

## PROCEDURES ON CREATING A NEW BANNER FUND OR ORGANIZATION CODE

The form for establishing a new departmental account for non-grant accounts is found on the SFASU website under SFA Business Forms located at the following URL: [https://ssb.sfasu.edu/sg/wf\\_fr.newAccountReqForm](https://ssb.sfasu.edu/sg/wf_fr.newAccountReqForm). The form can be used to request a new fund-org-program (FOP) or a new organizational code.

### Stephen F. Austin State University

Request to Establish a New Departmental Account (Fund - Org - Program)

Account Name:

General Purpose:

Position to be Responsible:

Name of Present Incumbent:

Department Responsible:

Source of Funding:

If Restricted Funds, Name of Grantor/Donor:   
(Attach letter, contract, budget and/or other instructions.)

Disposition of Fund Balance if Original Purpose is Completed:

Requested by:

Recommended by:

Phone # of Requestor:

**\*Please fill in proposed budget below.\***

\*New accounts will not be set up without a proposed budget included. These requests will be forwarded to the Controller's Office for approval. Once your account has been set up and budget approved, you will be notified of the new account number.\*

	Account	Amount
Sales & Services Pool	50F0	\$ <input type="text"/>
Gifts Donations Pool	50E0	\$ <input type="text"/>
Transfer In	81	\$ <input type="text"/>
Total Revenues & Transfers In	_____	\$ <input type="text"/>
Salaries		
Faculty	670080	\$ <input type="text"/>
Adjunct Faculty	670081	\$ <input type="text"/>
Grad Teaching Asst	670090	\$ <input type="text"/>
Professional Staff	670100	\$ <input type="text"/>
Professional Addnl Comp	670102	\$ <input type="text"/>
Grad Research Asst	670101	\$ <input type="text"/>
Grad Admin Asst	670103	\$ <input type="text"/>
Student Wages	670140	\$ <input type="text"/>
Classified Monthly Salary	670150	\$ <input type="text"/>
Classified Addnl Comp	670152	\$ <input type="text"/>

When inputting the Account Name, keep in mind that the Banner system only allows up to 35 characters. If the request is for a new FOP, please describe in detail not only the general purpose of the

FOP but also the proposed funding of the FOP. Additionally, list the position of the person that will be the financial manager of the account, name of the person currently in that position, and the department in which that position is located.

The comment box entitled Disposition of Fund Balance is used to inform all parties involved as to where the remaining funds, if any exist, should be transferred if the original purpose has been fulfilled or has become irrelevant.

Next, list the person that is requesting the new FOP or org code who recommended the code and the phone number of the requestor so that any questions can be resolved in a timely manner.

A proposed or estimated budget is required to complete the form. The estimated revenues must equal the estimated expenditures. When clicking on the Balance button, a message reminding you to balance the entries will appear. An error message will appear if you click the Submit button without balancing the budget. Once the budget is balanced and the submit button is clicked, a printable version will appear. You must print this form and obtain the required signatures for approval. This form must be submitted to the Vice President of Finance and Administration or the Controller's office for final approval.

Supporting documentation, if available, should be submitted with the form. This would include copies of wills, fundraising brochures, board minutes, emails, etc. that provide additional backup as to the intent of why a new FOP or organizational code should be created. This documentation, along with the Request to Establish an Account (Fund Org Program) form is kept by the Controller's Office or the Development Office and is used to determine if revenues and expenditures are made in compliance with the intent to establish the account. This is especially critical when the request for the new fund is a gift fund or endowment and it is necessary to comply with the donor's request.

Once the FOP or organization code has been created, the requestor and financial manager will receive an email from the Workflow system confirming the completed process.