State of Rhode Island and Providence Plantations
Department of Administration - Budget Office Memorandum

TO: Chief Financial Officers

FROM: Thomas A. Mullaney
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DATE: February 9, 2009

SUBJECT: New Account Requests

The online New Account Request application has been updated to automatically code certain fields as a way of reducing errors. The following changes have been made:

1. When the "Receipt Account" box at the top of the form is selected, the application will now only display General Revenue or Other Fund line items within your agency because these are the only two sources of funds for which an agency can request receipt accounts. Federal, Restricted and Operating Transfer accounts use the same line sequence for expenditures and for revenues, so no unique receipt account is required.

2. The Report Group field is primarily required for reporting on receipt accounts, but all line sequences must be assigned to a report group. Based on the type of account (expenditure or receipt) and the source of funds, the options under the report group field will be limited, as follows:

Account Type	Source	Report Group
Expenditure	01	00
Expenditure	02	50
Expenditure	03	70
Expenditure	05	99
Expenditure	07	00
Expenditure	09	00
Revenue	01	10, 20, 30, 40, 60, 80, 98, 99
Revenue	07	99
Revenue	09	99

   If you are creating a new receipt account for general revenues and are not certain which report group to select, please contact your assigned Budget Analyst for assistance.

3. The "Source of Funds" and the "Fund" fields will be automatically filled in based on the Line Item selected.

We hope these changes will make the process of creating new accounts easier and also result in fewer errors that delay their creation in RIFANS. If you have any questions on the update New Accounts Application, please feel free to contact me or your assigned Budget Analyst. Thank you.