

**STATE OF MONTANA  
STATEWIDE ACCOUNTING SYSTEM**

**FORM 131  
BALANCE SHEET  
ACCOUNT CODE**

<b>1) Agency Number/Name</b>	<b>2) Effective Fiscal Year</b>
<b>3) Action</b> <input type="checkbox"/> <i>Establish:</i> complete fields 1 - 10 <input type="checkbox"/> <i>Modify:</i> complete fields 1 - 6, 10 <input type="checkbox"/> <i>Inactivate:</i> complete fields 1 - 5, 10	
<b>4) Account Number</b>	<b>5) Account Name</b> <i>(limited to 30 characters)</i>
<b>6) Description/Modification</b>	

<b>7) Monetary Account Type</b>			
Assets	Liabilities	Clearing	Other (Explain) _____
<b>8) Open Item Account</b> <i>(optional if Open Item is yes, requires DOA approval)</i>			
<input type="checkbox"/> Yes	Description (10 chars)	Edit Record (15 chars)	Edit Field (18 chars)
No			

**9) Would you like this to be a system maintained account** *(if yes, provide detail in field 6)*      Yes      No

<b>10) Agency Authorization</b>	Authorized Signature	Email Authorization Attached Yes	Date
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To Be Completed by Department of Administration			
<b>DOA Approval</b>	System Maintained Account?	Yes	Approved
		No	Not Approved
	CAFR Tree Spreadsheet	Authorized Signature	Date
		Approved	
		Not Approved	
<b>DOA Processing</b>	Short Description (10 Characters)	Account Chartfield Value Updated	
	Maintained Acct. Chartfield	Initials	Date