

GENERAL LEDGER ACCOUNT REQUEST FORM

SYSTEMS (FMS & MinX)

NAME OF PERSON MAKING REQUEST <i>(Last, first, middle initial)</i>	E-MAIL ADDRESS:	DATE OF REQUEST
	WORK PHONE NUMBER	

TYPE OF REQUEST ☐ NEW ☐ UPDATE ☐ DEACTIVATE ☐ DELETE

REASON FOR ACCOUNT OR CHANGE:

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F	Account:	<input type="text"/>	Acct Name:	<input type="text"/>	Short Name:	<input type="text"/>
M						
S	Normal Balance:	<input type="text"/>	SGL Acct:	<input type="text"/>	Mirror Acct:	<input type="text"/>
					Fiscal Year:	<input type="text"/>

** There are a number of additional flag settings that are not on this form. If you decided to mirror an account we will use the flag settings from the existing account. Additional information may be needed.*

M	Account:	<input type="text"/>	<input type="checkbox"/> ICP	Acct Name:	<input type="text"/>	Short Name:	<input type="text"/>
i	Normal Balance:	<input type="text"/>		USSGL Acct:	<input type="text"/>	Mirror Acct:	<input type="text"/>
n	Trading Partner:	<input type="text"/>	<input type="checkbox"/>	Will impact MinX Treasury Report on Receivables (TROR)			

Please select the financial statements where this account will be included:

<input type="checkbox"/> Balance Sheet	<input type="checkbox"/> Change in Net Position	<input type="checkbox"/> Net Cost	<input type="checkbox"/> Statement of Budgetary Resources	<input type="checkbox"/> Statement of Financing
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** Please indicate in the comments / notes section the desired location of this account for all statements and footnotes. If possible, chose an existing account to mirror all settings.*

NAME OF SUPERVISOR / TITLE (PRINT)	SIGNATURE OF SUPERVISOR	DATE SIGNED
NAME OF FSC APPROVER / TITLE (PRIINT)	SIGNATURE OF FSC APPROVER	DATE SIGNED
NAME OF OFP APPROVER / TITLE (PRIINT)	SIGNATURE OF OFP APPROVER	DATE SIGNED

REQUESTOR DIGITAL SIGNATURE

SUPERVISOR DIGITAL SIGNATURE

FSC DIGITAL SIGNATURE

OFP DIGITAL SIGNATURE

COMMENTS / NOTES: This section can be used to add additional informations about the account.

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