

# Preparing IFR Accounts for Sub-accounting or Closure

Created by the University Controller's Office

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## What accounts does this apply to?

- IFR accounts (General IFR, SUTRA, Stabilization, Dorm Sponsored, and Hospital Sponsored) that are currently master only accounts, and the campus has requested for a 99 sub-account to be created.
- IFR accounts that the campus would like to close on the FMS Chart of Accounts.

## Why is this process needed?

- When an account is sub-accounted for the first time after existing as a master only account, there is no automatic process in FMS to 'push' the balances or activity to the newly created 99 account. Therefore, pending and future activity in the master account needs to be reviewed and paused and the ending cash balance needs to be brought to \$0.00 (zeroed down).
- IFR accounts maintain account level cash balances, failure to zero down the cash balance before sub-accounting or account closure can cause cash to be trapped and be unavailable to the campus and also causes reporting errors.

## Notes:

- **The following procedures apply to both sub-accounting and account closure. Procedures specific to sub-accounting are designated by blue text. Procedures specific to account closure are designated by red text.**
- Please note that this was created during fiscal year period 24-25. Examples being used will refer to the current cash year and current budget year as 24-25. Reference to prior cash year or prior budget year/lapsing year will be referring to 23-24.
- The 'cash' fiscal year refers to the cash balances that represents all revenue and disbursement activity that occurred from July 1<sup>st</sup> – June 30<sup>th</sup> regardless of budget appropriation year.
- The 'budget' fiscal year refers to the appropriation activity (allocation, expenditure, and encumbrance) from July 1<sup>st</sup> through the end of the lapsing period. The lapsing period end date depends on the sub fund group.
- All BI queries mentioned in this document can be found on the Account Summary dashboard.
- Goal of this process is to let any in-progress activity post to the **master account (account)**, **pause (stop)** any future activity **and update funding to newly created subs**, and zero down **master account (account)** cash balance. **If account to be closed is a sub-account series, the ending balance needs to be \$0.00 in each individual sub-account.**
- Please make best effort to have activity **paused (stopped)** before reaching out to UCO. UCO will do final approval of account readiness and will **create the -99 on the chart of accounts (close the account on the chart of accounts).**

- For sub-account requests: if the activity in the account is significant/ frequent, instead, consider creating a new account series and using the new account series for future activity.
- For sub-account requests, we strongly recommend closing any prior years of the requested account that are still open. If prior years will need to still be transacted against, those years will need to be sub-accounted as well. If not sub-accounted there can be reporting errors. **For account closures, any prior years that are still open will also need to be closed.**

**Procedures:**

1. Please communicate to any persons responsible for this account, accounts payable, and procurement offices to **pause (stop)** processing of any new journals (revenue and expenditure), vouchers, ROAs, purchase orders, requisitions, contracts, etc. to the requested account. Any new activity will delay approval **to create a -99 sub-account (close the account).**
2. Open BI Financials dashboard 'Account Summary', run query for account requested to be **sub accounted (closed)**. In the Fiscal Year selection, please select any open fiscal years keeping in mind funds that are appropriated for two years or years that are in lapsing period.
  - a. Example of funds appropriated for two years: for General IFR accounts – you generally want to select the current fiscal year and the prior fiscal year because General IFR is appropriated for two years.
    - i. If sub-accounting in July - September (during lapsing period) also select the prior-prior year.
    - ii. Example of year selection during the lapsing period: sub account request made in August 2025, the 23-24 FY for General IFR is lapsing, therefore there could be activity related to budgetary fiscal years 23-24, 24-25, and 25-26.
3. Confirm if all expenditures for open budgetary years have been fully disbursed.
  - a. For the current year compare the 'Current Disbursements' bucket in the current cash year to the 'Expenditure Total' in the current budget year
    - i. If there is a variance, drill into expenditure detail and identify voucher activity that is not paid. Expected check issuance can be found in SFS. Cash balance zero down and **sub-accounting (closure)** will need to wait until after the disbursement has posted to BI.

Fiscal Year	Sub Fund Group	Beginning Cash Balance (+)	Revenue (+)	Fringe Benefit (+)	Overhead (+)	Maintenance (+)	Prior Yr Disbursements (-)	Current Disbursements (-)	Ending Cash Balance (=)
23-24	General IFR	440,937.04	66,861.76	892.30	0.00	0.00	29,023.81	97,150.17	382,517.12
24-25	General IFR	382,517.12	24,558.59	62.86	0.00	0.00	13,400.35	41,249.85	352,488.37

Fiscal Year	Major Object	Allocation Total	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
<b>Grand Total</b>		<b>393,500.00</b>	<b>151,800.37</b>	<b>5,444.88</b>	<b>179.00</b>	<b>0.00</b>	<b>236,075.75</b>	<b>40.01</b>
23-24	PSR	0.00	0.00	0.00	0.00	0.00	0.00	
	TS	0.00	609.00	0.00	0.00	0.00	-609.00	
	OTPS	240,000.00	109,941.52	0.00	179.00	0.00	129,879.48	45.88
<b>23-24 Total</b>		<b>240,000.00</b>	<b>110,550.52</b>	<b>0.00</b>	<b>179.00</b>	<b>0.00</b>	<b>129,270.48</b>	<b>46.14</b>
24-25	OTPS	153,500.00	41,249.85	5,444.88	0.00	0.00	106,805.27	30.42
<b>24-25 Total</b>		<b>153,500.00</b>	<b>41,249.85</b>	<b>5,444.88</b>	<b>0.00</b>	<b>0.00</b>	<b>106,805.27</b>	<b>30.42</b>

- b. For the prior year check: add together the 'Prior Yr Disbursements' bucket in the current cash year and the 'Current Disbursements' bucket in the prior cash year and compare to the 'Expenditure Total' in the prior budget year.
- If there is a variance, drill into expenditure detail and follow the same process as step 3.a.i. above.
  - Note: if there is no voucher waiting for check issuance in the 23-24 FY and you cannot explain the variance, click into the current cash year 'Prior Yr Disbursements' bucket, the variance could be due to activity done in the lapsing period related to the prior-prior year (22-23).

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23-24	PSR	0.00	0.00	0.00	0.00	0.00	0.00	
	TS	0.00	609.00	0.00	0.00	0.00	-609.00	
	OTPS	240,000.00	109,941.52	0.00	179.00	0.00	129,879.48	45.88
<b>23-24 Total</b>		<b>240,000.00</b>	<b>110,550.52</b>	<b>0.00</b>	<b>179.00</b>	<b>0.00</b>	<b>129,270.48</b>	<b>46.14</b>
24-25	OTPS	153,500.00	41,249.85	5,444.88	0.00	0.00	106,805.27	30.42
<b>24-25 Total</b>		<b>153,500.00</b>	<b>41,249.85</b>	<b>5,444.88</b>	<b>0.00</b>	<b>0.00</b>	<b>106,805.27</b>	<b>30.42</b>

- c. Using Account Summary, take note of any pending expenditure activity in the budget year balances.
- If a P-Card journal is uncertified – request that certification be held until after sub accounting (completed as soon as possible). Be sure to request funding information be updated to new sub-accounts (a different account) once activity can resume after sub-accounting (account is closed).
  - If a regular expenditure journal that has been completed – wait to process cash balance zero down until journal is posted to account balances.
  - If a voucher – cash balance zero down will need to wait until after check has been issued causing disbursement to be posted to cash balance.

4. Check for PSR or TS payroll charged to account.
  - a. For sub accounting: Identify if payroll in account is on institutional, admin, or both payroll cycles.
  - b. If only one payroll cycle is paid to account, determine the next paycheck date. Campus can leave the long-term distribution as is, stop all other activity in the account, zero down the cash balance, and create sub-accounts. Once the subaccount is created, immediately update the long-term distribution (LTD) in SUNY HR to charge the newly created sub-accounts. Payroll changes need to be entered by Friday before a paycheck is issued.
    - i. If next payroll will be paid within 6 business days, wait for the payroll to post as normal to the master account. You will then have a full two-week period to stop activity in account, zero down and then sub account.
    - ii. If next payroll will be paid the following week or have close to the full two week pay-cycle, proceed with stopping all other activity to account.
  - c. If both institutional and admin pay-cycles are charged to account, timing can be difficult if there are other activity types that also need to be stopped.
    - i. Normally, the best option is to temporarily change the LTD to a different account until sub accounting is complete. Once sub-accounting is complete, LTD can be changed to the newly created sub and an HR journal adjustment can be entered to move the payroll that was charged to the temporary account back into the appropriate sub account.
  - d. For account closure: change the long-term distribution for any employees paid to the account in SUNY HR to a different account.
  
5. Check revenue details by drilling into the Revenue bucket in the current cash year. Are there regular revenue distributions posted to account or one-off payments?
  - a. For sub accounting: If regular distributions – communicate to revenue accountant to either pause distribution until after sub-accounting or temporarily distribute revenue to a different account. Revenue can be journaled into appropriate subs after sub-accounting
  - b. If one-off payments communicate to anyone who normally processes these to pause until after sub-accounting.
  - c. After sub-accounting be sure to update distribution upload templates to reference new sub-accounts.
  - d. For account closure: stop revenue distributions to account. Be sure to update distribution upload templates to reference a different account.

Fiscal Year	Sub Fund Group	Beginning Cash Balance (+)	Revenue (+)	Fringe Benefit (+)	Overhead (+)	Maintenance (+)	Prior Yr Disbursements (-)	Current Disbursements (-)	Ending Cash Balance (=)
23-24	General IFR	440,937.04	66,861.76	892.30	0.00	0.00	29,023.81	97,150.17	382,517.12
24-25	General IFR	382,517.12	24,558.59	62.86	0.00	0.00	13,400.35	41,249.85	352,488.37

6. Check for accrued IFR billings for current month period (Fringe Accrued, Overhead Accrued, and Maintenance Accrued).
  - a. If there are accruals, zero down will need to wait until the accrual journals are completed and moved to posted. These journals transmit to SFS on the first Thursday of the new month that is not also the first day of the month.
  - b. All other activity that can cause an IFR Billing accrual needs to be **paused (stopped)** by the month end. If activity continues in the new month, new accruals will continue to delay **sub-accounting (closure)** process. The Cash Reporting > IFR Billing page can be used to see activity causing billings in account.
    - i. Fringes are caused by Payroll expenditures. ii. Overhead and Maintenance billings are caused by revenue.

Fiscal Year	Sub Fund Group	Beginning Cash Balance (+)	Revenue (+)	Fringe Benefit (+)	Overhead (+)	Maintenance (+)	Prior Yr Disbursements (-)	Current Disbursements (-)	Ending Cash Balance (=)	Prior Yr Encumbrances (-)	Current Encumbrances (-)	Fringe Accrued (-)	Overhead Accrued (-)	Maintenance Accrued (-)	Prior Yr Expenditures (-)	Current Expenditures (-)	Uncommitted Balance (=)
23-24	SUTRA	83,246.83	74,800.00	-12,535.30	-4,748.80	-7,377.60	585.70	29,380.79	103,418.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	103,418.64
24-25	SUTRA	103,418.64	65,100.00	-13,072.55	-504.00	-783.00	2,000.00	25,213.18	126,945.91	0.00	4,525.00	2,092.76	3,141.60	4,880.70	0.00	0.00	112,305.85

7. Using Account Summary, check for OTPS encumbrances and pending encumbrances in budgetary balances for current year and prior year.
  - a. If there are encumbrances that are already in-progress of being paid, **sub accounting (closure)** will need to wait until voucher is paid and disbursed.
  - b. If there are encumbrance balances that are not in-progress of a voucher being issued, these balances should be disencumbered in FMS. **Once the sub-accounts are created, the purchase orders, requisitions, or contracts can be re-encumbered to the appropriate sub accounts and activity can resume as normal. If encumbrance is still needed, campus can re-encumber to a new account or wait to close account until PO, requisition, or contract is closed.**
  - c. If this is not done, open encumbrances will remain in the master account. To remove encumbrances after **sub accounting (closure)** will require IT intervention.

Fiscal Year	Charge Agency Name	Account	Major Object	Allocation Total	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
<b>Grand Total</b>				<b>2,910,500.00</b>	<b>621,921.51</b>	<b>0.00</b>	<b>192,495.93</b>	<b>19,500.00</b>	<b>2,076,582.56</b>	<b>28.65</b>
23-24	Albany	901178	TS	7,500.00	20,545.98	0.00	0.00	0.00	-13,045.98	273.95
			OTPS	2,053,000.00	246,864.26	0.00	0.00	0.00	1,806,135.74	12.02
24-25	Albany	901178	TS	15,000.00	10,313.60	0.00	0.00	0.00	4,686.40	68.76
			OTPS	835,000.00	344,197.67	0.00	192,495.93	19,500.00	278,806.40	66.61

8. Using Account Summary check for remaining allocation in account.
  - a. If there is allocation in the account, temporarily move it to another IFR account.
  - b. Once account is sub-accounted, allocation can be moved back to the -99 account or appropriate sub-accounts.
9. Once all new activity has been stopped, process revenue journal using the following revenue classes depending on account sub fund group to zero down the Ending Cash Balance. These revenue classes are excluded from the IFR billing process and will not cause new accruals.
  - a. General IFR - 18178
  - b. Stabilization - 24878
  - c. SUTRA - 19378
  - d. Dormitory Sponsored - 18278

e. Hospital Sponsored - 18378

10. COA request form – When account is ready to be sub-accounted or closed, a COA request form needs to be filled out and sent to [UCO-COA@suny.edu](mailto:UCO-COA@suny.edu). The form is located on our UCO SharePoint site in the Forms folder.
11. Once UCO confirms cash balance is \$0.00 and activity is stopped, UCO will [create the -99 sub-account on the chart \(close the account on the chart\)](#). Campus can then create additional sub-accounts.
12. [Once new sub accounts become transactional, campus can transfer cash balance back into appropriate subs using same revenue class as zero down journal. All other activity can resume as normal.](#)