

## Chartfield Details

Chartfield Type SetID

Type of Change Effective Status

Effective Date *Effective date will normally commence at the beginning of a specific year*

Similar Chartfield *Input a Chartfield with similar characteristics if applicable.*

## Account Details

Account Number

Description (30 char) Short Descr (10 char)

Monetary Account Type

GST Account Flag Record Input/Output GST Value

Open Item Account *You will need to provide relevant configuration for open item accounting if selected 'Yes'.*

### Sub Module Use

Accts Payable Billing Purchasing Cash Receipt

Purpose of the account/Reason for action

Control Account  Budgetary Only

## Reporting Structure

Parent Detail Node on Account Tree

## MR&A Approval and Calumo Reporting

Parent Detail Node on Calumo Tree

## Value Financials

Value Financials Mapping Number

## Originator Details

Name Faculty

Contact Number Date

## Approving Manager Details

Name Faculty

Contact Number Date

## Group Financial Control Approval

Name Date

### ***It is not necessary to print this form.***

*All requests must be submitted electronically to Group Financial Control for approval, they will then send final approval to [financehelp@unsw.edu.au](mailto:financehelp@unsw.edu.au)*

## Finance Use Only

### Account Chartfield Maintained

AP  PO  BI  CR  ALL\_ACCOUNTS  ALL\_ACCOUNTS\_ALLYR  ALL\_ACCOUNTS\_CALUMO

HR, Student, MIS Advised (Calumo)

Open Item Config Edit Record Edit Field Prompt Table

Description Open Item GST Default

Date Actioned By \_\_\_\_\_

The completed form must be retained as it may be required to be reviewed as part of the a system audit at a future time.  
 CFO Approval is required when adding a new Fund, Department or Account.