GENERAL LEDGER CHART OF ACCOUNTS
MAINTENANCE POLICY

Policy Statement
Requested modifications (additions, deletions or changes) to the general ledger chart of accounts must be submitted to the University Controller’s Office (CO) and be accompanied by a statement justifying the business reason for the modification.

Reason for Policy
The general ledger is the primary information repository for the University’s business activities and financial condition. Accordingly, the general ledger’s financial encoding structure and values (its “chart of accounts”) must be maintained accurately to maintain the integrity of the University’s financial reporting.

Who is Governed by this Policy
Faculty and staff

Policy
In order to maintain the accuracy of the general ledger chart of accounts, only designated Financial Reporting (FR) personnel in the CO are authorized to perform production system chart of accounts maintenance or modifications (additions, deletions and changes). The documentation justifying modifications to the chart of accounts is maintained by Finance.

All requested modifications to the chart of accounts must be submitted using the forms found in the Chart of Account Maintenance teamsite. For detailed instructions on completing the form see Steps for Requesting Changes to GW’s Chart of Accounts. The forms include a section to provide a statement justifying the business reason for the modification. When additions to the chart of accounts are requested, departments are expected to consider and request deletion of segment values that formerly supported the business operation for which new values are being created.
Chart of accounts modifications for Organization and Funding Sources within the Operating net asset class segments must be approved by Financial Management Divisions & Schools (FM) before they will be considered by the CO. The CO must approve all modifications to the chart of accounts segments, and is specifically responsible for these segments: Entity, Account, Non-Operating Funding Sources, Net Asset Class, Function, Location, Activity, and Future Use.

All chart of accounts modification requests must be submitted at least 14 business days prior to initial intended usage of the account or segment. Approved requests will be processed within 7 business days from the time they are received by CO. An automated email notification is sent from the teamsite when the request is completed. FR periodically will review chart of accounts segment values for dormant values and notify UBO, FM, and other interested parties as appropriate, of the need to request removal of dormant values from those available for usage.

### Procedures

**Steps for Requesting Changes to GW’s Chart of Accounts**

### Forms

**Chart of Account Maintenance Teamsite**

### Contacts

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart of Accounts</td>
<td>Financial Reporting</td>
<td>(571) 553-4166</td>
<td><a href="mailto:seamanj@gwu.edu">seamanj@gwu.edu</a></td>
</tr>
<tr>
<td>COA Teamsite</td>
<td>Help Desk</td>
<td>(202) 994-4948</td>
<td><a href="mailto:wodoi@gwu.edu">wodoi@gwu.edu</a></td>
</tr>
</tbody>
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### History/Revision Dates

**Last Reviewed Date:** March 21, 2019  
**Policy Origination Date:** Not Available

### Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer

*Reporting of non-compliance with this policy can be done through the Office of Ethics, Compliance, and Privacy website.*