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Training Guide

Objectives

- Log into KFS
- Review Basics of Accounts
- Edit an existing Account
- Create a Sub-Account
- View Available Balances

Resources

All of the materials covered in this workshop are also covered in the online tutorials http://www.hawaii.edu/kualifinancial/?page=training. This online tutorial can be useful before or after training in case you want to get a head start or you just need a refresher. You can also review the Process Documents for each business process to get a finer level of detail related to each topic.

In the event you need to contact a member of the Kuali Financial implementation team you can view their phone number, email address, and their roles at http://hawaii.edu/kualifinancial/docs/Project_Team.pdf.

You can email questions to kfs.info@hawaii.edu, or you can use the PowerUsers List Serv at KFS-POWERUSERS@lists.hawaii.edu. Since this is a List Serv, your email will be sent to multiple individuals who have access to respond to the list Serv; therefore, make sure the email is HR appropriate.
Edit an Account

Process

An Account e-doc is used to create new accounts, or to edit or copy existing accounts.

This tutorial takes you through the process on how to Edit an Account.

![Image of a financial system interface]

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Main Menu tab &gt; Lookup and Maintenance &gt; Chart of Accounts &gt; Account</td>
</tr>
</tbody>
</table>

Click the “Account” link.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>The <strong>Account Lookup</strong> page will display with various search parameters.</td>
</tr>
<tr>
<td>3.</td>
<td>Click in the “<strong>Chart Code</strong>” field.</td>
</tr>
<tr>
<td>4.</td>
<td>Enter “<strong>MA</strong>” in the <strong>Chart Code</strong> field.</td>
</tr>
<tr>
<td>5.</td>
<td>Click in the “<strong>Account Number</strong>” field.</td>
</tr>
<tr>
<td>6.</td>
<td>Enter “<strong>1000802</strong>” in the <strong>Account Number</strong> field.</td>
</tr>
<tr>
<td>7.</td>
<td><strong>Note:</strong> Additional search fields are available if you do not know the <strong>Account Number</strong>.</td>
</tr>
<tr>
<td>8.</td>
<td>Click the “<strong>search</strong>” button.</td>
</tr>
</tbody>
</table>
Step # | Procedure
---|---
9. | Since the **Account Number**, which is a primary search key, was used only one result was retrieved.

Click the “edit” link in the **Action** column for the **Account** that is to be edited.
10. All tabs on the document are pre-populated with the values from the original account document except the fields on the Document Overview tab. These fields on the Document Overview tab need to be populated with the new values for the account you are editing.

11. Click in the “Description” field on the Document Overview tab.


Note: It is UH’s business process to begin the Description with a 3 digit FO Code followed by a short description for the Account. The Description field has a limit of 40 characters. The short description entered here appears in the GL Inquiry, Standard Reports, Action List, and Document Search.
Step #  | Procedure
--- | ---
13. | **Click in the “Explanation” field.**
14. | **Although it is not a system required field, UH is requiring the Explanation field to be entered as a further explanation of the Account that is being edited. The field has a maximum of 70 characters.**

Enter “This document was edited for training” in the Explanation field.

15. | **Note:** The Organization Document Number field is Optional and used for departmental reference when applicable. The field has a maximum of 10 characters.

16. | **Click the “hide” button on the Document Overview tab.**
Step # | Procedure
--- | ---
17. | The **General Account Info** tab has the document split into two columns. One for the **Old (Original) Account** data and one for the **New Account** data. Edits to the Account will be made in the **New** column.
18. | Review the **General Account Info** tab data fields and make any edits, as necessary.
19. | Click the “**hide**” button on the **General Account Info** tab.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.</td>
<td>Review the <strong>Additional Account Info</strong> tab and make any edits, as necessary.</td>
</tr>
<tr>
<td>21.</td>
<td>Click the “<strong>hide</strong>” button on the <strong>Additional Account Info</strong> tab.</td>
</tr>
</tbody>
</table>
Step # | Procedure
---|---
22. | Review the data fields on the **Budget and Sufficient Funds** tab and make any necessary edits.
23. | Click the **“hide”** button on the **Budget and Sufficient Funds** tab.
24. Review the data fields on the Account Responsibility tab and make any necessary edits.

For this example, you will edit the Fiscal Officer Principal Name and the Account Manager Principal Name. Note: Remember the FO can be the same as the Account Manager, but the Account Supervisor cannot be the same as the FO or Account Manager.

25. Click in the “Fiscal Officer Principal Name” field.

26. Enter “jcosta” in the Fiscal Officer Principal Name field.

27. Click in the “Account Manager Principal Name” field.

28. Enter “jcosta” in the Account Manager Principal Name field.

29. Click the “hide” button on the Account Responsibility tab.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>30.</strong></td>
<td>Scroll down the document to the <strong>User Defined Optional</strong> and <strong>Central Office Defined</strong> tabs.</td>
</tr>
</tbody>
</table>
| **31.** | Review the additional fields on the **User Defined Optional** tab and make changes as necessary.  

**Note:** The **Central Office Defined** tab will be used by GALC.  

<p>| <strong>32.</strong> | Click the “<strong>hide</strong>” button on the <strong>User Defined Optional</strong> tab. |
| <strong>33.</strong> | Click the “<strong>hide</strong>” button on the <strong>Central Office Defined</strong> tab. |</p>
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>34.</td>
<td>Scroll down the document to the <strong>Contracts and Grants</strong> tab.</td>
</tr>
</tbody>
</table>
| 35.   | Review the data fields on the **Contracts And Grants** tab and make any edits, as necessary.  
For Contract and Grants accounts the **Contracts and Grants** tab is required.  
**Note:** If changes are made to a Contracts and Grants account, you must ad hoc route the e-doc to UH ORS Accounting for approval and attach the supporting documentation. |
| 36.   | Click the “**hide**” button on the **Contracts And Grants** tab. |
| 37.   | Click the “**show**” button on the **Notes and Attachments** tab. |
Step # | Procedure
---|---
38. | The **Note Text** field on the **Notes and Attachments** tab may be used to notate the edits that were made on the **Account**.

Click in the "**Note Text**" field.

39. | Enter "**Edited FO and Acct Mgr for training**" in the **Note Text** field.

40. | Click the "**add**" button to add your note to the document.

41. | Use the **Ad Hoc Recipients** tab if you want to Ad Hoc Route the edited document to an individual or a group to **Approve**, **FYI**, or **Acknowledge** the edits.

**Note**: If changes are made to a Contracts and Grants account, you must ad hoc route the e-doc to UH ORS Accounting for approval and attach the supporting documentation.
Step # | Procedure
--- | ---
42. | Click the “submit” button to submit your document edits.
43. | Be sure you receive a “Document was successfully submitted” message at the top of the page.

**Note:** If there are errors on the document it will not submit successfully. You will receive a message in red text of the issues with the document. You will need to make the changes and then resubmit the document by clicking the “submit” button again at the bottom of the page until you receive the successfully submitted message.

44. | You have successfully completed the tutorial on how to Edit an Account.

End of Procedure
Exercise 1

Search for an Organization

In this exercise you will search for an Organization, and then edit an Account using this Organization data.

Scenario 1

A Facilities account needs an Organization Code change.

First, you need to find the Organization Code. You know that the Chart Code = MA, and the Responsibility Center Code = 67 (Hint: Organization is found on the Menu under Lookup and Maintenance. Also, remember you are looking to make a change to a facilities account, so look for the logical Organization Name either using the search, or find in the results using the above search criteria.)

Next, you know that the Account Number to be changed is the following:

Train001 = 1001830
Train002 = 1001831
Train003 = 1001832
Train004 = 1001833
Train005 = 1001834
Train006 = 1001835
Train007 = 1001836
Train008 = 1001837
Train009 = 1001838
Train010 = 1001839
Train011 = 1009040
Train012 = 1009041
Train013 = 1009042
Train014 = 1009043
Train015 = 1009044

Lastly, make the Organization Code edit and ad-hoc route your edit(s) for Approval to your neighbor, and then submit your e-doc.
Create a Sub-Account

Process

In this tutorial you will learn how to Create a Sub-Account.

Sub-accounts are an optional part of the accounting string that allows departments and units to track financial activity within a particular account at a finer level of detail. Sub-accounts can be used to help track income and expenses when several different activities may be funded by the same account. Budgets, actual activity, and encumbrances can be tied to a sub-account within an account.

Step #   Procedure

45.   **Navigation:** Main Menu>Lookup and Maintenance>Chart of Accounts>Sub-Account

Click the “**Sub-Account**” link.
Step # | Procedure
---|---
46. | You will be first taken to the **Sub-Account Lookup** page. This page is used to search for **Sub-Accounts** that have already been created.

  In this example, you will create a new **Sub-Account**.

47. | Click the “**create new**” button in the upper right-hand corner of the e-doc.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| 48.    | The **Description** field is required to create a **Sub-Account**.  
Click in the “**Description**” field. |
| 49.    | Enter “**Sub-Account for Training**” in the **Description** field.  
**Note**: It is UH’s business process to begin the Description with a 3 digit FO Code followed by a short description for the Sub-Account. The **Description** field has a limit of 40 characters. The short description entered here appears in the GL Inquiry, Standard Reports, Action List, and Document Search. |
| 50.    | Although it is not a system required field, UH is requiring the **Explanation** field to be entered as a further explanation of the **Sub-Account** that is being created.  
Click in the “**Explanation**” field. |
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| 51.    | Enter “Create a sub-account for training” in the Explanation field and then hit [Enter] on your keyboard to continue.  
**Note:** You will use the Explanation field to provide a more detailed description for the Sub-Account that you are creating. The field has a maximum of 70 characters. |
<p>| 52.    | The Organization Document Number is an Optional field used as a department reference when applicable. The field has a maximum of 10 characters. |
| 53.    | Click the “hide” button on the Document Overview tab. |</p>
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>54.</td>
<td>Click in the “Chart Code” field on the <strong>Edit Sub-Account Code</strong> tab.</td>
</tr>
<tr>
<td>55.</td>
<td>Enter “MA” in the <strong>Chart Code</strong> field.</td>
</tr>
<tr>
<td>56.</td>
<td>Click in the “Account Number” field.</td>
</tr>
<tr>
<td>57.</td>
<td>The <strong>Account Number</strong> used is the one that the new <strong>Sub-Account</strong> will be associated to. Enter “4432910” in the <strong>Account Number</strong> field.</td>
</tr>
<tr>
<td>58.</td>
<td><strong>Note</strong>: Departments and units will create and maintain their own <strong>Sub-Accounts</strong>, which can have up to five alphanumeric characters that are meaningful to them. <strong>Sub-Accounts</strong> take on most of the attributes of the <strong>Account</strong> to which it reports, including fiscal officer, account supervisor, account manager, sub-fund group, and higher education function code. Indirect cost rate can be unique to the <strong>Sub-Account</strong>.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>--------</td>
<td>------------</td>
</tr>
<tr>
<td>59.</td>
<td>Click in the “Sub-Account Number” field.</td>
</tr>
<tr>
<td>60.</td>
<td>Enter “Trust” in the Sub-Account Number field.</td>
</tr>
<tr>
<td>61.</td>
<td>Click in the “Sub-Account Name” field.</td>
</tr>
<tr>
<td>62.</td>
<td><strong>Note:</strong> This name appears on the Accounting Lines tab in financial documents as well as in searches and reports. Enter “Trust” in the Sub-Account Name field.</td>
</tr>
<tr>
<td>63.</td>
<td><strong>Note:</strong> The Sub-Account Type Code is defaulted to ‘EX’ and is editable only for the members of the KFS-SYS Contracts and Grants Processor role assigned to ORS.</td>
</tr>
<tr>
<td>64.</td>
<td>The <strong>COA Crosswalk Identifier</strong> field is view only. It displays the unique identifier assigned to the Sub-Account to be used in external systems that cannot support the new KFS accounting string.</td>
</tr>
<tr>
<td>65.</td>
<td>Click the “hide” button on the <strong>Edit Sub-Account Code</strong> tab.</td>
</tr>
</tbody>
</table>
### Step # | Procedure
--- | ---
66. | **Note**: The fields on the Edit Financial Code tab are Optional.

The **Financial Reporting Chart Code** field is associated with the organization that owns the assigned financial reporting code.

The **Financial Reporting Org Code** field is used to display the organization that owns the assigned financial reporting code.

The **Financial Reporting Code** field is the reporting code assigned to the **Sub-Account**. Financial reporting codes are specific to a chart and organization.

67. | **Note**: Activity in **Sub-Accounts** can be reported on separately or combined under the main **Account**. They are designed to meet the individual reporting needs of departments and units. **Sub-Accounts** can be the same across different **Accounts**, but the activity for each **Sub-Account** is directly related to the main **Account**.
### Step # | Procedure
--- | ---
68. | **Note:** Sub-accounts allow you to take advantage of the Financial Reporting Code (FRC), which is an optional sub-account attribute that can be defined by a particular organization and retrieved for reporting purposes using decision-support queries. For example, if you want to report on a specific professor’s research projects across campus, you could utilize the FRC. (Sub-Account field has 5 characters; FRC field has 10 characters, which allows for more “naming” flexibility.)
69. | Click the “hide” button on the **Edit Financial Reporting Code** tab.
## Step #70.

The **Edit CG Cost Sharing** tab is required only if the Account sub-type code has been set to ‘CS’ by the KFS-SYS Contracts and Grants Processor role assigned to ORS.

The **Cost Sharing Chart of Accounts Code** is associated with the cost share account assigned to the sub-account from the Chart list.

The **Cost Sharing Account Number** is the Account that bears the cost share expenses applied to the cost share sub-account.

The **Cost Sharing Sub-Account Number** is the Sub-Account number on the cost share account that bears the cost share expenses that should be applied to the cost share Sub-Account.
### Step # | Procedure
--- | ---
71. | Click the “hide” button on the **Edit CG Cost Sharing** tab.
72. | The fields on the **Edit CG ICR** tab are Optional.

The **Indirect Cost Rate Id** indicates at what percentage indirect cost recovery should be applied to expenses on the sub-account.

The **ICR Chart of Accounts Code** is the chart associated with the account to which the indirect cost recovery revenue is applied from the Chart list.

The **ICR Account Number** is the account to which indirect cost revenue should be applied.

The **ICR Type Code** defines what kind of direct costs generate indirect costs on the sub-account.

The **Off Campus Indicator** is checked (Yes) if the indirect cost recovery associated with the account reflects an off-campus rate (off-campus rates often differ from regular on-campus rates). The checkbox is unchecked (No) if it does not.
73. Click the “hide” button on the Edit CG ICR tab.

74. Click the “show” button on the Notes and Attachments tab.

75. Enter “Sub-account created for training” in the Note Text field.

76. **Note:** If you have attachments to add, simply click the Browse button to find and attach the applicable document.

77. Click the “add” button.
## Step # | Procedure
--- | ---
78. | Click the “**show**” button on the **Ad Hoc Recipients** tab.
79. | Use the **Ad Hoc Recipients** tab to add additional **Approve**, **FYI**, and/or **Acknowledge** workflow recipients.  
**Note:** If you are creating a **Sub-Account** to a Contracts and Grants account, you must ad-hoc route the e-doc to UH ORS Accounting for approval.
80. | Click the “**submit**” button.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>81.</td>
<td>Be sure you receive a &quot;<strong>Document was successfully submitted</strong>&quot; message at the top of the page.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Document was successfully submitted" /></td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: If there are errors on the document it will not submit successfully. You will receive a message in red text of the issues with the document. You will need to make the changes and then resubmit the document by clicking the &quot;<strong>submit</strong>&quot; button again at the bottom of the page until you receive the successfully submitted message.</td>
</tr>
<tr>
<td>82.</td>
<td>You have successfully completed the tutorial on how to <strong>Create a Sub-Account</strong>.</td>
</tr>
<tr>
<td></td>
<td><strong>End of Procedure</strong></td>
</tr>
</tbody>
</table>
Exercise 2

Search for an Object Code

In this exercise you will create a new sub-account. Then create a new Disbursement Voucher in which you will search for the Object Code and attach the new Sub-Account.

Scenario 1

First, your supervisor asked you to create a new Sub-Account for the Account Number 1120242.

Next, you want to pay a vendor for mileage reimbursement. The disbursement voucher Payment Reason is M for Mileage, Registration and charged to account 1120242. Don’t forget to attach the new Sub-Account you created in the accounting lines. You do not know the Object Code but know that the Chart Code = MA and the Object Code Name contains the word ‘mileage’. Remember the current Mileage form will be revised and will be required to be attached to the DV, but for this scenario you will simply add a note and not the attachment.

Finally, you will ad-hoc route the e-doc for Approval to one of your neighbors, and send an ad-hoc Acknowledge to another neighbor and Submit your Disbursement Voucher.
**View Available Balances**

**Process**

In this tutorial you will learn how to View Available Balances.

Viewing Available Balances allows the retrieval of General Ledger balances by account or other data in a format that combines the impact of multiple transactions including budgets, pending entries and available balances.

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| 83.    | **Navigation**: Main Menu>Balance Inquiries>Available Balances  
        Click the “Available Balances” link. |
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| 84.   | Click in the “Chart Code” field.  
       | ![Chart Code Field](chart_code.png)  
       | Enter “MA” in the Chart Code field. |
| 85.   | Click in the “Account Number” field.  
       | ![Account Number Field](account_number.png)  
       | Enter “2014004” in the Account Number field. |
| 86.   | Click the “search” button.  
       | ![Search Button](search_button.png) |
87. There are two rows with the Account Number you searched for. Notice the Accounts have different Object Codes.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Object Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014004</td>
<td>9109</td>
</tr>
<tr>
<td>2014004</td>
<td>9902</td>
</tr>
</tbody>
</table>

88. The Available Balances Lookup search results page displays the Budget Amount, Actuals Amount, Encumbrance Amount, and Variance for each Account.

<table>
<thead>
<tr>
<th>Budget Amount</th>
<th>Actuals Amount</th>
<th>Encumbrance Amount</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>(82,329.61)</td>
<td>0.00</td>
<td>(82,329.61)</td>
</tr>
<tr>
<td>0.00</td>
<td>(82,329.61)</td>
<td>0.00</td>
<td>(82,329.61)</td>
</tr>
</tbody>
</table>

89. You have successfully completed the tutorial on how to View Available Balances.

End of Procedure
Exercise 3

View Balances by Consolidation

In this exercise you will review an account balance by consolidation.

Scenario 1

The Chart Code = MA, the Fiscal Year = 2012, and the Account Number = 1001964

(Hint: you will also need to search with the Consolidation option, include the Cost Share Sub-Accounts, and Include All Ledger Pending Entries.)

1. What is the Consolidation Code? ________________________________
2. What is the Actuals Amount? ________________________________
3. What is the Variance? ______________________________________
4. What is the Available Balance? ________________________________

Exercise 4

View Cash Balances

In this exercise you will review the cash balances on an account.

Scenario 1

The Chart Code = MA, the Fiscal Year = 2012, and the Account number begins with ‘1’.

Choose an account from the list:

1. What is the Account Number? ________________________________
2. What is the Beginning Balance Line Amount? __________________
3. What is the Available Cash Balance? __________________________