



# HM Treasury

## OSCAR COMMON CHART of ACCOUNT NEW CODE OR CHANGE REQUEST FORM

### Part 1. Originator details

Name	
Organisation	
Telephone	
E-Mail	

### Part 2. Reason for request

Is this a new request or a change to an existing code? Please select.	New Code	
	Change	

Below please provide a brief description of your request. This must address the following:

- Why an existing code or the last two digits cannot be used?
- Have you consulted other Departments?
- Have you considered the cost implications for Treasury, your department and others?
- Have you consulted the Treasury CoA Lead prior to submitting this request?
- Current code used on OSCAR (if applicable) for this expenditure.

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Please confirm what from the following criteria is met?

	YES	NO		YES	NO
Is there a new information requirement across a number of Departments?			Is there a new Budget measure requiring a new code?		
Is there a new or amended Financial Reporting Standard that requires a new code?			Is there an item of expenditure that is of such public interest internally within Government or externally that a specific code is required?		

### Part 3. Details of Required Attributes or Changes to existing attributes

CoA Detail	Current or Required Attribute	New Attribute (if applicable)
CoA Level 5 Code		
CoA Level 5 Short Name		
CoA Level 5 Long Name		
CoA Level 5 Description		

CoA Detail	Current or Required Attribute	New Attribute (if applicable)
CoA Level 4 Code (Parent Code)		
TES CODE		
USAGE CODE		
ESA CODE		
ESTIMATE SUB CATEGORY CODE		
ECONOMIC CATEGORY CODE		
CASH INDICATOR CODE		

Please e-mail the completed request form to the CCOA Support team at [CCOASupport@hmtreasury.gov.uk](mailto:CCOASupport@hmtreasury.gov.uk) for approval. Only duly approved requests will be sent to OSCAR System Management to be actioned. Requestors will receive confirmation once the request has been implemented on the OSCAR database.

#### Part 4. GFR USE ONLY

Approval Required From	Approver	Date Approved
GEP		
FSP		
WGA		
ESTIMATES		
PESA		

#### Part 5. OSM USE ONLY

CoA Level 5 Sort Order Assigned for New CoA	
Creation Date	
OSM Operative Name	