**CHECKLIST – COA STRUCTURE CHANGE**

SFOs can use this checklist to help ensure all the steps involved in changing COA structure are completed and to keep track of the status of changes.

**Note:**
- This checklist is for the faculty’s internal use and does not need to be sent to Financial Services (FS)
- Units may tailor this checklist to suit their own purposes

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| 1. | Request FS to set up new COA  
All COA forms are available from the Forms Cabinet. If requesting a high volume, contact fscoarpt@ualberta.ca for a more expedient means of processing. |
| 2. | Update COA coding on transactions  
- Run the AAA_CF_ACTIVITY query to identify active contracts, active purchase orders, active requisitions, expense claims, open AR items, employee profiles, and salary/benefit commitments  
- Review reports from the prior 6 months to identify any other transactions that are regularly occurring in the ChartField in question |
| 3. | Budget allocations (if applicable)  
- Move any associated budget allocations  
- Adjust future years’ revenue/spending plans |
| 4. | Make COA changes to other systems (if applicable)  
e.g. Office of Advancement (if donations are processed to affected COA), Grants (restricted projects), HCM, SMS (equipment) |
| 5. | Transfer balances to new COA (if required)  
- Contact FS for assistance |
| 6. | Request inactivation of old COA  
All COA forms are available from the Forms Cabinet. If requesting a high volume, contact fscoarpt@ualberta.ca for a more expedient means of processing.  
**IMPORTANT:** FS will assume that the unit has confirmed that all transactions are now being processed to the new COA. |
| 7. | Make tree changes  
- If tree changes are required, complete the Tree Maintenance form (Forms Cabinet) |
| 8. | Update nVision reports  
- Review current nVision reports for the **new** COA to determine any new report requirements. If there are new report requirements:  
  - Complete the nVision Report form (Forms Cabinet)  
- Review current nVision reports for the **old** COA to determine if old report requirements are to be deleted. If deleting,  
  - Run final reports under old COA. |
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<td>9.</td>
<td><em>Update unit documentation</em></td>
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<td>• Unit updates all COA-related documentation (e.g. website, internal procedures)</td>
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- Complete the nVision Report form (Forms Cabinet)