

Completed forms should be emailed to the Technical & Improvement Team in Finance ('Oracle FMS Sys Admin' from the IBM Notes address book or [oraclefms.sysadmin@eastdunbarton.gov.uk](mailto:oraclefms.sysadmin@eastdunbarton.gov.uk))

Requested by:			
Name		Date	

[illegible]

Coding Details	
----------------	--

[illegible]

(1) School Department codes only applicable in conjunction with Education cost centres; Activity codes only applicable in conjunction with Roads Capital cost centres (Highways Network Assets – HNA).  
(2) Cost Centres – 5 digit alphanumeric (Parent Codes generally all alpha characters); Subjectives – 6 digit numeric; School Dept – 6-digit alphanumeric; Activity – 4 digit numeric.  
(3) Parent Codes only required for Revenue Cost Centres, Capital Cost Centres and Roads Capital Activity Codes – please refer to the GL Coding Structure on The Hub to determine the correct Parent Code.

Please note, Budgetary Control reports are set at Parent Code level and any changes made to individual cost centres will be automatically reflected in those reports. Any Financial Reports that report at cost centre level, e.g. Capital Monitoring Report, may require to be amended; an Oracle Financial Report Change Request form detailing the specific amendments required should be completed and emailed to the T&I Team as above.

**For completion by Oracle Systems Administrator**

<b>Action</b>	<b>Create New Code(s)</b>		<b>Disable Existing Code(s)</b>		<b>Amend Existing Code(s)</b>	
	<b>Done</b>	<b>Not Applicable</b>	<b>Done</b>	<b>Not Applicable</b>	<b>Done</b>	<b>Not Applicable</b>
<b>Check for balances:</b> <i>run FSG 'Encumbrances &amp; Actuals'</i>						
<b>Advise requestor of balances or prepare journal to clear</b>						
<b>Advise requestor of budgets requiring transfer</b>						
<b>Oracle updated</b>						
<b>Parent Code mapping</b>						
<b>Code Combinations</b>						
<b>Validation Rules</b>						
<b>Coding Structure document amended</b>						
<b>Revised Coding Structure uploaded to The HUB</b> <i>(via 'ICT Change Request')</i>						
<b>Education journal template amended</b> <i>(School Dept dropdown)</i>						
<b>Revised Education journal uploaded to The HUB</b> <i>(via 'ICT Change Request')</i>						
<b>Notify iProc Support</b> <i>(Cost Centres only; only required for Amend if CC moving to new Parent Code/Service area)</i>						

**Notes by Oracle Systems Administrator**  
*(if required)*

**Actioned by**

**Date**