

WinCap Fund Activation Form

Fund Activations requests must be authorized by a WinCap System Manager, Business Official, or Superintendent. We apologize, but no exceptions will be made.

This form must be completed with all appropriate information, signed, and submitted to tswincapsupport@e1b.org to be activated by a WinCap Team Support Member.

District: _____

Date: _____

Requested By & Title: _____

Signature: _____

Please allow five (5) working days for WinCap Support to process your request.

Fiscal Year to Activate: _____

FUND CODE/DESCRIPTION TO ACTIVATE: _____

USE PROJECTS?	YES	NO	Allow Multiple Debits on Cash Receipts?	YES	NO	Cash Receipts for this fund?	YES	NO
SUBFUND LEDGERS REQUIRED?	YES	NO	Maintain Accounts Receivable by item for all Billing?	YES	NO	Cash Receipt Bank Account Information (if applicable, name and last four digits only please, include cash account that should be linked)		
Create Automated Journal Entries for budgetary appropriations and estimated revenues?	YES	NO	Require Claims Auditor Approval for PO Payments?	YES	NO	Cash Disbursements for this fund?	YES	NO
Create Automated Journal Entries for encumbrances outstanding?	YES	NO	Require Claims Auditor Approval for Non-PO Expense Payments?	YES	NO	Cash Disbursement Bank Account Information (if applicable, name and last four digits only please, include cash account that should be linked)		
Adjust estimated revenue for carry-over PO encumbrance from Prior FY?	YES	NO	Require Claims Auditor Approval for Other Non-PO Payments?	YES	NO	Allow Pending Budget Approp Transfers [Budget Transfer Request]?	YES	NO

Budget Code Structure – Refer to the “Budget” tab in your Fund Profile for your current active funds as a guideline and to become familiar with the available budget components and the length of each budget code component (displayed to the right of the name). The Budget code structure is **REQUIRED** to activate the fund and cannot be changed once the fund is rolled over! Example: Function-Object-Subfund-Location would yield a budget code of “FFFF-OOO-SSSSSS-LL for an 18 position budget code, including delimiters (dashes). The maximum budget code length is 21 characters. **Define the Budget Code Structure in the box below:**

Budget Part 1	-	Budget Part 2	-	Budget Part 3	-	Budget Part 4	-	Budget Part 5
	-		-		-		-	

Revenue Code Structure – Refer to the “Revenue” tab in your Fund Profile for your current active funds as a guideline and to become familiar with the available revenue components and the length of each revenue code component (displayed to the right of the name). The Revenue code structure is **REQUIRED** to activate the fund and cannot be changed once the fund is rolled over! Example: Revenue Code-Subfund-Location would yield a revenue code of “RRRRRRRR-SSSSSS-LL for a 17 position revenue code, including delimiters (dashes). The maximum revenue code length is 21 characters. **Define the Budget Code Structure in the box below:**

Revenue Part 1	-	Revenue Part 2	-	Revenue Part 3	-	Revenue Part 4	-	Revenue Part 5
	-		-		-		-	

NOTE: The following Funds DO NOT require that a Budget and/or Revenue code structure be defined: K (Fixed Assets), W (Long Term Debt).

Please submit the completed and signed form to the WNYRIC WinCap Support Team at tswincapsupport@e1b.org.

Steps taken after the Fund Activation form is submitted:

The WinCap Team will set up the fund profile per the form, roll into the specified fiscal year, and notify the district.

The district will add the new cash account to the GL table and notify the WinCap Team (if applicable).

The WinCap Team will link the bank and cash account to the fund profile and notify the district (if applicable).

The district will review the fund profile setup in their live data and give WinCap Team approval to activate (changes cannot be made after the fund is activated, which is why we require the fund be reviewed in live by the district before activating).

The WinCap Team will activate the fund and notify the district.