

Business Affairs MDConnect FSCM Chart of Accounts Modification Form

Complete this form to add chartfield values, as-well-as add or remove department budget managers and time keepers. Please email completed form to chartofaccounts@mdc.edu for processing.

If budget manager or time keeper requires role access, please provide a completed *Business Affairs Finance/Payroll Security Access Form*, located at <https://www.mdc.edu/businessaffairs/FMs.asp>. Shaded areas are for Business Affairs use only. For further assistance, please call the Finance/Payroll Security & COA department at 305-237-0374. For more information on Chartstrings, please visit: <https://www.mdc.edu/businessaffairs/FMs.asp>

CONTACT INFORMATION	
DATE: _____	DEPARTMENT NAME: _____
CONTACT NAME: _____	DEPARTMENT NUMBER: _____
USER ID: _____	CAMPUS: _____
JOB TITLE: _____	PHONE EXT: _____

REQUESTED CHARTFIELD VALUES					
OPERATING UNIT <input type="checkbox"/>	FUND CODE <input type="checkbox"/>	ICS <input type="checkbox"/>	DEPARTMENT <input type="checkbox"/>	CAMPUS CENTER <input type="checkbox"/>	COURSE <input type="checkbox"/>
FOR BUSINESS AFFAIRS USE ONLY FUND 7: <input type="checkbox"/> BUS <input type="checkbox"/> FAC					
DESCRIPTION OF NEW CHARTFIELDS: _____					
ADD NEW ACCOUNT: _____ <input type="checkbox"/> ASSET <input type="checkbox"/> LIABILITY <input type="checkbox"/> REVENUE <input type="checkbox"/> EXPENSE					
BRIEF DESCRIPTION OF CHARTFIELD AND INTENDED USE:					

ADD/REMOVE USERS	
<u>Budget Manager's Name / Employee Id / User Id</u>	
1. _____ / _____ / _____	<input type="checkbox"/> ADD <input type="checkbox"/> REMOVE
2. _____ / _____ / _____	<input type="checkbox"/> ADD <input type="checkbox"/> REMOVE
<u>Time Keeper's Name / Employee Id / User Id</u>	
1. _____ / _____ / _____	<input type="checkbox"/> ADD <input type="checkbox"/> REMOVE
2. _____ / _____ / _____	<input type="checkbox"/> ADD <input type="checkbox"/> REMOVE
3. _____ / _____ / _____	<input type="checkbox"/> ADD <input type="checkbox"/> REMOVE
4. _____ / _____ / _____	<input type="checkbox"/> ADD <input type="checkbox"/> REMOVE

AUTHORIZATIONS	
DEPT. HEAD NAME / TITLE: _____	PHONE: _____
SIGNATURE: _____	DATE: _____
OPERATING UNIT APPROVER NAME / DIRECTOR OF CAMPUS ADMINISTRATION: _____	PHONE: _____
SIGNATURE: _____	DATE: _____

FOR BUSINESS AFFAIRS - FINANCE SECURITY & COA USE ONLY			
UPDATED BY: _____	DATE: _____	APPROVED BY: _____	DATE: _____
AVP A.S./Controller: _____	DATE: _____	SCANNED BY: _____	DATE: _____