

FORM 70A

REQUEST FOR AN UNRESTRICTED / RESTRICTED ACCOUNT - LEDGERS 2, 4, 7, 8 & 9

PART I TO BE COMPLETED BY DEPARTMENT

A. SHORT TITLE (20 Character limit) _____ LEDGER () 2 () 4 () 7 () 8 () 9

B. LONG ACCOUNT TITLE (60 Character limit) _____

C. FUNDING SOURCE OR ORGANIZATION _____

D. BUDGET AMOUNT _____ **E.** PROPOSED ACCOUNT NO. _____

F. PURPOSE OF ACCOUNT _____

| | | | |
|----------------------------------|-------------------|------------------------|-------------------|
| G. ACCOUNT ADMINISTRATORS | ACCOUNT ADMIN. ID | ACCOUNT ADMINISTRATORS | ACCOUNT ADMIN. ID |
| 1. _____ | _____ | 3. _____ | _____ |
| 2. _____ | _____ | | |

H. EXECUTIVE CODE _____ DEPARTMENT _____ DEPARTMENT SUBUNIT _____ DEPARTMENT SUB-SUBUNIT _____

I. USER ATTRIBUTES 1. _____ 2. _____ 3. _____

| | | | |
|------------------------------|------------------|--------------------|------------------|
| J. AUTHORIZED SIGNERS | AUTH. SIGNER NO. | AUTHORIZED SIGNERS | AUTH. SIGNER NO. |
| 1. _____ | _____ | 3. _____ | _____ |
| 2. _____ | _____ | 4. _____ | _____ |

K. ABR CODE _____ **L.** LEDGER 7 ONLY – IF ASSOCIATE GIVE MASTER ACCOUNT NO. _____

M. ACCOUNT REQUESTED BY _____ PHONE NO. _____ DATE _____

PART II TO BE COMPLETED BY DIVISION

A. ACTIVITY TYPE: INSTRUCTION RESEARCH ACADEMIC SUPPORT GENERAL ADMINISTRATION STUDENT SERVICES SCHOLARSHIPS/FELLOWSHIPS
 OPERATIONS & MAINTENANCE LIBRARY AUXILIARY ENTERPRISES OTHER (please explain): _____

B. IS THIS ACCOUNT ALLOWABLE OR UNALLOWABLE (Refer to Policy #1013): ALLOWABLE UNALLOWABLE

C. MAPPED TO GENERAL LEDGER ACCOUNT: _____ **D.** LEDGER 2 ONLY: BUDGET RE-APPROPRIATION (REQUIRES APPROVAL) YES NO

E. ACCOUNT APPROVED BY _____ PHONE NO. _____ DATE _____

PART III TO BE COMPLETED BY FINANCIAL SERVICES

A. ACCOUNT NO. S/L _____ **B.** C.O. RESPONSIBILITY _____

C. FUNCTION CODE _____ **D.** NACUBO CODE _____ **E.** PARS CODE _____ **F.** AMO46/47 _____ **G.** YEAR END _____

H. BLDG # P.P. & C _____ **I.** FIXED ASSET # _____ **J.** ARCHITECTS PROJECT # _____ **K.** CAPITALIZATION INDICATOR _____

| | |
|--|--|
| Please return the completed form to: | Ledger 7: giftaccounts@uchicago.edu |
| Ledger 2, 4 or 9: genaccounts@uchicago.edu | Ledger 8: capitalassets@uchicago.edu |

FORM 70A: INSTRUCTIONS
REQUEST FOR AN UNRESTRICTED / RESTRICTED ACCOUNT - LEDGERS 2, 4, 7, 8 & 9

Part I

- A. **Short Title:** The short title is the visible title in Business Objects, as well as certain screens of FAS. FAS has a 20 character limit for this field.
- B. **Long Account Title:** The long title is the visible title in eLedgers, as well as certain screens on FAS. FAS has a 60 character limit for this field.
- C. **Funding Source:** New accounts should either be funded from an existing account (this requires a budget transfer) or should be funded from external sources. If funded from an existing account, FAS account number should be provided on this line. If the account will be funded from external sources, please identify the source type (e.g. student tuition, revenue from ABC Company, etc.).
- D. **Budget Amount:** All accounts with an internal funding source will require a budget transfer. The account funding the budget transfer should be identified on Line C and the amount of the transfer should be identified on this line.
- E. **Proposed Account:** This field is optional. If the requestor would like a specific unused FAS account, this should be identified here.
- F. **Purpose of Account:** This should be a brief explanation of what type of activity will be recorded within the account.
- G. **Account Administrators:** Account Administrators have financial responsibility for the account including, but not limited to, the ability to review the associated eLedger and receive payroll detail reports for the account. If a unique GL account is being created for the Ledger 2-9 account, only the first two Account Administrators listed will be Account Administrators on that unique GL (due to FAS limitations). The Account Administrator ID (11 digits) is available at the 'Authorized Signer and Account Administrator ID Request (ASSAR)' link at the [ACCTS homepage](#).
- H. **Executive Code and Department Code:** The requestor must identify what executive level and department code the account should be linked to for financial reporting purposes. If a requestor is unsure of their executive level and department code, this is available at the [FAS User's Manual](#). Some larger departments may have sub or sub-sub department numbers. Please contact your department representative for this information.
- I. **User Attributes:** These are optional fields that allow unique attributes definitions that meaningful to the account or executive level administrator to be assigned (e.g. a department can indicate user attribute is a value of A1, which can be defined the department to indicate all accounts listed as A1 are for cancer research). These fields are two alphanumeric characters.
- J. **Authorized Signers:** Authorized Signers have payment responsibility for expenditures. Authorized Signers approve BuySite, GEMS, ePayment, etc. The 6 digit (or less) ID is available at the 'Authorized Signer and Account Administrator ID Request (ASSAR)' link at the [ACCTS homepage](#).
- K. **ABR Option:** This is a required field and determines how budgets appear in FAS. For additional information on ABR Codes, please click [here](#).
- L. **Ledger 7 Master Account:** Some endowment accounts may have associate accounts that link to one primary ledger 7 account. If you are unsure if your account is an associate or master, please contact Gift and Endowment Accounting.
- M. **Requestor Information:** In the event there are questions with the account creation process, the requestor should provide contact information.

Part II

- A. **Activity Type:** To determine the NACUBO functional classification, please identify the **primary** activity type will be recorded in the new account:
 - a. **Instruction:** This includes general academic instruction, vocational/technical instruction, community education, preparatory/remedial instruction and instructional information technology.
 - b. **Research:** This category covers activities specifically organized to produce research, regardless of internal/external funding source. This includes institutes and research centers, individual and project research and research information technology.

- c. **Academic Support:** This includes activities that specifically support the institution's primary missions of instruction and research, such as educational media services, academic support information technology, ancillary support (i.e. activities usually provide a mechanism through which students can gain practical experience), academic administration, academic personnel development and course/curriculum development.
 - d. **General Administration (Institutional Support):** This category covers activities related to central, executive-level activities concerned with management and long-range planning for the entire institution, such as the governing board, planning and programming operations, and legal services; fiscal operations, including the investment office; administrative information technology (when not accounted for in other categories); space management; employee personnel and records; logistical activities that provide procurement, storerooms, and printing; transportation services to the institution; support services to faculty and staff that are not operated as auxiliary enterprises; and activities concerned with community and alumni relations, including development and fund raising.
 - e. **Student Services:** This includes activities with the primary purpose of contributing to students' emotional and physical well-being and intellectual, cultural, and social development outside of the context of formal instruction program. Activities include student services administration, social and cultural development (i.e. student newspapers, intramural athletics, etc.), counseling and career guidance, financial aid administration, student admissions, student records, student health services and student services information technology.
 - f. **Scholarships/Fellowships:** This box should be checked if the primary activity in the account is for scholarships and fellowships from restricted or unrestricted funds, including trainee stipends, prizes and awards.
 - g. **Operations & Maintenance:** This category covers all activity related to the administration, supervision, operation, maintenance, preservation, and protection of the institution's physical plant. This includes physical plant administration, building maintenance, custodial services, utilities, landscape/grounds maintenance, repairs/renovations, security and safety, logistical services and operations and maintenance of information technology.
 - h. **Library:** This category covers the operations of the University's Libraries (Mansueto, Regenstein, Crerar, Eckhart, Law and Social Service Administration), including the cost of books and library materials.
 - i. **Auxiliary Enterprises:** An auxiliary enterprise exists to furnish goods or services to students, faculty, staff, other institutional departments, or incidentally to the general public, and charges a fee directly related to, although not necessarily equal to, the cost of the goods or services. The distinguishing characteristic of an auxiliary enterprise is that it is managed to operate as a self-supporting activity. Over time, the revenues will equal or exceed the expenses. Examples are residence halls, food services, intercollegiate athletics (only if essentially self-supporting), college stores, faculty clubs, parking, and faculty housing.
- B. Allowable vs. Unallowable:** If the primary activity of the account is considered unallowable as identified in Financial Policy 1013, the account should be identified as unallowable. All other accounts should be marked allowable.
- C. GL Mapping:** All subsidiary ledgers (ledgers 1-9) must have an associated General Ledger (ledger 0 / balance sheet activity). SL accounts record all revenue and expenses and GL accounts record the associated assets, liabilities and fund balance. As there is a limited number of GL accounts available, accounts utilized for similar purposes should share a GL account. If a unit is unsure of the GL account, they can identify a similar S/L account on this line and Financial Services will utilize this information to identify the appropriate G/L account to be assigned to the account being requested for creation. If a unique GL account is required, an explanation must be provided.
- D. Budget Re-appropriation:** Some Ledger 2 accounts, with authorization from the Budget Office, are allowed to have their surplus/deficit balance from one fiscal year, automatically roll into the next fiscal year. Budget office authorization should accompany this form if it is selected that the budget is identified to re-appropriate.
- E. Divisional Approval:** Each new FAS account request should be approved from a Divisional Finance representative.