<u> UR Financials – FAO Request (Add or Change) Form</u>

UR Financials – FAO Requ	uest (Ac	dd or Change) Fo	orm 🦉	ROCHESTER	
Date Submitted (MM/DD/YYYY): Effective Date of Change (MM/DD/YYYY):			Action Required: (Add or Change)		
Purpose:					
Justification:					
Start Date: End D	ate:	Compar	ıy:Co	ost Center:	
On Campus Indicator? (Y/N):		Locat	ion Code:		
Expected to generate external Does the request involve a serv	revenue?	(Y/N):	(If yes, please provide si	upporting documentation)	
Estimated Annual Amount and					
Revenue Budget \$	Exper	nse Budget \$	Other Amo	ount \$	
Budget Group		UR Budget Respo	nsible Person		
UR FAO Procurement Manager		Cos	t Center Procuremen	t Manager	
P2P Initiator					
<u>Approvals</u> :					
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 A	Available for Use:	FAO Value:		
FAO Hierarchies:					
NACUBO Revenue:	NACUBO Expense:				
Management Report Revenue:		Ma	nagement Report Exp	pense:	
Related Worktags:					
Fund:			Company for FAO		
Cost Center:					
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.

<u>Examples</u>: 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):

CM030 Core_6 CM040 Core_6 CM050 JobCode CM060 Core_6 CM070 Core_6 CM091 Assessments Source CM092 Core_6

Gifts (GF): GF(45) – NoBudgetFile GF -Core_6_NoLaborZeroBased Others: DS – NoBudgetFile LN – NoBudgetFile PR – NoBudgetFile 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.

<u>Project (PR)</u> – 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 for approval.

<u>Gift (GF6)</u> – 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. <u>Loan Program (LN)</u> – 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 <u>generalaccounting@ur.rochester.edu</u>.