**How to change system close mapping for fund balance (GLMT)**

The system follows closing rules when a new account is established.

* A new fund 1 income statement account will automatically close to 01\_00\_719999\_33001 - Accumulated <Excess>Deficit : Unrestricted Fund Balance
* All other accounts (Fund 2 and above) will create and close to 02-XX-XXXXXX-33002. (Program and department code will be the same as the new account, fund will default to 33002.)

For new Fund 3 Accounts (Permanently Restricted) this causes a problem. For example, a new restricted contribution to fund three (Example – A new endowed fund is created with a credit to 03-00-771078-46501. Without intervention to the system close mapping, this fund will close to 03-00-771078-3300**2**. The correct coding should be to 03\_00\_771078\_3300**3**.)

**Below are steps to direct the fund closing mapping to the correct account.**

* **Enter GLMT**



* **Enter Income Statement Account to be remapped**



* **Note the default mapping is pointing to “33002”(Temp Restricted) (See Below)**



* Edit the “Fund Balance Definition” to show “33003.”



* Select “Save All” (You will get a message asking for a budget officer to be assigned – Select “OK” ignoring this message.)



* The system will now close to the correct fund balance account

