**Chart of Accounts (COA) Maintenance**

**CLASS REQUEST - CHANGE**

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

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

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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 CLASS** |
| Class number | Class name (max. 30 characters) | Effective date (mm/dd/yyyy) |
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| **INACTIVATE CLASS** (note: inactivating a class will also inactivate speedcodes associated with the class) |
| Class number | Class name (max. 30 characters) | Effective date (mm/dd/yyyy) |
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When inactivating a class, 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. |