



TREASURY OPERATIONS

Online RPA System Updates

INDIANA UNIVERSITY

- Use iu.edu email address, even if you have indiana.edu
- Tab to password field, will redirect to CAS



Work or school, or personal Microsoft account

Keep me signed in

Sign in

[Can't access your account?](#)

[Create a new Microsoft account](#)



Online RPA System

RPA FORM



ATTACHMENTS

Questionnaire

Save

Cancel

Contact

Contact  Secondary Contact  Phone Number Secondary Phone # IT Contact  Account Manager  Campus RC Name Org Name

Activity

Name of your activity

Is the activity new or existing?

Please describe in detail the business purpose and nature of the revenue producing activity you would like to set up



Online RPA System

RPA FORM

ATTACHMENTS

Save

Save and Submit

You MUST attach a budget and/or business plan for the RPAQ to be reviewed by the RPA Committee. If you need a budget template, please use the [RPAQ Sample Budget Template](#).

Additional items that would be helpful to attach include:

- Contract
- Agreement
- Fee Schedule
- Brochures
- Fliers

Attachments

[+ Add](#) [⊗ Delete](#)

Link to Attachment

Added By

Date Added

No items to display.



SAMPLE BUDGET TEMPLATE IF NECESSARY

Budget Template			
Instructions: Fill out budget below and make changes as necessary. Save file to your local computer, then upload the saved document on the Supporting Documents tab of the RPAQ.			
Name of Operation:		Fiscal Officer Name:	
Campus:		Fiscal Officer Address:	
Responsibility Center:		Fiscal Officer Phone:	
Organization:			
GL Account Number:			
GL Sub Account Number:			
Please provide projected annual amounts for the following. Add lines as necessary.			
Income			
		% of internal customers	
		% of external customers	
			Total
Sales income			
Service income			
Subsidy			
Other			
Total Income		-	
		Object Code	Total
Expenditures			



Online RPA System

ID	Activity Name	Contact	Campus	RC Name	Org Name	Status	Current Responsibility...
1829	Taco Tuesdays at the IMU	Schaefer, Matt	BL	77 INCOME	INCO INCOME STATEM	Pending Fiscal Officer	Schaefer, Matt

Status Levels

- Saved
- Submitted
- Pending Fiscal Officer
- Pending Campus Approval
- Committee Review
- Approved
- Rejected
- Withdrawn



Taco Tuesdays at the IMU

QUESTIONNAIRE ATTACHMENTS HISTORY

Committee Decision

Committee	Status	Comment	Modified	Approved By
Treasury Operations	Approved	I don't understand the fascination with tacos, but ok. ...	6/27/2017	Schaefer, Matt
Foundation	Pending		6/27/2017	

Action Log

Action	Comment	Date	User
Approved	I approve of bringing more tacos to the University. I'm approving as Campus Appro...	6/27/2017	Schaefer, Matt
Approved	Tacos sound like a great idea. I approve as RC Fiscal Officer	6/27/2017	Schaefer, Matt
Submitted		6/27/2017	Schaefer, Matt



Questions?

Melissa Hartley – melhartl@iu.edu

Matt Schaefer – ms79@iu.edu

Office of the Treasurer Revenue Processing – rprm@iu.edu



INDIANA UNIVERSITY

FULFILLING *the* PROMISE