

USAS – Account Change

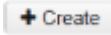
Allows you to move account amounts and update transactions from one account to another. Updates to accounts and transactions made through Account Change will apply only to the selected Fiscal Year and all future fiscal years.

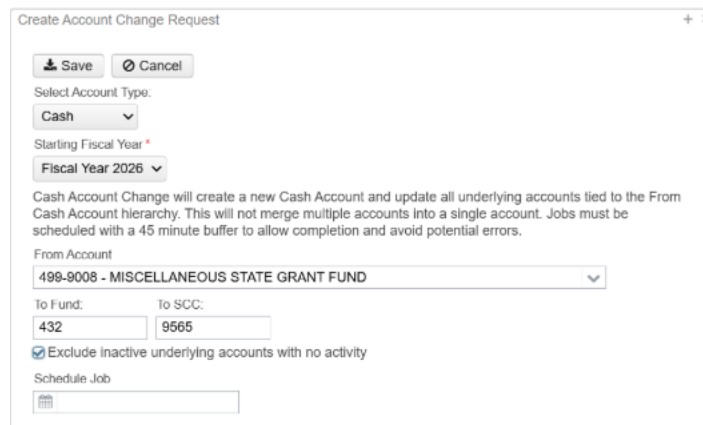
Requests

Cash Account Changes

Cash Account Change will create a new Cash Account and update all underlying accounts tied to the “From Cash Account” hierarchy. The “To” Fund/SCC cannot previously exist. This function cannot be used to merge multiple accounts into a single account. All accounts from the previous Cash Account will be created in the new fund (inactive/no activity can be excluded) . When the change occurs, the original accounts will remain on the system, but with an inactive status.

Create Account Change Request

1. Click on  to create the account code change
 - a. Select the Cash from the Account Type from the drop-down
 - b. Select the Starting Fiscal Year
 - c. Select the 'From Account'
 - d. Enter the 'To Account' Fund & SCC. **The Fund/SCC entered must not already exist in the chart of accounts.**



- e. Exclude inactive underlying accounts with no activity can be used if accounts that are both inactive and have no activity (0.00 amounts)
- f. If Schedule Job is left blank, the Cash Account change will process right away. If choosing to schedule a change, select a date and time. When scheduling multiple Cash Account Changes, jobs must be scheduled with a 45 minute buffer between to allow completion and avoid potential errors.
 - i. For Cash Account changes with a large chart of accounts, it may help to schedule changes to run over night.
- g. Click “Save”.

Once the Cash Account change is created or scheduled, the New Cash Account code will be created upon saving.

Changes for all underlying Expenditure and Revenue codes will be queued in the Account Change Requests Grid. **While in the Pending status, these changes will appear without the “To Account.”**

Once the Cash Account Change begins processing, the To Accounts will be populated as each change is processed and completed.

	From Account	To Account	Status	Type	Message	Fiscal Year	Cash Change	New Cash Code
<input type="checkbox"/>	499-1620-9921-000000-200		Pending	Revenue Account		2026	true	499-9925
<input type="checkbox"/>	499-1620-9921-000000-000		Pending	Revenue Account		2026	true	499-9925
<input type="checkbox"/>	499-1120-411-9921-000000-200-00-000		Pending	Expenditure Account		2026	true	499-9925
<input type="checkbox"/>	499-1120-511-9921-000000-200-00-000		Pending	Expenditure Account		2026	true	499-9925

Expenditure and Revenue Code Changes

Both the old and new accounts must exist in the chart of accounts. As these account codes are changed, the original accounts will remain on the system, but with an inactive status. User is restricted from applying a new Account Change job if an existing Account Change job is currently in progress. The error message will indicate that an Existing Account Change job is currently in progress. Any accounts included in the Account Change process, whether listed as the *From Account* or the *To Account*, will **not** be available for transaction processing (creating or modifying) until the Account Change process is complete.

When the account change is processed, account encumbrances, Initial budget/anticipated revenue, GAAP Initial amounts, and all related transactions will be updated. The account figures will be merged for the *current FY only*. This preserves the prior years' transactions and account balances for the original account, ensuring that historical reports for previous fiscal years remain accurate.

Account Synchronization

When the USPS [Account Synchronization](#) is performed, accounts that have been processed through Account Change will be updated from the previous account to the new account in the USPS Payroll Accounts.

Restrictions:

- **The 'From Account' and the 'To Account' SCC must be in the same range (0000-8999) or (9xxx).** If the SCC on the old account is between 0000-8999, this account belongs to a fund with a SCC of 0000, so the new account must also have a SCC between 0000-8999.
 - Example: An 009-5000 expenditure account is part of the 009-0000 cash account. It can't be changed to a 009-9xxx cash account.
- **The 'From Account' and the 'To Account' must have the same Fund.** You cannot cross funds. The old and new accounts must belong to the same cash account.

Warnings:

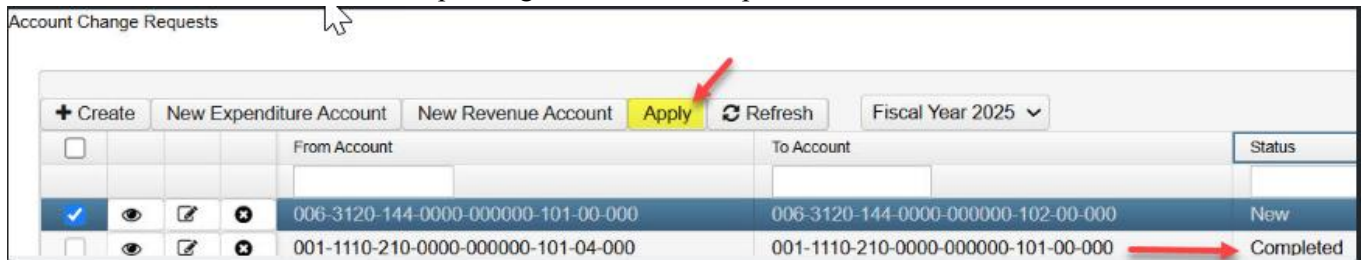
- **You will be crossing appropriation boundaries.** The new account is in a different appropriation account than the old account. The appropriation account balances will be adjusted to correspond to the budget account changes made.

When filtering for a specific expenditure account or revenue account, enter "02/" before the entry of an expenditure account and "03/" before the entry of a revenue account to help with filtering. i.e. by entering 02/001-2500-5 the system will start to display your expenditure accounts with the function of 2500 and any 500 object codes.

Collapsing/Merging an account into a new account code

If the new account you want to merge the old account into *does not* currently exist on the system, you must create the account first. The steps below are used to account change an existing expenditure account into a new expenditure account that doesn't currently exist.

1. From the Utilities menu, select 'Account Change.'
2. Click on
 - a. Enter in the required information needed to create a new expenditure account.
3. Click on to create your account code change.
 - a. Select either Revenue or Expenditure from the Account Type drop-down.
 - b. Select the Fiscal Year.
 - c. Enter the 'From Account.'
 - i. Accounts available will be filtered based on the type selected from the dropdown.
 - ii. The *From Account* can be either Active or Inactive.
 - d. Enter the 'To Account' (the account you just created). The *To Account* must be Active.
 - e. Click on to start the account change process, or click on to not create the account change. The account change request will appear on the Grid with a 'New' status.
 - f. Once all account change requests have been entered, checkmark all account change requests to be processed and click on to start the account change process. You can click on to refresh the status of the change. Once the change is finished, the status should display 'completed', and the 'From Account' will be set to an inactive status, and all corresponding transactions will point to the 'To Account'.




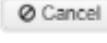

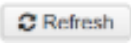
The screenshot shows a table titled "Account Change Requests" with columns for checkboxes, icons, "From Account", "To Account", and "Status". A red arrow points to the "Apply" button in the toolbar. The first row shows a request with a checked checkbox, a blue bar, and a status of "New". The second row shows a request with an unchecked checkbox, a blue bar, and a status of "Completed". A red arrow points from the "Completed" status back to the first row.

		From Account	To Account	Status
<input checked="" type="checkbox"/>		006-3120-144-0000-000000-101-00-000	006-3120-144-0000-000000-102-00-000	New
<input type="checkbox"/>		001-1110-210-0000-000000-101-04-000	001-1110-210-0000-000000-101-00-000	Completed


Collapsing/Merging an account into an existing account code

If the new account you want to merge the old account into *does* currently exist on the system, you *do not* need to create an account first. Both the old account you are moving the figures from and the new account must exist in the chart of accounts. The steps below are used to merge an existing expenditure account into another existing expenditure account.

1. From the Utilities menu, select 'Account Change.'
2. Click on to create your account code change.
 - a. Select either Revenue or Expenditure from the Account Type drop-down.
 - b. Select the Fiscal Year.
 - c. Enter the 'From Account.'
 - i. Accounts available will be filtered based on the type selected from the dropdown.
 - ii. The *From Account* can be either Active or Inactive.


- d. Enter the 'To Account' (the account you just created). The *To Account* must be Active.
- e. Click on  to start the account change process, or click on  to not create the account change. The account change request will appear on the Grid with a 'New' status.
- f. Once all account change requests have been entered, checkmark all account change requests to be processed and click on  to start the account change process. An Information message will be displayed stating that the account change job has started.
You can click on  to update the status of the change. Once the change is finished, the status will change from 'in progress' to 'completed', and the 'From Account' will be set to an inactive status, and all corresponding transactions will point to the 'To Account'.

Search an Account Change Request

The account change requests grid allows the user to search for existing account change entries by clicking in the filter row in the [grid](#) columns and entering the desired information. Click on any row of the search results to see a summary view of the record. The [Advanced Search](#) can be utilized by clicking on the  in the upper right side of the grid.


- **Cash Change:** This is a true or false column that can be used to easily filter to view only view Cash Account related rows or to exclude them.
- **New Cash Code:** This can be used to filter to see all records associated with one Cash Account Change request. Each Cash Account change must use a New Cash Account that does not exist so this value will be unique for each Cash Account Change.

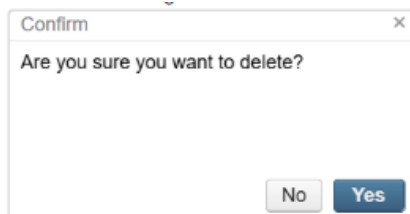
Edit an Account Change Request

Click on  in the grid beside the account change request to edit the request. Only requests with a status of 'New' may edited. Cash Account Changes will be created with a status of Pending and cannot be edited.

Delete Account Change Request

Account Change requests can be deleted individually or by selecting multiple rows. Expenditure and Revenue changes that are already Pending/In Progress cannot be deleted. Pending status Cash Changes will appear with no "To Account" and can be deleted.

1. Search desired account change(s) on the grid
2. Click  to delete the change
3. For account changes that are not associated with a Cash Change. Click "Yes" to confirm.



4. For account changes that are associated with a Cash Change. Click Yes to confirm.

x

Confirm

One or more of the selected requests are Cash Account Change related.
You will not be able to recreate these requests once deleted.

Would you like to continue?

Mass Delete

1. Search desired account change(s) on the grid
 - a. If deleting an entire Cash Account Change. Filter the grid to Cash Change = true and enter the New Cash Code. This will filter the grid to contain all changes associated with that Cash Account Change.

Cash Change	New Cash Code
t	499-9925
true	499-9925
true	499-9925
true	499-9925

2. Use the checkbox in the first column to select the change(s) to delete
3. Click at the top of the grid
4. For account changes that are not associated with a Cash Change. Click Yes to confirm.

x

Confirm

Are you sure you want to delete?

5. For account changes that are associated with a Cash Change. Click Yes to confirm.

x

Confirm

One or more of the selected requests are Cash Account Change related.
You will not be able to recreate these requests once deleted.

Would you like to continue?

Import Account Change Requests

The Import option for Account Changes allows users to import data from a spreadsheet in CSV format for expenditure or revenue accounts to be placed on the Account Change grid with the Status of New,

allowing the User to then process and Apply the account changes. All rules that apply when creating a manual account change also apply when importing account changes.

Account Change Request Criteria and Template

Please use the template spreadsheet containing the fields in the proper format. Contact HCC for the *accountchangeTemplateSpreadsheet.csv*

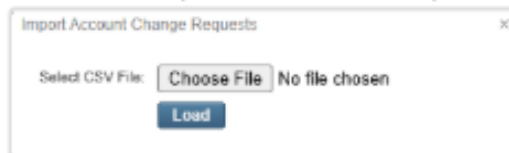
	A	B	C	D
1	From Account	To Account	Account type	Fiscal year
2				
3				

- **From Account** - The account the change is moving From must already exist. This field is required and should include the proper account format with hyphens.
- **To Account** - The account the change is moving To will be created if the account does not exist. This field is required and should include the proper account format with hyphens.
- **Account Type** - Account type can be either expenditure or revenue. This field is required.
 - Note - Revenue and Expenditure accounts can be included in the same csv file.
- **Fiscal Year** - *Optional field*. If entered, must use *4 digit year* (i.e. 2026). The fiscal year must be Open to create an account change request. If the fiscal year is not provided, USAS will create the transaction in the Current fiscal year.

Account Change Import Process

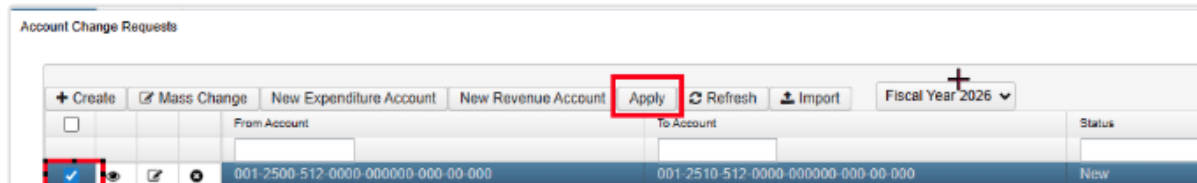
This process will import the spreadsheet of Account Changes into the Utilities -> Account Change grid to then be processed from the grid.

1. From the Utilities menu, select Account Changes.
2. To import a CSV file containing Account Changes, click on the “Import” button.
3. Click “Choose File”, locate your CSV file, and select it by double-clicking the file name.
 - a. The selected file name will be displayed, allowing you to verify that the correct file is ready to be loaded.
4. Click Load to process the file and post the transactions.



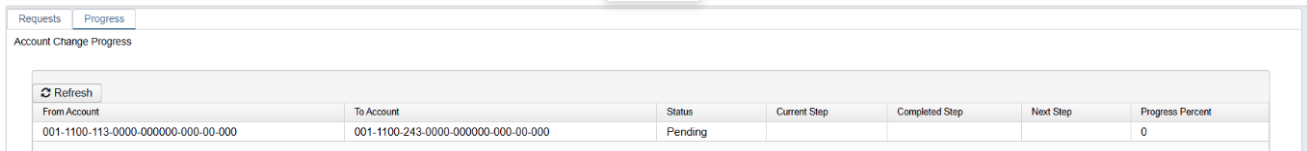
5. A message box will appear showing the number of Records Loaded into the Account Change grid, indicating the Number of Errors if any.
6. An output file named USASLOADERR.CSV will be created containing the number of records loaded onto the grid or records with errors.
 - **NOTE:** When importing Account Changes, *only Errors* are displayed in the import results file. This differs from manually creating an account change, where *Warnings* may also be shown.
 - The results file will include an informational message if the account specified in the request did not exist and a new account was created.

- A corresponding message will also appear in the application log. after enabling info-level logging on `org.ssd_t_ohio.usas.model.transactionLoader.AccountChangeRequestLoader`.
7. Select the account change transaction that you want to process, and click Apply to initiate the Account Change process. An Information message will be displayed stating that the account change job has started. You can click on to update the status on the grid. Once the process is finished, the status will change from InProgress to Completed, and the 'From Account' will be set to an inactive status with all corresponding transactions pointing to the 'To Account'.

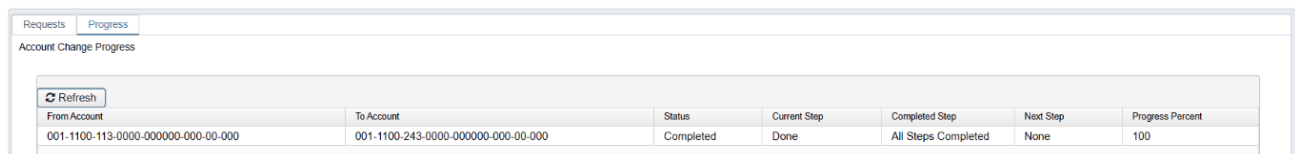


Progress

This tab shows the progress of account change requests that have been Applied on the Requests tab.



Requests will show Pending, In Progress, or Complete on this tab. Progress Percent will update as progress is made in processing the request. The button can be used to Refresh the Progress grid. Once complete, the Status will update to Completed and Progress Percent will show 100.

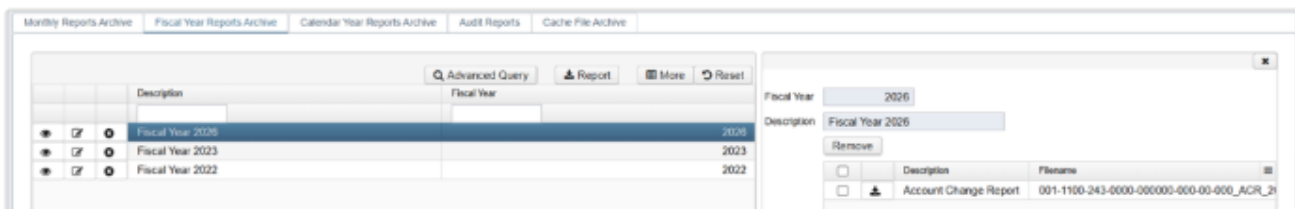


Account Change Automated Report

When an account change is applied, an Account Change Report showing all transactions updated by the account change process will be automatically prompted and sent to Document Storage.

If Document Storage has not yet been enabled, the reports will be sent to the File Archive.

A copy of the report will be sent to Document Storage in the Fiscal Year Reports Archive section and will be put in the collection for the Fiscal Year the account change is run.



The report title is Account Change Report and the report name is the value of the old account and the date/time the account change was processed.

- Example: 006-3110-141-0000-000000-999-00-000_ACR_2026-04-23-01-56-49, where 006-3110-141-0000-000000-999-00-000 is the “to account”, ACR stands for Account Change Request, the date is 4/23/2026 and the time was 1:56:49.

More Information

An optional rule (org.ssd_t_ohio.usas.model.accountChange.AccountChangeRequestFiscalYear) is enabled (by default) that will provide an error message upon creation of an account change request when the prior fiscal year is open. The rule may be disabled via SYSTEM/Rules.

If the instance is restarted while an Account Change Job is in progress, the job will automatically restart after the instance has completed restarting. This event will also be recorded in the logs.

Level	INFO
Logger Name	org.ssd_t_ohio.usas.model.accountChange.AccountChangeJobListener
Message	Resubmitting in progress Account Change Jobs with id JobId(SYSTEM, \$1 ea422310d798, null, true, null)

Expenditure/Revenue Account Change vs. Cash Account Change

This page will provide information about when to process an Expenditure or Revenue Account Change and when to process a Cash Account Change.

- Expenditure/Revenue Account Change options are used to change individual accounts within the same cash account
- Cash Account Change is used to change all accounts in a cash account to a new cash account

When the account change is processed, account encumbrances, Initial budget/anticipated revenue, GAAP Initial amounts, and all related transactions will be updated. The account figures will be updated for the current FY only. This preserves the prior years' transactions and account balances for the original account, ensuring that historical reports for previous fiscal years remain accurate.

Expenditure/Revenue Account Change

The standard Account Change updates all transactions that utilize the "old" account and will show them under the "new" account for the year of the change to current.

Requirements:

- When processing an Expenditure or Revenue account change, the To Account must be created prior to initiating the Account Change.
- New account codes can be added via the Accounts grids, with Mass Load, or using the New Expenditure/New Revenue Account buttons at the top of the Account Change grid.
- The standard account change options cannot cross Fund/SCCs. If the accounts cross Appropriation accounts, there will be a warning indicating the change will cross appropriation boundaries but this will not prevent the change.
- Use when all transaction history should be updated to the new Fund/SCC for the selected fiscal year

Examples include:

- Adding additional significance to the accounting structure (i.e. OPU, Subject, etc)

- Reducing account significance, including the ability to collapse multiple accounts into a single account
- Correct account coding structure after financial transactions have been posted against the account
 - For example, if you have expended money from an account in the fiscal year and then realized the account had an incorrect object code, you can use Account Change to change the account using the correct object code.

When processing an Expenditure or Revenue account change, the To Account must be created prior to initiating the Account Change. New account codes can be added via the Accounts grids, with Mass Load, or using the New Expenditure/New Revenue Account buttons at the top of the Account Change grid.

The standard account change options cannot cross Fund/SCCs. If the accounts cross Appropriation accounts, there will be a warning indicating the change will cross appropriation boundaries but this will not prevent the change.

Cash Account Change

Cash Account change provides the user with the ability to change the fund and SCC code of all accounts associated with a specific Fund/SCC combination to a new Fund/SCC. The Cash Account Change process will create new accounts to match the original Fund/SCC chart of accounts with the new Fund SCC, update all transactions for the selected fiscal year from the “old” account to the “new” account, and move budgeted figures.

Requirements:

- When using Cash Account Change, the SCC must equal all zeroes or begin with a 9 to appear in the From Account list. SCC's of 0001-8999 cannot be used to distinguish a cash account - they belong to the 0000 SCC.
- The new Fund/SCC must not already exist as a Cash Account
- The old Cash Account will be made inactive and no longer used
- Use when all transaction history should be updated to the new Fund/SCC for the selected fiscal year

Examples Include:

- A user wants to change fund 014 0000 to an agency fund 022 9xxx, they would use Cash Account change since the accounts are separate cash accounts and the 022 9xxx fund doesn't exist

There are situations where Cash Account Change cannot be used to change account codes.

These include:

- Changing a cash account with an SCC between 0001 and 8999 to an SCC of 9xxx. Account change won't allow you to change a partial cash account to another cash account.
 - For example, an 009 5000 account is part of the 009 0000 cash account so in essence you would be trying to transfer part of a cash account into another cash account. In order to take just certain accounts from one cash account and charge them to a new cash account would require the district to manually enter the new account through the Account grid and then either do an account correction transaction or transfer the appropriate amount to the new account.



- If the new account already exists. If you are trying to change one fund to another fund that already exists, you cannot use Cash Account Change. Instead, you need to use the Transfer option in Transfers/Advances to transfer the money from the old account to the "new" account.