INSTRUCTIONS TO CREATE REGENTS’ PROFESSOR ACCOUNT

Creating Regents’ Account

- Go to UAccess Financials
- Search “Account” and click “Create Account” on the top right corner

**UAccess** | Financials

- Complete the account attributes with the following guidelines:

  - **Account Number**: 210XXXX
  - **Account Name**: LAST NAME of the Regents’ Professor – REGENTS
  - **Account Type Code**: OX - ORGANIZATIONAL OPERATIONS
  - **Sub-Fund Group Code**: IDCREG - IDC-Regents Fund (N3)
  - **Higher Education Function Code**: IPR - Individual or Project Research
  - **Source Funds Code**: 710
  - **Account Restricted State Code**: N - NOT APPLICABLE
  - **Budget Record Level Code**: N *-* No Budget
  - **Account Sufficient Fund Code**: N - No Checking
  - **Account Expense Guideline Text**: Conform to university policy
  - **Account Income Guideline Text**: Conform to university policy
  - **Account Purpose Text**: Regents’ Professor Faculty Name
  - **Tax Region Code**: NOSALESTAX

- Click “Submit”
SHORTCUT

Creating Regents’ Account

- Go to UAccess Financials
- Search “Account” and click “Account”

Type *regents* in the “Account Name”

Click “Copy”
Change the account attributes accordingly. Account number and name should follow these guidelines:

Account Number 210XXXX
Account Name LAST NAME of the Regents’ Professor – REGENTS

Click “Submit”