UNIVERSITY OF HAWAII

Account Maintenance

User Guide

Fiscal Services Office

August 2020
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Account Maintenance

The Account Maintenance (ACCT) document is used to create new accounts or to edit or copy existing accounts. An account is used to identify a pool of funds assigned to a specific University organizational entity for a specific purpose. Accounts are the fundamental building blocks of Kuali Financial Transactions. Financial Transactions are always associated with one or more accounts.

An account has many different attributes associated with it that often determines how the Kuali Financial System (KFS) allows you to use that account in transactions. The account attributes also aid reporting or drive special processes, such as indirect cost calculation.

The Account document comes with a global document option where you may make certain changes to a group of accounts at once.

**Account Maintenance Business Rules**

The Employee Type for the Fiscal Officer (FA/FO), Account Supervisor (AS), and Account Manager (AM) must be 'P (Professional)' and the Employee Status must be 'A (Active).'

The AS should not also be assigned as the FA/FO, Account Delegate, or AM on the same account. Also when editing an account, it is important to remember that the AS cannot be the same person as the FA/FO or AM.

The following rules apply to closing an account:
- You must select the account closed indicator.
- Account expiration date must be equal to or greater than the current date:
  - If the account expiration date is blank, set to current date
  - If the account expiration date exists, leave it alone.
- Account expiration date cannot be before the Account Effective Date.
- A continuation account number must be provided.
- The account must meet all the following criteria:
  - Has no pending ledger entries
  - Has no pending labor entries
  - PE encumbrances net to zero for the account (ORS ensures the PE balances are zero).
  - EX encumbrances net to zero for the same reference number.
  - Has no asset, liability, or fund balances other than the fund balance object code defined for this account’s chart and the process of closing income and expense into fund balance must take the fund balance to zero.

Certain system users can reopen a closed account. Submit a KFS trouble ticket to request to open a closed account. Examples of when a closed account should be reopened: to process transactions to the closed account, cancel a check, balance transfer, and to record an adjustment. For CG accounts, FAs/FOs should contact your CG representative.

For non-CG (Contracts and Grants)/non-extramural accounts, the FA initiates the new account request eDoc and enters a dummy account number. Administrative Procedure 8.612 (AP 8.612), Section III, B. 3, explains the “convention to create a ‘dummy’ account number.” The University Chart Manager assigns a permanent account number during the review and approval process.

For non-CG account attributes, contact or consult **General Accounting (GA)** if you have any questions.

For CG accounts, ORS (Office of Research Services) assigns the permanent account number when the ORS staff initiates or approves the new account request eDoc. The ORS staff is also representing the Campus Budget Offices, when they do their review before their approval of the ACCT eDoc.

For CG account attributes, contact or consult your CG Representative, if you have any questions.
Account Maintenance Workflow

The ACCT eDoc may be initiated by any KFS user, but the document will route to the FA/FO for the account indicated on the document for approval. If the document edits an existing account and includes a change to the Fiscal Officer field value, the document routes first to the current FA/FO and then to the newly designated FA/FO.

The AS receives an FYI request for the document.

If the account is a **non-CG (non-extramural) account**, ad hoc routing to the campus budget office may be required.

- AP 8.612 states "If the campus budget office is not automatically included in the routing, ad hoc (approve) route the eDoc to them."
- Only for UH Manoa (MA), the extra step to ad hoc route the eDoc for approval to the MA Budget Office (Group Name=Manoa Budget Office) is required.
- For the other charts, the Campus Chart Managers are also the Campus Budget Office therefore additional ad hoc routing is not required.

If the account is a **CG account**, and the ACCT eDocs was not created and blanket approved by the ORS staff, the ACCT eDoc routes to the KFS-SYS Contracts & Grants Processors for approval.

Usually the initial CG accounts are created and blanket approved by the ORS staff, then the FA, Chart Manager and University Chart Manager receive acknowledgment requests, and the Account Supervisor receives an FYI request.

CG account eDocs to create accounts under an existing award and to edit an existing accounts are usually submitted by the FA/FO.

There are additional document routing based on account attributes if established:

- Org Reviewer based on the Organization code.
- Sub-Fund Reviewer based on the Sub-Fund Group code.

The following diagram illustrates the general workflow of the ACCT document, including applicable KFS roles in the routing cycle and processing requirements of each.
Creating an Account Maintenance

To create an ACCT eDoc, go to the Main Menu, Lookup and Maintenance, Chart of Accounts and select Account.
The system returns the Account Lookup screen. Search criteria can be entered to narrow down search results. To initiate a new account, select the “create new” button in the top right corner. The “edit” or “copy” feature is available on the search results in the “Actions” column.

The ACCT eDoc contains the standard document header, 13 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](#).
General Account Info Tab

The fields on this tab define the various account attributes which are used in the application of business rules for transactions using the account, reporting options, approval routing, etc. Field values may be entered directly or the respective lookups and/or dropdowns may be used to return a value.

General Account Info tab definition

- **Chart Code** – *(Required)* A two character code that defines a specific campus chart. Accounts and object codes are specific to each chart. Enter the chart code, or search using the Chart lookup.

- **Account Number** – *(Required)* A unique number to identify a pool of funds assigned to a specific institution entity for a specific function. Follow the convention to create a “dummy” account number, explained in [Administrative Procedure 8.612](#), Section III, B. 3. For non-CG accounts, before the University Chart Manager approves the ACCT eDoc, the permanent account number is assigned. An ad hoc FYI is also sent to the initiator. For CG accounts, when the ORS staff creates the account, the permanent account number is assigned.

- **Account Name** – *(Required)* The description of the pool of funds assigned to a specific institution entity for a specific function (limited to 40 characters).

- **Account Street Address** – *(Required)* Enter the street address where the account is managed (limited to 30 characters).

- **Account City Name** – *(Required)* Enter the city where the account is managed (limited to 25 characters).

- **Account State Code** – *(Required)* Enter the code for the state where the account is managed, or search for it from the State lookup.

- **Account Postal Code** – *(Required)* 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 Off Campus Indicator** – *(Optional)* Select the check box if the account activities occur off-campus; clear the check box if they do not.

- **Account Effective Date** – *(Required)* 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 Expiration Date** – (Optional) Enter the date when the account expires. Must be equal to or greater than the current date and cannot be before the Account Effective Date. If an expiration date is entered, the continuation Chart of Accounts code and continuation account number are required.

  Note: Business rules on transactions may prevent the use of expired accounts or provide warnings when an expired account is being used.

• **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. Enter the chart code 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.

• **Closed?** – (Optional) Select the check box if the account is to be closed; clear the check box if it is to be opened. Closing an account is more permanent than expiring - no transactions may post to a closed account and a closed account can only be re-opened by a system user. For CG Account, ORS staff will mark Closed when appropriate.

• **Closed Date** – (Optional) Enter the date when the account closes. Must be equal to or greater than the current date and cannot be before the Account Effective Date.

• **Last Update Date** – (View only) This field is system assigned.

### Additional Account Info Tab

**Additional Account Info tab definition**

• **Account Purpose Text** – *(Required)* A description of the overall purpose and function of the account (limited to 400 characters).

• **Higher Education Function Code** – *(Required)* 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.

• **Revenue Function Code** – *(Required)* A code that indicates the major funding source of the account. Enter the Revenue Function Code, or search using the Revenue Function Code lookup.

• **NSF Survey Code** – *(Required)* A code that identifies accounts with current fund expenditures for separately budgeted research and development by field of science and engineering as well as non-science and engineering fields which is used for reporting to the National Science Foundation (NSF). Enter the NSF Survey Code, or search for it from the NSF Survey Code lookup.
• **Account Type Code** – *(Required)* 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.

• **Sub-Fund Group Code** – *(Required)* 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 lookup. Examples are: Fed Spons Proj (FSPON1); General Operating, Expense (GEXP); and Special Funds, Tuition Fee Spending (STFSF).

• **Account Restricted Status Code** – *(Required)* A code used to designate the account status from the Account Restricted Status list.

  - This code indicates whether funds in the account are:
  - o N - NOT APPLICABLE
  - o R - RESTRICTED
  - o T - TEMPORARILY RESTRICTED (not used)
  - o U - UNRESTRICTED

If the sub-fund associated with the account has a restricted status code, then that code pre-fills the field, in which case it is not editable. If the code on the sub-fund is blank, the Restricted Status Code field on the Account document must be completed.

• **Interest Income Chart** – *(Optional)* Enter the chart code associated with the Interest Income Account Number or search using the Chart lookup.

• **Interest Income Account Number** – *(Optional)* Enter the account number for which interest income is to be posted or search using the Account lookup.

**Budget and Sufficient Funds Tab**
**Budget and Sufficient Funds tab definition**

- **UH Fund-Appropriation** – *(Required)* A code that identifies the specific sources, major functions and purposes of University funds. Enter the code, or search using the Fund-Appropriation lookup.

- **Budget Plan ID** – *(Required)* A code that identifies the budgetary units at which funds are allocated and controlled for internal management reporting purposes. Enter the code, or search for it from the Budget Plan ID lookup.

- **Funding Year** – (Optional) Enter the year the funds were appropriated, awarded or granted to the UH Funding Year.

- **Funding Year End Date** – (Optional) Enter the date that the funding period ends or when the funds will lapse if applicable.

- **Budget Record Level Code** – *(Required)* A code that indicates if and at what level the account is recording its budget. Select from the Budget Record Level list or search for it from the Budget Recording Level lookup. The choices are:
  - A - Account (budget recorded for the total Account)
  - C - Consolidation (budget recorded at the Object Consolidation Code for the Account)
  - L - Level (budget recorded at the Object Level for the Account)
  - M - Mixed (budget recorded at a Mixed Level for the Account)
  - N - No budget (no budget recorded for the Account)
  - O - Object Code (budget recorded at the Object Code for the Account)
  - S - Sub-Account (budget recorded at the Sub-Account for the Account)

  Note: An account in the General Fund group cannot have a budget record level code of 'Mixed.'

- **Account Sufficient Funds Code** – *(Required)* A code that indicates at what level the account will be checked for sufficient funds in the transaction processing environment. Select from the Account Sufficient Funds list or search for it from the Sufficient Funds Code lookup. The choices are:
  - A - Account (sufficient funds checking at the Account total)
  - C - Consolidation (sufficient funds checking at the Object Consolidation Code for the Account)
  - H - Cash (sufficient funds checking at the Cash balance for the Account)
  - L - Level (sufficient funds checking at the Object Level for the Account)
  - N - No Checking (no sufficient funds checking for the Account)
  - O - Object Code (sufficient funds checking at the Object Code for the Account)

- **Transaction Processing Sufficient Funds Check** – (Optional) Select the check box if sufficient funds check should be performed on the account. Clear the check box if not.
• **External Encumbrance Sufficient Funds Indicator** – (Optional) Select the check box if external encumbrances are included in the account’s calculation of sufficient funds. Clear the check box if they are not.
  
  Note: This functionality does not currently exist and selecting the check boxes does not control the inclusion or exclusion of the accounts from sufficient funds calculation.

• **Internal Encumbrance Sufficient Funds Indicator** – (Optional) Select the check box if internal encumbrances are included in the account’s calculation of sufficient funds. Clear the check box if they are not.
  
  Note: This functionality does not currently exist and selecting the check boxes does not control the inclusion or exclusion of the accounts from sufficient funds calculation.

• **Pre-Encumbrance Sufficient Funds Indicator** – (Optional) Select the check box if pre-encumbrances are included in the account’s calculation of sufficient funds. Clear the check box if they are not.
  
  Note: This functionality does not currently exist and selecting the check boxes does not control the inclusion or exclusion of the accounts from sufficient funds calculation.

### Account Responsibility Tab

The fields on this tab define the individuals responsible for the account.

![Account Responsibility Tab](image)

**Account Responsibility tab definition**

• **Campus Code** – *(Required)* The physical campus to which the account belongs to. Select from the Campus list, or search using the Campus lookup.

• **Organization Code** – *(Required)* 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.

• **FO Code** – *(Required)* Enter the Fiscal Office Code, or search using the FO Code lookup.

• **Fiscal Officer Principal Name** – *(Required)* The name of the Fiscal Officer 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** – *(Required)* The name of the person overseeing the management of the account at a higher-level than the FO. The AS cannot be the same as the FO or AM. Enter the UH username of the account supervisor, or search using the Person lookup.

• **Account Manager Principal Name** – *(Required)* The 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.

### User Defined Optional Tab
User Defined Optional tab definition

- **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.
- **RCUH Reference** – (Optional) Enter various RCUH (Research Corporation of the University of Hawai‘i) related information (limited to 50 characters).

**Capital UBS Project Tab**

Capital UBS Project tab definition

- **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.
- **Bond Series Code** – (Optional) Enter the code for the Bond Series, or search using the Bond Series lookup.
- **Funding Type Code** – (Optional) Enter the code for the Funding Type, or search using the Funding Type lookup.

Note: If you have questions on these values, you should consult [University Bond System Office](#).

**Central Office Defined Tab**
Central Office Defined tab definition

- **Account Fringe Benefit** – (Optional) Select the check box if this account accepts fringe benefits or clear the check box if it does not. If the check box is not selected, then Fringe Benefit Chart of Accounts Code and Fringe Benefit Account Number are **required** and the fringe benefit account number must have been set up with the account fringe benefit code selected. The default is the box is checked.
- **Non-imposed Fringe Indicator** – (View only) This field is system assigned, derived from UH Appropriation.
- **Fringe Benefit Chart Of Accounts Code** – (Optional) Select the chart code for the fringe benefits account from the Chart list, or search using the Chart lookup. Completed by GA or ORS.
- **Fringe Benefit Account Number** – (Optional) Enter the account that accepts fringe benefit charges from the Account list, or search using the Account lookup. Completed by GA or ORS.
- **COA Crosswalk Identifier** – (View only) The crosswalk identifier is assigned by the system after the account has been created.
- **FMIS GL Account** – (View only) The FMIS (Financial Management Information Systems) GL Account is from the conversion of accounts from the legacy system.
- **Building Campus Code** – (Optional) Required if the sub-fund group code identifies the account as an account related to construction of a building; otherwise not required. Select from the Building Campus Code list the code that uniquely identifies the campus for the building construction or improvement project represented by the account, or search using the Campus lookup.
  
  Note: The functionality in the Capital Asset Management System (CAMS) module uses this information to capitalize construction related costs.
- **Building Code** – (Optional) Required if the sub-fund group code identifies the account as an account related to construction of a building; otherwise not required. Enter the Building Code. This code along with the building campus code identifies the campus and building for the construction or improvement project represented by the account, or search using the Building lookup.
  
  Note: The functionality in the Capital Asset Management System (CAMS) module uses this information to capitalize construction related costs.

Contracts And Grants Tab

The fields on this tab define attributes that are pertinent to CG accounts. Some fields are required if the account is identified as a CG account by its Sub-Fund Group. ORS creates CG accounts and will populate this tab.
Contracts And Grants tab definition

- **Proposal Number** – Enter the Proposal Number, or search for it from the Proposal lookup.
- **Contract Control Chart of Accounts Code** – Select the Chart of Accounts that the Contract Control Account Number belongs to from the Chart list, or search using the Chart lookup. An account can be referenced as its own control account.
- **Contract Control Account Number** – Enter the primary spending authority account for a contract that has been assigned multiple accounts in the system or search using the Account lookup. This is the one account that most reporting is based on. It represents the full functionality of the project and its corresponding expenditures and revenues.
- **Account Status Code** – Enter the code to identify the Account Status, or search using the Account Status Code lookup.
- **Payment Method Code** – Enter the code to identify the Payment Method, or search using the Payment Method Code lookup.
- **Pre Award Flag** – (Optional) Select the check box if there are costs incurred prior to the funding period in anticipation of an award, where such costs would be allowable if incurred after the start of the award and only with written approval, including stated policies, of the awarding agency. Clear the check box if it does not.
- **Account Indirect Cost Recovery Type Code** – Enter the code to identify an indirect cost recovery type, or search using the Indirect Cost Recovery Type lookup. This code identifies a certain set of object codes that are excluded from indirect cost charges.
- **Indirect Cost Rate** – Enter the cost recovery rate relative to direct costs spent in a particular fiscal year on Contracts and Grants that covers the cost of indirect expenses such as light, heat, central administration, etc. that cannot be directly allocated to any particular sponsored project but nonetheless are real costs incurred by the institution as a result of participating in the sponsored project, or search using the Indirect Cost Recovery Rate Detail lookup.
- **IDC Waiver Flag** – (Optional) Select the check box if the account has an IDC (Indirect Cost) Waiver. Clear the check box if it does not.
- **Program Income Flag** – (Optional) Select the check box if the account has Program Income. Clear the check box if it does not.
• **Cost Sharing Requirement Flag** – (optional) Select the check box if the account has a Cost Sharing Requirement. Clear the check box if it does not.

• **Sub-Recipient Monitoring Flag** – (optional) Select the check box if the account has a Sub-Recipient Monitoring. Clear the check box if it does not.

• **Expanded Authority Flag** – (optional) Select the check box if the account has an Expanded Authority. Clear the check box if it does not.

• **OTTED Project Flag** – (optional) Select the check box if the account is an OTTED (Office of Technology Transfer & Economic Development) Project. Clear the check box if it is not.

• **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.

• **Financial Reporting Code** – (optional) Enter the code to identify the Financial Reporting, or search using the Reporting Code lookup.

• **CG Account Responsibility Id** – (optional) Select the ID of the ORS Contracts & Grants Accountant to be assigned.

• **Special Conditions** – (optional) Enter a description of the special conditions for the account (limited to 200 characters).

• **LOC Document Number** – (optional) Enter the code to identify the LOC (Letter of Credit) Document Number.

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### Indirect Cost Recovery Accounts Tab

![Indirect Cost Recovery Accounts Tab](image)

**Indirect Cost Recovery Accounts tab definition**

All fields in this tab are required even if the IDC Waiver is selected. At least one account must be entered. Multiple accounts may be entered.

- **Indirect Cost Recovery Chart Of Accounts Code** – Select the chart code associated with the account number or search using the Chart lookup.

- **Indirect Cost Recovery Account Number** – Enter the account number or search using the Account lookup.

- **Account Line Percent** – Enter the percentage of the Indirect Cost Recovery for this Chart-Account Number.
  
  Note: Sum of the percentage(s) must equal 100.

- **Active Indicator** – Select the check box if Indirect Cost Recovery Account is active. Clear the check box if it is not active.

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### Account Maintenance Final Notes

While the ACCT eDoc may be used to change attributes on the account, changes to the FA/FO or the AS will not affect eDocs that were already in process and routed for approval prior to the change. If the routing on an existing eDoc needs to be updated, submit a KFS Trouble Ticket. Submit a trouble ticket by either clicking Help Resources in the upper right hand corner of the KFS screen.
Account Maintenance Example

Create New Account

Staff member, mmagarif (Magarifuji, Michelle) needed to create a new revolving account. ACCT eDoc number 5160650 was processed.

If you need to create a CG account, contact ORS or your CG representative.

Document Overview tab

- **Description**: Starts with the 3 digit Fiscal Office Code of 075 followed by a brief description of the transaction.
- **Explanation**: Includes a more detailed description of the transaction.

General Account Info tab

- **Chart Code**: Chart Code (MA) for the account was entered.
- **Account Number**: “Dummy” account number was entered. “Dummy” account = Sub-Fund Group Type Code (1 character) + FO Code (3 digits) + discretionary sequence number (3 digits). The dummy account number was replaced with account number 3801492 by the University Chart Manager.
- **Account Name**: The account name (START-UP M. BELCAID) was entered.
- **Account Street Address**: The account street address (1680 East West Road, Post 317) was entered.
- **Account City Name**: The account city name (HONOLULU) was entered.
- **Account State Code**: The account state code (HI) was entered.
- **Account Postal Code**: The account postal code (96822) was entered.
- **Account Off Campus Indicator**: The account activity does not occur off-campus, box was left unchecked (No).
• **Account Effective Date**: The effective date for the delegation was entered. The beginning of the month (04/17/2020) was used.

• **Account Expiration Date**: The date when the account expires was entered. The end of the calendar year (06/30/2022) was used.

• **Continuation Chart Of Accounts Code**: The Continuation Chart Code (MA) for the account was entered.

• **Continuation Account Number**: The Continuation Account Number (3388432) for the account was entered.

• **Closed?**: The default for this field is unchecked (Not closed). The account is being created so this field was left unchecked.

• **Closed Date**: The default for this field is blank (No close date). Currently, there is no closing date so this field was left unchecked.

• **Last Update Date**: This field was KFS generated upon save, submit, and final approval.

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**Additional Account Info tab**

• **Account Purpose Text**: Account Purpose Text (START UP - BELCAID) was entered.

• **Higher Education Function Code**: The Higher Education Function Code (B101) was entered.

• **Revenue Function Code**: The Revenue Function Code (151) was entered.

• **NSF Survey Code**: The NSF Survey Code (1452) was entered.

• **Account Type Code**: The Account Type Code (RF) was entered.

• **Sub-Fund Group Code**: The Sub-Fund Group (RTRF) was entered.

• **Account Restricted Status**: The Account Restricted Status (U) was entered.

• **Interest Income Chart**: The Interest Income Chart (SW) was entered.

• **Interest Income Account Number**: The Interest Income Account (4433020) was entered.

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**Budget and Sufficient Funds tab**

• **UH Fund-Appropriation**: The UH Fund-Appropriation (R860MA) was entered.
SSF Fund-Appropriation (S351), DAGS Fund-Appropriation (S351), Legal Authority (304A-2253 HRS), and Depository of Funds (2) are derived values from the UH Fund-Appropriation and auto-filled by the system once the UH Fund-Appropriation is entered.

- **Budget Plan ID**: The Budget Plan ID (001118) was entered.
- **Funding Year**: The default for this field is blank (No Funding Year). Currently, there is no Funding Year, so this field was left blank.
- **Funding Year End Date**: The default for this field is blank (No Funding Year End Date). Currently, there is no Funding Year end date, so this field was left blank.
- **Budget Record Level Code**: The Budget Record Level Code (A) was selected.
- **Account Sufficient Funds Code**: The Account Sufficient Funds Code (N) was selected.
- **Transaction Processing Sufficient Funds Check**: The default for this field is unchecked (No Transaction Processing Sufficient Funds Check). For this account, sufficient funds check is not turned on (Account Sufficient Funds Code=N-No Checking), so this field was left unchecked.
- **External Encumbrance Sufficient Funds Indicator**: The default for this field is unchecked (No External Encumbrance Sufficient Funds check). Currently, there is no sufficient funds check, so this field was left unchecked.
- **Internal Encumbrance Sufficient Funds Indicator**: The default for this field is unchecked (No Internal Encumbrance Sufficient Funds check). Currently, there no sufficient funds check, so this field was left unchecked.
- **Pre-Encumbrance Sufficient Funds Indicator**: The default for this field is unchecked (No Pre-Encumbrance Sufficient Funds check). Currently, there is no sufficient funds check, so this field was left unchecked.

### Account Responsibility Tab

- **Campus Code**: The Campus Code (MA) was selected.
- **Organization Code**: The Organization Code (ICS) was entered.
- **FO Code**: The FO Code (075) was entered.
- **Fiscal Officer Principal Name**: The Fiscal Officer Principal Name (magarifu) was entered.
- **Account Supervisor Principal Name**: The Account Supervisor Principal Name (mahdi) was entered.
- **Account Manager Principal Name**: The Account Manager Principal Name (llewelyn) was entered.

### User Defined Optional Tab

All fields N/A, left blank because user did not need any addition codes for grouping the accounts for reporting purpose.

### Capital UBS Project Tab

All fields N/A, left blank because this is not a Capital UBS Project account.
Central Office Defined tab

- **Account Fringe Benefit**: The default for this field is checked (account has associated Fringe Benefit expenses).
- **Non-Imposed Fringe Indicator**: This field was KFS generated (No).
- **Fringe Benefit Chart Of Accounts Code**: The default for this field is blank (No Chart Of Account). Left blank because this is an imposed fringe benefit account.
- **Fringe Benefit Account Number**: The default for this field is blank (No Account Number). Left blank because this is an imposed fringe benefit account.
- **COA Crosswalk Identifier**: View only, blank because the crosswalk identifier is assigned by the system after the account has been created.
- **FMIS GL Account**: View only, blank because it is not being converted from an FMIS account.
- **Building Campus Code**: N/A because account is not related to construction of a building, left blank.
- **Building Code**: N/A because account is not related to construction of a building, left blank.

Contracts And Grants tab

- All fields N/A, left blank because this account is not a CG account, defined by the Sub-Fund Group.

Indirect Cost Recovery Accounts tab

- All fields N/A, left blank because this account is not a CG account.

Route Log tab
• Actions Taken
  o After the ACCT eDoc was submitted it routed to the FA (Magarifuji, Joy), Chart Manager (MA Nikaido, Joey), and University Chart Manager (Lui, Patricia). If established, the eDoc would have also routed to the Org Reviewer and Sub-Fund Reviewer.
  o The system sent an FYI request to the AS (Belcaid, Mahdi).
  o The University Chart Manager sent an ad hoc FYI request to:
    ▪ Initiator Magarifuji, Joy to inform her of the permanent account number that was assigned.
    ▪ The MA Budget Office (Group Name=Manoa Budget Office). For the other charts, the Campus Chart Managers are also the Campus Budget Office therefore no additional FYI is needed.
    ▪ For this eDoc, additional adhoc FYIs were sent to the VCRGE Reviewers and the Regional Budget Manager.

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

Copy New Account
Staff member, keitht (Tokuda, Keith) needed to create a new account and used the copy feature. ACCT eDoc number 5188910 was processed. Keith has an existing account MA 2303123, that has similar attributes to the account he wanted to create, so he utilized the “copy” feature and just updated the attributes that needed to be changed. If he used the “create new,” he would have to input all of the attributes.

On the Main Menu, Lookup and Maintenance, Chart of Accounts and select Account.

The system returns the Account Lookup screen. Search criteria can be entered to narrow down search results. The “edit” or “copy” feature is available on the search results in the “Actions” column.
Document Overview tab

- **Description:** Starts with the 3 digit Fiscal Office Code of 096 followed by a brief description of the transaction.

- **Explanation:** Includes a more detailed description of the transaction.
The “New Copy” section of the General Account Info tab, is initially populated with the default attribute values from the copied account. Note: if you save the eDoc before updating the account expiration date, the system will return the errors seen in the above screenshot.

General Account Info tab

- **Chart Code:** Chart Code (MA) for the account was entered.
- **Account Number:** Initially a dummy account number (2222222, Note: This dummy account number is not consistent with the AP 8.6.12 dummy account number convention) was entered, the account number (2303345) was later updated by and before the University Chart Manager approval.
- **Account Name:** The account name (HO'OHNANA CHALLENGE PROJECT) was updated, the default as the Account Name for the copied account.
- Address fields were not updated, address for the new account is the same as the default values from the copied account.
- **Account Off Campus Indicator:** The account activity does not occur off-campus, box was left unchecked (No).
- **Account Effective Date:** The effective date for the new account was entered. The current date (10/30/2019) was used, defaults to the current date.
- **Account Expiration Date:** The date when the account expires was updated. The end of the fiscal year (06/30/2020) was used, the default is the Account Expiration Date for the copied account.
  - If a date prior to the current date or prior to the account effective date is entered, an error message will appear and the document cannot be submitted unless corrected.
• **Continuation Chart Of Accounts Code**: Not updated, is the same as the default value from the copied account.

• **Continuation Account Number**: Not updated, is the same as the default value from the copied account.

• **Closed?**: The default for this field is unchecked (not closed). The account is being created so this field was left unchecked.

• **Closed Date**: The default for this field is blank (no close date). Currently, there is no closing date so this field was left blank.

• **Last Update Date**: This field was KFS generated upon save, submit, and final approval.

The initial Additional Account Info tab, with the default attribute values from the copied account.

Additional Account Info tab

• **Account Purpose Text**: Account Purpose Text (HO'OHANA CHALLENGE PROJECT) was updated, default is the value from the copied account.

• The remaining fields in the Additional Account Info tab were not updated, the default values from the copied account are the same for the new account.
The initial Budget and Sufficient Funds tab, with the default attribute values from the copied account.

**Budget and Sufficient Funds tab**
- For all fields, the default values from the copied account were not changed since they are the same for the new account.

The initial Account Responsibility tab, with the default attribute values from the copied account.

**Account Responsibility tab**
- For the other fields in the Account Responsibility tab, the default values from the copied account were not changed since they are the same for the new account.

The initial User Defined Optional tab, with the default attribute values from the copied account.
**User Defined Optional tab**
- All fields N/A, left blank because user did not need any addition codes for grouping the accounts for reporting purpose.

The initial Capital UBS Project tab, with the default attribute values from the copied account.

**Capital UBS Project tab**
- All fields N/A, left blank because this is not a Capital UBS Project account.

The initial Central Office Defined tab, with the default attribute values from the copied account.

**Central Office Defined tab**
- For the other fields in the Central Office Defined tab, the default values from the copied account were not changed since they are the same for the new account.
The initial Contracts And Grants tab, with the default attribute values from the copied account.

**Contracts And Grants tab**
- All fields N/A, left blank because this account is not a CG account, defined by the Sub-Fund Group.

The initial Indirect Cost Recovery Accounts tab, with the default attribute values from the copied account.

**Indirect Cost Recovery Accounts tab**
- All fields N/A, left blank because this account is not a CG account.

**Route Log tab**
• **Actions Taken**
  
  o Note: MA 2222222 is the dummy account used when the eDoc was initiated and submitted (completed).
  
  o Note: keitht was the FA/FO for the created account, therefore FA/FO approval was done on eDoc submission.
  
  o After the ACCT eDoc is submitted, it would normally route to the FA (Tokuda, Keith), but since the FA created and submitted the eDoc, the FA approval done on submission. The eDoc then routed to the Chart Manager (MA Nikaido, Joey), and University Chart Manager (Lui, Patricia). If established, also route to the Org Reviewer and Sub-Fund Reviewer.
  
  o The system sent an FYI request to the AS (George, Stacy).
  
  o The University Chart Manager sent an ad hoc FYI request to:
    - Initiator Tokuda, Keith to inform him of the permanent account number that was assigned.
    - The MA Budget Office (Group Name=Manoa Budget Office). For the other charts, the Campus Chart Managers are also the Campus Budget Office therefore no additional FYI is needed.

For more information about the standard document header, tabs, and workflow action buttons, please refer to the [Standard KFS eDoc Layout User Guide](#).
Edit Account
Staff member, carillos (Toma, Sandee) needed to update the Fiscal Officer’s name on account MA 3801248. ACCT eDoc number 5190746 was processed. Carillos did an Account lookup for MA 3801248 and selected “edit” from the Actions column on the left.

Document Overview tab
- **Description:** Starts with the 3 digit Fiscal Office Code of 075 followed by a brief description of the transaction.
- **Explanation:** Includes a more detailed description of the transaction.
The initial General Account Info tab, with the “Old” (current) attribute values and “New” editable fields. All fields except the Chart Code, Account Number and system generated fields may be edited. All the tabs and fields that are edited will display a yellow asterisk next to the tab name and field value on the saved, enroute, and approved eDocs.

<table>
<thead>
<tr>
<th>Old</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chart Code:</strong></td>
<td><strong>Chart Code:</strong></td>
</tr>
<tr>
<td>MA</td>
<td>MA</td>
</tr>
<tr>
<td><strong>Account Number:</strong></td>
<td><strong>Account Number:</strong></td>
</tr>
<tr>
<td>3801248</td>
<td>3801248</td>
</tr>
<tr>
<td><strong>Account Name:</strong></td>
<td><strong>Account Name:</strong></td>
</tr>
<tr>
<td>START UP - RUI SUN (VCR)</td>
<td>START UP - RUI SUN (VCR)</td>
</tr>
<tr>
<td><strong>Account Street Address:</strong></td>
<td><strong>Account Street Address:</strong></td>
</tr>
<tr>
<td>2565 McCarthy Mall, #401</td>
<td>2565 McCarthy Mall, #401</td>
</tr>
<tr>
<td><strong>Account City Name:</strong></td>
<td><strong>Account City Name:</strong></td>
</tr>
<tr>
<td>HONOLULU</td>
<td>HONOLULU</td>
</tr>
<tr>
<td><strong>Account State Code:</strong></td>
<td><strong>Account State Code:</strong></td>
</tr>
<tr>
<td>HI</td>
<td>HI</td>
</tr>
<tr>
<td><strong>Account Postal Code:</strong></td>
<td><strong>Account Postal Code:</strong></td>
</tr>
<tr>
<td>96814-2822</td>
<td>96814-2822</td>
</tr>
<tr>
<td><strong>Account Off Campus Indicator:</strong></td>
<td><strong>Account Off Campus Indicator:</strong></td>
</tr>
<tr>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Account Effective Date:</strong></td>
<td><strong>Account Effective Date:</strong></td>
</tr>
<tr>
<td>08/14/2017</td>
<td>08/14/2017</td>
</tr>
<tr>
<td><strong>Account Expiration Date:</strong></td>
<td><strong>Account Expiration Date:</strong></td>
</tr>
<tr>
<td>08/30/2021</td>
<td>08/30/2021</td>
</tr>
<tr>
<td><strong>Continuation Chart Of Accounts Code:</strong></td>
<td><strong>Continuation Chart Of Accounts Code:</strong></td>
</tr>
<tr>
<td>MA - UH-Manoa</td>
<td>MA - UH-Manoa</td>
</tr>
<tr>
<td><strong>Continuation Account Number:</strong></td>
<td><strong>Continuation Account Number:</strong></td>
</tr>
<tr>
<td>3384132</td>
<td>3384132</td>
</tr>
<tr>
<td><strong>Closed:</strong></td>
<td><strong>Closed:</strong></td>
</tr>
<tr>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Closed Date:</strong></td>
<td><strong>Closed Date:</strong></td>
</tr>
<tr>
<td>05/14/2019</td>
<td>10/31/2019</td>
</tr>
<tr>
<td><strong>Last Update Date:</strong></td>
<td><strong>Last Update Date:</strong></td>
</tr>
<tr>
<td>05/14/2019</td>
<td>10/31/2019</td>
</tr>
</tbody>
</table>

**General Account Info tab**
- **Last Update Date:** This field was KFS generated when the eDoc was FINAL.

The initial Additional Account Info tab, with the “Old” (current) attribute values and “New” editable fields.

**Additional Account Info tab**
- The fields in the Additional Account Info tab were not updated, the default values from the old account are the same for the new account.
The initial Budget and Sufficient Funds tab, with the “Old” (current) attribute values and “New” editable fields.

**Budget and Sufficient Funds tab**
- The fields in the Additional Account Info tab were not updated, the default values from the old account were not changed since they are the same for the new account.

The initial Account Responsibility tab, with the “Old” (current) attribute values and “New” editable fields.

**Account Responsibility tab**
- **Fiscal Officer Principal Name**: The Fiscal Officer Principal Name (jibara) was updated.
- The remaining fields in the Account Responsibility tab were not updated, the default values from the old account are the same for the new account

The initial User Defined Optional tab, with the “Old” (current) attribute values and “New” editable fields.
User Defined Optional tab
- All fields N/A, left blank because user did not need any additional codes for grouping the accounts for reporting purposes.

![Image of User Defined Optional tab]

The initial Capital UBS Project tab, with the “Old” (current) attribute values and “New” editable fields.

Capital UBS Project tab
- All fields N/A, left blank because this is not a Capital UBS Project account.

![Image of Capital UBS Project tab]

The initial Central Office Defined tab, with the “Old” (current) attribute values and “New” editable fields.

Central Office Defined tab
- The fields in the Central Office Defined tab were not updated, the default values from the old account were not changed since they are the same for the new account.

![Image of Central Office Defined tab]
The initial Contracts And Grants tab, with the “Old” (current) attribute values and “New” editable fields.

**Contracts And Grants tab**
- All fields N/A, left blank because this account is not a CG account, defined by the Sub-Fund Group.

The initial Indirect Cost Recovery Accounts tab, with the “Old” (current) attribute values and “New” editable fields.

**Indirect Cost Recovery Accounts tab**
- All fields N/A, left blank because this account is not a CG account.

**Route Log tab**
• **Actions Taken**
  o After the ACCT eDoc is submitted it would normally route to the FA, however, the initiator Toma, Sandee (carillos) is a secondary delegate for the created account, and therefore the FA/FO approval was done on eDoc submission. The eDoc then routed to the Chart Manager (MA Nikaido, Joey), and University Chart Manager (Lui, Patricia). If established, the eDoc would also route to the Org Reviewer and Sub-Fund Reviewer.
  o The system sent an FYI request to the AS (Sun, Rui).

For more information about the standard document header, tabs, and workflow action buttons, please refer to the the [Standard KFS eDoc Layout User Guide](#).
When the ACCT eDoc is used to edit an account, the tabs and fields that were edited will display a yellow asterisk next to the tab name and field value.