

SFS Account Request Form

Approval Process for new/revised SFS Accounts.

Requests for new SFS accounts will be reviewed by the SFS Project Managers, UW System Controller, and UW System Financial Reporting Director. If a clear decision on acceptance or rejection can be made, there will be no further review. If additional input is needed, information will be distributed to the Controller's group for input.

Check one: ☐ New ☐ Revised ☐ Inactivate

Proposed Title:			
Proposed Account Number:		Proposed Effective Date:	

Type of Account:

Asset	Liability	Expense	Revenue	Equity	Budget
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Proposed Definition:
Purpose for new/revised/deleted code:

Name of Person Submitting Request: _____ Date _____

Business Unit Controller Approval (Required)	Date
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UW System Controller Approval _____ Date _____

Submit completed form to UWSA Controller's group at FAST@uwsa.edu

Internal Use Only

SFS system table changes made by: _____ Date: _____					
Databases updated:	SFS	SFQA	SFDEV	SFTRAIN	OTHER
DOA STAR Code:	Fin Report Attribute:		Assigned Effective Date:		