

**STATE OF MONTANA
STATEWIDE ACCOUNTING SYSTEM**

**FORM 131
BALANCE SHEET
ACCOUNT CODE**

1) Agency Number/Name	2) Effective Date 07/01/_____
3) Action <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	
4) Account Number	5) Account Name <i>(limited to 30 characters)</i>
6) Description/Modification	

7) Monetary Account Type			
Assets	Liabilities	Clearing	Other (Explain) _____
8) Open Item Account <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

10) Agency Authorization	Authorized Signature	Email Authorization Attached Yes	Date
---------------------------------	----------------------	-------------------------------------	------

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