

DELACT - Inactive Accounts

Overview

- ❖ The DELACT program offers the ability to generate a report listing accounts that have no current activity, as well as the ability to delete these accounts.
- ❖ The program has 3 options to choose from:
 - Create a report of deletable accounts
 - Delete range of accounts from a prior DELACT report
 - Exit
- ❖ In order to be able to delete accounts with the DELACT program, Option 1 to create the report must be run first.
- ❖ The report must be generated no earlier than the previous day.
- ❖ DELACT should always be run prior to deleting any accounts.
 - If any transactions are found relating to an account, the account will not appear on the DELACT report.
 - In addition to the USAS files, the program searches the inventory acquisition file for accounts.
 - Also the following payroll files are checked to see which USAS accounts are referenced
 - ACCHIS
 - PAYACT
 - USPCURPA
 - USPFUTPA
 - USPNEWPAY
 - any .BATCH files.
 - Accounts associated with inactive pay account records and employees that have been flagged as concealed will be considered deletable.
- ❖ As a rule of thumb, you should not delete an account which does not appear on the DELACT report.
- ❖ It is better to wait until after the purge program, USPURG, has been run to delete old transactions, and then re-run DELACT.
- ❖ When a budget or appropriation account is deleted, any records on the history file, USAHIST are not deleted.

Accessing the program

- ❖ To use the DELACT program, type the following command:
 - \$ RUN OECN\$BUD:DELACT
 - at the \$ prompt or in the menu system type:
 - Menu>DELACT

option 1 - generating a report

- ❖ As previously mentioned, the option to create a report of deletable accounts must be run prior to deleting any accounts through DELACT.
- ❖ This option generates a report listing any accounts on file that have no current activity and may be deleted from the account file if you desire.

- ❖ An asterisk * will be placed next to any account with prior fiscal year expenditure/receipt amounts.
- ❖ The program will prompt you for the number of years of historical amounts you would like to check on the history record.
- ❖ The minimum number of years DELACT will search for is three because of the five-year forecast, which requires three years of history for general fund and related accounts.
- ❖ The accounts with history in the past three years (that are otherwise deletable) will show up in DELACT but will have a " next to them.
 - You may then decide whether to delete the accounts or keep them on file for historical information.
- ❖ Accounts not used for at least 3 years (or however many years the user enters at the prompt) will show up as deletable on the report without showing an ".
- ❖ Any accounts with project to date amounts, but otherwise deletable, will be denoted on the DELACT report with a '#' next to them.
- ❖ The entire cash account must be deletable in order for these accounts to appear. You then have the option to delete these cash accounts or keep them on file for tracking project to date figures and information.
 - ❖ Cash accounts with project to date amounts and prior fiscal year amounts, but are otherwise deletable, will be denoted on the DELACT report with a '%' next to them.
 - ❖ Again you have the option to delete these cash accounts or keep them on file for historical information.

❖ Following is a sample run of Option 1:

- This program is used to determine accounts
- that may be deleted from the Master Account file. Do you have the correct program? (Y/N <Y>): _ <CR>
- Enter district name: _____
- <CR> for USASDAT name <CR>
- Menu Options
 - Create a report of deletable accounts.
 - Delete range of accounts from a prior DELACT report.
 - Exit.
- Select option. (1,2,3 <1>): _ 1
- During this program, you may exclude the search of the accounts on the inventory acquisition transaction file.
- Do you wish to do so? (Y/N <Y>): _ <CR>
- You have the option to pick the number of years you would like to check on the history record. The option will not affect how the rest of the transaction detail is checked.
- A minimum of 3 years will be checked on the USAHIST file.
- How many years of history do you want to check <0003>? <CR> Checking 0003 years on the USAHIST file.
- Populating DELACT file. Starting POAMT file search. Starting INAMT file search. Starting INVPAY file search. Starting RECEIT file search Starting REQ file search



Starting AR file search

- Starting Payroll ACCHIS file search. Starting Payroll PAYACT file search. Starting Payroll USPNEWPAY file search. Starting Payroll USPCURPA file search. Starting Payroll USPFUTPA file search. Starting batch processing file search. File search completed.
- Starting Final Pass.
- Report generation starting.
- Your report is DELACT.TXT Processing completed

Please print "DELACT.ERR" to determine what errors were found during this run of DELACT.

DELACT.TXT Report

DATE: 07/24/2000
TIME: 09:35:56

DELETE ACCOUNT REPORT
SAMPLE CITY SCHOOLS
CASH ACCOUNTS

PAGE 1
(DELACT)

FUND SCC DESCRIPTION

200 967G Class of 1996
572 9197 Title I FY97 Project

2 CASH ACCOUNTS QUALIFY FOR DELETION
= ACCOUNTS WITH PRIOR FISCAL YEAR EXPENDITURE/RECEIPT AMOUNTS
= ACCOUNTS WITH PROJECT TO DATE AMOUNTS
% = ACCOUNTS WITH PRIOR FISCAL YEAR EXPENDITURE/RECEIPT AMOUNTS AND PTD AMOUNTS

DATE: 07/24/2000
TIME: 09:35:56

DELETE ACCOUNT REPORT
SAMPLE CITY SCHOOLS
APPROPRIATION ACCOUNTS

PAGE 2
(DELACT)

FUND FUNC OBJ SCC DESCRIPTION

001 1200 500 9413 Materials - Handicapped "412"
001 1200 600 9413 Capital Outlay - Handicapped "412"
004 5100 600 0000 Site Acquisition - Building Fund
004 5500 400 0000 Purchased Services - Building Fund
200 4600 800 967G Class of 1996 Expenses
300 7500 900 950A Refund Prior Year Receipts
432 2400 500 9590 MATERIALS & SUPPLIES - MIS
450 1100 500 9496 Materials - SCHOOLNET

8 APPROPRIATION ACCOUNTS QUALIFY FOR DELETION
= ACCOUNTS WITH PRIOR FISCAL YEAR EXPENDITURE/RECEIPT AMOUNTS
= ACCOUNTS WITH PROJECT TO DATE AMOUNTS
% = ACCOUNTS WITH PRIOR FISCAL YEAR/EXPENDITURE AMOUNTS AND PTD AMOUNTS

DATE: 07/24/2000
TIME: 09:35:56

DELETE ACCOUNT REPORT
SAMPLE CITY SCHOOLS
BUDGET ACCOUNTS

PAGE 3
(DELACT)

FUND FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	DESCRIPTION
001 1110	127	0000	000000	001	00	000	JURY DUTY PAY - ELEMENTARY TEACHERS
001 1110	152	0000	000000	001	00	000	Personal Leave - Elem Tutor
001 1130	281	0000	000000	002	00	000	UNEMPLOYMENT COMPENSATION-HS TEACHERS & SUBS
001 1130	520	0000	130000	002	00	000	HS SCIENCE TEXTBOOKS
001 1130	520	0000	150000	002	00	000	HS SOCIAL STUDIES TEXTBOOKS
001 1210	411	0000	000000	000	00	000	GIFTED TEACHER - COUNTY OFFICE
001 1225	474	0000	000000	000	00	000	SBH - ALC SERVICES - COUNTY OFFICE
001 1229	510	9413	000000	000	00	000	Materials & Supplies - Handicapped "412"

8 BUDGET ACCOUNTS QUALIFY FOR DELETION

= ACCOUNTS WITH PRIOR FISCAL YEAR EXPENDITURE/RECEIPT AMOUNTS

= ACCOUNTS WITH PROJECT TO DATE AMOUNTS

% = ACCOUNTS WITH PRIOR FISCAL YEAR/EXPENDITURE AMOUNTS AND PTD AMOUNTS

DATE: 07/24/2000

TIME: 09:35:56

DELETE ACCOUNT REPORT

SAMPLE CITY SCHOOLS

REVENUE ACCOUNTS

PAGE 4

(DELECT)

FUND RCPT	SCC	SUBJ	OPU	DESCRIPTION
001 1290	0000	000000	000	INSERVICE FEES (TUITION)
001 1940	0000	000000	000	ANTICIPATED LOAN
001 3300	0000	000000	000	COUNTY BOARD MONIES
001 4120	0000	000000	000	CAFS Subsidy - Federal
001 4210	0000	000000	000	Federal Subsidy - Direct
001 5300	9412	000000	000	Refund Prior Year Exp. - Budget Reserve Fund

6 REVENUE ACCOUNTS QUALIFY FOR DELETION

= ACCOUNTS WITH PRIOR FISCAL YEAR EXPENDITURE/RECEIPT AMOUNTS

= ACCOUNTS WITH PROJECT TO DATE AMOUNTS

% = ACCOUNTS WITH PRIOR FISCAL YEAR/EXPENDITURE AMOUNTS AND PTD AMOUNTS

option 2 - deleting accounts

- ❖ This option offers the ability to delete accounts that appear on the Delete Account Report in a specified range.
- ❖ Any accounts deleted through DELACT will be recorded on the report DELAC2.TXT that is automatically generated, under the heading ACCOUNTS DELETED.
- ❖ You will be prompted for the type of accounts to be deleted, cash, appropriation, budget, or revenue, and for the beginning and ending account numbers.
- ❖ Again these account numbers should be taken from the report generated in Option1.
- ❖ The program will ask if those accounts that appear with an '*', '#', or '%', on the DELACT.TXT should be deleted.
- ❖ It also checks to make sure the account dollar totals are zero just prior to deleting an account.
- ❖ If you are deleting a Cash or an Appropriation Account, all underlying Budget and Revenue accounts will be deleted as well, including any accounts with prior fiscal year expenditures or receipts.
- ❖ Following is a sample run of deleting accounts and a sample report that is generated.
 - This program is used to determine accounts that may be deleted from the Master Account file.
 - Do you have the correct program? (Y/N <Y>): _ <CR>
 - Enter district name:
<CR> for USASDAT name <CR>
 - Menu Options
- ❖ Create a report of deletable accounts.
- ❖ Delete range of accounts from a prior DELACT report.
- ❖ Exit.
 - Select Option. (1,2,3 <1>):_ 2

- Accounts with prior fiscal year expenditures or receipts can be deleted. These accounts have an (*) printed next to them on the report.
- Do you wish to delete these accounts (Y/N <N>):_ <CR>
- Cash accounts with Project to Date amounts can be deleted. These accounts have a (#) printed next to them on the report.
- Do you wish to delete these accounts (Y/N <N>):_ <CR>
- Cash accounts with Project to Date amounts and prior fiscal year amounts can be deleted. These accounts have a (%) printed next to them on the report.
- Do you wish to delete these accounts (Y/N <N>): _
 - <CR>
- NOTE! When deleting a Cash or Appropriation account all underlying Budget and Revenue accounts will be deleted as well, including those with prior fiscal year expenditures or receipts.
- Enter the type of accounts to delete:
 - ❖ Cash,
 - ❖ Appropriation,
 - ❖ Budget,
 - ❖ Revenue.
- Enter the type < >:_____<01>
- Enter the beginning account.
- Defaulting _ON_: Enter '?' at any dimension prompt for help on shortcut keys. Fund: <000>
 - 432
- Function: <0000>
 - 2400
- ❖ Object: <000>
 - 500
 - Special Cost: <0000>
 - ◆ 9590
 - Enter ending account.
 - Default _ON_: Enter '?' at any dimension prompt for help on shortcut keys. Fund: <432>
 - <CR>
 - Function: <2400>
 - <CR>
- ❖ Object: <500>
 - <CR>
 - Special Cost: <9590>
 - ◆ <CR>
 - ◆ TI FND FUNC Obj Spcc Subj Opu IL Job
 - Delete accounts
 - From: 01 432 2400 500 9590 000000 000 00 000
 - To: 01 432 2400 500 9590 000000 000 00 000



- Do you wish to continue? (Y/N <Y>): _ Y Deleting account range.
- Enter another range of accounts? (Y/N <Y>): _ N File Search completed.
- Report generation starting. Your Report Is: DELAC2.TXT Processing complete.

DELAC2.TXT Report

DATE: 07/24/2000 ACCOUNTS DELETED REPORT PAGE 1
 TIME: 10:00:03 SAMPLE CITY SCHOOLS (DELACT)

FUND SCC DESCRIPTION

NO CASH ACCOUNTS QUALIFY FOR DELETION

DATE: 07/24/2000 ACCOUNTS DELETED REPORT PAGE 2
 TIME: 10:00:03 SAMPLE CITY SCHOOLS (DELACT)

FUND FUNC OBJ SCC DESCRIPTION

001 1200 500 9413 Materials - Handicapped "412"
 1 APPROPRIATION ACCOUNTS HAVE BEEN DELETED

DATE: 07/24/2000 ACCOUNTS DELETED REPORT PAGE 3
 TIME: 10:00:03 SAMPLE CITY SCHOOLS (DELACT)

FUND FUNC OBJ SCC SUBJ OPU IL JOB DESCRIPTION

001 1229 510 9413 000000 000 00 000 Materials & Supplies - Handicapped "412"
 1 BUDGET ACCOUNTS HAVE BEEN DELETED NO
 REVENUE ACCOUNTS QUALIFY FOR DELETION

miscellaneous notes

ACCOUNTS NOT ON THE DELACT REPORT

Frequently, users wonder why an account is not on the DELACT report when they expect it to be there.

The following scenarios give examples of why an account is not on the DELACT report.

- The account is found on an EIS acquisition record. This situation can be avoided by selecting the option in DELACT to exclude the search of the accounts on the inventory acquisition transaction file. If such accounts are deleted, no damage is done to the EIS reports.
- An account is used on the USPS payroll side as a pay account, or is referenced by current or future payroll records or a payroll .BATCH file.
- There are no transactions posted to an account, but money was appropriated and later deducted from one or more budget accounts. Consider the following example.

Account code	:	TI Fund Func Obj Spcc Subj	Opu IL Job
	:	02 497 5200 720 0000 000000 000 00 000	
Account description	:	EMERG. BLDG REPAIR SITE IMPROVEMENT REPLACE B	
FY 1997 actual expended	:	0.00	
FY 1996 actual expended	:	0.00	
FY 1995 actual expended	:	0.00	
Last FY carryover encumbrances:	:	0.00	
Initial budget	:	1,000.00	
Year-to-date actual expended	:	0.00	
Fiscal YTD actual expended	:	0.00	
Month-to-date actual expended :	:	0.00	
Current encumbrances	:	0.00	
Fiscal YTD additions	:	0.00	
Month-to-date additions	:	0.00	
Fiscal YTD deductions	:	1,000.00	
Month-to-date deductions	:	1,000.00	
Fiscal YTD unencumbered balan :	:	0.00	
Fiscal YTD expendable	:	0.00	
Next FY proposed amount	:	0.00	

DELACT ERROR REPORT

- If any errors were found during the processing of DELACT, 'DELACT.ERR' will appear at the end of the run.
 - Please print the error text to determine what errors were found during this run of DELACT.
- The DELACT error text contains any accounts on file not contained in the master account file.
- Orphaned accounts (those without a corresponding cash account) will also be listed. The budget and appropriation accounts will be placed on separate pages.

Accounts Appearing on the DELACT Error Report

The following scenarios give examples of why an account appears on the DELACT error report.

Transactions are found for an account that has already been deleted.

DATE: 08/04/98
TIME: 09:15:22

DELETE ACCOUNT ERROR REPORT
SAMPLE CITY SCHOOLS

PAGE 1
(DELACT)

PURCHASE ORDER AMOUNT FILE

PO # ITEM # TI FND FUNC OBJ SCC SUBJ OPU IL JOB



0960091	0040	02 573 1130 249 9094	190000	002 00	000
0960091	0040	01 573 1100 200 9094	000000	000 00	000
0960411	0042	02 573 1130 249 9094	190000	002 00	000
0960411	0042	01 573 1100 200 9094	000000	000 00	000

NOTE: THESE ACCOUNTS DO NOT EXIST IN THE MASTER ACCOUNT FILE

DATE: 08/04/98
TIME: 09:15:22

DFI FTF ACCOUNT ERROR REPORT
SAMPLE CITY SCHOOLS

PAGE 2
(DELECT)

INVOICE AMOUNT FILE

PO #	INVOICE #	ITEM #	TI FND FUNC OBJ	SCC	SUBJ	OPU IL	JOB
0960091	MEDICAR	0040	02 573 1130 249 9094		190000	002 00	000
0960091	MEDICAR	0040	01 573 1100 200 9094		000000	000 00	000
0960411	MEDICAR	0042	02 573 1130 249 9094		190000	002 00	000
0960411	MEDICAR	0042	01 573 1100 200 9094		000000	000 00	000

NOTE: THESE ACCOUNTS DO NOT EXIST IN THE MASTER ACCOUNT FILE

DATE: 08/04/98
TIME: 09:15:22

DFI FTF ACCOUNT ERROR REPORT
SAMPLE CITY SCHOOLS

PAGE 3
(DELECT)

RECEIPT TRANSACTION FILE

TRANS #	ITEM #	TYPE	TI FND FUNC OBJ	SCC	SUBJ	OPU IL	JOB
007899	0001	REDUCT	02 573 1110 249 9094		190000	001 00	000
007899	0001	REDUCT	01 573 1100 200 9094		000000	000 00	000
959608	0001	TRANSFER	02 573 7420 922 9094		190000	000 00	000
959608	0001	TRANSFER	01 573 7400 900 9094		000000	000 00	000

NOTE: THESE ACCOUNTS DO NOT EXIST IN THE MASTER ACCOUNT FILE

The existence of ORPHANED accounts. Budget or appropriation accounts exist without a corresponding cash account.

DATE: 08/04/98
TIME: 09:15:22

DELETE ACCOUNT ERROR REPORT
SAMPLE CITY SCHOOLS
ORPHANED APPROPRIATION ACCOUNTS

PAGE 4
(DELECT)

FUND FUNC OBJ SCC	DESCRIPTION
572 1200 100 9099	TITLE I 1998-99 SALARIES
572 1200 200 9099	TITLE I 1998-99 BENEFITS
573 1200 100 9099	TITLE VI DISADVANTAGED YOUTH REGULAR SAL-CERT

NOTE: These accounts do not have a corresponding Cash account on file.

DATE: 08/04/98
TIME: 09:15:22

DELETE ACCOUNT ERROR REPORT
SAMPLE CITY SCHOOLS
ORPHANED BUDGET ACCOUNTS

PAGE 5
(DELECT)

FUND FUNC OBJ SCC	SUBJ	OPU IL	JOB	DESCRIPTION
572 1270 111 9099	190000	001 00	000	TITLE I 1998-1999 SALARIES
572 1270 210 9099	190000	001 00	000	TITLE I 1998-99 RETIREMENT
573 1270 111 9099	190000	001 00	000	TITLE VI 1998-99 SALARIES

NOTE: These accounts do not have a corresponding Cash account on file.