

General Ledger Request Process

General Ledger Account Request Form Systems (FMS & MinX) is a PDF Request form (also available on [OFP's internet site](#)) used by VA Administrations and staff offices to request action to the GLAC table. The requester will be responsible for correctly completing the request form, ensuring that all applicable fields are populated (including the requester's digital signature), and forwarding the form to their supervisor for review and digital signature. The supervisor will forward the request form via e-mail to "FSC Transaction Review" mail group with a cc to the VACO Office of Financial Policy (OFP) contact and "Transaction Review" mail group.

After the FSC Transaction Review group reviews, researches, and verifies the form, the group will send its recommendation for approval to the VACO OFP contact. If additional information is needed, the FSC reviewer will contact the requester via e-mail. The FSC reviewer will work with the requester to resolve any questionable issues to ensure the transaction is established correctly in the Financial Management System (FMS).

After the OFP group receives, reviews, researches, and verifies the form, the group will send its approval on the request to the VACO FMS contact with a cc to "VACO 047e7" mail group. If additional information is needed, the OFP reviewer will contact the FSC via e-mail. The FSC reviewer will work with the requester to resolve any questionable issues.

After FMS Services receives the approved form, the request will be processed in FMS. Based on the confirmation from the system, the FMS Services contact will inform the requester, FSC review group, OFP group, and "Transaction Review" group of the completion via e-mail.

Please Note: The latest version of the request form that must be used is GLAC_Version 5.pdf (July 2011). To fill out the form correctly, we highly encourage use of the Treasury USSGL website - <https://www.fms.treas.gov/ussgl/index.html> and the GLAC table in FMS.

All applicable fields must be completed. Following is a description of the required fields.

1. Name of Person Making Request – Last Name, First Name, Initial
2. Requester E-Mail Address – Requester's VA e-mail address
3. Requester Work Phone Number
4. Date of Request
5. Type of Request – Place an "X" in the appropriate box – New, Update, Deactivate, Delete

6. Reason for Account or Change – Enter applicable information to help explain why the new account or change is needed
7. FMS Account – Enter the account number
8. Account Name – Enter the account name – Note this field allows 30 characters
9. Short Name – Enter an abbreviated version of the account name – Note this field allows 13 characters
10. Normal Balance – Enter either Credit or Debit – depending on what the normal balance should be
11. SGL Acct – This is an “FMS” field and is the same as the “Roll Up” account
12. Mirror Acct – If the GL being requested should mirror an existing account, list the account it should mirror. Please take note of the message under this field on the form.
13. Fiscal Year – Enter the fiscal year of the account
14. MinX Account - Enter the account number
15. ICP – Inter Company Partner – Place an “X” if the GL is tied to an ICP
16. Acct Name – Enter the account name – Note this field allows 30 characters
17. Short Name – Enter an abbreviated version of the account name – Note this field allows 13 characters
18. Normal Balance - Enter either Credit or Debit – depending on what the normal balance should be
19. USSGL Acct – Enter the USSGL Acct number found on Treasury’s website
20. Mirror Acct – If the GL being requested should mirror an existing account, list the account it should mirror. – Please take note of the message under this field on the form.
21. Fiscal Year - Enter the fiscal year of the account
22. Trading Partner – Enter the number assigned to the Trading Partner – Treasury USSGL website has a list that can be researched.
23. Will impact MinX Treasury Report on Receivables (TROR) – Place an “X” if the request will make changes in TROR.

24. Financial Statements – Indicate what financial statement/s the GL should be included in. The Treasury USSGL website contains this information – check under Crosswalk when querying the GL.
25. Name of Supervisor/Title - Type in the supervisor's name and title. The supervisor should fill in this information when the request has been received from the requester.
26. Signature of Supervisor - Type in the supervisor's name. The supervisor should fill in this information when the request has been received from the requester.
27. Dated Signed – Type in the date. The supervisor should fill in this information when the request has been received from the requester.
28. Requester Digital Signature – Include the requester digital signature – then forward the document to the supervisor for their digital signature. **NOTE:** If digital signature is missing, the request form will be returned.
29. Supervisor Digital Signature - Once the supervisor reviews and verifies the request, they should include their digital signature and send the form to the mail groups listed above.
30. Note - Any additional information may be added to the Note section.