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## 1103 ACCOUNTING SYSTEM MAINTENANCE

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Effective: December 1986  
Revised: May 2011  
Last Reviewed: May 2018  
Responsible Office: Comptroller  
Approval: Comptroller

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### PURPOSE

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Maintenance of BEN Financials (BEN), the financial accounting system is necessary to ensure financial accounting and reporting integrity.

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### POLICY

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1. Financial Systems is responsible for the maintenance of BEN.
2. The number of accounts will be limited to a level necessary to ensure the efficient operation of the University unless required by specific agreements. All requests to create new accounts (funds) must be accompanied by proper documentation and approvals, as indicated below:
  - A. Unrestricted Funds: Office of Budget Analysis
  - B. Agency, Loan, Endowment, Operating Gift Funds and Capital Gift Funds: Office of the Treasurer
  - C. Sponsored Projects Accounts (Grants and Contracts): Office of Research Services
3. Accounts will be established in appropriate fund groups to reflect the nature of the revenues to be generated and/or the purpose of the expenditures to be incurred as defined by the Audit Guide for Colleges and Universities.
4. All changes to account purpose codes and other account specific information must be approved by the Office of the Comptroller and the Office of Budget Analysis.
5. Departments are required to notify Financial Systems, on a timely basis, of the following:
  - A. Any organizational change affecting reporting responsibility.
  - B. Any accounts inactive unrestricted funds or other inactive account segments to be deleted
6. Departments are required to notify the Office of the Treasurer, on a timely basis, of any gift or endowment funds for which the gift has been expended or any inactive agency funds.