



THE AUSTRALIAN NATIONAL UNIVERSITY

Finance &amp; Business Services, Building 10C

<http://info.anu.edu.au/policies/browse.asp?view=type&type=form&node=573>[srli@anu.edu.au](mailto:srli@anu.edu.au)

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## Amendment to Chart of Accounts

### Instructions for Completion

This form is to be completed by the Business Office requesting an amendment to the Chart of Accounts and upon completion should be forwarded to Statutory & Management Reporting, Finance & Business Services, Building 10C.

Type of Request	<input type="checkbox"/> Addition <input type="checkbox"/> Inactivation <input type="checkbox"/> Amendment			
Account Number (Deletion/Amendment Only)		Summary Code		Budget Class
Account Name - Short				
Account Name - Long				
Account Purpose				
Account Type	<input type="checkbox"/> Asset <input type="checkbox"/> Liability <input type="checkbox"/> Expense <input type="checkbox"/> Revenue <input type="checkbox"/> Equity			
Requested By (Print Name and Position)				

Approved By (Print Name and Position)			
Signature			
Uni ID and Date	/ /		

### Finance & Business Services Use Only

Approved By (By Manager Financial Services Only)	
Date	
If request is denied please indicate reason	

Task - Finance & Business Services Use Only	Completed By	Date
Update Chart in ESP Financials (Including Glossary)		
Update BUDGET_ACCOUNTS Tree		
Update BUDGET_ACCOUNTS_R Tree		
Update BUDGET_ACCTS_R Tree		
Update FINANCIAL_ACCOUNTS Tree		
Update ABS_ACCOUNTS Tree		
Update FINANCIAL_STATEMNT Tree		
Update ENDOWMENT_ACCOUNTS Tree		
Advise Request Originator of status - Completed or Denied		

Notes: Salary Accounts must be checked for Budget Override  
 If account does not exist in a range covered by the tree being updated check effective date with BSO  
 Advise BSO of new accounts in case they affect hardcoded reports