

## UR Financials – FAO Change Request Form



Date Submitted (MM/DD/YYYY) \_\_\_\_\_ Effective Date of Change (MM/DD/YYYY) \_\_\_\_\_

Existing FAO Number \_\_\_\_\_ Summary of Change request (*If the purpose has changed, please request a new FAO*) \_\_\_\_\_

Existing FAO Title \_\_\_\_\_ New FAO Title \_\_\_\_\_

Existing Company Number \_\_\_\_\_ New Company Number \_\_\_\_\_ \*

Existing Cost Center \_\_\_\_\_ New Cost Center \_\_\_\_\_ \*

(\* change on company and cost center of an existing FAO is only allowed at the beginning of a fiscal year, July 1 – July 15.)

Budget Group \_\_\_\_\_ UR Budget Responsible Person \_\_\_\_\_

UR FAO Procurement Manager \_\_\_\_\_ Cost Center Procurement Manager \_\_\_\_\_

P2P Initiator \_\_\_\_\_ UR FAO Project Procurement Manager \_\_\_\_\_

Capital Project Approving Group (PPM, Real Estate, Facilities) or Division (10, 20 etc.) \_\_\_\_\_

### 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 Change Request**

This form is to be used when requesting to 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. Effective Date of Change – when transactions should start posting against the FAO.
3. Existing FAO Number - please enter the FAO number you want to make changes on.
4. Summary of Change Request – please summarize what needs to be changed (other than purpose) If purpose is changed, a new FAO request form is required.
5. Budget Group – the budget group should have been assigned when the FAO was initially set up. Here are the list of budget group for you reference:

### **Operating Program (OP):**

CM010 Core_3	CM030 Core_6
CM090 Core_3	CM040 Core_6
CM080 Core_3	CM050 JobCode
CM020 Core_6	CM060 Core_6
CM021 Core_6	CM070 Core_6
CM022 Core_6	CM091 Assessments Source
CM023 Core_6	CM092 Core_6
CM024 Core_6	

### **Gifts (GF):**

GF(45) – NoBudgetFile  
GF -Core\_6\_NoLaborZeroBased

### **Others:**

DS – NoBudgetFile  
LN – NoBudgetFile  
PR – NoBudgetFile  
GR – NoBudgetFile

6. UR Budget Responsible Person – this person is the individual that will input the annual budget into the UR Budget system.
7. UR FAO Procurement Manager – this person is the individual that will approve all Procure to Pay transactions for the FAO.
8. 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.
9. 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.
10. UR FAO Project Procurement Manager – this person is the individual that will approve (\$100,000 - \$999,999) all Procure to Pay capital unrestricted fund transactions for the FAO.
11. Capital Project Approving Group – this is the group (i.e. PPM, Real Estate) or division (i.e. 010, 020, etc) that will be managing transactions for the capital unrestricted fund FAO.
12. 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 reference list:**

**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](mailto:generalaccounting@ur.rochester.edu).