



# Updating Budget Account Status to Inactive

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You can use Safari ODBC and the USALOAD program to change the account status and/or load account stop dates. Once an account has an inactive status or a stop date that is in the past, it cannot be selected when entering or modifying a requisition, purchase order, or receipt. However, invoices and checks can still be processed for existing encumbrances against the account. Any requisitions against the account should be converted to purchase orders prior to inactivating the account and prior to the stop date. If not, the requisition will need to be modified to use another account.

The steps below will assist you in creating and importing a spreadsheet to update your accounts as desired. Your spreadsheet must contain certain fields in order to load into the account files using the USALOAD/ACCLOAD program. The following fields are **required fields** and must be pulled for Budget Accounts:

<u>Description</u>	<u>Required Column Description</u>
1. Transaction Indicator	TI
2. Fund	FUND
3. Function Code	FUNCTION
4. Object Code	OBJECT
5. Special Cost Center	SCC
6. Subject Code	SUBJECT
7. Operational Unit	OPU
8. Instructional Level	IL
9. Job Code	JOB

Other fields can be pulled depending on what you wish to review or update. You can filter your accounts by fund or SCC to make the spread sheet more manageable.

These instructions assume you are familiar with Safari ODBC. If you need additional assistance with Safari ODBC, please refer to the **Safari Instructions - Safari ODBC on Microsoft 2010** document on the LACA website or contact the LACA fiscal support team.

## ***In Excel Using Safari ODBC***

1. Select BUDGET\_ACCTS table
2. Select the following fields:
  - a. The required fields listed above (all account dimensions)
  - b. DESC (description)



- c. INITIAL\_BUDGET
  - d. FYTD\_ACTUAL\_EXPENDITURE
  - e. CURRENT\_ENCUMBERED: BUDGET\_ACCT\_RE
  - f. FYTD\_UNENCUMBERED\_BALANCE
  - g. STAT
  - h. STOP\_DATE
3. Filter data by:
- a. STAT equals A
    - i. Spreadsheet will only include active accounts.
    - ii. The program is case sensitive. The A must be uppercase.
  - b. Additional filters as desired.
    - i. To see all active accounts with no initial budget, no FYTD amount expended, no current encumbrance, and no FYTD unencumbered balance:
      1. FYTD\_ACTUAL\_EXPENDITURE equals 0
      2. *And* INITIAL\_BUDGET equals 0
      3. *And* CURRENT\_ENCUMBERED equals 0
      4. *And* FYTD\_UNENCUMBERED\_BALANCE equals 0
    - ii. Depending on the size of your district and how recently accounts were last inactivated, you may receive a very large spreadsheet listing hundreds or thousands of accounts. You may want to add one of the additional filters below to make your spreadsheet more manageable.
      1. Fund equals XXX (i.e. 001)
        - a. Where XXX is a specific fund of your choice if you wish to review the spreadsheet one fund at a time.
      2. Fund begins with X (i.e. 5 to look at all 5XX funds)
      3. SCC equals 9XXX (i.e. 9117 to look only at FY17 non-general fund accounts)
4. Sort by all dimensions of the account number.
5. A spreadsheet listing all active budget accounts that meet any of your additional filters will be produced. Save the spreadsheet as a table using a file type of Excel. This will allow you to use the spreadsheet again to query using different filters (as explained in the following steps) or to query current information at a future date. For more information on refreshing a saved query at a later date, refer to the **Safari Instructions - Safari ODBC on Microsoft 2010** document on the LACA website.
6. Review the spreadsheet and make desired changes.
- a. For any accounts that should be inactive, enter an I in the STAT column.



- b. If there are accounts that should not be used after this fiscal year (such as grants), enter the correct date in the STOP\_DATE column as mm/dd/yyyy.
7. When you are finished making changes:
  - a. Remove all of the columns in your spreadsheet *except* the nine required fields listed above and any columns that you have updated.
    - i. *Note:* It is advised to remove columns that contain dollar amounts so you do not overwrite current amounts. Processing may have occurred since you extracted your data.
  - b. Modify the following column headings to the Required Column Description:
    - i. TRANSACTION\_INDICATOR needs to be renamed TI
    - ii. OPERATIONAL\_UNIT needs to be renamed OPU
    - iii. STAT needs to be renamed STATUS
8. Save the spreadsheet as a CSV file.

### **In Reflection**

1. Use the file transfer option (flying paper) to transfer the CSV file into Reflection.
2. At a MENU prompt, type USALOAD.
  - a. Select ACCLOAD – Import Account Data
  - b. Under Processing Options:
    - i. Fiscal Year – enter the current Fiscal Year
    - ii. Name of import file – enter the name of the file you created and transferred into Reflection
    - iii. Format of import file – CSV
    - iv. Update existing account records (Y/N) – change to Y
    - v. Update account file or report only (U/R)
      1. The first time you want a report only (R).
      2. Review the report, ACCLOAD.TXT, for errors.
      3. Correct any errors.
      4. Run USALOAD/ACCLOAD again and select update (U)
3. Continue creating spreadsheets using the Excel table that you saved.
  - a. Use the instructions “Editing a Safari ODBC Query” in the **Safari Instructions - Safari ODBC on Microsoft 2010** document to change the filter funds, SCCs, etc. in your original Excel table spreadsheet.
  - b. Save the new file as a CSV.
  - c. Follow the ***In Reflection*** Steps 1 and 2 above to transfer the newly saved CSV file into Reflection and upload it to update/inactivate the accounts.



- d. Repeat this Step 3 until all accounts for all filters have been updated/inactivated as desired.

### **Revenue Accounts**

The above Safari and Reflection processes can also be followed for Revenue accounts with slight modifications to the applicable steps.

1. Select REVENUE\_ACCTS table.
2. Select the following fields
  - a. The 6 fields required for USALOAD/ACCLOAD
    - i. TRANSACTION\_INDICATOR
    - ii. FUND
    - iii. RCPT
    - iv. SCC
    - v. SUBJECT
    - vi. OPERATIONAL\_UNIT
  - b. DESC
  - c. INITIAL\_REVENUE\_ESTIMATE
  - d. FYTD\_ACTUAL\_RECEIPTS
  - e. FYTD\_BALANCE\_RECEIVABLE
  - f. STAT
  - g. STOP\_DATE
3. You will have to modify the following column headings to the Required Column Description:
  - a. TRANSACTION\_INDICATOR needs to be renamed TI
  - b. RCPT needs to be renamed RECEIPT
  - c. OPERATIONAL\_UNIT needs to be renamed OPU
  - d. STAT needs to be renamed STATUS