**Chart of Accounts (COA) Maintenance**

**PROGRAM REQUEST - CHANGE**

Use this form to request a change to an existing program.

Refer to Guide: Chart of Accounts (COA) for further information on program.

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| If requesting a high volume, contact fscoarpt@ualberta.ca for a more expedient means of processing. |

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| **CHANGE PROGRAM** |
| Program number | Effective date(mm/dd/yyyy) | Change manager(= position name, department name)(max. 30 characters)(e.g. Director,Communications) | Change program name(max. 30 characters) | Change budget, budget variance carry forward 1 |
|  |  |  |  | [ ]  program is budgeted and should be added to the COA\_PROGRAM\_DETAIL tree **OR**[ ]  program is not budgeted  |
| [ ]  program budget variance carries forward to itself 1 (under deptID \_\_\_\_\_\_\_\_) **OR**[ ]  program budget variance carries forward to deptID |
|  |  |  |  | [ ]  program is budgeted and should be added to the COA\_PROGRAM\_DETAIL tree **OR**[ ]  program is not budgeted  |
| [ ]  program budget variance carries forward to itself 1 (under deptID \_\_\_\_\_\_\_\_) **OR**[ ]  program budget variance carries forward to deptID |
|  |  |  |  | [ ]  program is budgeted and should be added to the COA\_PROGRAM\_DETAIL tree **OR**[ ]  program is not budgeted  |
| [ ]  program budget variance carries forward to itself 1 (under deptID \_\_\_\_\_\_\_\_) **OR**[ ]  program budget variance carries forward to deptID |

 1 If program budget variance carries forward to itself, FS will automatically set up the program as budgeted.

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| **INACTIVATE PROGRAM** (note: Inactivating a program will also inactivate speedcodes associated with the program) |
| Program number | Effective date (mm/dd/yyyy) |
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When inactivating a program, it is the SFO’s responsibility to ensure that there are no outstanding transactions that have not yet been processed and that there are no future commitments.

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| **ROUTING INSTRUCTIONS**Senior Financial Officer (SFO) emails completed form to Financial Services: fscoarpt@ualberta.ca.ChartField requests will be processed on the first business day of each week for all requests received the previous week; SFO will be notified if this timing cannot be met. For high volume requests (50 or more), FS will open a helpdesk ticket to process the request and will notify the unit when the request has been processed. |