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**New Chart of Accounts Maintenance
Form**

Agenda

- Reasons for the new Chart of Accounts Maintenance (COA) Form
- COA Form Timeline
- Highlights of the new COA Form
- COA Form description
- COA Form brief demonstration
- Implementation of COA Form – August 1, 2019
- Questions

Reasons for the new COA Form

- Current COA form collects limited information and additional email correspondence is needed to provide all of the remaining information needed by the Budget and Accounting Offices (along with other approved documentation).
- Create a form built in SharePoint to utilize automated workflow, collect all the required data fields which are used for a proper setup in PeopleSoft, and to facilitate all the business functions.
- New COA form will be a one-stop business process when requesting a new or update department, add or update cost center, and adding budget approval - all on a single form request.

COA Form Timeline

- Accounting, Budget, and Business Information Services have been collaborating to develop the new form which include all required fields and the automated workflow.
- COA Form testing and workflow validation conducted.
- Conducted pilot testing with campus users to obtain feedback on the ease of completing the form and understanding the required field requirements.
- August 1st - Roll out COA form to UTSA campus users

Highlights of New COA Form

- The COA Form is designed to request all the required data fields needed for PeopleSoft and make university administrative decisions easier.
- The new COA Form will allow multiple requests to be submitted on a single form.
 - Purpose – provides options and opens up the portions of the form which need data.
 - Numbered sections for ease of data input
- SharePoint form allows for automatic workflow and routes to appropriate offices for completion.
 - Budget Office – 1st level
 - Accounting Office – 2nd level
 - Business Information Services – 3rd level
 - Submitter of document will receive automatic notification of completion of request
 - Allows for multiple notifications upon completion of COA Form.

COA Form Description

- COA Form link will be available on the Financial Affairs website and the link will be provided in the communication message sent next week.
- Overview of COA Form
 - Section IA – Department Information
 - Setup New Department
 - Change Department Information
 - Inactivate Department
 - Speed Type/Cost Center Request Only
 - Section IIA – SpeedType/Cost Center
 - Request New SpeedType(s)/Cost Center(s)
 - Modify Speed Type(s)/Cost Center(s) – other than Gifts and Endowments
 - Modify Speed Type(s)/Cost Center(s) – Gifts and Endowments Only
 - Inactivate SpeedType(s)/Cost Center(s)

COA Form Description - continued

- Overview of COA Form – continue
 - Section IIB – Budget Authority Approvers
 - Provide budget authority approvers for each speedtype/cost center for each requested add or update
 - One inclusive form to request multiple approvers
 - Section III – Attachments
 - Section IV – Details and Comments
 - Used by departments to provide additional information for the COA request
 - Section V – Additional Notifications
 - Upon completion of the COA Form request – Submitter will be notified
 - Additional email addresses can be added (max of 10) so that notification will be sent upon completion of the COA Form

COA Form in SharePoint - Demonstration

Chart of Accounts (COA) Maintenance Request Form

Please enter or select all required fields - *

Requestor Information

Submitter:	<input type="text" value="Cynthia Orth"/>	Phone Number:	<input type="text" value="+12104584343"/>
Email Address:	<input type="text" value="Cynthia.Orth@utsa.edu"/>	Department:	<input type="text" value="BUSINESS INFORMATION SERVICES"/>

Section I-A: Department Information

Purpose:*	<input type="text" value="Please Select"/>	Date Submitted:	<input type="text"/>
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Section II-A: SpeedType/Cost Center

SpeedType/Cost Center Options:*

<input type="text" value="Please Select"/>
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COA Form – Contact Information

- Accounting Office at accounting.office@utsa.edu
 - Questions regarding department adds/updates
 - SpeedType(s)/Cost Center(s) add/update – determination of “Function”
 - Other related accounting questions
 - Form completion questions
- Budget Office at budget@utsa.edu
 - SpeedType(s)/Cost Center(s) add/update – determination of “Fund”
 - Other related budget questions
- Business Information Services at spoc@utsa.edu
 - Form completion questions
 - SharePoint workflow and where to locate requested documents

COA Form – Release to Campus Users

- COA expected release date – August 1, 2019
- Communication message released to campus users
 - Email communication containing link for location of COA Form
 - COA Form instructions – step by step information on how to complete the form.

Questions

