**Chart of Accounts (COA) Maintenance**

**ACCOUNT REQUEST - NEW**

Use this form to request the setup of a revenue or expense account. The effective date for an account is April 1 of the current fiscal year.  
Note: If requesting a new asset or liability account, SFO to provide details via email to fscoarpt@ualberta.ca.

An account is a number used in the University's general ledger to identify a unique expense, revenue, asset, liability or net asset activity.

To confirm that no existing account is appropriate for the purpose described below, refer to Guide: Chart of Accounts (COA)\ COA General Ledger (GL) Accounts – Complete list.

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| --- | --- | --- |
| Account name  (max. 30 characters) |  | Select account type:  Revenue **OR**  Expense |
| The purpose of the information below is to assess the appropriateness of the request. | | |
| Purpose |  | |
| How will transactions be  processed?  (e.g. Accounts Payable) |  | |
| Anticipated annual dollar  amount |  | |
| Anticipated number of  annual transactions |  | |

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| **ROUTING INSTRUCTIONS**  Senior Financial Officer (SFO) emails completed form to Financial Services, fscoarpt@ualberta.ca.  To make a change to an existing account, SFO sends an email explaining requested change 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. |