COLLEGE *of*
CHARLESTON

CONTROLLER'S OFFICE

Banner Chart of Accounts Maintenance Request Form
NOTE: Please remit approved form to the Controller's Office for processing

1. Responses to the following are required:

1a. Request type: ○ Add   ○ Modify   ○ Inactivate / Terminate

1b. Chart element: ○ Index   ○ Fund   ○ Organization   ○ Account   ○ Program

1c. Name of chart element (35 character maximum):

1d. Chart number (if modifying/inactivating/terminating):

1e. Requestor's name:

1f. Requestor's home department name & number:

1g. Requestor's telephone number:

1h. Requestor's email address:

2. Responses to the following questions are required when ADDING a chart element:

2a. What type of activities will this spending unit be making expenditures for (FOAP)?	
2b. What is the funding, budget re-allocation, or new revenue source for this index (FOAP)?	

3. Response to the following question is required when MODIFYING a chart element:

3a. What modification is needed and why?	

4. Responses to the following questions are required when ADDING a balance sheet account:

4a. Who is responsible for preparing the account reconciliation?

4b. Who is responsible for reviewing the account reconciliation?

4c. Frequency of account reconciliation preparation (Monthly, Quarterly, Semi-annually, Annually, etc.)?

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5. Effective date of addition, modification, or inactivation/termination (e.g., July 1, 20xx)? [   ]

NOTE: A *Banner Finance Index / FOP Access Form* must be completed and submitted to the Budgeting Office once a request to add, modify, or inactivate/terminate an index, fund, or organization will be processed. This form is located under the Financial forms link on the Budgeting and Payroll Services web site at:

http://budgetingandpayroll.cofc.edu/forms/index.php

APPROVALS

Chair / Director / Department Head approval:

Signature	Date

Printed name

Vice President / Dean / Designee approval:

Signature	Date

Printed name

Controller or designee approval:

Signature	Date

Printed name

CONTROLLER'S OFFICE USE ONLY

If terminating a fund, is FGITBAL cash and balance sheet $0 (Y/N)? If No, stop and clear fund before proceeding. [   ]

NOTE: Prior to setup, verify GASB financial statement setup is appropriate in FTIFATA.

Predecessor code: _____

Data-enterable (Y/N): _____

Fund/Account type: _____

Pool Account (Expense Accounts Only): _____

Normal account balance (D/C): _____

Index: _____

Fund: _____

Organization: _____

Account: _____

Program: _____

Activity: _____

Location: _____

Controller's Office routing:	Initials	Date
Entered by:		
Requestor notified:		