

Request for New Operating Activity (RNOA) Form

This form is intended for requesting a new Activity in the operating funds (funds 1X) in the general ledger. Anyone may submit the Request for New Operating Activity (RNOA) Form, provided it has been approved by the School/College/Major Area (SCMA) Activity Manager.

INSTRUCTIONS

Requestor: Complete form and email it to the School/College/Major Area Financial Manager providing oversight of the Reporting Unit to which this Activity will be connected. Information on Reporting Units and Financial Managers is detailed on the Organizational Hierarchy reports available on InformSU.

School/College/Major Area (S/C/MA) Financial Manager: Review, sign and email form to the Financial & Information Systems Senior Analyst (Mark Schoen, schoenm@seattleu.edu). The Controller's Office strongly recommends that the appropriate Divisional Financial Manager be copied on the email.

Questions? Financial & Information Systems Senior Analyst (Mark Schoen, schoenm@seattleu.edu).

ACTIVITY INFORMATION (all fields required unless noted)

Provide justification and/or purpose for new operational Activity (2-3 sentences)

Requested Activity Name: [text box]
30 character limit including punctuation and spaces

Requested Activity # (optional): [text box]

Will the new Activity be used for base budgeting resources? [checkbox] Yes [checkbox] No

One Activity can be set-up within multiple funds. Please select all that apply to the new Activity:

- [checkbox] Fund 11 - Operating Non-Law
[checkbox] Fund 12 - Operating Res Hall & Sumr Conf
[checkbox] Fund 18 - Operating Law
[checkbox] Other Operating Fund - requires verification by the Controller's Office and University Budget Office

An Activity can be used to record transactions within multiple functions that are described on the Controller's Office website. Please select all that apply to the new Activity:

- [checkbox] Function 0 - General/Revenue [checkbox] Function 1 - Instruction
[checkbox] Function 2 - Academic Support [checkbox] Function 3 - Student Services
[checkbox] Function 4 - Institutional Support [checkbox] Function 5 - Auxiliary Services
[checkbox] Function 6 - Operation & Maint of Plant [checkbox] Function 7 - Student Aid

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ORGANIZATIONAL HIERARCHY INFORMATION (all fields required)

All Activities must be linked to a Reporting Unit detailed in the Organizational Hierarchy reports available on [InformSU](#). An Activity can only be linked to one Reporting Unit.

Reporting Unit Code: Reporting Unit Name:

The Organizational Hierarchy requires that each Activity have a single Activity Financial Manager. The Activity Financial Manager will be automatically provisioned with permissions and roles in other data systems including InformSU and ProcureSU. Students may not be assigned this responsibility.

Activity Financial Manager email address: @seattleu.edu

Administrators and Financial Managers at all levels of the Organizational Hierarchy (OH) are granted viewing access to Activity strings within their span of oversight. Provide the SU e-mail addresses for users who are not designated in the OH, but should be granted InformSU access for this Activity.

User #1 - Email address @seattleu.edu
User #2 - Email address @seattleu.edu
User #3 - Email address @seattleu.edu
User #4 - Email address @seattleu.edu

APPROVALS

Requestor

First and Last Name Date

S/C/MA Financial Manager

Electronic Signature Date

OFFICIAL USE ONLY

Activity strings created:

Approval, Finc. & Info. Systems Sr. Analyst

Date

Email:

- Requester
- S/C/MA Financial Manager
- UBO