

UNIVERSITY OF HAWAII
 FORM INSTRUCTIONS
 CGS ACCOUNT RECORD MAINTENANCE FORM (FMIS-1)

PURPOSE: This form is used to establish and maintain the contracts and grants system (CGS) general ledger (GL) and subsidiary ledger (SL) account records.

DATA ITEM COMPLETION INSTRUCTIONS

All fields must be completed unless noted otherwise.

CONTROL REFERENCE Enter reference number from form FMIS-6.

PAGE __ OF __ Enter page numbers corresponding with the number of SLs.

ACTION Check appropriate box to indicate form action and complete "Existing" fields as follows:
 If new GL to an existing award, enter "Existing Award ID."
 If new SL to an existing GL, enter "Existing GL Account."
 If change/delete of GL and/or SL attributes, enter "Existing GL/SL Account" as appropriate.
 If change, only complete changed items.

GL ACCOUNT RECORD Shaded items represent information to be completed by ORS.

ACCOUNT ROLL-UP 1 Optional. Enter 5-character code representing GL account roll-up 1. Refer to A12.399.

ACCOUNT ROLL-UP 2 Optional. Enter 5-character code representing GL account roll-up 2. Refer to A12.399.

ACCOUNT ROLL-UP 3 Optional. Enter 5-character code representing GL account roll-up 3. Refer to A12.399.

ACCOUNT STATUS Enter code representing GL account status. Refer to A12.399.

PAYMENT METHOD Enter code that specifies the method of funding and accounting treatment. Refer to A12.399.

AWARD START DATE Enter start date of period funded. If advance account, enter advance period start date.

AWARD END DATE Enter end date of period funded. If advance account, enter advance period end date.

LOC POOL DESIGNATION Required only if payment method equals "2" and account participates in LOC prorate program. Enter mapping code which links this account to the designated federal letter of credit pool. Refer to A12.399.

LOC DOCUMENT NUMBER Required only for payment method "2". Enter document number used for grouping of accounts for Letter of Credit reporting. Limited to 13-characters.

LOC CODE Required only for payment method "2". Enter code representing the federal line of credit. Refer to A12.399.

SL ACCOUNT RECORD Shaded items represent information to be completed by ORS.

ACCOUNT ROLL-UP 1 Optional. Enter 5-character code representing SL account roll-up 1. Refer to A12.399.

ACCOUNT ROLL-UP 2 Optional. Enter 5-character code representing SL account roll-up 2. Refer to A12.399.

ACCOUNT ROLL-UP 3 Optional. Enter 5-character code representing SL account roll-up 3. Refer to A12.399.

ACCOUNT STATUS Enter code representing SL account status. Refer to A12.399.

REPORT RULE Enter report rule. System default is '3', standard pools. Refer to A12.099.

AWARD START DATE Enter start date of period funded. If advance account, enter advance period start date.

AWARD END DATE Enter end date of period funded. If advance account, enter advance period end date.

INDIRECT COST BASE Enter code representing indirect cost base. Refer to A12.399.

INDIRECT COST RATE Enter rate used to calculate indirect cost.

INDIRECT COST WAIVER Enter "Y" or "N". Does award have any kind of indirect cost waiver?

INDIRECT COST MAXIMUM Optional. Enter maximum indirect cost amount that can be recovered for this account.

PRE-AWARD Enter "Y" or "N". Does award include pre-award cost?

ON/OFF CAMPUS Enter code indicating where project is being conducted: N = On campus F = Off campus

PROGRAM INCOME Enter "Y" or "N". Will project generate program income?

COST SHARING Enter "Y" or "N". Does award require cost sharing?

SUB-RECIPIENT MONITOR Enter "Y" or "N". Is award subject to sub-recipient monitoring requirements under OMB Circular A-133?

SUB-RECIPIENT NAME Required only if sub-recipient monitor = "Y". Enter names of sub-recipient(s) receiving sub-grant or subcontract more than \$25,000. Limited to 5 sub-recipients with each name limited to 35-characters.

DATA CONTROL To be completed by individual entering data into FMIS.

GL ACCOUNT Required only for new accounts. Enter remaining 5-digits of the general ledger account code from form FMIS-21GL or from FMIS system.

SL ACCOUNT Required only for new accounts. Enter 6-digit subsidiary ledger account code from form FMIS-21SL or from FMIS system.

AWARD ID Required only for new accounts. Enter 5-character award ID code from form FMIS-10 or from FMIS system.

INITIALS/DATE Enter data entry person's initials and date.