**Chart of Accounts (COA) Maintenance**

**FUND 100 (CENTRAL INSTITUTION) – PROGRAM REQUEST**

Use this form to request the setup of a program or to request a change to an existing program.

(All new programs have an effective date of April 1 of the current fiscal year)

Fund 100 programs must have a one-to-one relationship with a department (e.g. multiple dept Id’s cannot code to the same program).
Refer to Guide: Chart of Accounts (COA) for further information on program.

|  |
| --- |
| **ROUTING INSTRUCTIONS**Senior Financial Officer (SFO) emails completed form to Financial Services, fscoarpt@ualberta.ca.Fund 100 program requests are subject to review by Integrated Financial Services (IFS). Requests will be processed on the first business day of the week subsequent to this review. |

|  |
| --- |
| **NEW PROGRAM** |
| Program number(8XXXX)(IFS will assign) | Program name(max. 30 characters)(IFS will review to ensure consistent name format) | Departmentnumber | Manager = Position name, Dept name)(max. 30 characters)(e.g. Director, Communications) | The purpose of the information below is to assess the appropriateness of the request for a new program. | Actual Excess (Deficiency) Carryforward | SpeedCodeNumber(5 characters) |
| Purpose | Funding Source (e.g. operating budget) | Frequency of transactions(e.g. monthly, annually, as required) |
|  |  |  |  |  |  |  | [ ]  program actual excess (deficiency) carries forward |  |
| [ ]  program actual excess (deficiency) does not carryforward |
|  |  |  |  |  |  |  | [ ]  program actual excess (deficiency) carries forward |  |
| [ ]  program actual excess (deficiency) does not carryforward |

IFS will create a speedcode for the new program. If a SpeedCode number is not provided, IFS will assign the number. SpeedCodes cannot begin with “VP”.

|  |
| --- |
| **CHANGE OR INACTIVATE PROGRAM** |
| Program number(8XXXX) | Change or Inactivate | Effective date(mm/dd/yyyy) | Change Manager = Position name, Department name)(max. 30 characters)(e.g. Director, Communications) | Change Departmentnumber | Change program name(max. 30 characters) | Actual Excess (Deficiency) Carryforward |
|  | [ ]  Change |  |  |  |  | [ ]  program actual excess (deficiency) carries forward |
| [ ]  Inactivate(1) (Remainder does not need to be filled out) | [ ]  program actual excess (deficiency) does not carryforward |
|  | [ ]  Change |  |  |  |  | [ ]  program actual excess (deficiency) carries forward |
| [ ]  Inactivate(1) (Remainder does not need to be filled out) | [ ]  program actual excess (deficiency) does not carryforward |

(1) Inactivating a program will also inactivate speedcodes associated with the program.
 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.

|  |
| --- |
| **ADD PROGRAM TO EXISTING REPORT** Note: only applicable if currently using program reporting. If other report maintenance is required, complete the nVision Report form. |
| Program number | Existing nVision report ID (report ID can be found in the top left corner of your nVision report) |
|  |  |
|  |  |
|  |  |