



Add/inactivate General Ledger Account code

Introduction

To initiate a request to update the University Chart of Accounts by adding a new general ledger account code/inactivating a current general ledger account code.

Procedures

1. Visit the Document and Forms section of the Finance and Procurement Services homepage at <https://www.adelaide.edu.au/finance/docs/category.html>.
2. Select the "[Project Creation / Closure Form](#)"
3. When prompted to log in, enter the following details:
Username: Your University ID (e.g. a1234567)
Password: Your University Password
4. The Excel workbook will download automatically. Open the Excel workbook and complete all required fields in the tab titled "Account" by following the instructions on the form.
5. Please refer to [Chart of Accounts](#) workbook for an overview of the PeopleSoft ChartField structure used by the University. This can be used to assist you in completing this form.
6. Ensure that an Authorised Approver has signed in the appropriate section of the form.
7. Email the completed worksheet to the Management Accounting & Reporting team at finmar@adelaide.edu.au

Contact us

For further support or questions, please contact the Service Desk at finprosupport@adelaide.edu.au or on extension x33414.