

Approving an Account Code Amendment eForm

Action Required: Account Code Amendment Approval Required

Please review your [work list](#) for an account code amendment which requires approval for the following employee:

[Employee ID, Employee name](#)

Position Details – [Position Number, position title](#)
 eForm ID – [eForm ID](#)

If you have any enquiries relating to this matter, please contact the HR Service Centre on 8313 1111 or hrservicecentre@adelaide.edu.au.

If you are accessing this from outside the University network, please use [Staff Services Online](#).

Kind Regards,
 Human Resources
 Human Resources Branch – Partnering in Performance
 The University of Adelaide, AUSTRALIA 5005
 Ph : +61 8 8313 1111
 Fax : +61 8 8313 4353
 e-mail: hrservicecentre@adelaide.edu.au
 Visit the [Human Resources website](#) to find information, forms, policies and the latest HR news!

Approve/ Withdraw an Account Code Amendment

1. Approver receives an **Account Code Amendment Approval Required** email notification.
2. Click on the **Employee Name** link in the body of the email.
3. The eform is displayed.
4. Review request from initiator

Evaluate an Account Code Amendment eForm
 Step 1 of 2: Review Account Code Data

Employee & Position Information

Name		Position Number	16272
Employee ID		Position Title	AssocDir Bus Planning&Analysis
eForm ID	49938	Classification	Senior Manager Level 1
Department	Financial Services		

Current Account Code(s)

The account code(s) below are current as at today's date

Account	Fund Code	GL Dest	Carrous	Project/Grant	Description	Percent to Allocate
1 2181	15	810	00	15017200	810 Financial Controller	100.00

New Account Code(s)

If assigning an account code linked to another department, please ensure you have liaised with the appropriate delegate and obtained their approval to access funds before submitting this form.

Test Entry	Account	Fund Code	GL Dest	Carrous	Project	Description	Percent to Allocate
1	2181	15	810	00	99999999	Balance Sheet Project	100.00
Total %							100.00

Proposed Effective Date:

Comments

Your Comment:

HR eForms	Account Code Amendment - Quick Reference Guide - Upload Document	Effective Date:	16 September 2015	Version 1.0
Authorised by	Associate Director, Client Services	Review Date:	16 September 2018	Page 1 of 3
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

New Account Code(s)

If assigning an account code linked to another department, please ensure you have liaised with the appropriate delegate and obtained their approval to access funds before submitting this form.

Fast Entry	Account	Fund Code	GL Dept	Campus	Project	Description	Percent to Allocate
1	2181	15	810	00	99999999	Balance Sheet Project	100.00
Total %							100.00

Proposed Effective Date: 08/08/2015

Evaluate an Account Code Amendment eForm
Step 1 of 2: Review Account Code Data

Employee & Position Information

Name: _____ Position Number: 16272
 Employee ID: _____ Position Title: Assoc Dir Bus Planning & Analysis
 eForm ID: 49938 Classification: Senior Manager Level 1
 Department: Financial Services

Current Account Code(s)

The account code(s) below are current as at today's date

Account	Fund Code	GL Dept	Campus	Project/Grant	Description	Percent to Allocate
1 2181	15	810	00	15017200	810 Financial Controller	100.00

New Account Code(s)

If assigning an account code linked to another department, please ensure you have liaised with the appropriate delegate and obtained their approval to access funds before submitting this form.

Fast Entry	Account	Fund Code	GL Dept	Campus	Project	Description	Percent to Allocate
1	2181	15	810	00	99999999	Balance Sheet Project	100.00
Total %							100.00

Proposed Effective Date: 08/08/2015

Approve **Withdraw**

Approve will workflow the form to HR, if required. Otherwise the form will be processed.

Withdraw will end the form and the form will not be processed.

Message

Submit this form? (24642,112)

The form will be directed to the next approver, if any.

- To change the account code, navigate to the **New Account Code (s)** section. The only fields which can be changed through this form are:
 - Fund Code
 - GL Dept
 - Project
 If the account code or campus are required to be changed, please contact the HR Service Centre and they will direct you to the correct process for this to occur.
- To add a new row for multiple funding sources click on the **Plus** icon.

Note: A maximum of 5 account code splits is allowed.
- The **Proposed Effective Date** is the date which the change will be made active in the system. This can be changed if not correct by clicking on the **Calendar** icon and selecting the appropriate date.
- To attach a file, please refer to the [Attaching a File Quick Reference Guide](#)
- Comments can be added in the **Your Comment** box if required.
- Click **Approve** or **Withdraw**.

Note: If withdrawing a form, a comment is required to record why this action was taken.
- Answer **Yes** to the displayed form message.

Account Code Amendment eForm – Quick Reference Guide

Create an Account Code Amendment eForm

Step 2 of 2: Form Finalized


Employee & Position Information

Name		Position Number	3508
Employee ID		Position Title	Senior Lecturer (Level C)
eForm ID	49712	Classification	Senior Lecturer
Department	Petroleum Engineering		

Form Status

You have just AUTHORISED this form. This action passed the form to the SYSTEM for further processing.

Process Visualiser



The visualiser shows a sequence of five steps: 1. Initiator (person icon), 2. School Budget (handshake icon), 3. Human Resources (group of people icon), 4. Processing (highlighted with a blue border and a battery icon), and 5. System (server rack icon). A green refresh icon is visible on the right side of the visualiser.

12. The **Visualiser** will be displayed. The visualiser will show you what steps have been undertaken and where the task is currently sitting. A form will workflow to HR, if the following conditions are met:
1. The employee's classification is a Category Research Only; and
 2. Position is predominately funded by the ARC and changing to something else; or
 3. Position is predominately funded by the NHMRC and changing to something else; or
 4. Currently not funded by either ARC or NHMRC and changing to ARC or NHMRC.

To check the status of any forms submitted, refer to the [\(insert hyperlink for updated QRG\)](#)

Further Information

If you require further information please contact the HR Service Centre at 8313 1111, complete the [online enquiry form](#) or view [CRAFT FAQs](#).

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