UR Financials – FAO Request (Add or Change) Form

Date Submitted (MM/DD/YYYY): _____   **Action Required: (Add or Change)** _____

Effective Date of Change (MM/DD/YYYY): _____   **Type of FAO Request:** _____

FAO Title: _____   **Funding Source:** _____

Purpose: _____

Justification: _____

Start Date: _____   **End Date:** _____   **Company:** _____ **Cost Center:** _____

On Campus Indicator? (Y/N): _____   **Location Code:** _____

Expected to generate external revenue? (Y/N): _____   (If yes, please provide supporting documentation)

Does the request involve a service/contract agreement? (Y/N): _____   (If yes, please include legal/ORPA review)

Estimated Annual Amount and Amount Type:

Revenue Budget $_____   **Expense Budget $**_____   **Other Amount $**_____

Budget Group_____   **UR Budget Responsible Person**_____

UR FAO Procurement Manager _____   **Cost Center Procurement Manager** _____

P2P Initiator _____

Approvals:

Requestor (print)	Title	Phone	Signature	Date
Department Head (print)	Title	Phone	Signature	Date
Company Finance Office (print)	Title	Phone	Signature	Date
Central Budget Office (print)	Title	Phone	Signature	Date
Central Finance Office (print)	Title	Phone	Signature	Date

Central Finance Use Only:

Date Reviewed: _____   **Date Available for Use:** _____   **FAO Value:** _____
FAO Hierarchies: _____   **e-builder:** _____   **A21 Code:** _____
NACUBO Revenue: _____   **NACUBO Expense:** _____
Management Report Revenue: _____   **Management Report Expense:** _____

Related Worktags:
Fund: _____   **Company for FAO:** _____
Cost Center: _____   **Other:** _____
Additional Notes: _____

Instructions and General Guidelines – FAO Request (Add or Change)

This form is to be used when requesting to add a new FAO or change an existing FAO in UR Financials system. FAO = Financial Activity Object (FAO). Please follow these general guidelines to expedite your request:

1. Please complete electronically all fields on the form above the "Central Finance Use Only" line
2. Action Requested – indicate whether the request is to:
   a. Add – add a new FAO.
   b. Change – change an existing FAO. Include only the items that you want changed.
3. Effective Date of Change – when transactions should start posting against the FAO.
4. Type of FAO Request – is this a request for an Operating Program, Project, Gift, etc.? (see types of FAO requests below on next page or page 3.)
5. FAO Title
6. Funding Source – examples include allocations, gifts, operating budget, and user fees. Only project FAO's should be financed through external debt sources.
7. Purpose – detailed description of activity to be recorded on FAO is necessary in order to assign correct NACUBO, A21 and Management coding.
   Examples: To support Dr. Smith's research lab, please include post doc support (a budget should be attached). Gift to support graduate student for summer session in "University subject" (a budget should be attached).
8. Justification – clearly state why an existing FAO cannot be used or other supporting rationale.
9. Start and End Date – when is the FAO available for posting?
10. Company – the company or division that the FAO is requested for.
11. Cost Center – the 2 letter and 5 digit department + 3 digit (Sub dept.). Example (CC17024-XXX).
12. On Campus Indicator – indicate "YES" if it is on campus, "NO" if it is off campus. If activity is performed in University owned or rented space, On Campus = Y; Location Code could be building number/name/offsite location.
13. Location Code - where the activities will occur.
14. Expected to generate external revenue – if the activities will generate external revenue, please specify revenue sources and streams of income. External revenue is reviewed to determine whether the activity is subject to unrelated business income (UBI). UBI is regularly carried on income or loss generating activity that is not substantially related to furthering the exempt purpose of the University.
15. Does the request involve a service/contract agreement – if the contract exists, it should be attached as a supporting document. Please ensure the service agreement has been reviewed by the Office of Counsel (legal) or Office of Research and Project Administration (ORPA).
16. Estimated Annual amount – in whole dollars.
17. Budget Group – this is a new field which is needed for any new FAO that will be budgeted. Here are the default values that should be used:

Operating Program (OP):		Gifts (GF):
CM010 Core_3	CM030 Core_6	GF(45) – NoBudgetFile
CM090 Core_3	CM040 Core_6	GF -
CM080 Core_3	CM050 JobCode	Core_6_NoLaborZeroBased
CM020 Core_6	CM060 Core_6	**Others:**
CM021 Core_6	CM070 Core_6	DS – NoBudgetFile
CM022 Core_6	CM091 Assessments Source	LN – NoBudgetFile
CM023 Core_6	CM092 Core_6	PR – NoBudgetFile
CM024 Core_6		GR – NoBudgetFile

18. UR Budget Responsible Person – this person is the individual that will input the annual budget into the UR Budget system.
19. UR FAO Procurement Manager – this person is the individual that will approve all Procure to Pay transactions for the FAO.
20. Cost Center Procurement Manager – this person is the individual that will approve all Procure to Pay transactions that are above the UR FAO Procurement Manager's threshold.
21. P2P Initiator – this is the person that will initiate Procure to Pay transactions. This is generally for the entire cost center or cost center hierarchy.
22. Approvals - After the form is completed and signed by Requestor and Department Head, the form needs to be approved by Company Finance Office, Central Budget Office, and Central Finance Office.

Types of FAO Requests:

Operating Program (OP) – established to provide control, accountability, or visibility.

- OP-Current Fund (currently referring to OP0s, OP1s, & OP2s) – Current Funds are available for any operating purpose of the institution and may be transferred to other fund groups. Please provide budget support.
- OP-Self Supporting Fund (currently referring to OP3s) – Self-Supporting Funds includes activities that were established primarily to provide goods and services to other campus units on a fee-for-service basis. Over time, it operates on a break-even basis for those goods and services offered to other units. Support must include revenue and expense budgets. It may also include activities funded by an internal source, which is usually done via non-operating transfer in a 93xxx ledger account, to establish a balance. Please provide support on funding and expense.
- OP- Agency Fund (currently referring to OP9s) – Agency Funds are resources held by an institution as a custodian or fiscal agent for others, such as student organizations, individual students, faculty organizations, or individual faculty members. Agency Funds have only assets and liabilities; no fund balance accounts exist. Transactions of Agency Funds are charges or credits to the individual asset and liability accounts and are not included in the revenues and expenses of the institution.

Project (PR) – two types of project FAOs:

- For Renewal and Replacement Funds - typically are for purchases or new and/or replacement fixed assets, funding reserve or renovations under $25,000 can use this form;
- For Capital Project Funds - do not use this form. This is for project FAO's that are for construction, renovation, or new software systems, the "Project FAO request form" must be used. The form can be found via link: http://www.rochester.edu/adminfinance/finance/FinanceForms.html. Completed forms should be forwarded to Plant and Debt Accounting within Financial Reporting (Plant and Debt Accounting Manager). The forms for both Renewal and Replacement and Capital Projects should be routed to Plant and Debt Accounting within Financial Reporting for approval.

Gift (GF6) – requested for gifts residing within the special purpose fund. Attribute changes or new requests for gifts other than special purpose fund (such as endowment, funds functioning as endowment or donor advised funds) should be directed to the Office of Advancement - Gift and Donor Services for processing.

Loan Program (LN) – requested only by Bursar offices within each school.

Debt Service (DS) – requested only by Financial Reporting Plant and Debt Accounting.

For questions regarding how to complete this form, please contact generalaccounting@ur.rochester.edu.