

Request for New or Update to Fund, Org, Account, or Index Code

(Chart of Accounts Maintenance Procedures)

I. For budgeters and staff:

The process to request a new fund, organization, or index code – or to update any of these elements in the district’s chart of accounts – is as follows:

To initiate your request, contact the appropriate individual:

- Capital Project Funds (incl. Measures E & C): Tonette Torres, x-6148, TorresTonette@fhda.edu
- Financial Aid Scholarship Funds: Bret Watson, x-6272, WatsonBret@fhda.edu
- Foundation Funds: Kathy Nguyen, x-6923, NguyenKathy@fhda.edu

For all other funds:

- Foothill College: Red Lucas, x-7363, LucasRed@fhda.edu
- De Anza College: Margaret Michaelis, x-8857, MichaelisMargaret@fhda.edu
- Central Services: Joni Hayes, x-6174, HayesLampreyJoni@fhda.edu

The above individual will work with you and with the respective district accountant responsible for the related funds to review and approve your request.

II. For Accountants or Analysts:

1. a. To request a new fund or org code, or to make a change to an existing fund or org code, the request should include the following:
 - Indicate type of request: New, Update or Terminate
 - Fund code and description (maximum 35 characters)
 - Organization code and description (maximum 35 characters)
 - Statement of purpose for the request
 - Original requestor’s name, title, department, campus, phone number, and email
 - b. To request a new index code, or to make a change to an existing index code, the request should include the following:
 - Index code and description (maximum 35 characters)
 - Complete FOP string (Fund, Org, Program)
 - Financial manager’s name
 - c. To request a new account code, download the Account Code Request Form from our website <http://business.fhda.edu/accounting/bannerforms>, complete, and submit to Ngoc Nguyen for approval and processing.
2. The accountant or analyst should send these requests via email to Ngoc Nguyen, NguyenNgoc@fhda.edu and Martin Varela, VarelaMartin@fhda.edu for processing.
 3. Ngoc will update the Chart of Accounts in Banner Finance and will email the appropriate accountant or analyst that the request has been completed.
 4. If a new index code is added, Martin Varela will update the iFOAP search application, and will communicate to the accountant or analyst upon completion.
 5. The campus analysts and Foundation accountant can now proceed with setting up approval queues as needed.