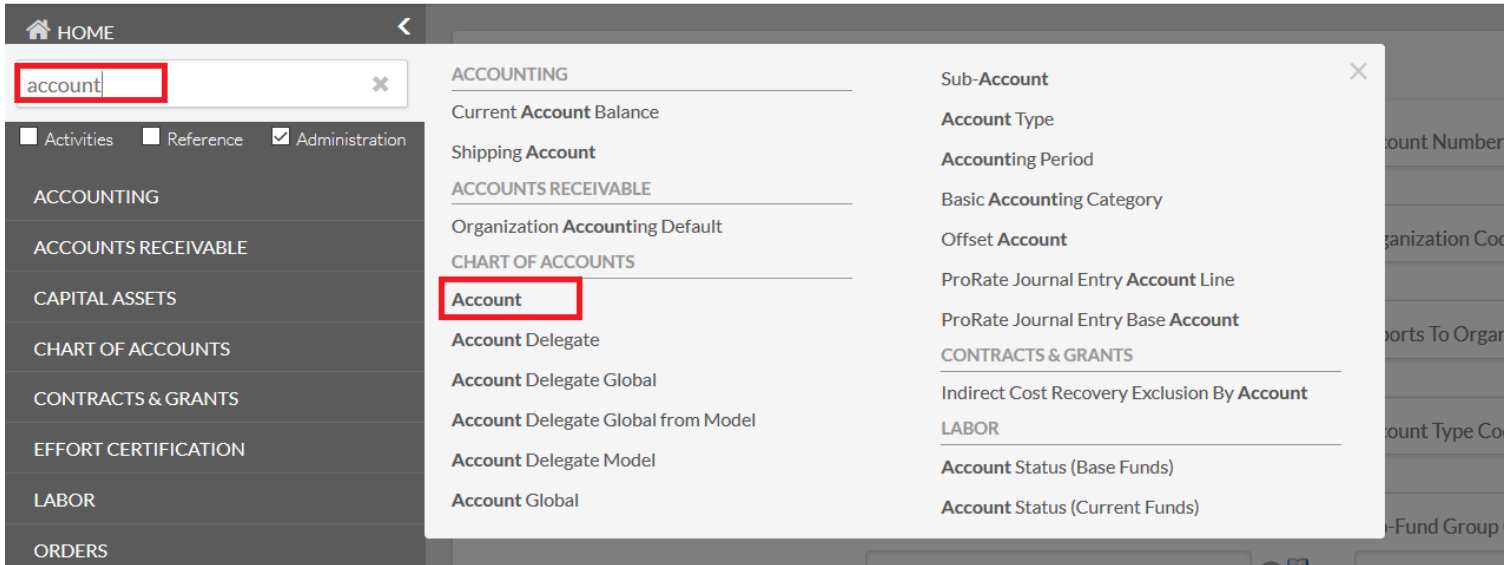# INSTRUCTIONS TO CREATE REGENTS' PROFESSOR ACCOUNT

Creating Regents' Account

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

- Complete the account attributes with the following guidelines:

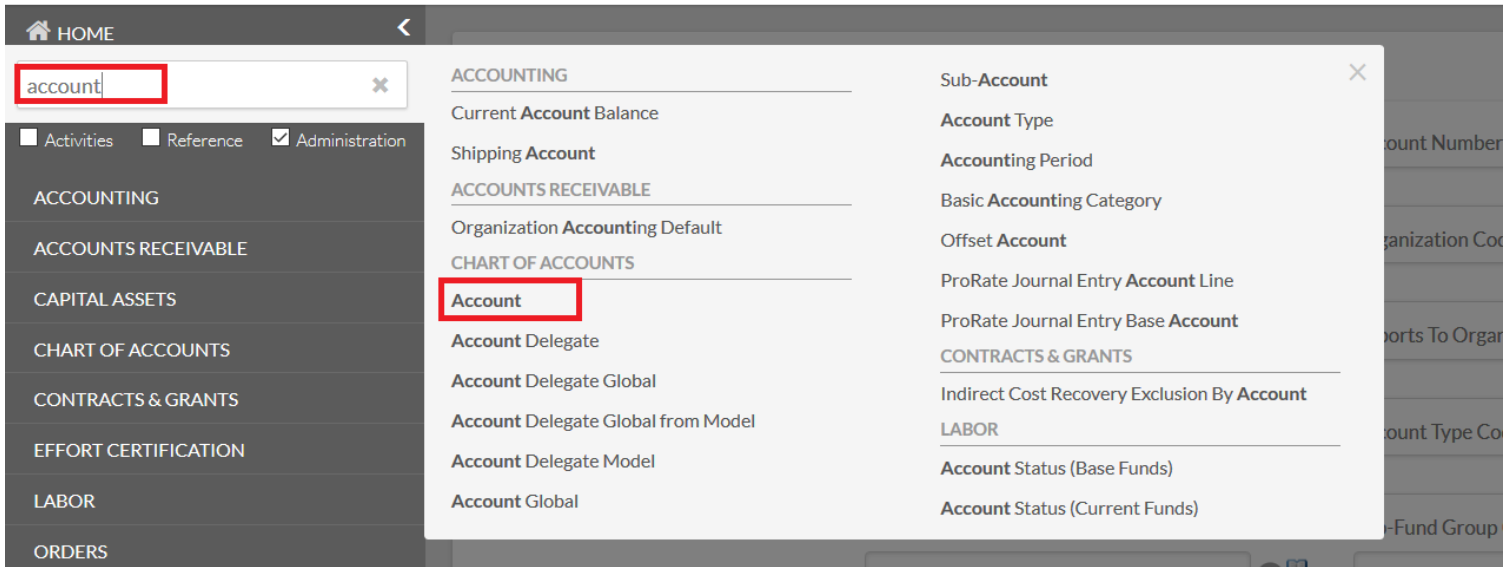|	
Account Number	210XXXX
Account Name	LAST NAME of the Regents' Professor – REGENTS
Account Type Code	OX - ORGANIZATIONAL OPERATIONS
Sub-Fund Group Code	IDCREG - IDC-Regents Fund (N3)
Higher Education Function Code	IPR - Individual or Project Research
Source Funds Code	710
Account Restricted State Code	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
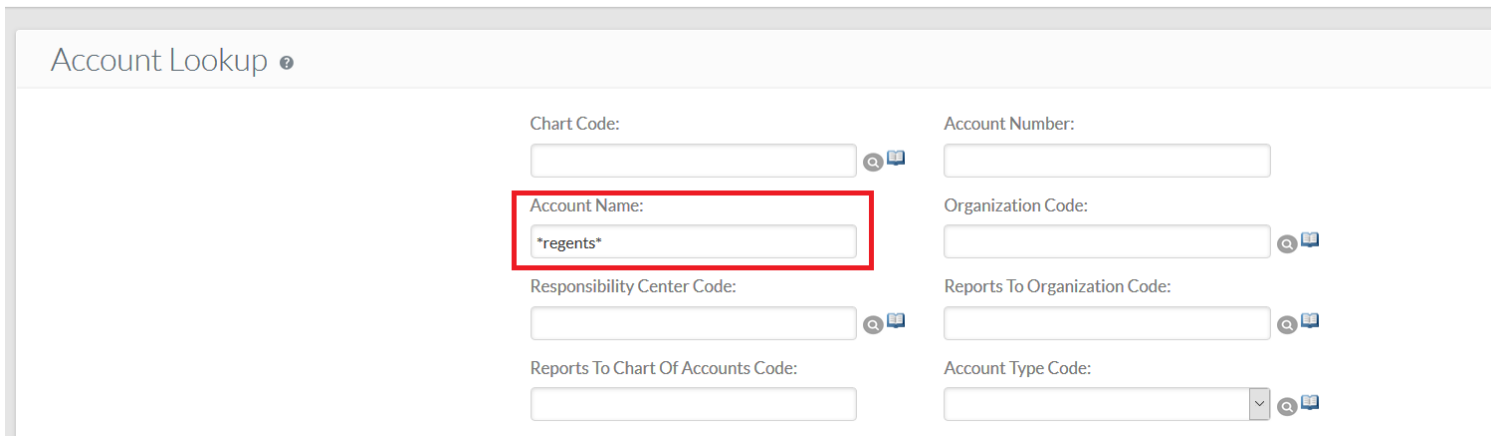- Search "Account" and click "Account"

- Type *regents* in the "Account Name"

- Click "Copy"

UAccess | Financials

Search Results

1-5

Actions	Chart Code	Account Number	Account Name	Organization Code	Responsibility Center Code	Reports To Organization Code	Account Type Code	Fund Group Code	Sub-Fund Group Code	Fiscal Officer Name	Account Manager Name	Account Supervisor Name	Closed?	Account Create Date
edit copy	UA	2101808	BREIGER - REGENTS	0418	NO	SBSC	OX	DI	IDCREG	Miguel A Larios	Francisco Pedroza	Ronald L Breiger	No	06/07/2016
edit copy	UA	2104772	MALHOTRA - REGENTS	0413	NO	SCNC	OX	DI	IDCREG	Lynn A Lane	Timothy D Swindle	Renu Malhotra	No	06/08/2016
edit copy	UA	2106711	GOHLKE - REGENTS	3504	NO	FNRT	OX	DI	IDCREG	Michelle Stone-Eklund	Sharon K Young	Colin Greene Blakely	No	06/07/2016
edit copy	UA	2107300	BEVER - REGENTS	0431	NO	SBSC	OX	DI	IDCREG	Kimberley K Young	Francisco Pedroza	Thomas G Bever	No	07/29/2011
edit copy	UA	2107351	LIVERMAN - REGENTS	3008	NO	SBSC	OX	DI	IDCREG	Adriana T Kelly	Francisco Pedroza	Lynn Ann Staeheli	No	10/24/2016

- <u>Change the account attributes accordingly. Account number and name should follow these guidelines:</u>

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

- Click "Submit"