Phase 1a. **Index Clean-up**

Please review the data extract list(s) provided on the webpage for each chart element showing ledger balances and an indicator of the last time the element was used in the ledger. Additionally, F/O/P data extract shows number of active indexes associated with the specific element.

Departments should focus on Index data extract, in order to inactivate indexes no longer needed or not being used. Indexes can be inactivated using the Index Management tool: https://blink.ucsd.edu/finance/accounting/chart/indexes/management/index.html#Inactivate-an-index.

Index Review and Clean-up Considerations

1. Small balances? Is it more appropriate to merge small balances in order to map less data to new common chart of accounts?
2. Refer to "How to handle deficit balances"
3. Are there any automatic charges posting to an index (AR detail code *, STIP, Payroll, Liability, Marketplace, Recharge Expense) which need to be re-routed?
4. Are the sub accounts aligned (so the re-appropriation does not continue to post each July even though the index balance is 0)
5. Would defining an early inactivation date help in the clean-up process (stop new charges from hitting index)?
6. Do you need to lift the encumbrance by using the Encumbrance Lifter?
7. Is this a BD index? Is there a perm budget associated to the index? Has budget link been verified and updated?
8. Timing of inactivation- try not to inactive the week of ledger cutoff to ensure journals are posted for the month.

*For AR errors, this means you have detail codes that are pointed to those index's. Determine if those are valid index's. If yes, expire the current detail code and create new ones, pointing to the correct new index. If they are no longer valid charges, you can simply expire them. To expire any detail codes please email Tracy Stutts at tstutts@ucsd.edu.

To create new detail codes please email completed form(s), located at the link below, to Melissa Navarro at m7navarro@ucsd.edu for review and approval.

https://blink.ucsd.edu/finance/accounting/accounts-receivable/detail-code.html

For additional inquiries related COA clean-up efforts, please submit to ask.ucsd.edu (ASK Case > Central Accounting > Stip).

Phase 1b. **Fund, Organization, Program Clean-up**

Based on index clean up, if you can identify Fund/Organization/Programs that can be inactivated please move forward with inactivation. (Review index list in Fin Link (Reports > Chart of Accounts Reports > Index List>) to ensure no other department is using the FOP).

For inactivation requests - https://ucsdcloud.sharepoint.com/sites/coa/GAForms_SSO/default.aspx