



How to request a new or change an existing Financial Dimension

Your guide to the "Update to Financial Dimension Authorisation" form (QF 6004.01)

If there is a Financial Dimension that you need to change, or if you believe a code has been set up incorrectly, complete this section of the form.

Unsure of the specific codes to change? You can use the [dimension lookup tool](#) to search for these codes.

If there is a business need for a new Financial Dimension, complete this section of the form.

PLEASE NOTE: Only complete the "Change" section OR the "New" section on one form – if you have two or more separate requests, please complete one form per request

Once the form has been fully completed, enter your information and then print and sign the form.

The General Manager of your Portfolio will then need to approve this request.

[Click here to complete an Asset Transfer Form to transfer assets to align to the new Dimension/s!](#)

[Click here to access the Change Request Form if you need to change any position or employee Dimensions in the PeopleSoft system!](#)



Why do we need to complete this form and get it approved before making a change to the Dimensions?

Every time a Financial Dimension code is created or changed, our financial system Microsoft Dynamics AX needs to be taken offline to make these changes. These codes also need to be changed in other systems including PeopleSoft, Carelink, Riskman, and LearnConnect to make sure everything is working, and all our systems are aligned.

A Property Management team representative will also need to approve this request if any changes to Locations are made including a change of address.

Need help?



Your Divisional Accountant in the Finance team is the best point of contact to assist with any questions you may have:

- Metro Region: [Mary Li](#)
- South Region: [Charles Costin](#)
- North Region: [Leilei Poole](#)
- NSW & Victoria Region: [Karen Wilson](#)

QF 6004.01: Update to Financial Dimension Authorisation *Only complete the relevant section - either to change an existing Dimension or create a new Dimension*

Change required to existing Dimension

	Current	Proposed
Location Number		
Location Name		
Business Unit		
Business Unit Name		
Product		
Portfolio		
Divison		
Effective Date		

Explanation of the business purpose of the Dimension and justification for the change.

For completion by Finance Team only

	DAX Dimension Updated	A/c Structure Updated	CAB Required	Default Dimensions Updated	MR Updated	Stakeholders Notified
Location Number						
Location Name						
Business Unit						
Business Unit Name						
Product						
Portfolio						
Divison						
Date Updated						

You do not need to complete any of the grey shaded sections of this form – this is for Finance use only!

New Dimension required

	Proposed
Location Number	
Location Name	
Business Unit	
Business Unit Name	
Product	
Portfolio	
Divison	
Effective Date	
Budgeted	

Explanation of the business purpose of the Dimension and justification for the change.

For completion by Finance Team only

	DAX Dimension Assigned	DAX Dimension Updated	A/c Structure Updated	CAB Required	Default Dimensions Updated	MR Updated	Stakeholders Notified
Location Number							
Location Name							
Business Unit							
Business Unit Name							
Product							
Portfolio							
Divison							
Date Created							

You do not need to complete any of the grey shaded sections of this form – this is for Finance use only!

Approval

	Requester	Property Management
Name		
Position Title		
Signature		
Date		

Authorisation - Porfolio General Manager

Name	
Position Title	
Signature	
Date	

For completion by Finance Team only

Name of Finance Representative	
Position Title	
Signature	
Date Actioned	

Do not complete this section!

Finance Authorisation - Head of Finance/ Financial Controller

Name	
Position Title	
Signature	
Date	

Please scan and send approved form to your Divisional Accountant for review, approval and processing

Opportunities for people with a disability