

Chartfield Details

Chartfield Type SetID

Type of Change Effective Status

Effective Date *Effective date will normally commence at the beginning of a specific year*

Similar Chartfield *Input a Chartfield with similar characteristics if applicable.*

Account Details

Account Number

Description (30 char) Short Descr (10 char)

Monetary Account Type

GST Account Flag Record Input/Output GST Value

Open Item Account *You will need to provide relevant configuration for open item accounting if selected 'Yes'.*

Sub Module Use

Accts Payable Billing Purchasing Cash Receipt

Purpose of the account/Reason for action

Control Account Budgetary Only

Reporting Structure

Parent Detail Node on Account Tree

MRB Approval and Calumo Reporting

Parent Detail Node on Calumo Tree

Value Financials

Value Financials Mapping Number

Originator Details

Name Faculty

Contact Number Date

Approving Manager Details

Name Faculty

Contact Number Date

Corporate Finance Approval

Name Date

It is not necessary to print this form.

All requests must be submitted electronically to Corporate Finance for approval. Corporate Finance will send final approval to finsys@unsw.edu.au

FinSys Use Only

Account Chartfield Maintained

AP PO BI CR ALL_ACCOUNTS ALL_ACCOUNTS_ALLYR ALL_ACCOUNTS_CALUMO

HR, Student, MIS Advised (Calumo)

Open Item Config Edit Record Edit Field Prompt Table

Description Open Item GST Default

Date Actioned By _____

The completed form must be retained as it may be required to be reviewed as part of the a system audit at a future time.
 CFO Approval is required when adding a new Fund, Department or Account.