

Cc: Assistant Directors

**CRITERIA FOR DETERMINATION OF DELETING
FUND/CENTERS AT YEAR-END**

The following criteria should be considered when reviewing the list:

1. Is the fund/center locked? If the fund/center is going to be deleted and the lock status is "No", a Change In Attribute (CIA) should be processed to lock the fund/center prior to submitting the list to the Systems Area. This will ensure that transactions are not processed against the fund/center in error. Note on the list the date you locked the fund/center.
2. Does the fund/center have a zero available balance or will it be zeroed by April 30 of the current year statements? The encumbered, unencumbered, commitment, and available balances must all be zero. If there was cost sharing, each 7-89XX report group must be zero; total cost sharing cannot net to zero.
3. A major fund/center should not be deleted if one or more minor fund/centers for that major is not being deleted. You must always have a major fund/center in the system if a minor exists.
4. Minor fund/centers should not be deleted if the fiscal data for the minor is still needed for reporting purposes for the total project.
5. Any fund/center that still appears on a Letter of Credit Report or is part of a Letter of Credit System needs to be retained and should not be deleted.
6. Fund/centers that are part of a multi-year program that have consolidated FSSR's generated for the entire program period should not be deleted.
7. The fund/center will be inactivated in the Account Maintenance and Attribute System effective 7/1/2004 but the fund/center will remain in AMAS until next year end when it will be purged from the file. No balances will exist in General Ledger and on the Available Funds File effective 7/1/2004. Therefore, no FSSR's or Consolidated FSSR's will be generated for deleted fund/centers.
8. If a billing or consolidated FSSR record exists for fund/centers that are being deleted, these records should also be deleted by processing a delete through the normal billing and consolidated FSSR screens.

Four columns on the attached computerized list should be completed during the review. If the response is Y, N, Y, N, then the fund/center can be deleted.

F/C Zero? - Is the fund/center zero?

M/M System? - If the fund/center is part of a major/minor system, does the fund/center still need to be retained on the file for reporting purposes? If the fund/center is a non major/minor, then an 'N' is applicable.

F/C Lock? - Is the fund/center locked?

Letter of Credit? - Is the fund/center needed for Letter of Credit purposes?

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