



## GUIDELINES FOR PROJECT INACTIVATION

When F&BS assess the inactivation of a department or project, the following principles are used:

Firstly, for the purpose of assessing the balance of a department code or project combination the combined ledger balance (ACTUALS + FINANCIALS) is the appropriate balance.

So, when investigating if a department code or project combination can be closed the following criteria are required in a Ledger & Budget Inquiry:

1. The Balance Forward and Adjustments boxes on the enquiry panel are checked as this engages the appropriate accounting principles in respect of the nature of the accounts. This also covers the balance over the life of the department/ project, not just for the current year.
2. Ledger is ACT + FIN
3. Year From and to must be the same e.g. 2011.
4. Period From is 1 to 13
5. Select the link Summary (by ChartField)

The above process is illustrated below:

**Ledger & Budget - Microsoft Internet Explorer provided by CAS**

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**Inquiry Criteria**

**Ledger Criteria**

Inquiry	Unit	*Ledger	*From Year/Per	*To Year/Per
LEDGER ENQ ANUGL	ANUGL	ACT+FIN	2011 1	2011 13

Include Balance Forward  
 Include Adjustments

**ChartField Criteria**

From Account  To   
 From Fund  To   
 From Department  To   
 From Project  To

[Summary \(by ChartField\)](#)  
[Detail \(by Period and ChartField\)](#)

Delete

Save Return to Search Refresh Add Update/Display

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The resulting ledger balance enquiry should be nil.

If there are balances in operating accounts such as expenditure (5XXX), transfer (7XXX), internal (8XXX) or revenue (9XXX) these must be cleared before inactivation.

We can however, ignore financial accrual reversal entries and financial balances in depreciation accounts in the R ledger. These financial figures are rolled over at the end of the financial year at a higher level. One way to confirm a nil balance is to select ACTUALS ledger for the R ledger when processing the Ledger & Budget Inquiry.

There must not be balances in any balance sheet account codes. The balance sheet account codes are equity (0xxx), asset (1xxx and 3xxx) and liability (2xxx and 4xxx). If there are no balances in these accounts, the final integrity check is passed and a department/ project can be closed. If a balance is present in any of these accounts, they must be transferred. Please note that the transferring of an asset balance may undertaking action into a subsidiary system such as the Asset Management System or Inventory, not just simply processing a journal.

Please note, that there are often different issues that come up with each inactivation so all requests are reviewed on an individual basis.