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Account Global

The Account Global (GACC) document allows you to assign identical attributes to multiple accounts on a single document.

Note: There is a limited set of attributes available for update. This document can be used to assign identical attributes to multiple accounts such as: Account Responsibility, Fiscal Officer (FA/FO) / Acct Supervisor (AS) / Acct Manager (AS cannot be the FA/FO or Account Manager), and Expiration dates. It is important to note that the GACC eDoc can only update existing accounts and is not used to create multiple accounts.

Account Global Business Rules

The GACC eDoc is subject to the same business rules as the Account document. In addition, at least one account must be selected on the Edit List of Accounts tab and only accounts from the same chart can be specified, separate GACC must be created for each different chart.

For the information about the Account document business rules, please see Account Maintenance User Guide.

Account Global Workflow

The GACC eDoc may be initiated by any KFS user. When the document is submitted, it will route to the Campus Chart Manager for the chart represented in the accounts being modified and then the University Chart Manager for approval. Note: This document does not route to the FA/FO. The following diagram illustrates the general workflow of the GACC eDoc, including applicable KFS roles in the routing cycle and processing requirements of each.
Creating an Account Global

To create a GACC eDoc, go to the Main Menu, Lookup and Maintenance, Chart of Accounts and select Account Global.
The GACC eDoc contains the standard document header, 6 tabs, and 5 action buttons.

For more information about the standard document header, tabs, and workflow action buttons, please refer to the Standard KFS eDoc Layout User Guide.

Global Account Maintenance Tab

The Global Account Maintenance tab works the same as the Edit Account tab of the Account document except that it contains only the fields that can be modified from this tab. There are no required fields in this tab. You only need to complete the fields that you want to update on the selected accounts. If an account attribute is to remain as is, leave that field blank. The Account Supervisor cannot be the Fiscal Administrator or the Account Manager on the account.

For more information about how to complete the Global Account Maintenance tab and the Account document business rules, please see Account Maintenance User Guide.
Global Account Maintenance tab definition

- **Fiscal Officer Principal Name** – (Optional) The name of the Fiscal Officer (FO) responsible for the management of the account. Enter the UH username of the fiscal officer, or search using the Person lookup.

- **Account Supervisor Principal Name** – (Optional) The name of the person overseeing the management of the account at a higher-level than the FO. The Account Supervisor (AS) **cannot be** the same as the FO or Account Manager. Enter the UH username of the AS, or search using the Person lookup.

- **Account Manager Principal Name** – (Optional) The Account Manager (AM) has the responsibility for ensuring that funds are spent and managed according to the goals, objectives and mission of the organization, to ensure that the funds are being spent according to a budgeted plan and that the allocation of expenditures is appropriate to the function identified for the account. Enter the UH username of the AM, or search using the Person lookup.

- **Organization Code** – (Optional) A code assigned to the units at many different levels within the institution. It also designates the owner of the account. Enter the code for the unit that owns the account, or search using the Organization lookup.

- **Sub-Fund Group Code** – (Optional) A code used to designate the type or purpose of funds that are found in that account. Enter the code which relates an account to a fund, or search using the Sub-Fund Group Code
• **Account Effective Date** – (Optional) Enter the date when the account became effective, defaults to current date.  
   Note: An account may be used on financial transactions before its effective date.
• **Account Postal Code** – (Optional) Enter the postal code assigned by the US Postal Service for the city where the account is managed, or search using the Postal Code lookup. If the postal code is not valid (not loaded into KFS), the system will return an error message. Submit a KFS trouble ticket to request the addition of the postal code.
• **Account City Name** – (Optional) Enter the city where the account is managed (limited to 25 characters).
• **Account State Code** – (Optional) Enter the code for the state where the account is managed, or search for it from the State lookup.
• **Account Street Address** – (Optional) Enter the street address where the account is managed (limited to 30 characters).
• **Continuation Chart Of Accounts Code** – (Optional) The Continuation Chart of Accounts Code is optional unless the account has an expiration date, in which case it is required. Select from the Chart list for the continuation account, or search for it from the Chart lookup.
• **Continuation Account Number** – (Optional) The account number designated to accept transactions posted to an expired account. The Continuation Account Number is optional unless the account has an expiration date, in which case it is required. Enter the account, or search for it from the Account lookup.
• **Income Stream Chart Of Accounts Code** – This field is not used by UH.
• **Income Stream Account Number** – This field is not used by UH.
• **CFDA Number** – (Optional) Enter the Code of Federal Domestic Assistance (CFDA) number used to identify Contracts and Grants accounts for a Federal A-123 audit, or search for it from the CFDA Reference lookup.
• **Higher Education Function Code** – (Optional) A code that classifies the purpose of the account (e.g. instruction or research). Enter the code, or search using the Higher Education Function Code lookup.
• **Account Sufficient Funds Code** – (Optional) The code that indicates what level the account is going to be checked for sufficient funds in the transaction processing environment from the Account Sufficient Funds list. Select from the Account Sufficient Funds list, or search for it from the Account Sufficient Funds code lookup.
• **Transaction Processing Sufficient Funds Check** – (Optional) The default for this field is unchecked (No Transaction Processing Sufficient Funds Check). If the account’s sufficient funds check is not turned on (Account Sufficient Funds Code=N-No Checking), then this field is left unchecked.
• **University Revenue-Undertakings Fund** – (Optional) Enter the code for the University Revenue-Undertakings Fund, or search using the University Revenue-Undertakings Fund lookup.
• **Reporting Type Code** – (Optional) Enter the code for the Reporting Type, or search using the Reporting Type lookup.
• **Capital-UBS Project Code** – (Optional) Enter the code for the Capital-UBS (University Bond System) Project, or search using the Capital-UBS Project Code lookup.
• **Capital-UBS Sub-Project Code** – (Optional) Enter the code for the Capital-UBS Sub-Project, or search using the Capital-UBS Sub-Project Code lookup.
• **Funding Type Code** – (Optional) Enter the code for the Funding Type, or search using the Funding Type lookup.
• **Bond Series Code** – (Optional) Enter the code for the Bond Series, or search using the Bond Series lookup.
• **Budget Plan ID** – (Optional) A code that identifies the budgetary units at which funds are allocated and controlled for internal management reporting purposes. Enter the Budget Plan ID code, or search for it from the Budget Plan ID lookup.
• **Revenue Function Code** – (Optional) A code that indicates the major funding source of the account. Enter the Revenue Function Code, or search using the Revenue Function Code lookup.
• **FO Code** – (Optional) Enter the Fiscal Office Code, or search using the FO Code lookup.
• **Account Type Code** – (Optional) A code that designates an account category (e.g. Fee Remissions, Equipment). Select from the Account Type list or search for it from the Account Type Code lookup.
• **User Rollup Code 1** – (Optional) Enter the user-defined code used for grouping accounts for reporting.
• **User Rollup Code 2** – (Optional) Enter the user-defined code used for grouping accounts for reporting.
• **User Rollup Code 3** – (Optional) Enter the user-defined code used for grouping accounts for reporting.

**Edit List of Accounts Tab**

There are two ways to populate the accounts that you want to update globally in the Edit List of Accounts tab. One is by manually entering or selecting one account at a time from the normal Account lookup, the other is by using a special multiple value lookup called the Look Up / Add Multiple Account Lines to return multiple values. At least one item must be selected on the Edit List of Accounts tab.

![Edit List of Accounts Tab](image)

**Edit List of Accounts tab definition**

• **Chart Code** – (Required) Select from the listing the Chart Code the associated with the account number for which update is being done or search using the Chart lookup.
• **Account Number** – (Required) Enter the Account Number for which the update is being done or search using the Account lookup.

**Adding One Account at a Time**

To add accounts one at a time, you can either enter the Chart Code and Account Number information directly or use the lookup beside each of the fields to search for and select the correct Chart Code and / or Account Number. When using the Account lookup, enter the desired search criteria for the accounts you want to include and then click search. Be sure to click the “add” button after you have completed these two fields. Repeat the process to add more accounts.

![Edit List of Accounts Tab](image)
Adding Multiple Accounts

You can add multiple accounts all at once by selecting them in bulk using the Look Up / Add Multiple Account Lines option, to search for and select multiple accounts at one time.

Click the Lookup/Add Multiple Account Lines magnifying glass.

Enter the desired search parameters (criteria) on the Account Lookup screen for the accounts you want to include and click the “search” button.

The accounts that meet the search criteria will be displayed.
After the results are displayed, select the accounts to be changed or updated by clicking the checkbox in the “Select?” column.

When selecting the accounts, the options are:

- “select all from all pages” which will select all the accounts returned in the search,
- “deselect all from all pages” will clear any selected or checked accounts,
- “select all from this page” will select the accounts listed in the page being viewed,
- “deselect all from this page” will clear any selected accounts from the page being viewed.

Once the accounts you want to update have been selected, click the “return selected” button.

All accounts selected will display in the Edit List of Accounts tab. If any were selected in error, simply click the “delete” button for that account.

If more accounts are to be added you can add one account at a time in the New Account section or use the Look Up / Add Multiple Account Lines option again.

Click the “submit” button to route the GACC to the Campus Chart Manager and University Chart Manager for approval.
Account Global Final Notes

The GACC changes will not affect routing for eDocs that were already routed for approval prior to the GACC being fully approved. If routing for an existing eDoc needs to be updated in order for changes to the FA/FO and/or AS to take action, submit a KFS Trouble Ticket to request a re-queue of the eDoc.

Submit a trouble ticket by either clicking Help Resources in the upper right hand corner of the KFS screen or go to https://www.hawaii.edu/kualifinancial/feedbackForm.php.

The Account Global eDoc may also be used to change other attributes on multiple accounts. The need to re-queue documents would only matter if the Account Supervisor or Fiscal Administrator/Officer is changed.

Account Global Examples

Example 1: Create an Account Global for Multiple Accounts

Mason Kuo needed to “EDIT ACCOUNT ATTRIBUTES FOR HI-BMGT ORG ACCOUNTS” for account HI 1147322, HI 2232312, and HI 2271822. Kuo, Mason (mkuo) was updated as the Fiscal Officer Principal and Account Manager Principal and the Organization Code was updated to BMGT. GACC eDoc #6661492 was processed.
Document Overview tab

- **Description**: Starts with the 3 digit Fiscal Office Code of 056 followed by a brief description of the transaction.
- **Explanation**: Includes a more detailed description of the transaction.

The initial Global Account Maintenance tab, with the editable fields.
Global Account Maintenance tab

- **Fiscal Officer Principal Name:** The principal name (mkuo) for the Fiscal Officer was entered.
- **Account Manager Principal Name:** The principal name (mkuo) for the Account Manager was entered.
- **Organization Code:** The Organization Code (BMGT) was entered.

All other fields were left blank since those attributes were not being updated.

The initial Edit List of Accounts tab, with the editable fields.

**Edit List of Accounts tab**

- **Chart Code:** Chart Code (HI) for the account was entered.
- **Account Number:** Account Number (1147322) was entered.
- **Chart Code:** Chart Code (HI) for the account was entered.
- **Account Number:** Account Number (2232312) was entered.
- **Chart Code:** Chart Code (HI) for the account was entered.
- **Account Number:** Account Number (2271822) was entered.
Route Log tab

- **ID: 6661492** - KFS generated GACC document number.
  - **Route Status**: FINAL - eDoc is fully approved no pending approval or acknowledgement requests. 
    Finalized: 02:28 PM 03/05/2021 - Time and Date eDoc reached FINAL status.

- **Actions Taken**
  - **COMPLETED**: Taken By Kuo, Mason (HI Chart Manager), Time/Date 02:05 PM 03/05/2021 - Time and Date Initiator submitted the GACC.
  - **APPROVED**: Taken By Lui, Patricia, Time/Date 02:28 PM 03/05/2021 - Time and Date University Chart Manager approved the GACC.

  **Note**: Because the Initiator is also the Campus Chart Manager for the accounts, the Campus Chart Manager approval was done on the submission of the GACC.

For more information about the standard document header, tabs, and workflow action buttons, please refer to the [Standard KFS eDoc Layout User Guide](#).
### Global Account Maintenance

**Fiscal Officer Principal Name:** mkuo - Kuo, Mason  
**Account Supervisor Principal Name:**  
**Account Manager Principal Name:** mkuo - Kuo, Mason  
**Organization Code:** BMGT  

### Edit List of Accounts

| Account (HI - UH-Hilo - 1147322 - UH-FISCAL SERVICES) | Chart Code: HI - UH-Hilo  
|--------------------------------------------------------|---------------------------------|  
| Account Number: [1147322](#)  
| Account Name: UH-FISCAL SERVICES  
| Account (HI - UH-Hilo - 2232312 - TSF-BUSINESS OFFICE) | Chart Code: HI - UH-Hilo  
| Account Number: [2232312](#)  
| Account Name: TSF-BUSINESS OFFICE  
| Account (HI - UH-Hilo - 2271822 - TSF UH HILO CASHER’S OFFICE) | Chart Code: HI - UH-Hilo  
| Account Number: [2271822](#)  
| Account Name: TSF UH HILO CASHER’S OFFICE  

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**Final Version**