CHECKLIST – COA STRUCTURE CHANGE

Finance Partners can use this checklist to help ensure all the steps involved in changing COA structure are completed and to keep track of the status of changes.

Note:

- This checklist is for the faculty's internal use and does not need to be sent to Financial Reporting (FR)
- Units may tailor this checklist to suit their own purposes

	ACTION
1.	**Request FR to set up new COA** All COA forms are available from the Forms Cabinet. If requesting a high volume, contact fscoarpt@ualberta.ca for a more expedient means of processing.
2.	**Update COA coding on transactions** • Run the AAA_CF_ACTIVITY query to identify active contracts, active purchase orders, active requisitions, expense claims, open AR items, employee profiles, and salary/benefit commitments • Review reports from the prior 6 months to identify any other transactions that are regularly occurring in the ChartField in question
3.	**Budget allocations (if applicable)** • Move any associated budget allocations • Adjust future years' revenue/spending plans
4.	**Make COA changes to other systems (if applicable)** e.g. Office of Advancement (if donations are processed to affected COA), Grants (restricted projects), HCM, SMS (equipment)
5.	**Review employee status in HCM (if applicable)** e.g Active employees and positions must be moved prior to inactivating a department Run Staff Details Report in HCM to review active employees in a department *Main menu > HR Operational report > Employee lists, counts, labels > Staff Detail* Run Position detail report in HCM to review status of active positions in a department *Main menu > HR Operational report > Position Management > Position Detail*
6.	**Transfer balances to new COA (if required)** • Contact FR for assistance
7.	**Request inactivation of old COA** All COA forms are available from the Forms Cabinet. If requesting a high volume, contact fscoarpt@ualberta.ca for a more expedient means of processing. **IMPORTANT:** FR will assume that the unit has confirmed that all transactions are now being processed to the new COA.

	ACTION
8.	**Make tree changes** • If tree changes are required, complete the Tree Maintenance form (Forms Cabinet)

9.	**Update nVision reports**
	• Review current nVision reports for the **new** COA to determine any new report requirements. If there are new report requirements:
	    o Complete the nVision Report form (Forms Cabinet)
	• Review current nVision reports for the **old** COA to determine if old report requirements are to be deleted. If deleting,
	    o Run final reports under old COA.
	    o Complete the nVision Report form (Forms Cabinet)

10.	**Update unit documentation** • Unit updates all COA-related documentation (e.g. website, internal procedures)