

REQUEST FOR NEW AGENCY/CUSTODIAL ACCOUNT FORM INSTRUCTIONS

The New Agency/Custodial Account Request form is used to request the creation of new agency/custodial accounts. Once the form is submitted, it routes to the Budget Officer for approval. Additional approvals are needed for Material Fee accounts (Provost) and Registered Student Organization (RSO) accounts (Dean of Students). Once all approvals have been provided the form routes to the Budget Office/Comptroller’s Office for processing.



Note: To request a new Material Fee account a “[Request for Course Material Fees](#)” web form must be completed. The completion of this form will trigger the submission of a New Agency/Custodial Account Request for processing.

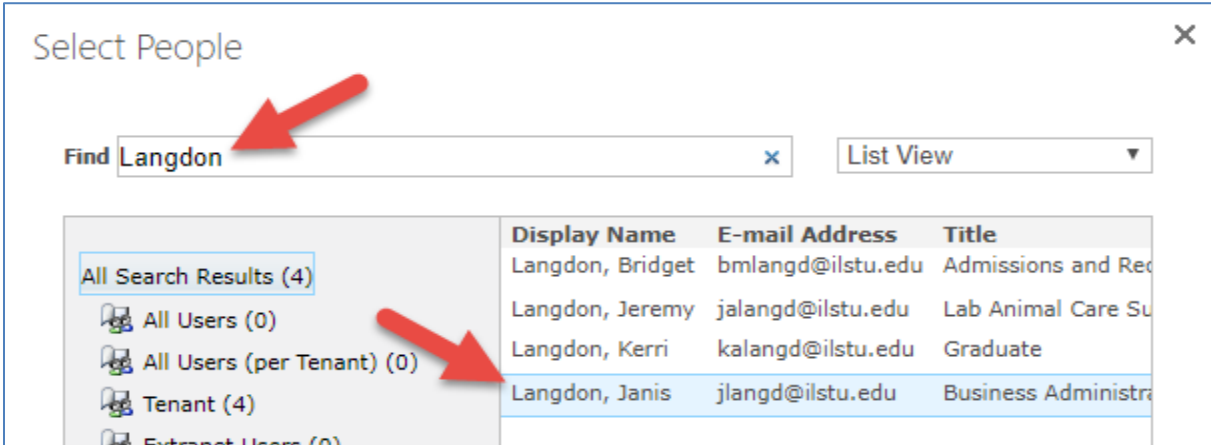
FORM COMPLETION AND SUBMISSION

BUDGET OFFICER INFORMATION

Budget Officer (required): Name of employee who will be the Budget Officer for the new agency account being requested. Type their name into the Budget Officer field (Last name, First name) or use one of the “lookups” as follows...



1. Enter the employee’s ULID and click the  icon, or
2. Click on the  icon and do the following:
 - o Type the employee’s last name in the “Find” field and click “Enter”
 - o Select the appropriate employee from the list returned
 - o Click “OK”








Display Name	E-mail Address	Title
Langdon, Bridget	bmlangd@ilstu.edu	Admissions and Rec
Langdon, Jeremy	jalangd@ilstu.edu	Lab Animal Care Su
Langdon, Kerri	kalangd@ilstu.edu	Graduate
Langdon, Janis	jlangd@ilstu.edu	Business Administra

UID (required): Type the Budget Officer’s UID (begins with “8”, must be nine digits)

Budget Center Access? To request the Budget Officer be given access to the new agency account in Budget Center without having to complete a separate form, check this box. Select the appropriate the Access Type (Operating, Personnel, Both) and Transfer Functionality (Operating, Personnel, Both). The Budget Officer’s supervisor will receive email notification to approve this request.

Is this an RSO account? (required): Select “Yes” or “No” to indicate whether the agency account being requested is to be used for a Registered Student Organization. (These are 271XXXXXX accounts and will be reviewed/approved by the Dean of Students.)

FY: Type the fiscal year for which the account should be effective (i.e. 2020).

Budget Officer Information	
Budget Officer:	Hendrix, Amanda;   UID: 812345678
Budget Center Access?	<input checked="" type="checkbox"/>
Access Type:	Both 
Transfer Functionality:	Operating 
Is this an RSO account?	No  FY: 2022

ACCOUNT INFORMATION

Department: Select the department that will be responsible for the new account from the drop-down list. Click “Dept not listed? Click here” to add the department if it’s not in the drop-down list.

Title of Account: Provide the title for the new account. This is limited to 27 characters.

Account Purpose: Provide a brief but thorough description of how the account will be utilized.

Revenue Source: What is the source of the revenue for the new account? Please be specific.

Expenditure(s): List the types of expenditures that will be posted to the new account (i.e. personnel, travel, supplies, conference registration, etc.).

Object Codes Needed: List the object codes needed - revenue and expenditure. (For Custodial accounts only object code 240000 is needed.)

Will the account be used for payroll? Select “Yes” or “No”. If “Yes”, you will be asked to provide the amount of personnel budget that will be needed for the new account.



Est. Operating Budget/Est. Payroll Budget: Provide the amount of operating and payroll budget (if applicable) needed. (For Custodial accounts enter \$0 budget.)

Account to Close to (needed for RSO accounts): Provide the account number that the new account will close to (i.e. 10704-05-271010700).

Account Information	
Department:	Finance and Planning <input type="button" value="v"/> (Dept not listed? Click here)
Title of Account:	<input type="text" value="New Agency Test Account"/>
Account Purpose:	<input type="text" value="Provide a brief, but thorough description of how the account will be utilized."/>
Revenue Source(s):	<input type="text" value="Who will provide the revenue funds and how will they be received?"/>
Expenditure(s):	<input type="text" value="List the types of expenditures that will be posted to the account - i.e. Personnel, Travel, Conference Registration for Students."/>
Object Codes Needed:	<input type="text" value="595000, 701000, 729000"/>
Will the account be used for payroll?	Yes <input type="button" value="v"/>
Est. Operating Budget:	<input type="text" value="\$5,000.00"/> Est. Payroll Budget: <input type="text" value="\$5,000.00"/>
Account to close to:	<input type="text" value="00000-00-000000000"/> (For RSO accounts)

DELEGATE

If the Budget Officer needs to have Delegates set up to act on their behalf in managing the new agency account, add the names and start/end dates here.

Is Budget Center Access needed? To request Delegates be given access to the new agency account in Budget Center without having to complete a separate form, select "Yes". Select the appropriate the Access Type (Operating, Personnel, Both) and Transfer Functionality (Operating, Personnel, Both). Indicate whether the Delegates will need the same access. If Yes, provide the Access Type and Transfer Functionality to do be set up for all Delegates listed. If No, provide the Access Type and Transfer Functionality for each Delegate.



Delegate		
Delegate	Start Date	End Date
<input type="text" value="Langdon, Janis;"/>	<input type="text" value="7/1/2021"/>	<input type="text"/>
<input type="text" value="Cooley, Vicki;"/>	<input type="text" value="7/1/2021"/>	<input type="text" value="9/30/2021"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Is Budget Center Access needed?

Delegate Budget Center Access

All need same access?

Delegate	Access Type	Transfer Functionality
Langdon, Janis	<input type="text" value="Both"/>	<input type="text" value="Both"/>
Cooley, Vicki	<input type="text" value="Operating"/>	<input type="text" value="Operating"/>

AUTHORIZATION

Once the form has been completed, check the “I certify that I am authorized...” box and click the “Submit” button. This will submit the form for further approval by the Budget Officer indicated in the form. (If the requestor is the Budget Officer, the form submission and Budget Officer approval is handled in this one step.)

Authorization	
<input checked="" type="checkbox"/> I certify that I am authorized to submit this request and that the information above is accurate.	
<i>X Langdon, Janis</i>	<input type="button" value="SUBMIT"/>

Once Budget Officer approval has been submitted, and Dean of Students/Provost approval for RSO/Material Fees accounts has been provided, the Budget Office and Comptroller’s Office will process the request. When the new account has been built, budget posted, and Budget Officer linked to the account, the original form submitter and Budget Officer will receive a notification email with the new account details.

REQUIRED EDITS AFTER SUBMISSION

If the Budget Officer, Dean of Students staff (RSO accounts only), Budget Office, or Comptroller's Office determine that the request cannot be processed as submitted, they will "reject" the submission. Any comments provided regarding the necessary edits will be included in the "audit trail" at the bottom of the form. The request is sent back to the original form submitter for correction/re-submission or cancellation.

The original form submitter will receive a system-generated email indicating the request has been rejected. Using the link in the email, open the "My Budget Office Forms" dashboard. The rejected request will be listed in the "Pending My Approval" section under "Agency/Custodial Account Requests". Click the "edit" symbol for that request to re-open the form.

To re-submit:

- Enter necessary edits.
- Re-submit the request by once again selecting "I certify that I have the authority..." and click the "Submit" button.
- The request is then re-sent for approval(s) and once the approval(s) have been provided will be forwarded to the Budget Office and Comptroller's Office for processing.

To cancel:

- If the request is no longer needed, you may cancel it by selecting "This request can be cancelled..." and click the "Submit" button. The request will no longer be processed.

BUDGET OFFICER AND OTHER APPROVALS

Once the request has submitted by the department, approval by the Budget Officer indicated in the form is required.

- The Budget Officer receives a system-generated email indicating a request for a new agency/custodial account has been submitted for their approval.
- Click the "My Budget Office Forms" dashboard link in the email. The request will be listed under the "Pending My Approval" section under "Agency/Custodial Account Requests". Click the "edit" symbol to open the form for review.
- Review the submitted request.
 - If edits are required, click the "This request cannot be processed as submitted." checkbox. An explanation may be entered in the box provided. This information will be viewable by all who participate in the submission/approval/processing of the request. Click "Submit".
A system-generated email will be sent to the original submitter. They will open the form and enter the necessary edits and then re-submit the form for approval.
 - To approve the new agency/custodial account request, click the "I certify that I am authorized to approve this account request" checkbox. Click "Submit".
 - Note: If the account being requested is a Registered Student Organization (RSO) a system-generated email will be sent to the Dean of Students Office for their approval. Dean of Students staff have the same reject/approval capabilities as the Budget Officer.



BUDGET OFFICE

Illinois State University

- Once all approvals have been submitted, the Budget Office will receive a system-generated email indicating the New Agency/Custodial Account Request has been approved and may be processed.

Authorization

- I certify that I am authorized approve this account request. An account should be built with the above specifications.
- This request cannot be processed as submitted. This returns the form to the form preparer.

MATERIAL FEES

To request a new Material Fee account a "[Request for Course Material Fees](#)" web form must be completed. This request is then routed to the Provost Office for their approval. Approval by the Provost Office will trigger the submission of a New Agency/Custodial Account Request for processing.

QUESTIONS/ASSISTANCE

If you need assistance or have questions about completing the Request for New Agency/Custodial Account form please contact the University Budget Office via UniversityBudgetOffice@ilstu.edu or by phone at 438-2143.