|  |  |
| --- | --- |
| A red and white sign  Description automatically generated with low confidence | **ChartField Maintenance - Account** |
| *\*Denotes a required field.* |
| \*Business Unit *(5 digits)*: |  | Requesting Agency: |  |
| Requester: |  | Date: |  |
| Approver: |  | Date: |  |
|  |
| **Action Requested** |
|  |
|  | Add New Value |  | Update Existing Value |  | Inactivate Existing Value |
|  |
| **Account Information** |
|  |
| SetID: | STATE | \*Account: |  |  |
|  |
| \*Effective Date: |  | \*Status: |  | Active |  | Inactive |
| *(an initial date of 01/01/1901 is required for new accounts)* |
|  |
| \*Description *(limit to 30 characters)*: |  |
| \*Short Description *(limit to 10 characters)*: |  |
|  |
|  | Control Account *(check box if the Account is only updated by the Journal generator process from a sub-module)* |
|  | Commitment Control Override *(check box if the Account is to bypass commitment control)* |
|  | Budgetary Only *(check box if the Account is only used on budget transactions)* |
|  |
| Monetary Account Type: |  | Asset |  | Equity |  | Expense |
|  |  | Liability |  | Revenue |  | Transfers |
|  |
|  | ACFR Use Only |
|  |
| **Attributes** |
|  |
| \*Attribute | Attribute Value | \*Attribute | Attribute Value |
| \*\*DOA GLA |  | CTRLACCTOVRRIDE |  |
| 1099 CLASS |  | DOA OBJ\_RS |  |
| 1099 FORM |  | FIPS REQUIRED |  |
| 1099 REPORTABLE |  | PTNTL FXD ASSET |  |
| 1099S |  | REVENUE CLASS |  |
| CIPPS\_EXP\_CODE |  | SWAM REPORTABLE |  |
| *\*\*Required for all accounts unless ACFR use only.* |
|  |
| **Long Description** |
|  |
| Long Description *(use to further describe the account’s purpose/use; for expenditure accounts include the DPB definition)*: |
|  |

|  |
| --- |
|  |
| **Trees** *(review and update, if necessary)* |
|  |
|  | ACCOUNT\_BUDGET |  | #ACCNT\_ALLOWUNALLOW |
|  | ACCOUNT\_OVERALL |  |  |
| *# - VDOT specific* |
|  |
| **Combination Edit** *(review rules listed and update, if necessary)* |
|  |
|  | ACCTACTUAL |  | ACCT\_FIPS |  | ASSETACTFD |
|  | FAACS\_ACCT |  | FAACS\_PROG |  | IVACCTFUND |
|  | VACCTFUND |  |
|  |
| **CARS-Cardinal Crosswalk** |
|  |
| Field Name: | Account |  |
| Field Value: |  | Field Name 1: |  | *(enter V\_DOA\_OBJ\_RS or N/A)* |
| *If Field Name 1 is V\_DOA\_OBJ\_RS, Field Value must match Attribute Value.* |
| CARS Value: |  | \*Cardinal Value: |  |
|  |
| **For Processor Use Only** |
| Entered By: |  | Date: |  |

**Account Attributes and Attribute Values**

**1099 CLASS** – Used to identify the appropriate 1099 box if the 1099 REPORTABLE attribute was attached.

Values: 01 Rent, 02 Royalties, 03 Other Income, 06 Medical Payments, 07 Non Employee Compensation

**1099 Form** – Used to identify the appropriate 1099 Form if the 1099 REPORTABLE attribute was attached.

Values: G Governmental; I Interest; or M Miscellaneous

**1099 REPORTABLE** – Used to identify expenditure accounts that are 1099 reportable.

Values: YES (if account is not 1099 Reportable, do not attach this attribute)

**1099S** – Used to identify expenditure accounts that are 1099S Reportable.

Values: 14 Gross Attorney Proceeds

**CIPPS\_EXP\_CODE** – Used on expenditure accounts that could possibly be used in CIPPS.

Values: 4 digit object code

**CTRLACCTOVRRIDE** – Used on accounts that are marked as Control Accounts to prevent usage in sub-modules but which should be available for use on GL Journals.

Values: YES

**DOA GLA** – Used for the CARS Interface to map to the CARS GLA.

Values: Enter the 3 digit CARS GLA (must be established as a valid Attribute Value before using)

**DOA OBJ\_RS** – Used for the CARS Interface to map to the Object Code or Revenue Source Code.

Values: For Expenditure accounts that map to DOA GLA of 901, enter the 4 digit CARS Object code.

For Revenue or Deferred Revenue accounts that map to DOA GLA of 961 or 719, enter the 5 digit CARS Revenue Source Code (must be established as a valid Attribute Value before using.)

**FIPS REQUIRED** – Used for the CARS Interface to identify accounts that require a FIPS code be included on the transaction. (See CAPP Topic on Agency and FIPS codes.)

Values: YES or OPT

**PTNTL FXD ASSET** - Used on accounts that should be included in the Potential Fixed Asset query.

Values: YES

**REVENUE CLASS** – Used on every revenue account (beginning with 40) to indicate type of revenue (e.g., 01\_Taxes).

Values: 01, 02, 03, 04, 05, 06, 07, 08, 09, 10

**SWAM REPORTABLE** – Used to identify expenditure accounts that are SWAM Reportable. This attribute should be attached to all expenditure accounts.

Values: NON SWAM REPORTABL or SWAM REPORTABLE