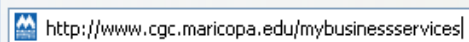


How To Request A New Financial Account

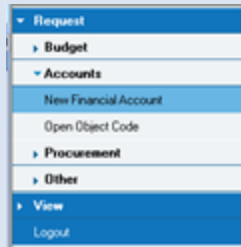
Note - Requesting a new Financial Account has the result of opening a new account in the College Financial System (CFS) pending College Business Services approval.

Steps:

1. Navigate to *My Business Services*.
www.cgc.maricopa.edu/mybusinessservices



2. Click on **Requests**.
3. Click on **Accounts**.
4. Click on **New Financial Account**.



5. Type in the Fund, Unit, and Purpose of the new account in the fields below.

Fund Unit Purpose

6. Type in a title for the new financial account in the Name of Account field. The title should reflect the purpose of the account.

Name for Account
For Example: WC Fitness Center

7. Select Yes or No for SIS sub-code needed?
Hint: SIS sub-codes are needed for fund 230, 250, and 280 accounts.
8. Select Yes or No for Credit or Non-Credit?

SIS subcode needed? Yes No
Credit or Non-Credit? Yes No N/A

Hint: Select Credit for Fund 250 and Non-credit for Fund 280 accounts.

9. List the Sources of Revenue in the Revenue Field. (i.e. Admission fees, library fines, donations, etc.)

Sources of Revenue

10. Type in the object codes to be opened in the new financial account in the Code field and click the Add button.

Code [Object Code Listing](#)

Hint: If you don't know which codes to add click the Object Code Listing link for a list of Expense codes and their definitions.

11. Repeat step 10 for additional object codes.
12. Verify that all desired object codes appear in the object code table. If more codes are needed repeat step 11.

Type	Code	SubCode
Expenditure	54100	0
Expenditure	54110	0

13. Add any necessary notes to CBS to clarify request if needed.
14. Click Submit to send this request to College Business Services (CBS).

15. Logout of My Business Services.

CBS reviews new financial account requests and forwards to the District General Accounting Office, if appropriate. When completed, a CBS notification e-mail will be sent to the requestor with the new account number. For more information on this request or other options, please refer to the *My Business Services Users' Manual*, for more information.

My Business Services - Version I
College Business Services
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