FAST Finance Report prior to closing organizational code

Prior to requesting to close an organizational code you must ensure that all base budget has been removed from this organizational code and that all fund 11310 balances are removed.

<table>
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<th>Instructions</th>
<th>Screen Shots</th>
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<tbody>
<tr>
<td>Log in to UVic. From the My online tools menu, choose Fast</td>
<td><img src="image1" alt="My online tools" /></td>
</tr>
<tr>
<td>From the Applications list on the right, Choose Finance Reporting</td>
<td><img src="image2" alt="Dashboard" /></td>
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<tr>
<td>Go to the Operating Statement tab and select Summary by FOAPAL and Current Year</td>
<td><img src="image3" alt="Operating Statement" /></td>
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</tbody>
</table>
Enter the following filters:
**Fund**: 10000 & 11310  
**Orgn**: The orgn code you are wanting to close  
**Fiscal period**: Current month  
**Sum By**: Fund – Orgn

Then execute report

If you have a balance within the Base budget column or in fund 11310 annual budget then email budgdept@uvic.ca for further instructions.

Note: your $ Ann. Bud Variance total should be zero

This account cannot be closed as there is an overall balance

This account has a zero balance within fund 10000 and 11310. This account can be closed

To close organizational code

Once you have confirmed Base budget and carry over balances are removed you may request to close the account via email to Financial Accounting.