Chart of Accounts
Maintenance Instructions

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Overview

The Chart of Accounts Maintenance Request eform should be used to make these requests:
• New Department ID’s
• Change a Department ID’s
• Close/Inactivate a Department ID

This eform can be used to complete requests for all fund types except for Fund 133 and 144. For Fund 133 and 144 submit an email of the request to grant.accounting@uwsp.edu.

New Department ID Request

1. Action Requested: Select the New Request Option

2. In the New Department Account Section
   a. Enter the reason for requesting a new department ID
   b. Describe what type of transactions are anticipated to be processed through this new department ID.
   c. Provide any additional explanations, information, or preferred location in the tree in the Additional Information field. (Optional)
   d. Attach all supporting documentation and communications using the Attachments. (Optional)
   e. Provide where the source of the funds will be coming from
   f. Will revenue be collected in the new department ID? Enter yes or no.
   g. Will there be GPR budget funding in this department ID? Enter yes or no.
   h. Will you be collecting funds from sold products in this department ID? Select yes or no.
   i. Enter the title you would like for the new department ID.
   j. For the requested funding string, enter all parts of the funding string that you would like. If you would like a specific Department ID number or beginning of a number, enter those numbers in this section.
   k. Enter the name of the UWSP employee that will be responsible for managing the funds in the WISE Manager Field.
   l. Enter the Department that this Department ID should be categorized under.
   m. If you would like WISER training on how to use this new department ID, select yes.
3. In the Gift Information Section
   a. If you are requesting an account funded by gifted funds, fund 233, would you like to include the new Project ID in the automatic quarterly billings that are processed to the Foundation? Select yes or no.

4. In the Budget or Spend Plan Section
   a. Provide all budgetary information you have for the new department ID. This would include expense transactions funded from this department ID such as salary, travel costs, capital equipment or projects, services, supplies, financial aid awarded, etc.
   b. After all desired field are entered, select Total Spend Plan to calculate the Grand Total of the Budget or Spend Plan.

5. Once complete, select submit.

Change Request for Account Title, Fund, Program, WISER Manager, or Location in Tree

1. Action Requested: Select the Change Request Option
2. In the Change Department Section
   a. Reason for Request: Enter the reason you are requesting a change to the Department ID
   b. Existing Acct. Str.: Select 6-Digit Dept ID or 7-Digit Project ID, if for a fund 233
      i. Enter the Department ID or Project ID in the field and select Look Up
      ii. Once processed the lookup will automatically complete the Account Title, Funding String, Current WISER Manager, and Home Unit/Department Information
   c. In the Change Requested Section, check the box(s) indicating the change(s) should be made
   d. Once the appropriate box is checked, enter the updated information for that change

3. Once complete, select Submit.

Close/Inactivate Department ID Request

1. Action Requested: Select the Close/Inactivate Option.

2. In the Close/Inactivate Department Account Section
   a. Reason for Request: Provide the reason for requesting to close the Department ID
   b. Account to close: Enter the 6-digit Dept Id or 7-digit project ID requesting to be closed

3. In the Close Department ID Checklist Section review each item and confirm the funding is updated to no longer use the Department ID that is being requested to close.
   a. Select the information icon next to each checklist item for additional information.
b. Once the item has been reviewed, select Yes, this item has been reviewed/updated.

Review/Setup/Approvals Workflow Process
Once a new, change, or close/inactivate request has been submitted, the below review/setup/approval workflow process steps will be completed.

1. WISER Manager Approval – Completed by the Entered WISER Manager or newly updated WISER Manager, if a request to change the Manager
2. Controller Approval – Completed by the Controller’s Office
3. Accounting Chartfield Setup – Completed by Accounting and Business Services
   a. This step reviews and assigns the final funding string numbers, department ID description and location in the tree.
4. Accounting – Setup – Completed by Accounting and Business Services
   a. This step completes the setup in SFS, which updates WISER, and ShopUW+
5. Approval Table Maintenance – Completed by Payment Services
   a. This step completed the expense table updates in SFS for Expense Reports
6. Request is approved
   a. Once approved the requester, WISER Manager, and all departments in Financial Operations and the Office of Budget and Planning are notified

Knowledge Views and Reports – View Requests
After a request has been submitted, requesters can view pending, and all previously completed requests using the Knowledge Views and Reports feature in e-Forms.
1. Select the e-Forms tab
2. Select Knowledge Views and Reports

3. Select the Chart of Accounts Maintenance – My Accounts Searchable Report

4. A requesters list of requests can be filtered by
   a. All Requests greater than a specific day
   b. All requests by the approval status
      i. Active (Currently in review)
      ii. Complete (Approve and Denied Requests)