New Account Request Form

UCSF

Instructions

The Account chartfield is a five-character numeric value which identifies the nature or type of transaction by classifying them into Assets, Liabilites, Equity (Net Position), Revenues, and Expenses. Account is a required field on all transactions.

A new Account may be requested If no existing Account describes the transaction, and a unique Account is necessary to facilitate reporting or management decisions. New Accounts will only be considered for transactions that need to be captured as ***material to the campus as a whole***, and common to multiple departments. Requests are coordinated centrally.

Complete the first section (to be completed by Requestor) below and submit to GenAcctgSvcDesk@ucsf.edu via email. Please request ***only one Account*** per form.

Requestor Information:

Name: ☐ **Date of Request:** ☐

Email Address: ☐

New Account Information:

Type of Account (check one):

☐ Asset ☐ Liability ☐ Transfer ☐ Revenue ☐ Expense

Suggested Account Number: ☐

New Account Name (30-character limit): ☐

Long Description - reason for new account (500-character limit):

Effective Date (default is 01/01/1900):
01/01/1900

Budgetary only? ○ Yes ○ No

Plant indicator? ○ Yes ○ No

Node location on Account Management Reporting Tree:

Business Units expected to use New Account:

Individual to reconcile account in Blackline (Asset, Liability & Transfer):

Suggested Mapping to Medical Center Alternate Account:

When complete, click to send to A&R by Outlook Email

To be completed by Controller's Office, Accounting and Reporting:

☐ UCOP Account Group Code	☐ Check UCOP Account Group Code Description
☐ Reviewed by CGA for F&A Inclusion	☐ Change to Account Management Reporting Tree roll-up with
☐ Mapping to MC Alternate Account Changes to	☐ MyReports and UPlan, if applicable
☐ Combo Edit rules with IT	☐ Approval by Assistant Controller - Accounting & Reporting
☐ New Account created in PeopleSoft	☐ Added to Account Management Tree in PeopleSoft
☐ Add to nVision Reporting Tree in PeopleSoft	☐ Update "Combo Edit Guide" if needed

Notifications once new account has been created in PeopleSoft:

☐ New Account Requestor	☐ Accounting & Reporting Team
☐ MyReports@ucsf.edu	☐ UPlan@ucsf.edu
☐ UCSF Health	☐ IT (if any changes to combo edits required)
☐ BCHO Accounting (if needed)	☐ ControllerWebPost@ucsf.edu