

**UR Financials - FAO Inactivate Request Form**



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

Date Submitted (MM/DD/YYYY): \_\_\_\_\_ Action Requested: Inactivate  
Confirmed FAO Ending balance is zero? \_\_\_\_\_ (Yes/No - Balance must be "0")  
Please attach URF0947/URF0948  
Trial Balance Report  
Effective Date of Change (MM/DD/YYYY): \_\_\_\_\_  
FAO # to be inactivated: \_\_\_\_\_ FAO Title: \_\_\_\_\_  
Justification: \_\_\_\_\_  
Company: \_\_\_\_\_ Cost Center: \_\_\_\_\_

**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

<p><b><u>Central Finance Use Only:</u></b></p> <p>Date Reviewed: _____</p> <p>Trial Balance Confirmed as "0": _____</p> <p>Additional Notes: _____</p>
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## **Instructions and General Guidelines – FAO Inactivate**

This form is to be used when making a request to inactivate a Financial Activity Object (FAO) in UR Financials system. 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. Please confirm FAO ending balance is zero. Please attach URF0947/URF0948 Trial Balance showing the ending balance is zero. Once inactivated, no changes can be made to it. In addition, any ledger beginning with a 1 or 2 must have an ending balance of zero (with the exception of PPE ledger accounts (these ledger accounts start with 16xxx).
3. Effective Date of Change – the date you want the transactions to stop posting against the FAO.
4. FAO # to be inactivated – the 2 letter and 6 digit FAO, i.e. OP123456.
5. FAO Title
6. Justification – clearly state why you want to inactivate the FAO.
7. Company – the company or division that it is requested for.
8. Cost Center – the 2 letter and 5 digit department + 3 digit (Sub dept.). Example (CC17024-XXX).
9. 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. If the inactivate is for a project FAO, the form needs to be routed to Plant and Debt Accounting in Financial Reporting after all signatures have been obtained. If the inactivate is for a gift FAO (excluding special purpose) it should be routed to Endowment and Deferred gifts in Financial Reporting for review/approval.

For questions regarding how to complete this form, please contact

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