

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 or inactivating a current general ledger account code.

Procedure

1. Select the [Chart of Accounts Maintenance Form](#) under Forms on the Finance & Procurement Website
2. Open the Excel workbook and complete all required fields in the tab titled "Account" by following the instructions on the form.
3. 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.
4. Ensure that an authorised approver has signed in the appropriate section of the form.
5. Email the completed worksheet to the finprosupport@adelaide.edu.au

Need help?

For further support or questions, contact Finance & Procurement Services on +61 8 8313 3414 or finprosupport@adelaide.edu.au