

Accounting Services Guide

Request for new general ledger account

In the University's general and restricted financial system there are 5 components available to capture and report financial information, as follows:

Required on all transactions				Optional
Fund (‘0’)	Division (2 digits)	Department (4 digits)	Account (5 digits)	Future use (3 digits)

Financial services have discretion to set up a new department code, account code or future code to accommodate new or different activities taking place at the University. Departments may request new codes using the “Request for Set-Up of New General Ledger Accounts(s)” Form (Appendix A).

Department	Identifies the University operating unit or designated fund. E.g.: President’s Office, Theology, Kinesiology.
Account	Identifies the nature of the expenditure, revenue, asset or liability. E.g.: salaries, travel, office supplies, utilities.
Future use	Optional code used for specific reporting needs of departments to identify specific activities when necessary.

New department codes are set up:

- To accommodate departmental restructuring
- To Track revenues and expenditures designated for a specific purpose
- To identify a new source of funding
- To track revenues or expenditures where no logical choice exists in the current structure

For Operating departments justification of the long-term permanent nature of the activity being tracked will need to be provided.

Research and Designated department codes are considered temporary accounts. Once the activity is finished the account will be closed out. Details of the activity captured will continue to be available on USL even after the account is closed out.

New account codes are set up:

- To provide more clarity to the activities at the University
- To track revenues or expenditures where no logical choice exists in the current structure

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New future codes are set up:

- To provide further breakdown of activities within a department

Before requesting a new general ledger account code it would be a good idea to discuss your needs with the Executive Director – Financial Services.

Once a new general ledger code has been set up by Financial Services the affected Department(s) will be notified by email.

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Appendix A

The University of Winnipeg Request for Set-Up of New General Ledger Account(s)	
Department or Account Name (must be 20 characters or less):	
Description of New Account(s) requested and justification:	
Person with signing authority for account(s):	
Source of funding, funding amount and anticipated date of receipt (if applicable):	
Account number to use for any overspent amount (if applicable):	
Special instructions (if any):	
Authorization:	
_____ Departmental Signing Authority	_____ Date
_____ Executive Director, Financial Reporting	_____ Date
_____ Associate Vice-President Finance & Operations	_____ Date
Set-Up Completed:	
_____ <small>On completion, return signed copy to Departmental Signing Authority</small>	_____ Date

Link: <http://www.uwinnipeg.ca/financial-services/docs/request-new-accounts.xls>