



# SAN DIEGO STATE UNIVERSITY

**Subject:** ACCOUNT REQUEST FORM (ARF) PROCESS

Department: Budget & Finance

Date: March 2011

## **Account Request Form:**

The [Account Request Form \(ARF\)](#) is used to request that accounting segments/chart fields be (1) established, (2) modified, and/or (3) disabled in Oracle Financials and that the organization segment be (1) established, (2) modified, and/or (3) disabled in PeopleSoft HCM. The ARF is also used to request that Item Codes for cash receipts be (1) established, (2) modified, and/or (3) disabled in CASHNet™. An item code is a five-digit code that maps to an Oracle account string and is used for accounts that receive *routine* deposits sometimes referred to as a CRS (Cash Receipt System) code.

## **ARF Process:**

The determination of the need to create a new value or to modify or disable an existing value may be at the department, dean or central administrative level. The initiator of the request should fill out the ARF as completely as they are able. The form should then be reviewed for accuracy and authority by the Account Manager (often this is also the requestor), the Dean/Administrator with oversight for the requesting Org/Department, and the Divisional Coordinator. Upon completion of a thorough review and with divisional approval, the ARF should be attached to an email (in Excel format) and submitted to [Budget and Finance](#) by the Divisional Coordinator where it will be reviewed and assigned a number for tracking purposes. Budget and Finance will then forward to the appropriate department(s) for further processing; human resources, or the University Controller, then accounting services or student financial services for the action requested. Upon completion of all actions, notification will be sent via email to the individuals indicated on the form.

**IF ANY SEGMENT VALUE IS TO BE USED FOR PAYROLL, THEN BE SURE TO SUBMIT A POSITION ACTION REQUEST (PAR) FORM TO [BUDGET & FINANCE](#)**

## **Guidelines and Additional Information for Chart Field Values:**

**ORGANIZATION value:** The criteria for a new Organization value include not only a physical location of the unit, but a manager, at a minimum, and typically staff. The organization should have a specific mission or responsibility for resources. To ensure compatibility between the two systems for transaction processing, Organization values must be the same in Financials and HR. Before any spending can be authorized, the Fiscal Authorization Hierarchy for the line of authority must be updated to include the new Organization value along with the funds the organization will have authority for.

**ACTIVITY value:** This is the most frequently requested value by individual departments. The requestor should consider that when creating an activity value, the level of detail required for accounting and reconciling increases substantially. Increased attention to detail is required to ensure that all transactions, both revenue and expense, are correctly coded using the activity value. Activity values will not be created if an existing value already captures the nature of the program, project or activity.

**NATURAL ACCOUNT value:** NACCTs are typically created by central administration at the direction of the system. A request for a new natural account will be considered if it is determined that the value would be useful for the University. New values are not created for one-time or specific expenses.

**ENDEAVOR value:** Justification for a departmental request for an endeavor value should include the duration of the program, project or activity and/or the funding sources and/or a list of potential departments/Organizations that will be using the value.

**FUND value:** New fund values are typically created centrally based upon a new funding source for the University such as Higher Education Capital Outlay Funds, or the commencement of a new construction project financed either locally or via bond debt. The process for a department to request the establishment of a new Trust Fund is found in the [Establishing Trust Funds](#) document.

**FUNCTION value:** Because the function of an operating unit in relation to the University typically does not change, requests for new function values are generally limited to a requirement to track the expenses related to a specific revenue stream. University Operating Fund revenue-based (student fee) accounts use function values in the 8XXX range for expenditures. The revenue will be collected into the University Operating Fund 1606, often into a newly created activity value XXX that matches the last three digits in the 8XXX function. Expenses will be recorded in the University Operating Fund 1006 using the 8XXX function. Although there is no requirement for expenses to equal revenues for revenue-based functions, budgets are adjusted to actual revenue collected at year-end close, and any shortfall will be covered by other departmental/divisional University Operating Funds.

### **Chart Field Definitions:**

Accounting chart fields are comprised of seven segments: Organization (ORG, 5 characters), Activity (ACT, 3 characters), Natural Account (NACCT, five characters), Endeavor (ENDV, four characters), Fund (FUND, four characters), Function (FUNC, four characters), and Reserved for future use (RESD, four characters). A period is the separator between segment values.

An example of a typical account string is:

**With numeric values:** 42019.000.60420.0000.1006.1001.0000

**Description:** PHYSICS DEPT.UNASSIGNED.COMPUTER NETWORKS.UNASSIGNED.UNIVERSITY OPERATING FUND.GENERAL ACADEMIC INSTRUCT.UNASSIGNED

An **organization** is a business unit with the responsibility for accomplishing a mission, for managing resources toward programmatic goals, typically with a location, a manager and staff. An organization value can have parents, grandparents and beyond for reporting purposes, but

transactions are only posted at the child level. For example, the Physics Department as an organization is the child of 42000 Sciences, College of, with a grandparent Org of 40000 Academic Affairs. The naming convention for child values is all capital letters and for parents, grand-parents, etc. is capital and lower case.

**Activity** values are to be defined by the organization. The value and description of this segment is dependent upon the Organization segment. This segment was designed to provide the Organization with a means of identifying and accounting for programs, projects, activities and the like that are specific to the Organization. The default value 000 has been defined as “UNASSIGNED” for every Organization value.

The **natural account** is the segment that indicates the classification of a transaction as an asset, a liability, equity, revenue or expense.

The **endeavor** segment is used for tracking programs, projects and activities that extend across fiscal years and/or funding sources and/or organizational lines. Some examples are construction projects, disaster recovery or Shared Visions.

**Fund** refers to the funding source such as Fund 1006 - University Operating Fund, Fund 4810 - Lottery Education Fund, 4720 Parking Operations & Revenue, etc.

The **function** segment denotes the function of the organization in relation to the University, e.g. instruction, academic administration, libraries or student services. There is a reporting attribute assigned to each value that is not visible to the end user, but is used for reporting to both the Chancellor’s Office and to the State of California.

**Downloadable lists of segment values and their descriptions are available at <http://bfa.sdsu.edu/~leap/accounts/oraaccttables.htm>**