

General Ledger Account Change / Set-up

Account Number: _____ New Change

New: Function Object Location Source

Account Description: _____

Account Type: Asset Valid Cash Account
 Liability Valid Payroll Account
 Revenue Valid Req Account
 Expense

Status Code: Valid **** Optional Fields ****
 Not Valid C-Code: _____
 Inactive D-Code: _____
 System Controlled E-Code: _____
 Budget Control F-Code: _____

Budget Control Number: _____

Reason: _____

Requested By: _____ Date: _____

Accounting Mgr: _____ Date: _____

Budget Mgr: _____ Date: _____

Comptroller: _____ Date: _____

Change Entered By: _____ Date: _____

COA Updated By: _____ Date: _____