

UNIVERSITY OF HAWAII

GL & SL ACCOUNT CODE MAINTENANCE FORM INSTRUCTIONS - Form FMIS-21GLSL

PURPOSE

The information on this form is used to establish and maintain University General Ledger (GL) & Subsidiary Ledger (SL) accounts.
Form Fields/Items:

CAPITALIZED FIELDS represent information to be completed by REQUESTOR and/or FISCAL OFFICER.

Non-capitalized fields represent information to be completed by University central administration.

Refer to Administrative Procedures Manual (APM) A8.611 and A8.612 for detailed policies and procedures.

Maximum field character lengths are indicated in [].

Values - refer to FMIS Administrative Procedures Manual (FMIS APM) A12.xxx.

Also available on the Web in "FMIS System Tables" at <http://www.fmo.hawaii.edu/FMIS/>.

FORM FIELD	INSTRUCTIONS (All fields must be completed unless noted otherwise.)
CONTROL REFERENCE	Reference number from Form FMIS-6.
CAMPUS	System campus code.
PG __ OF __	
GENERAL LEDGER (GL) ACCOUNT	
ACTION	Check appropriate box to indicate type of action.
ACCOUNT TITLE	Brief description of program, project or activity. Description will appear on all reports.
RESPONSIBLE PERSON	Name of person responsible for control over detailed account activity.
TITLE	Responsible person's title.
ADDRESS	Optional. Responsible person's address.
FISCAL OFFICER	Fiscal officer code (e.g., 00###)
DIVISION	Code representing primary UH campus and/or location where work is performed.
EXECUTIVE LEVEL	Code representing executive level (e.g., 13 - Sr. Vice President for Research)
SCHOOL	Code representing major organizational unit within UH (e.g., School of Arts & Sciences)
DEPARTMENT	Code representing department within a school or unit. (e.g., Chemistry Department)
SUB DEPARTMENT	Optional. Enter code representing further breakdown within a department.
REPORT CONTROL	Do not complete - reserved for future use. (Previously PF4 Control Account.)
UH SOURCE OF FUND	Code representing UH source of funding.
UH APPROPRIATION	Code which identifies specific source, major function and purpose of University funds.
SECURITY	3-digit fiscal officer code
REVENUE FUNCTION	Code representing major funding source (e.g. Summer Session).
EXPENDITURE FUNCTION	Code representing major expenditure purpose (e.g., Instruction - general instruction).
Purpose	Do not complete - reserved for future use.
DAGS Source of Fund	Code representing type or source of funding used for reporting to the State of Hawaii
DAGS Appropriation	Code representing specific sources, major functions and purpose of State funds for reporting to the State.
FUND GROUP	Code that groups financial resources according to the purpose for which costs are incurred.
BUDGET INDICATOR	Enter "Y" or "N". Is this fund budgeted at State Department of Budget & Finance?
Edit Code	Do not complete - reserved for future use.
EDIT TYPE	State assigned code representing the appropriation control that corresponds to the different legal and administrative controls over different types of funds.
Year End Process	Code representing account reporting status.
Reclassification	Optional. Code to indicate account reclassification for financial reporting purposes.
Central Reference	For Central Office Use - complete first 5 characters with "FundAppr(space)" (e.g., "S395 "), remaining 9 characters are discretionary.
LONG DESCRIPTION	Expanded or unabbreviated account title
PF4 ADDITIONAL ATTRIBUTES	
Interest Income Acct	6-digit account code used to record interest income earned by this account.
Depository of Funds	Code representing depository of funds.
LEGAL AUTHORITY	Legal authority code under which account is established for reporting to the State Legislature. Limited to 3 legal authorities; e.g., HRS 304-16.5.

FORM FIELD

INSTRUCTIONS (All fields must be completed unless noted otherwise.)

PF5 RCUH ATTRIBUTES

Project Type Do not complete. Reserved for future use.
 Order Type Do not complete. Reserved for future use.
 Service Order No. Reserved for future use.
 RCUH Project No. Reserved for future use.

PF7 GASB ATTRIBUTES

Net Asset Code Account's GASB values as defined by Statements 34 and 35.
 UH INTERNAL SERVICE Code to categorize GL net assets. (max. 6 characters)
 EXCHANGE/NON-EXCHANGE Code identifying account as an internal service type. (max. 2 characters)
 CAPITAL PROJECT Code identifying account as Exchange or Non-exchange type. (max. 4 characters)
 Code identifying account as a Capital Project or Non-Capital Project type. (max. 4 characters)

SUBSIDIARY LEDGER (SL) ACCOUNT

Complete fields if values are DIFFERENT from Mapped General Ledger (GL) account.

ACTION

Check appropriate box to indicate type of action.

ACCOUNT TITLE
 RESPONSIBLE PERSON
 TITLE
 ADDRESS
 FISCAL OFFICER
 SCHOOL
 DEPARTMENT
 SUB DEPARTMENT
 REPORT CONTROL

Allowed on G(general) fund SLs only, excluding Manoa.

Do not complete. Reserved for future use. (Previously PF4 Control Account.)

REVENUE FUNCTION
 EXPENDITURE FUNCTION

Central Reference For Central Office Use - complete first 5 characters with "FundAppr(space)" (e.g., "S395 "), remaining 9 characters are discretionary.

ABR Rule Automatic Budget Reallocation rule code. If none, enter '0'.

BUDGET SUPPRESS Code representing fund edit severity for the account.

LONG DESCRIPTION

PF4 ADDITIONAL ATTRIBUTES

FIELD OF SCIENCE Code representing field of science/research (e.g., Engineering).
 COURSE ALPHA Code representing Classification of Instructional Program (CIP). NCHEMS/PCS/IPEDS reporting requirement .
 Indirect Cost Class Optional. Code representing account's major function as defined by OMB Circular A21.

PF5 RCUH ATTRIBUTES

Scientific Discipline Do not complete - reserved for future use.
 Activity Transfer Code Reserved for future use.
 UH PO No. Reserved for future use.

PF7 GASB ATTRIBUTES

UH INTERNAL SERVICE If applicable, attach Request to utilize FMIS Recharge & Interdepartmental sales/charges JR journal voucher form.
 EXCHANGE/NON-EXCHANGE
 CAPITAL PROJECT

**CENTRAL OFFICE USE
 DATA CONTROL USE ONLY**

GL Account For Central Office use only.
 SL Account & Mapped GL For Central Office user processing account/record maintenance request into FMIS.
 Last 5-digits of FMIS general ledger account. Circle action performed on account.
 6-digit FMIS subsidiary ledger (SL) account and Mapped GL account. Circle action performed on SL account.
 Initials & Date Initials and date "Entered FMIS".