UR Financials – Revenue or Spend Category (Add or Change) Request Form

UNIVERSITY of ROCHESTER

Requestor to complete (see instructions on back of sheet or page 2):

Date Submitted (MM/DD/YYYY):________________ **Action Required**: (Add or Change) __________________

Effective Date of Change (MM/DD/YYYY):_________ **Ledger Account**: ________________________________

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

Description of Revenue or Spend Category Request: ____

Spend Category Hierarchy Level 2:____

Spend Category Hierarchy Level 3:____

Spend Category Usage Areas and Estimated Annual Amount (USD$):

Expense: ___________________ **Ad Hoc Payment:** _________________ **Supplier Invoice**: ___________________

Purpose: ____

Justification: ____

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

____

Data Governance Team (print)	Title	Phone	Signature	Date

***Central Finance Use Only*:**

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

Reason for Denial: ____________________________________ **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 Notes: ____

Last Updated 09/07/2017

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. Spend Category Hierarchy Level 2 – refer to URF0876 (Spend Category) or URF0875 (Revenue Category) to provide hierarchy level information for this Spend Category.
8. Spend Category Hierarchy Level 3 – refer to URF0876 (Spend Category) or URF0875 (Revenue Category) to provide hierarchy level information for this spend category.
9. Spend Category Usage Areas and Estimated Annual Amount (USD$) – enter the annual estimated amount for the appropriate usage area (can be multiple).
10. Purpose – detailed description of activity to be recorded. Must attach supporting documentation.
11. Justification – clearly state why an existing Revenue or Spend Category cannot be used or other supporting rationale.
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, Central Finance Office, and finally by the 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.