

**Form 1410 FR.03****University Service Providers: Accounting and Journal Source Control Information Form****Revised 2/9/2023**

Instructions: Use this form in conjunction with [Procedure 1410 PR.01](#) *University Service Providers: Registration and Annual Renewal* to set up a new University Service Provider ("USP").

Section I (to be completed by Requestor)							
General Information							
USP Name:							
Department:							
USP Contact Name:							
USP Contact Email:							
USP Billing Coordinator Name:							
USP Billing Coordinator Email:							
Billing Information							
Will the USP have Agency Accounts customers (non-Yale companies in Workday)?					<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will the USP have non-Yale (external) customers? *					<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this USP part of the Yale School of Medicine (YSM)?					<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will this USP purchase from an external vendor and passthrough those costs to the end user? **					<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will this USP charge grants?					<input type="checkbox"/> Yes <input type="checkbox"/> No		
* Sales to external customers require pre-approval; refer to Procedure 2100 PR.02 <i>External Sales Approval Process</i> . USPs may not use "internal" revenue and spend categories for external customers billed via journal entry.							
** No mark-up is allowed on passthrough charges. For example, no labor (salary/fringe) or other charges can be added to the purchase price (price + s/h) of the passthrough item.							
USP Billing Chart of Accounts ("COA") Information							
COA segments for the billing of all services/goods provided by this USP. Attach another page, if needed.							
YD		CC		PG		PJ	
YD		CC		PG		PJ	
YD		CC		PG		PJ	
YD		CC		PG		PJ	
YD		CC		PG		PJ	
Managed File Transfer ("MFT") Information							
MFT access is restricted to a limited number of USPs based on certain criteria. Please state your business case for requesting MFT access for this USP below:							
Provide the list of persons for whom MFT access is requested:							
Name		NetID		Email			

Section II (to be completed by USP Rate Reviewers)		
Indicate whether to include the following Workday validations for this USP:		
"Can use" internal categories +	<input type="checkbox"/> Yes <input type="checkbox"/> No	
"Must use" internal categories ++	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cannot charge grants +++	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>+ The "can use" validation means that any USP on this list CAN use internal categories. All USP journal sources should be added to this validation.</p> <p>++ The "must use" validation means that any USP on this list MUST use internal categories only. External categories cannot be used with these journal sources.</p> <p>+++ The "cannot charge grants" validation will prevent the USP journal source from charging grants.</p>		

Section III (to be completed by COA team)			
Tracking Information			
Salesforce Case Number:			
USP Journal Source Assigned:			
Chart of Accounts ("COA") Information			
Ledger Pairs for all services/goods to be provided by this USP. Attach another page, if needed.			
Debit to Customer		Credit to USP for Cost Recovery	
Ledger Account	Spend Category	Ledger Account	Revenue Category
For questions about COA usage for your USP accounting, including the accounting components above or any other COA segments, please consult the online USP Accounting Guidance or email your questions to coa@yale.edu .			
USP Set-up Status			
USP added to online pairs document?	<input type="checkbox"/> Yes		
MFT approved?	<input type="checkbox"/> Yes		
MFT set up?	<input type="checkbox"/> Yes		
JS added to journal source controls tracker?	<input type="checkbox"/> Yes		