Requesting an R-Fund or C-Fund: Chart of Accounts (COA)

Dept needs a new org #, fund or change to an existing one

Dept submits an email request and justification to CCAS Finance at CCASFA@gwu.edu.

If request pertains to an R-fund, complete the R-fund Request Memo and attach to email.

If the request is justified, the Asst. FD logs into the Chart of Accounts (COA) Teamsite and selects the appropriate COA Maintenance Request:
1. New segment value
2. Change segment value
3. Delete segment value

The Asst. FD completes the online COA Maintenance form, attaches any required documents and submits.

The request form is routed to the Office of Financial Reporting (OFR) for review and approval.

Approved?

Y

Request is routed to SAIG for review and processing.

SAIG updates the General Ledger with requested change.

CCAS Finance receives email notification that request has been completed.

CCAS Finance emails Dept of COA completion and new/updated funding information.

Completed

N

OFR rejects form and CCAS Finance is notified of rejection.

Resubmit a new request, if applicable

Notes:
1. GW NetID and password will be required.