| Queensland Government | **GL Account Maintenance** |
|---|---|

* denotes mandatory field

| | | | |
|---|---|---|---|
| Chart of Accounts | | G/L Account No. * <br> *6 char (does not apply to FSV Item)* | |

| | | |
|---|---|---|
| Maintenance Type | ◉ Create General Ledger Account | ◯ Change General Ledger Account |
| | ◯ Block General Ledger Account | ◯ Delete General Ledger Account |
| | ◯ FSV Item (Create,Change,Delete,Move) | |
| | ◉ Chart of Accounts Level | ◯ Company Level |

## Chart Of Accounts Level Data

### Control in Chart of Accounts

| | | |
|---|---|---|
| Account Group * | | |
| Account Type * | ◯ P & L Statement Account | ◯ Balance Sheet Account |

### Description

| | |
|---|---|
| Short Text * <br> *Max 20 characters* | |
| Long Text * | |
| Definition * <br> *Detail use of this new GL Account. (Maximum 3 phrases)* | |

### Consolidation Data in Chart of Accounts

| | |
|---|---|
| Trading Partner (CPID) | |
| WOGFIR Account * <br> *6 characters* | |

### Keywords/Transition

| | |
|---|---|
| Keyword 1 <br> *Max 30 characters* | |
| Keyword 2 <br> *Max 30 characters* | |

## Company Code Level Data

***Note: In creating GL accounts at the Company Code level, the GL accounts must already exist at the Chart of Accounts level.***

### Account Control in Company Code

| | | | | | |
|---|---|---|---|---|---|
| Company Code * | | Account Currency | | Tax Category | |
| Reconciliation Account For Account Type | | ☐ Only balances in local currency | | ☐ Posting without tax allowed | |

### Account Management in Company Code

| | | | |
|---|---|---|---|
| ☐ Open Item Management | ☐ Line Item Display | Sort Key * | |

### Control of Document Creation in Company Code

| | | |
|---|---|---|
| Field Status Group * | | ☐ Post Automatically Only |

| Queensland Government | **GL Account Maintenance** |
|---|---|

* denotes mandatory field

| **Bank/Financial Details in Company Code (Cash Accounts Only)** | | | |
|---|---|---|---|
| Planning Level | | ☐ Relevant to Cash Flow | |
| House Bank | | Account ID | |
| **Financial Statement Version Item Details** | | | |
| FSV *e.g. Z001* * | | | |
| FSV Item * | ☐ New FSV Item<br>☐ Existing FSV Item | | |
| FSV Item to be introduced/used *Balance Sheet or Income Statement** | ◯ Balance Sheet<br>◯ Income Statement | | |
| Name of new/existing FSV Item under which the new GL Account is to appear *e.g. Cash in Advance* * | | | |
| High-level location of the introduced/existing FSV Item (*under which FSV Item will the GL Account appear?)* * | ☐ Gains<br>☐ Revenue<br>☐ Expenses<br>☐ Current Assets | ☐ Non Current Assets<br>☐ Current Liabilities<br>☐ Non Current Liabilities<br>☐ Equity | |
| If the FSV Item is new, describe the exact location beneath the above high-level location you would like the FSV Item to appear *e.g. After 'Receivables'* * | | | |
| **Chart Of Accounts Level Data** | | | |
| **Description** | | | |
| Short Text *Max 20 characters* | | | |
| Long Text | | | |
| Reason for Change * | | | |
| Old Short Text *Max 20 characters* | | | |
| Old Long Text *Max 50 characters* | | | |
| Definition *Change to WoG GL definition (if required)* | | | |

| Queensland Government | GL Account Maintenance |
|---|---|

* denotes mandatory field

| | | | |
|---|---|---|---|
| **Consolidation Data in Chart of Accounts** | | | |
| WOGFIR Account<br>*6 characters* | | | |
| Trading Partner (CPID) | | | |
| **Keywords/Transition** | | | |
| Keyword 1<br>*Max 30 characters* | | | |
| Keyword 2<br>*Max 30 characters* | | | |
| **Company Code Level Data**<br>***Note: In creating GL accounts at the Company Code level, the GL accounts must already exist at the Chart of Accounts level.*** | | | |
| **Account Control in Company Code** | | | |
| Company Code * | | Account Currency | |
| Tax Category | | ☐ Posting without tax allowed | |
| **Account Management in Company Code** | | | |
| Sort Key | | | |
| **Control of Document Creation in Company Code** | | | |
| Field Status Group | | ☐ Post Automatically Only | |
| **Bank/Financial Details in Company Code (Cash Accounts Only)** | | | |
| Planning Level | | ☐ Relevant to Cash Flow | |
| House Bank | | Account ID | |
| **Financial Statement Version** | | | |
| FSV | | FSV Items | |

| | | | | | |
|---|---|---|---|---|---|
| **Chart Of Accounts Level Data** | | | | | |
| Creation | | Posting | | Planning | |
| ◯ Block | ◯ Unblock | ◯ Block | ◯ Unblock | ◯ Block | ◯ Unblock |

| | |
|---|---|
| Short Text *<br>*Max 20 characters* | |
| Long Text * | |
| Reason for Locking GL Account * | |

| | | | |
|---|---|---|---|
| **Company Code Level Data**<br>***Note: In creating GL accounts at the Company Code level, the GL accounts must already exist at the Chart of Accounts level.*** | | | |
| Company Code * | | ◯ Block For Posting | ◯ Unblock For Posting |

| Queensland Government | GL Account Maintenance |
|---|---|

* denotes mandatory field

| Chart Of Accounts Level Data | | | |
|---|---|---|---|
| ◯ Mark For Deletion | | ◯ Unmark For Deletion | |
| Short Text *<br>*Max 20 characters* | | | |
| Long Text * | | | |
| Reason to Delete GL Account * | | | |
| **Company Code Level Data**<br>***Note: In creating GL accounts at the Company Code level, the GL accounts must already exist at the Chart of Accounts level.*** | | | |
| Company Code * | | ◯ Mark For Deletion | ◯ Unmark For Deletion |

| Queensland Government | GL Account Maintenance |
|---|---|

* denotes mandatory field

| **Company Code Level Data**<br>***Note: In creating GL accounts at the Company Code level, the GL accounts must already exist at the Chart of Accounts level.*** | | |
|---|---|---|
| **Financial Statement Version Item Details** | | |
| Company Code * | | |
| FSV *e.g. Z001* * | | |
| FSV Item * | ☐ New FSV Item<br>☐ Move Existing FSV Item<br>☐ Change FSV Item Description<br>☐ Delete Node FSV Item and reassign G/L Accounts | |
| Type of FSV Item to be created/changed/ deleted/moved *Balance Sheet or Income Statement** | ◯ Balance Sheet<br>◯ Income Statement | |
| Name of new/moved/ changed/deleted FSV Item *e.g. Cash in Advance** | | |
| High-level location of the new/moved/ changed/deleted FSV Item * | ☐ Gains<br>☐ Revenue<br>☐ Expenses<br>☐ Current Assets | ☐ Non Current Assets<br>☐ Current Liabilities<br>☐ Non Current Liabilities<br>☐ Equity |
| Describe the exact location beneath the high-level location (above) you would like the FSV item to be introduced/moved/ changed/deleted *e.g. After 'Receivables'* * | | |
| Identify the range of GL Accounts to appear beneath the FSV Item * | | |

| Queensland Government | **GL Account Maintenance** |
|---|---|

* denotes mandatory field

| **Requestor Information (for Chart Of Accounts Level Only)** | | |
|---|---|---|
| Name | | |
| Signature<br>*For printed forms only* | | ☐ Notify<br>*When processed* |
| Email/Phone No. | | |
| Agency | | Date |
| **Approver Information (for Chart Of Accounts Level Only)** | | |
| Name | | ◯ Approved ◯ Rejected |
| Signature<br>*For printed forms only* | | ☐ Notify<br>*When processed* |
| Position Title | | |
| Agency | | Date |
| **Processor Information (for Chart Of Accounts Level Only)** | | |
| Name | | ◯ Actioned ◯ Rejected |
| Signature<br>*For printed forms only* | | |
| Agency | | Date |
| **Requestor Information (Company Level)** | | |
| Name | | |
| Signature<br>*For printed forms only* | | ☐ Notify<br>*When processed* |
| Email/Phone No. | | |
| Agency | | Date |
| **Approver Information (Company Level)** | | |
| Name | | ◯ Approved ◯ Rejected |
| Signature<br>*For printed forms only* | | ☐ Notify<br>*When processed* |
| Position Title | | |
| Agency | | Date |
| **Processor Information (Company Level)** | | |
| Name | | ◯ Actioned ◯ Rejected |
| Signature<br>*For printed forms only* | | SIMS No. |
| Agency | | Date |

* denotes mandatory field

| **Comments** *(if the printed version does not display all the comments attach a separate sheet)* |
| --- |
| |