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](image)

- 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”