

**UNIVERSITY OF SOUTH CAROLINA
ACCOUNT MEMORANDUM**

Date

Dept (5 chars) Fund (4 chars)

Action - check one:

ADD
 CHANGE

DEACTIVATE
 REACTIVATE

**Data Warehouse
Management Reporting
Structure**

Add to:

Move from:

Department/Title (40 characs max)

Type Account
N=Unbudgeted
B=Budgeted
Enter N if Budgeted treated Unbudgeted at Year End

Chairman (20 chars maximum)

Direct Charges
 Y=yes
 N=no

Principal Investigator (20 chars maximum)

Grant NBR (15 chars maximum) Grant Type

Cost Sharing
 Y=Required
 N=No cost share

Begin Date End Date* Renewal Date*

Indirect Cost Class** Indirect Cost Rate** Indirect Cost Code**

Organization Code Structure

campus (2 chars)	prgm (2 chars)	fund grp (1 char)	subprog (2 chars)	resp (2 chars)	"00" (fixed)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fed. Cat. No. STARS Mini-Code Project Code Project Phase

Restrictions on Account:

Description of Accounts, as necessary:

Requested:
Date:

Approved:
Date:

*Dates to be changed by Controller or Bud Ofc if necessary **To be completed by Contract and Grant Accounting

Please Note: No Data Warehouse action is required when an account is deactivated on IMS.