

UR Financials – Ledger Account (Add or Change) Request Form

(Requester to complete (see instructions on page 2):



Date Submitted (MM/DD/YYYY): _____

Action Required (Add or Change): _____

Effective Date of Change (MM/DD/YYYY): _____

Ledger Account Name: _____

Organization Restriction: _____

Summary Level 02: _____

Summary Level 03: _____

Summary Level 04: _____

Should this be a Control Ledger? _____ (Yes/No)

Purpose: _____

Justification: _____

Additional Special Instructions or Validations: _____

Approvals:

Requester (print)	Title	Phone	Signature	Date
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Department Head (print)	Title	Phone	Signature	Date
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Central Finance Use Only:

Related JIRA Number: _____

Final Ledger Account Number and Name: _____

Additional _____

Instructions and General Guidelines – Ledger Account (Add or Change) Request

This form is to be used when making a request for a UR Financials Ledger Account. 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 Required – indicate whether the request is to:
 - a. Add – add a new Ledger Account
 - b. Change – change an existing Ledger Account (please indicate which fields need to be updated and the new name for each field, such as description, name, hierarchy, etc.)
3. Effective Date of Change – when you want transactions to be able to post against the new Ledger Account.
4. Ledger Account Name – please indicate the ledger account name.
5. Organization Restriction - if this ledger account needs to be restricted to certain companies, please indicate, such as Affiliates companies or UR only.
6. Summary (Hierarchy) Level 2 –please choose one of following 6: All Assets, All Expenses, All Liabilities, All Net Assets, All Non-operating Activities, or all Revenues.
7. Summary (Hierarchy) Level 3&4 – may not be applicable, please refer to “View Ledger Account Hierarchy” report in URF.
8. Should this be a Control Ledger Accounts? - Control Ledger Accounts are usually the ledger accounts that capture system generated transaction and have system validation in place to restrict manual entry posting. FAOs do not post to that control account ledger. Example of control ledger accounts are Cash 10000, Trade Payable 20000; Salary 50000, & Staff Benefit 51000.
9. Purpose – detailed description of activity to be recorded. Must attach supporting documentation.
10. Justification – clearly state why an existing Ledger account cannot be used or other supporting rationale.
11. Additional Special Instructions or Validations - Please indicate if there is any custom validations or restrictions needed.
12. Approvals – after the form is completed, please obtain approvals from the Department Head. Then submit completed form to Kate Nguyen knguyen@finance.rochester.edu, who will coordinate review/approval with the FDM Data governance committee.

General Guidelines for New Ledger Account:

1. New ledger account should be requested by the University finance or the affiliate finance office.
2. The request should be reviewed and approved by the FDM Data Governance Committee.
3. The request should be tested in UR Financials test tenant before moving to production tenant.

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