

CONFIGURATION MODIFICATION REQUEST FOR PEOPLESOFT
(Rev. 3/30/2016)



Complete the relevant sections below and route to the appropriate individuals for approval and processing. (See Configuration Modification Request Form [Instructions](#).)

FOR CHANGES TO CONFIGURATION ITEMS	Complete Sections A, B and D
FOR CHANGES TO A BUSINESS UNIT (BU)	Complete Sections A, C and D

Section A. Requestor's Information

Department BU Name:		Department BU #:
Requestor's Name:	Requestor's Email:	
Requestor's Phone #:	Date Submitted:	Date Needed By:
Is your Department currently working in FI\$Cal's Production environment?		
	Yes	No

Section B. Configuration Item Modification

Change Type: Add Modify Inactivate **Priority:** Low Medium High

Module:	Accounts Payable	Accounts Receivable/Billing	Asset Management	Cash Management
	Customer Contracts	Deal Management	General Ledger	Grants Management
	Labor Distribution	Project Costing	Purchasing/ePro	

Chart of Accounts
(Any changes to Fund, Program, or Subprogram can be submitted only by the Department of Finance (DOF). Department requests to change Fund, Program, or Subprogram must be submitted to DOF, not FI\$Cal.)

Configuration Item Name:

Change Description and/or Justification:

Attachments that are included with this submittal:

Any additional comments:

CONFIGURATION MODIFICATION REQUEST FOR PEOPLESOFT
(Rev. 3/30/2016)



Section C. Business Unit Modification

Change Type: Add* Inactivate Name Change Only **Priority:** Low Medium High

Current Business

Unit Name:

New Business

Effective

Unit Name:

Date:

**If you are adding a Business Unit, the Requestor will be contacted when additional information is required.*

NOTE: Any changes to BU or Sub-BU can be submitted only by the Department of Finance (DOF). Department requests to change BU or Sub-BU must be submitted to DOF, not FI\$Cal. Please note any requests for Sub-System BU changes do not require DOF approval and may be submitted directly to FI\$Cal.

Any Additional Comments:

Section D. Approvals and Processing

**Change Approver's
Name**

Title

**Change Approver's
Signature**

**Dept. or
Agency**

Date

**Additional Approver's
Name**

Title

**Additional Approver's
Signature**

**Dept. or
Agency**

Date

**Additional Approver's
Name**

Title

**Additional Approver's
Signature**

**Dept. or
Agency**

Date

**Change Coordinator's
Name**

Title

**Change Coordinator's
Signature**

**Dept. or
Agency**

Date

NOTE: The Change Coordinator must have the proper user access and role mapping established prior to performing a specific configuration modification function.