

# OIT Ticket Request: Create New Ledger Account, Spend/Revenue Category

## How to create an OIT ticket to create a new Ledger Account, Spend Category, or Revenue Category:

1. Visit the OIT Help Desk Website at: <https://helpdesk.fau.edu/TDClient/2061/Portal/Home/>
2. Type **New Ledger**, **New Spend Category**, or **New Revenue Category** in the search bar and click the Search icon.



3. Click on **Submit a Request**.

New General Ledger Account / Spend or Revenue Category Request

Submit a Request

4. Fill out the information as required. Click **Submit** when finished.

New General Ledger Account / Spend or Revenue Category Request

New General Ledger Account / Spend or Revenue Category Request

Requestor \*

Lorraine Plakstis

Acct/Dept \*

Controller's Office

Phone Number \*

Brief Description \*

Summary of request/issue \*

Format - Font - Size -

Attachment \*

Browse... No file chosen

Submit