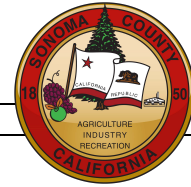


County of Sonoma
Auditor-Controller-Treasurer-Tax Collector's Office
Chartfield Request Form - Accounts



Request for: **New Account**
Account name change only

Requested Account Code: (5 characters)

(note that ACTTC may change the account code depending on availability and established coding conventions)

Account Description: (30 character max)

Short Description: (10 character max)

Purpose of account:

Provide detailed description of the account including intended use of account. The intent of this field is to provide a guide to users of the account, ensure consistent use of the account, and ensure the new account is assigned properly in the chart of accounts.

Account Type:

Asset

Revenue

Liability

Expenditure

Fund Balance/Equity

Requested By:

Date:

Authorized By:

Date:

Submit completed form to ACTTC-Budget@sonoma-county.org

ACTTC Office Use Only

Account Code

Effective Date

Account Added to EFS

Account Added to Account Tree *(if needed)*

Combination Edit Rule Updated *(if needed)*

Build Combination Data process run *(if needed)*

Approved by:

Date:

ACTTC Reporting Approval

Approved by:

Date:

Financial Reporting Team Approval