**Chart of Accounts (COA) Maintenance**

**SPEEDCODE REQUEST - NEW**

Use this form to request the setup of a SpeedCode. The effective date for a SpeedCode is April 1 of the current fiscal year.

SpeedCodes must conform to the SpeedCode requirements indicated on the next page.

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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| **NEW SPEEDCODE** |
| Note: If SpeedCode number is not provided, Financial Services assigns the number. SpeedCodes cannot begin with “VP”. |
| SpeedCode name(max. 30 characters) | SpeedCode number(5 characters) | Fund | DeptID | Program (enter “0” if not using) | Class(enter “0” if not using) | Project (if applicable) | Sponsor(research funds only) |
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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 or if the SpeedCode number is assigned by FS.  |

**SpeedCode Requirements**

Query AAA\_CF\_SPEEDCODE must be run prior to requesting a new SpeedCode to ensure a SpeedCode with the same ChartField string does not exist. New SpeedCodes cannot begin with “VP”. Use of the ZA000-ZKZZZ range is restricted to RSO.

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| **Fund** | **DeptID** | **Program** | **Class** | **Project** | **Sponsor** |
| OperatingF210 | Required | RequiredDefault of “0” if not using | Optional | Not Applicable |
| Central InstitutionF100 | Required | RequiredMust start with “8” | RequiredDefault of “0” if not using | Optional | Not Applicable |
| Ancillary ServicesF310 | Required | RequiredDefault of “0” if not using | Optional | Not Applicable |
| Capital(F320, F520) | Required | RequiredDefault of “0” if not using | Required | Not Applicable |
| Research [[1]](#footnote-1)(F330, F530, F531, F535) | RequiredMust be same deptID associated with project at time of setup | RequiredDefault of “0” if not Either the program or class must be a value other than “0” | Required | RequiredMust be same sponsor associated with project at time of setup |
| Special Purpose 2(F550, F551) | RequiredMust be same deptID associated with project at time of setup | RequiredDefault of “0” if not Either the program or class must be a value other than “0” | Required – F550Optional – F551 | Not Applicable |
| Special Purpose (F552)SFS use only | Required | RequiredProgram “0” is not applicable | RequiredDefault of “0” if not using | Not Applicable | Not Applicable |
| Endowment 2 (Exxxx) | RequiredMust be same deptID associated with endowment at time of setup | Required | Required | Optional | Not Applicable |
| Either the program, class or project must be a value other than “0” |

1. A SpeedCode will be set up when the project or endowment is set up; therefore, the only reason to add a new SpeedCode is if a program or class is required. [↑](#footnote-ref-1)