

To obtain backup for FAO cost center change requests:

> log into URF > enter FAO # in the search bar > then click on the FAO hyperlink in the search results > then select the PDF print icon in the upper right hand corner.

Download the PDF and submit with the FAO cost center change request.

FAO Procurement Manager Assignment: Page 2 of the PDF will show if an FAO Procurement Manager is assigned. If a change to the FAO Procurement Manager is required, the Current FAO Procurement Manager needs to request their assignment be deleted and the New FAO Procurement manger needs to have their assignment added. Go to the security form access page on the URF website:

<https://www.rochester.edu/adminfinance/urfinancials/security-forms/>
then select > UR Financials Application Systems Access Form

User would select Application = Workday, select add or delete, Organization Type = FAO, Organization = FAO #, Role = P2P FAO Approver.

Type: UR Operating Program

Details

Availability Date 01/01/1900
Type UR Operating Program
Subtype UR Operating Program
Code OP211xxx
Visibility Everyone

Related Worktags

Worktag Type	Default Required	Default Worktag	Required on Transaction
Company for FAO		0x0	
Cost Center		CC112xx-000	
Fund		Current Fund - Unrestricted	
UR Debt Service			
Initiative			
Location			
UR Gift			
UR Loan Program			
UR Project			
Commodity			
Region			
Business Unit			
Grant			
Program			

Members

Members
 Members

Worker	Position	Supervisory Organization	Phone	Email	Location
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Roles

Assignable Role	Assigned To	Role From
Owner		
UR Budget FAO Owner		
UR FAO Manager		
UR FAO Procurement Manager	Jane Doe	Assigned

Security Groups

Security Group	Access Rights	Role	Worker	Role From
Owner	Current Organization And All Subordinates	Owner		
UR Budget FAO Owner	Current Organization And All Subordinates	UR Budget FAO Owner		
UR FAO Manager	Current Organization And Unassigned Subordinates	UR FAO Manager		
UR FAO Procurement Manager	Current Organization And All Subordinates	UR FAO Procurement Manager	Jane Doe	Assigned