UR Financials – Revenue or Spend Category (Add or Change) Request Form
(Requester to complete (see instructions on page 2):

UNIVERSITY of ROCHESTER

Date Submitted: __________

Action Required (Add or Change): __________

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

Ledger Account (where new RC/SC will rollup to): ___________________________

Revenue or Spend Category Request: **Revenue Category** ☐ **Spend Category** ☐

Description of Revenue or Spend Category Request: ____

Revenue or Spend Category Hierarchy Level 2:____

Revenue or Spend Category Hierarchy Level 3:____

Revenue or Spend Category Estimated Annual Amount (USD$): ____

Usage Areas (Y/N): Supplier Invoice: ___ **Procurement:** ___ **Ad Hoc Payment:** ___ **Payroll:** ___ **Allscripts:** ___

Expense Report Reimbursement: ____ **Tax Reportable 1099/1042:** _____

Purpose: ____

Justification: ____

Additional Special Instructions or Validations: ____

Approvals:

____

Requester (print)	**Title**	**Phone**	**Signature**	**Date**

____

Department Head (print)	**Title**	**Phone**	**Signature**	**Date**

***Central Finance Use Only*:**

Date Reviewed: ____________ **Date Available for Use**: ____________ **Approval Status**: ____________________

Related JIRA#: _____________ **Final FAC Value and Name**: ____

Related Account Posting Rule Updated? (Y/N): ________ **Related Custom Validation Updated? (Y/N)**: ________

FAC Hierarchy: ________________________________ **Grants Object Class Mapping? (Y/N)** _________________

Additional____

Instructions and General Guidelines - Revenue or Spend Category (Add or Change) Request

This form is to be used when making a request to for a UR Financials Revenue or Spend Category 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 Revenue or Spend Category
   b. Change – change an existing Revenue or Spend Category (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 Revenue or Spend Category.
4. Ledger Account – please indicate the ledger account number and name to be mapped to the new Revenue or Spend Category.
5. Revenue or Spend Category – check the box for either Revenue or Spend Category.
6. Description of Revenue or Spend Category – short description of the Revenue or Spend Category.
7. Revenue or Spend Category Hierarchy Level 2 – refer to URF0876 (Spend Category) or URF0875 (Revenue Category) to provide hierarchy level information for this Spend Category.
8. Revenue or Spend Category Hierarchy Level 3 – refer to URF0876 (Spend Category) or URF0875 (Revenue Category) to provide hierarchy level information for this spend category.
9. Revenue or Spend Category Estimated Annual Amount (USD$) – enter the annual estimated amount for the appropriate usage area (can be multiple).
10. Usage Areas (Yes/No) – please respond "Yes" or "No" if usage applies each area indicated.
    a. Supplier Invoice – Use for supplier invoices, supplier invoice adjustments, and recurring supplier invoices
    b. Procurement – Use for purchase requisitions and or purchase orders (note: allocate freight and allocate other charges will be enabled)
    c. Ad Hoc Payment – use for Ad Hoc Payment Type for all of the above usages
    d. Payroll – use for payroll related transactions
    e. Allscripts – supply chain system used by Procurement
    f. Expense Report Reimbursement – Use for expense report reimbursements.
    g. Tax Reportable 1099/1042 – If payments are generally tax reportable please indicate from the list below the type of income those payments should be reported as:
       - Nonemployee compensation
       - Rents
       - Gross proceeds paid to an attorney
       - Royalties
       - Other income
       - Medical and health care payments
11. Purpose – detailed description of activity to be recorded. Must attach supporting documentation.
12. Justification – clearly state why an existing Revenue or Spend Category cannot be used or other supporting rationale.
13. Additional Special Instructions or Validations - Please indicate if there is any custom validations or restrictions needed.
14. 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 Revenue or Spend Category or Ledger Account

1. University wide Revenue or Expenditure
2. Estimated Revenue or Spend to exceed $500K annually

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