

UW-EXTENSION Accounting Coding Action Request Form

Fund - Project/Grant - Div. - Dept. - Program - Subclass

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 8 9

d. MAJOR BUDGET CATEGORY Add Remove

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

e. CLASS _____ Add Inactivate Name or Description _____

f. Inactivate Division-Department.

g. Reactivate Division-Department.

2. Funding Action Requested

Establish new fund Establish department in fund
 Inactivate fund Delete department from fund

3. Project/Grant

New Change Inactivate

Grant Number _____ Title of Project _____

Start Date ___/___/___ End Date ___/___/___

I.C. RATE _____ I.C. BASE _____ BUDGET SCHEME _____ FISCAL ACTION _____

4. Revenue requirement (Fund 104 Only)

Add or 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 _____

Shaded Area For UWEX Business Services Use Only**Organization Table**

- Add to organization table on ___/___/___ (date)
- Inactivated from organization table on ___/___/___ (date)
- Name of organization changed on organization table on ___/___/___ (date)
- Add to class table on ___/___/___ (date)
- Inactivate from class table on ___/___/___ (date)

Project / Grant Table

- Add to project/grant table on ___/___/___ (date)
- Inactivate from project/grant table on ___/___/___ (date)
- Name of project/grant changed on project/grant table on ___/___/___ (date)
- End date of project/grant changed on project/grant table on ___/___/___ (date)

TREES

- Add to EXT_FUORGPRO_COMBO dated ___/___/___
- Delete from EXT_FUORGPRO_COMBO dated ___/___/___
- Add to EXT_ORG_REPORT dated ___/___/___
- Delete from EXT_ORG_REPORT dated ___/___/___
- Add to EXT_GRANT_REPORT dated ___/___/___
- Delete from EXT_GRANT_REPORT dated ___/___/___
- Add to EXT_PROJ_ALLOCATION dated ___/___/___
- Delete from EXT_PROJ_ALLOCATION dated ___/___/___
- Changed in EXT_PROJ_ALLOCATION dated ___/___/___
- Add to EXT_GRANT_INVOICE dated ___/___/___
- Delete from EXT_GRANT_INVOICE dated ___/___/___
- Changed in EXT_GRANT_INVOICE dated ___/___/___
- Add to EXT_PROJ_CLOSE dated ___/___/___
- Delete from EXT_PROJ_CLOSE dated ___/___/___
- Changed in EXT_PROJ_CLOSE dated ___/___/___

PROGRAM CHANGE

- If adding a program to a department, add department detail under the appropriate fund/program node in EXT_FUORGPRO_COMBO tree. Checked/added on tree dated ___/___/___
- If deleting a program from a department, delete department detail from the appropriate fund/program node in EXT_FUORGPRO_COMBO tree. Checked/deleted on tree dated ___/___/___
- If fund/program node does not exist for added program, add to EXT_FUORGPRO_COMBO tree and also to the ORG EDIT combination rule. Checked/added on tree dated ___/___/___
- If deleted program is the only fund node in the EXT_FUORGPRO_COMBO tree, deleted node on tree dated ___/___/___

FUND CHANGE

- If adding a fund to a department, add department detail under the appropriate fund/department node in EXT_FUORGPRO_COMBO tree dated ___/___/___
- Copy to Peterson Processing Center ___/___/___ (date)