

To: Financial Accounting, Room 608

This fillable form available on the SDCOE website at:

<http://www.sdcoe.net/business2/dfs/?loc=formsdocs&m=4&pi=fa#fa>

From: _____ School District

Re: District Dictionary and Chart of Accounts Rollover

Note: District Dictionary and Chart of Accounts rollover processes cannot be ordered at the same time. The District Dictionary must be rolled first.

REQUEST FOR DISTRICT DICTIONARY ROLLOVER

Have you:

☐

Set up general ledger and salary fringe accounts in District Dictionary?

☐

Please roll our DDACCT on

REQUEST FOR CHART OF ACCOUNTS ROLLOVER

Have you:

☐

Updated your District Dictionary?

☐

Status coded all general ledger accounts "B"?

☐

Updated your Current Year _____ CHACCT?

☐

Please roll our CHACCT on

Should be after review of DDACCT rollover

Requested by:

Authorized person for this action

Contact Phone Number

Title

Date

Financial Accounting Use Only

Date Rolled

DDACCT

CHACCT