

## Steps for Requesting Changes to the University's Chart of Accounts

*Use the following instructions to complete the  
General Ledger Chart of Accounts Maintenance Form*

1. Navigate to the [General Ledger Chart of Accounts Maintenance Form](#).
2. Provide the requestor information (Name, Phone Number, Title, Department, Campus Address, and Email).
3. Select the chart of accounts **Segment** or **Combination** to be changed.
  - a. If the request is to *change* or *delete* (close) a segment value, provide the segment's value in the **Segment Code** area of the form.
  - b. If the request is to *change* a segment value, also provide the value's **Description**.
  - c. If the request is to add a *new* segment value, leave the **Segment Code** area of the form blank and just provide the proposed new value's **Description**.  
→ (Note: The new value's **Description** is limited to 90 characters, and should not contain commas).
4. Select the appropriate check box(es) for the type of modification requested ("New," "Delete" or "Change").
  - a. If **Change** was selected, next select the type of change requested ("Change Description," "Change Reporting Attribute," "Change Website Description," "Change Parent Value," "Change Business Role," "Change GM Expenditure Type.")
  - b. If the request is for a **Change**, also provide the 'From' and 'To' data. Otherwise, leave these lines blank.
5. Provide a **Justification** for the requested modification, setting forth the business reason for the modification. Use additional sheets of paper as necessary.
6. If the request relates to the Funding Source segment, provide a **Long Description** for the change request.  
If the request relates to the other segments, use this space to describe how the segment value will be used (this description will not be stored in EAS. Therefore, there is no size limitation).
7. Leave the **Restricted Use** area of the form (**Department/Office** and **Organization Code**) blank.
8. If the request relates to an *Organization* or *Funding Source* segment, provide the **Responsible Person** and **Responsible Organization** for the segment value. Otherwise, leave these lines blank.
9. If the request relates to an *Account* value, an *Organization* value, or a *Funding Source* value, provide the **Reporting Attribute** value for the segment value. Otherwise, leave the **Reporting Attribute** area blank.
10. If the request relates to an Account value, provide the following, if applicable (otherwise, leave these areas blank):

- a. The **Business Role** value. The **Business Role** flexfield assigned to an Account segment identifies special workflow rules for transactions using the particular Account value.
- b. The **GM Expenditure Type** value. (The **GM Expenditure Type** flexfield assigned to an Account segment identifies special grants workflow rules for transactions using the particular Account value.)
11. If access to this chart of accounts segment value is restricted to a particular set of EAS users, provide this list of users in the **Oracle Access** area. Otherwise, leave this area blank.
12. Select the appropriate box identifying the chart of accounts value (either “**Parent Value**,” or “**Child Value**.”)
  - a. Since all segments of the chart of accounts are hierarchical, provide the **Parent** value for segment value changes. This is required for all ‘New’ values or changes to the ‘Parent Value’ for segment child values.
  - b. If a parent value is being requested, provide an attachment detailing the child values that will belong to the requested parent value and provide the parent value for this parent value.
13. Provide the effective **Start Date** and **End Date**, if appropriate.
  - a. If left blank, the value is *immediately available* for use and is available until an action is taken to stop its use.
  - b. The **Start Date** can be a date in the *past* (to provide a notation of when the value should have been available for use since it doesn’t become available until created) or a date in the *future* that will enable it for use when that date is reached.
  - c. The **End Date** can be a date in the *past* (to provide a notation of when the value should have been unavailable for use since it doesn’t become unavailable until the chart of accounts maintenance update is saved) or a date in the *future* that will disable the value from use once that date is reached.
14. If the request relates to an *Organization* child value and its related *Funding Source* is a C-fund or if the request relates to a child *Funding Source* value, provide the Banner Index in the **Alias** area (if a Banner Index has already been assigned). Otherwise, leave this area blank.
15. If the segment value has restrictions on its relationship to other values of the chart of accounts, provide the allowable combinations in the **Flexfield Segment Assignment** area. If the allowable combinations are a range of Accounting Flexfields, provide that information as an attachment.
16. Obtain the appropriate **Approval Signatures** for the chart of accounts change request. Departmental approval of all changes is required before submission to the Budget Office or Director of Financial Reporting and Analysis (unless the change is initiated by the Budget Office or Comptroller’s Office). All changes to chart of account segment values must be approved by the Director of Financial Reporting and Analysis.  
 Additionally, changes to the *Entity*, *Organization*, *Funding Source*, *Location*, *Activity*, and *Future Use* segments of the chart of accounts require approval of the Budget Office. Changes to the *Account*, *Net Asset Class*, and *Function* segments of the chart of accounts require approval of the Director of Financial Reporting and Analysis.

17. Leave the **Chart of Accounts Analyst Information** area blank. This area will be completed by the Financial Systems Support department.
18. Once made, all changes to the chart of accounts will be communicated to the Budget Office, Comptroller's Office, and other interested parties through email.
19. Enacted chart of accounts change requests are imaged. Copies are available upon request.