**Chart of Accounts (COA) Maintenance**

**DeptID Request - NEW**

Use this form to request the setup of a deptID. To reactivate a deptID, use the DeptID Request – Change form. This form MUST be filled out electronically and not hand written.

The effective date for a deptID is April 1 of the current fiscal year.

DeptIDs are a systematic representation of the University’s organizational hierarchy and therefore represent levels of accountability and budgetary control. A deptID has ongoing activity (revenue and/or expenditure) and will have a corresponding budget plan.

Refer to Guide: Chart of Accounts (COA)\Chartfields for further information on deptID.

Refer to the COA Department ID Management Document located in the Forms Cabinet for further details pertaining to this form.

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| --- | --- | --- | --- |
| **DeptID Number** (6 numbers; starting with first 2 numbers of faculty range) |  | | |
| **DeptID Name**  (max. 30 characters.) | Click to enter deptID name | | |
| **Long Description** (max. 100 characters) | Click to enter long description | | |
| **Budget** | **REQUIRED:** DeptID 3-year budget form is provided on next page (purpose of this   information is to assess the appropriateness of the request for a new deptID)  Note: SFO is responsible for transferring an allocation to the new deptID in uPlan. | | |
| Budget variance carries forward to the dean (default). If not, check below:  DeptID budget variance carries forward to itself | | |
| **Budget Owner** | Employee name | | Click to enter employee name |
| Employee ID | | Click to enter employee ID |
| One-over-One (“one over”) deptID number  (for electronic approvals routing) | | Click to enter one over deptID |
| One over Approver Name | | Click to enter one over approver |
| Confirmation of one over routing | | **REQUIRED:** SFO has reviewedDEPTID\_BUD\_OWNER tree to ensure one over approval routing is appropriate (i.e. the budget owner for the one over is not the same as the budget owner for the deptID being changed, and the budget owner for the deptID being changed reports organizationally to the one over) |
| **Reporting**  FS will automatically create a FSGLV12 for the new deptID (applicable to funds: F210, F100 and F310).  If other report maintenance is required, complete the nVision Report form. | Does this deptID fall within the range on the COA\_ROLLUP\_ORG tree?  YES DeptID will automatically be included in the rollup V12 report  NO Please provide a screen shot of the COA\_ ROLLUP\_TREE and indicate where the deptID would be located within the tree. | | |
| Node name under which this deptID will fall under on the COA\_DEPT\_DETAIL tree | | Click to enter node name |
| Department Level Security  Indicate Parent DeptID | Click to enter the parent deptID | | |
| FOR HRS INPUT ONLY | Pool Group |  | |
| Stats Faculty Code |  | |
| Location Code |  | |
| Stats Can CIP |  | |

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| **SFO Approval**  Note: SFO Name and Phone Number is required. SFO signature is only required if an individual other than the SFO is submitting the form on their behalf. If SFO is emailing the form, signature is not required. | | | | | | | | | | |
| Click to enter SFO name  Click to enter CCID |  |  | | |  |  | | |  |  |
| SFO Name and CCID |  | SFO Signature | | |  | Date  (mm/dd/yyyy) | | |  | Phone Number  (###-###-####) |
| **Dean’s Approval**  Note: Dean’s signature is **only** required if the SFO is the budget owner. | | | | | | | | |  |  |
| Click to enter Dean name  Click to enter CCID |  |  | | |  |  | | |  |  |
| Dean Name and CCID |  | Dean Signature | | |  | Date  (mm/dd/yyyy) | | |  | Phone Number  (###-###-####) |
|  | | |  |  | | |  |  | | |
| **ROUTING INSTRUCTIONS**  Senior Financial Officer (SFO) emails completed form to fscoarpt@ualberta.ca  FS reviews and approves and sends to HRS.  HRS reviews, approves, and processes the request.  The request will be assessed and set up within 10 business days. SFO will be notified if this timing cannot be met. | | | | | | | | | | |

**DeptID Budget Form**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 |
| **Funding** | | | |
| Budget | $0.00 | $0.00 | $0.00 |
| External revenue | $0.00 | $0.00 | $0.00 |
| Other | $0.00 | $0.00 | $0.00 |
| Funds Available | **$0.00** | **$0.00** | **$0.00** |
| **Expenditures** | | | |
| Salaries & Benefits | $0.00 | $0.00 | $0.00 |
| Supplies & Services | $0.00 | $0.00 | $0.00 |
| Other | $0.00 | $0.00 | $0.00 |
| Total expenditures | **$0.00** | **$0.00** | **$0.00** |

Provide a brief description of the deptID activity:

Click to enter brief description of the deptID activity.

**Signature Form for Information Service and Technology**

Authorized approvers are individuals within a faculty/department who are given the authority to:

- Request or remove access to the University's administrative applications for staff in their department.

This applies to: PeopleSoft Campus Solutions, Finance (including eTRAC and Supply/Net), and HCM

- Manage the CCIDs for staff in their department

Authorized approvers should be University employees, however, Guests and Non-University employees may be authorized approvers where required.

This list of authorized approvers must be signed by the Senior Financial Officer for the specified department IDs.

This signature form is used when

▪ A new department ID has been created and authorized approvers are being assigned

Signed copies will be retained in IST - Enterprise Applications for signature validation purposes.

|  |  |
| --- | --- |
| **Faculty/Dept of:** | **Additional Sub-units/Depts/Institutes for this Faculty/Dept**  **Please provide both Name and Department ID:** |
| Click to insert name of Faculty/Dept and Department ID | Click to enter text |

**Authorized Approvers**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Name/Position** | **CCID** | **Signature** | CS | Finance | HCM | CCID |
| **1.** | **Click to Insert Name** | Click to Enter |  |  |  |  |  |
|  | Click to Insert Position |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **2.** | **Click to Insert Name** | Click to Enter |  |  |  |  |  |
|  | Click to Insert Position |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **3.** | **Click to Insert Name** | Click to Enter |  |  |  |  |  |
|  | Click to Insert Position |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **4.** | **Click to Insert Name** | Click to Enter |  |  |  |  |  |
|  | Click to Insert Position |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **5.** | **Click to Insert Name** | Click to Enter |  |  |  |  |  |
|  | Click to Insert Position |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **6.** | **Click to Insert Name** | Click to Enter |  |  |  |  |  |
|  | Click to Insert Position |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **7.** | **Click to Insert Name** | Click to Enter |  |  |  |  |  |
|  | Click to Insert Position |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **8.** | **Click to Insert Name** | Click to Enter |  |  |  |  |  |
|  | Click to Insert Position |  |  |  |  |