

PROCEDURE

Effective Date: 5/21/07

Approved By: Vice President George Pierce

Authority: POL-U5320.04 – Establishing and Using the Chart of Accounts

Cancels:

See Also: SAAM Chapter 80

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 is 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.