## **New Account Request Form**



## 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.

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  Combo Edit rules with IT  New Account created in PeopleSoft  Add to nVision Reporting Tree in PeopleSoft  Update "Combo Edit Guide" if needed	Requestor Information:	
New Account Information:  Type of Account (check one):  Asset Liability Transfer Revenue Expense  New Account Name (30-character limit):  Long Description - reason for new account (500-character limit):  Effective Date (default is 01/01/1900):  Budgetary only?  Yes No Yes No  Yes No  No  Node location on Account Management Reporting Tree:  Business Units expected to use New Account:  Individual to reconcile account in Blackline (Asset, Liability & Transfer):  When complete, click to send to A&R by Outlook Email  UCOP Account Group Code  Check UCOP Account Management Reporting Tree in PeopleSoft  MyReports and UPlan, if applicable  Combo Edit rules with IT  Approval by Assistant Controller - Accounting & Reporting  New Account Created in PeopleSoft  Add to nVision Reporting Tree in PeopleSoft  Update "Combo Edit Guide" if needed	Name:	Date of Request:
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New Account Requestor  Accounting & Reporting Team		
MyReports@ucsf.edu UPlan@ucsf.edu		
UCSF Health  IT (if any changes to combo edits required)  RCHO Accounting (if peeded)  ControllerWebPost@ucsf.edu		