

General Ledger Chart of Accounts Maintenance Form

Use this form to request an Account change. Complete all requested information. This form should be forwarded to the Comptroller's office. The Comptroller's office will send an e-mail notification when the action is complete. Please direct any questions regarding completion of the form or the status of the request to Financial Systems Support:

Common Users:

REQUESTOR NAME: _____	PHONE NUMBER: _____
REQUESTOR TITLE: _____	REQUESTOR DEPT: _____
CAMPUS ADDRESS: _____	EMAIL: _____

Check the appropriate box. If Combination is checked, list the combination(s) in the Flexfield Segment Assignment section.

SEGMENT

Entity Account Organization Funding NAC Function Location Activity Future Combination

SEGMENT CODE _____ DESCRIPTION _____

(A segment value will be assigned based on the information given and the current chart structure.)

NEW: **DELETE:** ----- **CHANGE** -----

Description	Reporting Attribute
Website Description	Parent Value
Business Role	GM Expenditure Type

From _____

To _____

If this is an organization, will personnel be assigned and payroll charged to this organization? **YES** **NO**

JUSTIFICATION: _____

LONG DESCRIPTION: *(Be as descriptive as possible as the information will be saved in the segment's descriptive flexfield. The description is limited to 240 characters. For natural accounts, there is no space limitation.)*

RESTRICTED USE: _____
Department/Office Organization code

Responsible Person _____
Responsible Organization

----- **For New Segments** -----

Reporting Attribute _____

Business Role _____

GM Expenditure Type _____

Oracle access _____

List users who need access to this segment

The new segment is a: Effective Date: For a child value, provide: **Alias:**

PARENT VALUE START DATE _____ PARENT _____

CHILD VALUE END DATE _____

----- **Flexfield Segment Assignment** -----

Entity Organization Funding NAC Function Location Activity Future

Flexfield: _____

Flexfield: _____

Flexfield: _____

APPROVAL SIGNATURES

Accounting Manager Date Budget Office Date

Director of Financial Reporting & Analysis Date Other Approver Date

CHART OF ACCOUNTS ANALYST INFORMATION (to be completed by Analyst)

- | | | |
|---|--|------------------------------------|
| <input type="checkbox"/> Shorthand Alias Table | <input type="checkbox"/> Segment Value | <input type="checkbox"/> Security |
| <input type="checkbox"/> Interface Mapping Table | <input type="checkbox"/> Cross-validation rule | <input type="checkbox"/> Banner |
| <input type="checkbox"/> Natural Account Descriptions | <input type="checkbox"/> GL Accounts | <input type="checkbox"/> GM HR Org |

Analyst Name: _____ Date Completed: _____

Date Received: _____ Shorthand Alias: _____