**UR Financials** – **FAO Request (Add or Change) Form**

# Date Submitted (MM/DD/YYYY): \_\_\_\_\_\_\_\_\_\_\_\_\_ Action Required: (Add or Change) Choose an item.

# 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): Choose an item. Location Code:

# Expected to generate external revenue? (Y/N): Choose an item. (If yes, please provide supporting documentation)

# Does the request involve a service/contract agreement? (Y/N): Choose an item. (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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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:
   1. Add – add a new FAO.
   2. 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).

1. Justification – clearly state why an existing FAO cannot be used or other supporting rationale.
2. Start and End Date – when is the FAO available for posting?
3. Company – the company or division that the FAO is requested for.
4. Cost Center – the 2 letter and 5 digit department + 3 digit (Sub dept.). Example (CC17024-XXX).
5. 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.
6. Location Code - where the activities will occur.
7. 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.
8. 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).
9. Estimated Annual amount – in whole dollars.
10. 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):**

CM010 Core\_3 CM090 Core\_3 CM080 Core\_3 CM020 Core\_6 CM021 Core\_6 CM022 Core\_6 CM023 Core\_6 CM024 Core\_6

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

1. UR Budget Responsible Person – this person is the individual that will input the annual budget into the UR Budget system.
2. UR FAO Procurement Manager – this person is the individual that will approve all Procure to Pay transactions for the FAO.
3. 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.](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.](mailto:generalaccounting@ur.rochester.edu)