

## 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

#	ACTION
1.	<p><b>Request FS to set up new COA</b></p> <p>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.</p>
2.	<p><b>Update COA coding on transactions</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Review reports from the prior 6 months to identify any other transactions that are regularly occurring in the ChartField in question</li> </ul>
3.	<p><b>Budget allocations (if applicable)</b></p> <ul style="list-style-type: none"> <li>• Move any associated budget allocations</li> <li>• Adjust future years’ revenue/spending plans</li> </ul>
4.	<p><b>Make COA changes to other systems (if applicable)</b></p> <p>e.g. Office of Advancement (if donations are processed to affected COA), Grants (restricted projects), HCM, SMS (equipment)</p>
5.	<p><b>Transfer balances to new COA (if required)</b></p> <ul style="list-style-type: none"> <li>• Contact FS for assistance</li> </ul>
6.	<p><b>Request inactivation of old COA</b></p> <p>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.</p> <p><b>IMPORTANT:</b> FS will assume that the unit has confirmed that all transactions are now being processed to the new COA.</p>
7.	<p><b>Make tree changes</b></p> <ul style="list-style-type: none"> <li>• If tree changes are required, complete the Tree Maintenance form (Forms Cabinet)</li> </ul>
8.	<p><b>Update nVision reports</b></p> <ul style="list-style-type: none"> <li>• Review current nVision reports for the <b>new</b> COA to determine any new report requirements. If there are new report requirements: <ul style="list-style-type: none"> <li>○ Complete the nVision Report form (Forms Cabinet)</li> </ul> </li> <li>• Review current nVision reports for the <b>old</b> COA to determine if old report requirements are to be deleted. If deleting, <ul style="list-style-type: none"> <li>○ Run final reports under old COA.</li> </ul> </li> </ul>

#	ACTION
	○ Complete the nVision Report form (Forms Cabinet)
9.	<b>Update unit documentation</b> <ul style="list-style-type: none"><li>• Unit updates all COA-related documentation (e.g. website, internal procedures)</li></ul>