PRO-U5320.04B  DELETING COMPONENTS FROM THE UNIVERSITY CHART OF ACCOUNTS

Definition:
Chart of Accounts (COA) – The COA refers to the list of all names, numbers, and codes used in the financial repository. The COA includes seven codes: chart, fund, organization, account, program, activity and location.

Action by:  Action:

Accounting Services Fiscal Supervisor
1. Runs and reviews report of COA components annually for usage.
2. Contacts departments regarding components not used for two or more years.

Financial Managers
3. Respond to inquiry of COA components not in use.

Accounting Services Fiscal Supervisor
4. Proposes list of COA components to terminate.

Accounting Director
5. Reviews and documents approval of list of COA components to terminate.

Accounting Services Fiscal Technician 3
6. Terminates unused or obsolete COA components.