Process Name: Maintenance of Chart of Accounts  
Date: September 7, 2005  
Time: 10:25 a.m.  
Location: ACR207  
Participants: Oscar Jimenez, Tanya Romero, Nieves Kolesar, Patty Roach, Laura Lannom, Carolyn Todd, Observer: Cesar Valenzuela  
Session Lead: Oscar Jimenez; Visio; Carolyn Todd; Narrative  

Narrative/Description: Department(s) request VPBA to create, delete, change or freeze accounts. VPBA specifies fund and function. If request is not approved, VPBA notifies Account Manager of the denial of the request. If approved, VPBA sends memo to Controller to add or change account. Assistant Controller (AC) refers to current COA and determines account number range. AC selects account number and enters into (manual) Lotus spreadsheet and FRS system. New information or change in FRS is completed. AC notifies Account Manager of new account number if appropriate along with any other requests.  

Electronic Inputs: Lotus spreadsheet  
Manual/Paper Inputs: Memo from VPBA  
Key Decision Points (list all): VPBA approval, COA account number assignment  
Related Policy(s): Account/process as determined by executive management  
Interface to Other Systems: none  
Web Features: none  
Electronic Outputs: updates spreadsheet; emails memo to Account Manager and VPBA  
Manual/Paper Outputs: none  
Customer(s): Account Managers  
Regulatory Items: none  
Frequency/Volume: weekly (approximately two per week)  
Potential Break Points: Memo is displaced. Loss of spreadsheet documentation.  
Automation: none  
Issues: spreadsheet needs to be backed up.