**Chart of Accounts (COA) Maintenance**

**CHANGE REQUEST - SPEEDCODE**

Use this form to change an existing SpeedCode.

Note: When a unit inactivates a ChartField, any SpeedCode which includes the inactive ChartField is automatically inactivated; therefore, in such cases, completion of this form is not required.

A SpeedCode is an alphanumeric value representing a unique ChartField string, excluding the account ChartField.

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

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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 SPEEDCODE** |
| SpeedCode number(5 characters) | Effective date(mm/dd/yyyy) | SpeedCode name(max. 30 characters) |
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| **INACTIVATE SPEEDCODE** Note: inactivation is only required if you are no longer using a SpeedCode. All of the ChartFields in the ChartField string will remain active. |
| SpeedCode number | Effective date (mm/dd/yyyy) |
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When inactivating a SpeedCode, 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.

For SpeedCodes with transactions or activity in progress at the time of setting up a new SpeedCode, units should leave existing SpeedCodes active until the transactions have posted or the activity (e.g. purchase order) has cleared. Any new transactions should be applied to the new SpeedCode.

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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.  |