

# Chart of Accounts (COA) Maintenance Request Form Instructions

The purpose of the Chart of Accounts Maintenance Request form is to request changes or additions to your financial accounting information. Allow 48 hours after receiving all pertinent information to complete your request. Please refer to the Financial Management Operational Guidelines (FMOG) for Chart of Accounts at <http://utsa.edu/financialaffairs/opguidelines/0114.html>.

To begin, download the ***COA Maintenance Request*** form from the Accounting Services Website.

## Blank COA Maintenance Request Form

E-Mail and Save**UTSA** Chart of Accounts (COA) Maintenance RequestReset Form

**DIRECTIONS:** E-mail the completed form to Accounting Services (accounting.ofc@utsa.edu) to request a new or modify an existing Department ID or Speedtype(SpeedChart)/Cost Center for all funds EXCEPT Sponsored Programs and Capital Project Accounts. Allow 48 hours of receiving all pertinent information to complete your request. For Sponsored Programs creation or changes contact your local **Research Service Center (RSC)**. For more information, see the [Financial Management Operational Guidelines \(FMOG\) for the Chart of Accounts](#) or the [COA Maintenance Request form instructions](#).

**Section I: Department Information (Check One)**     Setup New DEPTID     Change Department Info.     SpeedChart/Cost Center Request Only

**Section II: SpeedChart/Cost Center (Check One, if applicable)**     Request New SpeedChart(s)/Cost Center(s)     Modify/Inactivate SpeedChart(s)/Cost Center(s)

**Section III: Approval/Authorization (Required)**

*For Academic Accounts: Route to Dean or Vice Provost for Approval*

Dean or Vice Provost Name:  Title:  Ext:

Requestor = Approving Administrator's Name:  Title:  Ext:

**Section IV: Details and Comments**

*Please provide details concerning this request:*

**-For Processing Use Only-**

Accounting Office:		Budget Office:		Workflow Security	
Processed By:	Date:	Processed By:	Date:	Processed By:	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Speedtype/CC	Fund	Function	DEPTID	Inactivated	Comments: <div style="border: 1px solid black; height: 50px; width: 100%;"></div>
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

Required action by:  ISA     Budget

If you would like to view the other sub form options, we recommend you use the "Reset Form" button at the top of the page:

- Fields, checkboxes and radio buttons will clear all content
- Sub forms will close

Reset Form

# Chart of Accounts (COA) Maintenance Request Form Instructions

**Step #1:** Select one of the three options related to your request in Section I: Department Information: Setup a New DEPTID, Change or Modify Department Info or Change SpeedChart(Speedtype)/Cost Center Only:

**Set up New DEPTID - Option #1A:** If you are requesting to set-up a new DEPTID in the UTSA Financial System, start by clicking the radio button "Setup New DEPTID" and complete all fields in Section I and Section II.

- Provide the New Department, Center or Institute Name, Location and Contact Phone Number
- Provide the Account Administrator's Name.
- Indicate if organization is designated as an official Center or Institute by the Vice President or Provost. If yes, the Accounting Services requires a copy of the signed approval.
- Indicate if this change is due to Reorganization. If yes, provide brief details in the provided field (120 characters or less).

In Section II: SpeedChart (Speedtype)/Cost Center completed all of the fields in the row.

- Provide the SpeedChart(Speedtype)/Cost Center description (30 characters or less), Fund, Function and Description of Source of Funding (in 50 Characters or less)
- Check the "Annual Operating Budget" column next to the SpeedChart (Speedtype)/Cost Center description to indicate if the Cost Center is a part of the department's annual operating budget. **If checked, this means that this Cost Center will have a recurring fund source.**

*This image below shows how Section 1 will look if you select the option "Setup New Dept ID."*

**Section I: Department Information (Check One)**  Setup New DEPTID  Change Department Info.  SpeedChart/Cost Center Request Only

Setup New Department, Center or Institution Instructions: The UTSA hierarchy is based on the PeopleSoft Chart of Accounts Structure.  
Please complete Section I and Section II.

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New Department, Center or Institution Name:  Contact Phone Number

New Department, Center or Institution Location:  Administrator's Name

Is this department designated as an official Center or Institute by the Vice Provost or Vice President?...  Yes (If yes, documentation is required with request.)  No

Is this change due to a Reorganization?.....  Yes  No *If Yes, provide brief details:*   
*(120 character limit)*

**Section II: SpeedChart/Cost Center**

New SpeedChart/Cost Center(s): Please provide the Speedtype/Cost Center Description, Fund, Function, Description of Source Funding and if the SpeedChart/Cost Center is a part of the annual operating budget. **NOTE: SpeedChart/Cost Centers indicated in the annual operating budget have a recurring fund source.**  
*Note: If requesting Cost Center(s) for Gift or Endowments, please scan and attach a copy of the donor agreement or other documents.*

SpeedChart/Cost Center Description (30 character limit)	Fund (Source of Funds)	Function (NACUBO Expenditure Classification)	Description of Source Funding 50 Character or Less	Annual Operating Budget
1. <input style="width: 90%;" type="text"/>	(Select One) <input type="button" value="v"/>	(Select One) <input type="button" value="v"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>
2. <input style="width: 90%;" type="text"/>	(Select One) <input type="button" value="v"/>	(Select One) <input type="button" value="v"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>
3. <input style="width: 90%;" type="text"/>	(Select One) <input type="button" value="v"/>	(Select One) <input type="button" value="v"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>
4. <input style="width: 90%;" type="text"/>	(Select One) <input type="button" value="v"/>	(Select One) <input type="button" value="v"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>
5. <input style="width: 90%;" type="text"/>	(Select One) <input type="button" value="v"/>	(Select One) <input type="button" value="v"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>

**Section III: Approval/Authorization (Required)**

[Proceed to Step #3](#) or continue to the next page to review the other options.

## Chart of Accounts (COA) Maintenance Request Form Instructions

**Change/Modify Department Information - Option #1B:** If the request is to change the name or administrator to an existing UTSA organizational unit, please complete fields applicable to your request:

- If requesting an organizational name change, provide the existing Department, Center or Institution Name, DEPTID and New Department, Center or Institute Name. *(Organizational Name changes may not require a change in the DEPTID. The Accounting Services office will evaluate the need on a case by case basis.)*
- If a new department Administrator has been assigned, provide the name of the new administrator in the field provided.
- Indicate “Yes” or “No” if the department is designated as an official Center or Institute by the Vice Provost. If yes, the Accounting Services requires a copy of the signed approval.
- Indicate “Yes” or “No” if this change is due to a Department, Center or Institute reorganization. If yes, provide brief details.

***This image below shows how Section I will look if you select the option “Change Department Info.”***

Section I: Department Information ( <i>Check One</i> )		<input type="radio"/> Setup New Dept ID	<input checked="" type="radio"/> Change Department Info	<input type="radio"/> SpeedChart/Cost Center Request Only
<b>Modify Department Information:</b> Use this form to request a change in department, Institute or Center Name. If you need to include adding or modifying related SpeedChart/cost center(s), select the appropriate option in "Section II. SpeedChart/Cost Center" and follow the instructions.				
Existing Department, Center or Institution Name:			Dept ID	
New Department, Center or Institution Name (if applicable):			New Administrator's Name (if applicable):	
Is department designated as an official center or institute by the Vice Provost or Vice President?..... <input type="radio"/> Yes <i>(if yes, documentation may be required)</i> <input type="radio"/> No				
Is this change due to a Reorganization?..... <input type="radio"/> Yes <input type="radio"/> No <i>If Yes, provide brief details:</i> <span style="border: 1px solid black; display: inline-block; width: 200px; height: 20px; vertical-align: middle;"></span> <i>(120 character limit)</i>				

*If your request includes modifying or adding SpeedChart (Speedtype)/Cost Center(s), continue to [options under Step #2](#). If not, please [proceed to Step #3](#).*

**Change SpeedChart(Speedtype)/Cost Center Only - Option #1C:** If you request is to only change the SpeedChart(Speedtype)/Cost Center information, select this option and complete all fields:

- Provide the name of your Department, Institute or Center name.
- Provide the DEPTID.

This option indicates that all SpeedChart (Speedtype)/Cost Center requests will be under the DEPTID provided on this form. If you need to change the Department Name or Administrator, please select “Modify Department Info”.

**The image below shows how this section will look if you select the option “Change Speedtype/Cost Center Only.”**

Section I: Department Information ( <i>Check One</i> )		<input type="radio"/> Setup New Dept ID	<input type="radio"/> Change Department Info	<input checked="" type="radio"/> SpeedChart/Cost Center Request Only
<b>SpeedChart/Cost Center Maintenance Request: Department Information</b>				
Department, Center or Institute Name:			Department ID	
<input style="width: 100%;" type="text"/>			<input style="width: 100%;" type="text"/>	
Please select the appropriate option in Section II. SpeedChart/Cost Center to continue.				

*When choosing this option, you will always have to make a selection in Section II.*

[Proceed to Step #2.](#)

# Chart of Accounts (COA) Maintenance Request Form Instructions

## *Step #2: Select the appropriate option under Section II: SpeedChart/Cost Center*

**Request New SpeedChart(Speedtype)(s)/Cost Center - Option #2A:** If adding a new SpeedChart(Speedtype)/Cost Center(s) due to changes in funding or usage, this form will allow you to request the creation of (5) new SpeedCharts/Cost Centers.

- Provide the SpeedChart(Speedtype)/Cost Center Description (in 30 characters or less), Fund, Function and Description of Source of Funding (in 50 Characters or less)
- Indicate if the SpeedChart (Speedtype)/Cost Center is in the annual operating budget by checking the column next to the reference number. ***If checked, this means that this Cost Center will have a reoccurring fund source.***

**If requesting new Cost Center(s) for Gifts and Endowments, please scan and attach a copy of the donor agreement or other documents.**

***Image shows how this section of the form will look if "Request New SpeedChart(s)/Cost Center(s)" is selected***

**Section II: SpeedChart/Cost Center** (Check One, if applicable)  Request New SpeedChart(s)/Cost Center(s)  Modify/Inactivate SpeedChart(s)/Cost Center(s)

**New SpeedChart/Cost Center(s):** Please provide the Speedtype/Cost Center Description, Fund, Function, Description of Source Funding and if the SpeedChart/Cost Center is a part of the annual operating budget. **NOTE: SpeedChart/Cost Centers indicated in the annual operating budget have a reoccurring fund source.**  
*Note: If requesting Cost Center(s) for Gift or Endowments, please scan and attach a copy of the donor agreement or other documents.*

SpeedChart/Cost Center Description (30 character limit)	Fund (Source of Funds)	Function (NACUBO Expenditure Classification)	Description of Source Funding 50 Character or Less	Annual Operating Budget
1. <input type="text"/>	(Select One) <input type="text"/>	(Select One) <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2. <input type="text"/>	(Select One) <input type="text"/>	(Select One) <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3. <input type="text"/>	(Select One) <input type="text"/>	(Select One) <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
4. <input type="text"/>	(Select One) <input type="text"/>	(Select One) <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
5. <input type="text"/>	(Select One) <input type="text"/>	(Select One) <input type="text"/>	<input type="text"/>	<input type="checkbox"/>

**Modify/Inactivate SpeedChart (Speedtype)/Cost Center(s) -Option #2B:** If requesting to change or inactivate any existing SpeedChart (Speedtype)/Cost Center owned by your Department, Center or Institute, fill in the applicable fields pertaining to your request:

- Provide the SpeedChart (Speedtype)/Cost Center to modify or inactivate (required).
- If Inactivating a SpeedChart (Speedtype)/Cost Center Check the box under the column "Check to Inactivate" next to the reference line of the SpeedChart (Speedtype)/Cost center indicated.
- If requesting a change to the SpeedChart (Speedtype)/Cost Center description, provide the Current Description and the New Description. Limit the description to 30 characters or less.
- If requesting a change to the Function, select the new Function (NACUBO) from the dropdown list under 'New Function'.
- If SpeedChart (Speedtype)/Cost Center needs to be transferred to a different DEPTID, indicate the DEPTID. The Department Administrator on record may be contacted to confirm.

***Image shows how this section of the form will look if "Modify/Indicate Speedtype(s)/Cost Center(s)" is selected***

**Section II: SpeedChart/Cost Center** (Check One, if applicable)  Request New SpeedChart(s)/Cost Center(s)  Modify/Inactivate SpeedChart(s)/Cost Center(s)

**Modify SpeedChart(s)/Cost Center(s):** Please include the SpeedChart(s)/Cost Center(s) and the applicable change(s) to the description, Function or Department ID (DEPTID). **NOTE: "Check to Inactivate" indicates that the selected SpeedChart/Cost Center(s) is no longer in use.**

Check to Inactivate	SpeedChart/Cost Center	Current Description (30 Characters or less)	New Description (30 Characters or less)	New Function NACUBO Financial Reporting Codes	New DEPTID Transfer to New DEPTID
1. <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(Select One) <input type="text"/>	<input type="text"/>
2. <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(Select One) <input type="text"/>	<input type="text"/>
3. <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(Select One) <input type="text"/>	<input type="text"/>
4. <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(Select One) <input type="text"/>	<input type="text"/>

[Proceed to Step #3](#)

## Chart of Accounts (COA) Maintenance Request Form Instructions

### ***Step #3: Complete the Section III. Approval/Authorization and Section IV. Details and Comments***

In Section III: Approval/ Authorization, academic departments must indicate the name of the Dean or Vice Provost for approval routing. All information in this section is required.

- Please provide the name, title and campus telephone extension of the Dean/Vice Provost and Requestor/Administrator.

In Section IV: Details and Comment, this space is provided to relay additional details or justification related to this request. Details and comments are limited to 255 characters.

#### ***Image shows Section III: Approval/Authorization and Section IV: Details and Comments***

<b>Section III: Approval/Authorization (Required)</b>		
For Academic Accounts: Route to Dean or Vice Provost for Approval		
Dean or Vice Provost Name: _____	Title: _____	Ext: <input type="text"/> <input type="text"/> <input type="text"/>
Requestor = Approving Administrator's Name: _____	Title: _____	Ext: <input type="text"/> <input type="text"/> <input type="text"/>
<b>Section IV: Details and Comments</b>		
Please provide details concerning this request:		

[Proceed to Step #5](#)

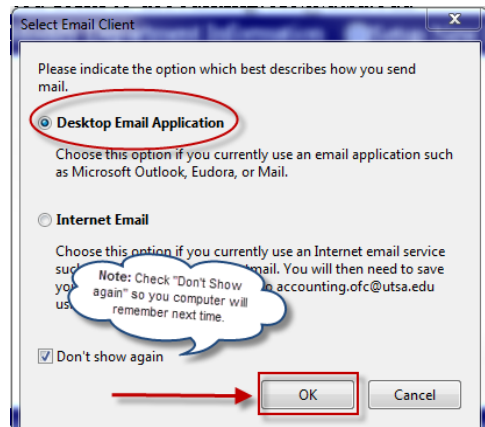
### ***Step #4: E-mail and Save Form***

Once the form is completed, click "E-mail and Save". This button will send an e-mail with the attached form to the Accounting Services.

**E-mail and Save**

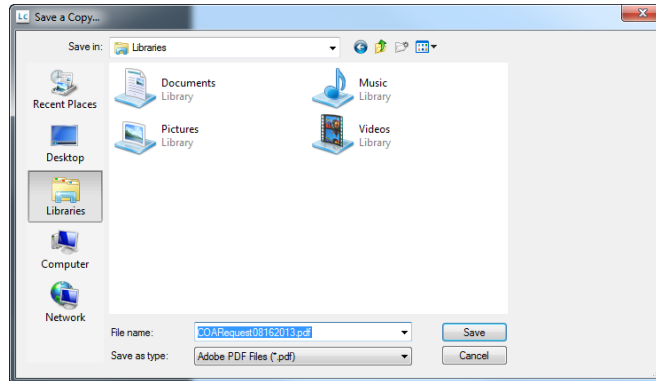
If you are prompted to "Select Email Client", you should:

- Check "Desktop Email Application", this will allow the form to access your Microsoft Outlook mail client
- Click the button "OK"



## Chart of Accounts (COA) Maintenance Request Form Instructions

Once the e-mail is sent, another option box will open prompting you to save a copy of the completed PDF form for your personal record keeping and tracking.



After the form has been sent, all of the fields will be disabled and cannot be modified. If you require changes or corrections after e-mailing the form, contact the Accounting Services Office. This form is subject to changes and updates. Each new request, please download the new or updated form from the at [http://utsa.edu/financialaffairs/Forms/details.cfm?form\\_number=68](http://utsa.edu/financialaffairs/Forms/details.cfm?form_number=68).