Account Deletion Procedure

Annual Purge by ORS

1. ORS will use FMIS screen 606 (See attachment) to determine the status of accounts listed in the June 30th cost sharing report.
2. ORS will mark for deletion only those accounts with status ‘F’ (Final) or that have already been purged from FMIS.
3. ORS will process a mass deletion via Fast Track to coincide with the July 31st report.

Purge by Request of Fiscal Officer (FO)

1. FO may request deletion of cost sharing accounts by sending an email to hanaokak@hawaii.edu. FO should use the entire 14-digit cost sharing account code to identify projects for deletion.
2. FO should use FMIS screen 606 to determine status of accounts before making the request. See Annual Purge by ORS #2 for criteria.
3. ORS will use FMIS screen 606 to confirm status of the requested accounts and mark them for deletion.
4. ORS will process deletions via Fast Track. Processing will be dependent on whether the action was submitted in time for the next monthly run.

NOTE: Certifications that are printed and distributed because the accounts could not be purged do not need to be certified and may be discarded. If there is already a certified final report, no other certifications are necessary.
Attachment