

Fund Code Termination

The following check assists in maintaining and inactivating Banner funds.

- ✓ Ensure that the available balance (FGIBDST) in the fund (on all organization, program and activity codes) is zero and that there are no commitments remaining on the fund.
- ✓ Requests for termination of research funds must be approved by the Research Accounting Office prior to processing.
- ✓ Check whether the Fund is a default on any organization code – if so, alter the organization code record(s) as appropriate.
- ✓ If any staff is being paid from the fund, advise HR of the replacement coding.
- ✓ For outstanding payroll activity:
 - Outstanding payroll activity
 - Active job labor distributions
 - Active position labor distributions
 - Non-cash taxable payroll transactions
 - TBA Taxable Benefit - Auto
 - TBC Taxable Benefit - Clothing
 - TBG Taxable Benefit - Membership
 - TBT Taxable Benefit - Tuition
 - TEL Taxable Benefit - Telephone Per Diem
 - THA Taxable Benefit - Housing (CEO)
 - TMA Taxable Benefit - Moving Allowance
 - TXB Taxable Benefit - Well Baby
 - TXM Taxable Benefit - (Meals/Other)
 - TSP Taxable Benefit - Phone
 - TXR Taxable Benefit - Risk
 - TXT Taxable Benefit - Trinket
 - TXW Taxable Benefit - Wellness
- ✓ Open invoices
- ✓ Outstanding balance sheet activity (FGITBAL)
- ✓ Unbilled/held transactions in the billing detail ledger
- ✓ Default fund on active pcard
- ✓ Incomplete/unapproved transactions
- ✓ Advise the appropriate personnel that the fund code is terminated
 - budget staff
 - department end users

- ✓ Fund Security needs to be adjusted where necessary
- ✓ Terminating the fund code on Banner FTMFUND

When terminating a fund, the Active Status AND the Data Entry fields on FTMFUND are to remain checked. The termination date field is to be populated. (Finance Module 18-OCT-2010 action)

The screenshot shows the Oracle Developer Forms Runtime interface for the 'Fund Code Maintenance' form. The title bar indicates 'Web: Open > FTVFUND - FTMFUND'. The form contains various fields for fund details, including Grant, Fund, Effective Date, Termination Date, and Financial Manager. Two checkboxes, 'Active Status' and 'Data Entry', are highlighted with red circles. The 'Active Status' checkbox is checked, and the 'Data Entry' checkbox is also checked. The 'Termination Date' is set to 14-MAY-2010. The 'Last Activity Date' is also 14-MAY-2010. The 'Next Change Date' is empty. The 'Fund Type' is 'Restricted Non-Appropriations-USD'. The 'Predecessor Fund' is 'Federal Grants USD'. The 'Financial Manager' is 'Brusseau, Jeffrey R.'. The 'Bank' is 'InvestmentPool-USD'. The 'Cash Receipt Bank Code' is 'Depository Account-USD'. The 'Capitalization Fund Indicator' is 'Cap Different or No Cap'. The 'Capitalization Equity Account' and 'Capitalization Fund' are empty. The 'Multiple Fund Balance Indicator' is '(None)'. The 'Restriction Indicator' is '(None)'. The 'Defaults' section shows 'Organization' as 240903, 'Program' as 03, 'Activity' as empty, and 'Location' as empty. The status bar at the bottom indicates 'Record: 1/?' and 'List of Valu...'. The footer text reads 'Chart of Accounts; Press LIST for valid values. Press Edit for Navigate To.'

The system looks at these two fields when posting a finance document and will not post the document if they are unchecked. The fund does not meet the criteria of a data entryable fund or an active fund.

Organization Code Termination

- ✓ Ensure that the available balance (FGIBDST) in the organization code is zero and that there are no commitments remaining on it.
- ✓ Check whether the organization code is a default on any fund code – if so, alter the fund code record(s) as appropriate.
- ✓ If any staff is being paid from the fund utilizing the organization code, advise HR of the replacement coding.
- ✓ For outstanding payroll activity:
 - Outstanding payroll activity
 - Active job labor distributions
 - Active position labor distributions
 - Non-cash taxable payroll transactions
 - same day meal (TXM)
 - cell phone usage (TXP)
- ✓ Unbilled/held transactions in the billing detail ledger
- ✓ Incomplete/unapproved transactions
- ✓ Advise the appropriate personnel that the organization code is terminated
 - budget staff
 - department end users
- ✓ Org Security needs to be adjusted where necessary.