

**UW-EXTENSION
Accounting Coding Action Request Form**

Fund – Project/Grant – Div – Dept – Program – Class

Effective Date / /

1. Action Requested: (check one)

a. Create new department

1.) Long name: _____
(30 characters)

Short name: _____
(10 characters)

2.) Replaces Division-Department: _____

b. Change name of Department to:

1.) Long name: _____

2.) Short name: _____

c. PROGRAM Add Remove 0 1 2 3 4 5 6 7 9

d. MAJOR BUDGET CATEGORY Add Remove

ALL	SAL	SAL-LTE/ST	S&E	CAPITAL	AIDS/FA	AIDS/SP	SC
<input type="checkbox"/>							

e. CLASS _____ Add Inactivate Name or Description _____

e. Inactivate Division-Department

g. Reactivate Division-Department.

2. Funding Action Requested

Establish department in Fund Establish new Fund
 Delete department in Fund Inactivate Fund

3. 143 & 233 Fund Projects

New Change Inactivate
 Project Number _____ Title of Project _____
 Start Date / / End Date / /

4. Revenue requirement (Fund 104 only)

Add Inactivate Fund 132 Fund 131 Fund 189
 Contact Cashiers Office (262-2806) regarding accounts receivable setup requirements.

Divisional Approval _____ Date _____

Budget Office Approval _____ Date _____

Extramural Support Office Approval _____ Date _____

Cashiers Office Approval _____ Date _____

Accounting Approval _____ Date _____

UWEX Business Services Use Only

Department/Class Chartfield

- Add to Department chartfield on __/__/__ (start date)
- Inactivated from Department chartfield on __/__/__ (date ended)
- Name of Department chartfield changed on __/__/__ (start date)
- Add to Class chartfield on __/__/__ (start date)
- Inactivate on Class chartfield on __/__/__ (end date)

143, 233 Fund Project / Grant Chartfield

- Add to Project/Grant chartfield on __/__/__ (budgetary/project start date)
- Inactivate on Project/Grant chartfield on __/__/__ (budgetary/project start date)
- Name of Project/Grant changed on __/__/__ (budgetary start date)
- End date Project/Grant changed on __/__/__ (budgetary start date)

TREES

- Add to EXT_FUORGPRO_COMBO dated __/__/__ (Tree date)
- Delete from EXT_FUORGPRO_COMBO dated __/__/__ (Tree date)

- Add to EXT_ORG_REPORT __/__/__ (Tree date)
- Delete from EXT_ORG_REPORT __/__/__ (Tree date)

- Add to EXT_PROJ_CLOSE __/__/__ (Tree date)
- Delete from EXT_PROJ_CLOSE __/__/__ (Tree date)
- Change in EXT_PROJ_CLOSE __/__/__ (Tree date)

Program Change

- Add a program to department add to EXT_FUORGPRO_COMBO dated __/__/__ (Tree date)
- Delete a program from a department EXT_FUORGPRO_COMBO dated __/__/__ (Tree date)

FUND CHANGE

- Add a Fund to EXT_FUORGPRO_COMBO dated __/__/__ (Tree date) and to
- EXT_FUND_MAJCLASS __/__/__ (Tree date) and to
- ORGEDIT combination rule

Additions/deletions/Changes to 3270 __/__/__

HRS NOTIFICATION

- Notified HRS staff of new **appointing** department __/__/__
- Notified HRS staff of deletion of **appointing** department __/__/__