

Columbus State University

Financials Model Change Request Policy

Table of Contents

- [Section 1 - Purpose](#)
 - [Section 2 - Scope](#)
 - [Section 3 - Policy](#)
 - [3.1 – Procedure for Requesting Changes to the Financials Model](#)
 - [Section 4 - Policy Changes](#)
 - [Section 5 - Definitions](#)
-

1.0 PURPOSE

This Policy informs PeopleSoft Financials users of the procedure to follow when requesting changes to the model.

2.0 SCOPE

This is a divisional policy. Only Business and Finance personnel may request a change to the model.

3.0 POLICY

The Policy name is Financials Model Change Request Policy.

3.1 Procedure for Requesting Changes to the Financials Model

To request a change to a Financials table, process, report or interface in the Financials model, you must complete a model change request form. For more information on this topic visit the website http://www.usg.edu/gafirst/fin/releases/modchg_rev/. Click on the model change request form. Fill in the form and submit via e-mail to the address listed. The model change review committee will review the requested change and make a decision on approval.

4.0 Policy Changes

Revisions and changes to this policy will be made periodically.

5.0 Definitions