



County of Riverside
OFFICE OF THE AUDITOR-CONTROLLER
 STANDARD PRACTICE MANUAL

SECTION:		7	SUBJECT: Close or Inactivate Fund or Department ID
POLICY NUMBER:	703	CATEGORY: GENERAL LEDGER POLICIES	
REVISED DATE:	12/1/2024		APPROVED BY: <i>Ben J. Brait</i>

PURPOSE: To establish standard guidelines for County departments, agencies, and special districts in order to inactivate or close a fund or department ID in the PeopleSof financial system.

SCOPE: Applies to all County departments, agencies, special districts, and authorities governed by Riverside County Board of Supervisors, and/or which maintain funds in the County Treasury.

POLICY: This policy details the overall responsibilities and processes to be followed by departments when inactivating or closing a fund or department ID.

All agencies must submit a GL-1 Fund or GL-2 Department ID request form stating the purpose for the inactivation along with the department head's signature to the Auditor Controller's Office (ACO).

PROCEDURE: Verify that all interface transactions have been re-directed. This includes transactions for payroll, purchasing, accounts receivable/ payable, assets, and inter-fund billing.

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DEPARTMENT’S RESPONSIBILITIES

Department or Agency should complete these processes before the end of the third month of each quarter.

1. Verify that all interface transactions (if any) that post to this fund have been re-directed.
2. Run PeopleSoft query “RVGL_Trial_Balance_Summary” to extract all outstanding G/L account balances in this fund with criteria parameters referencing all chartfield values including Fund Number, Department ID, Account, Class, Program, and Project ID.
3. Create a journal entry to zero out the outstanding balances by transferring them to the Department’s main operational fund. If combo edit checking errors occur, please email ACO Chart of Account and reference journal entry ID number for assistance.
4. Submit the appropriate request form GL -1 with authorizing signature and the closing journal entry to the Auditor Controller’s Office.

AUDITOR CONTROLLER’S OFFICE RESPONSIBILITIES

1. ACO will review Form GL-1 for completeness.
2. Verify zero-dollar balance in all G/L accounts in this fund by running the PeopleSoft query at the lowest level of detail referencing all chart fields.
3. Obtain approval for inactivation from the Principal and Chief Accountant.
4. Once final approval has been received, the ACO will process the request in the PeopleSoft system.

RECORD MANAGEMENT’S ROLE

All general ledger forms and attached supporting documentation must be maintained in accordance with the County general records retention by the ACO.

SECURITY ROLES

The employee must be able to have access in PeopleSoft to perform the following:

1. PeopleSoft queries
2. Journal entries

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