

UNIVERSITY OF HAWAI'I
ACCOUNT/RECORD MAINTENANCE CONTROL SHEET INSTRUCTIONS - Form FMIS-6

PURPOSE

This form is used to control the establishment and maintenance of FMIS account codes and Contracts and Grants System (CGS) records.

FMIS-6 is required for any request to establish and/or maintain accounts or records.

A separate FMIS-6 is required for each General Ledger (GL) account.

Form Fields:

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 FMIS Administrative Procedures Manual (FMIS APM) A12.099, A12.110, and A12.310 for further information.

FORM FIELD

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

CONTROL REFERENCE	7-character reference number: first 3-characters should represent the Fiscal Officer code; remaining 4-characters are at the discretion of the department. Record this reference number on all documents attached to the control sheet
CAMPUS	System campus code.
DATE	Date of form preparation.
PG 1 OF __	
ACTION	Check appropriate box to indicate type of action. Indicate if request is for a new GL, SL or GL & SL; complete FUND type: G (general), S(special), R (revolving, P (trust), A(agency), and UH APPROPRIATION 3-digit code.
ACCOUNT GROUP DESCRIPTION	Account group description. For new accounts, this will determine the range of accounts where the account(s) will be established.
OFFICE OF RESEARCH SERVICES ACCOUNT?	Check "YES" or "NO" to indicate whether the account(s) is serviced by the Office of Research Services.
COMMUNITY COLLEGE ACCOUNT?	Check "YES" or "NO" to indicate whether the account(s) requires review by the Office of the Chancellor for Community Colleges.
CGS RECORD REQUIRED?	Check "YES" or "NO" to indicate whether the account(s) requires a CGS record.

ATTACHED MAINTENANCE FORMS & SUPPORT DOCUMENTS:

FMIS-21GLSL ACCOUNT CODE MAINTENANCE FORMS	Check box and indicate number of forms attached.
FMIS CGS RECORD MAINTENANCE FORMS	Check appropriate boxes to identify the FMIS CGS record maintenance forms that are attached.
NUMBER OF FORMS	Check box and indicate number of forms attached.
AWARD REFERENCE	Required only when creating many GL accounts to one award. Enter "FIRST" on initial FMIS-6. Enter seven character control reference from initial FMIS-6 on all subsequent control sheets.
SUPPORT DOCUMENTS	Check appropriate boxes to indicate additional supporting documents attached. Complete description if not provided.

SIGNATURES & APPROVALS:

REQUESTOR	REQUIRED if Fiscal Officer is not the Requestor. This should be the last step in the preparation of the required account/record maintenance forms.
FISCAL OFFICER	FOR FISCAL OFFICER'S USE. Review & approval should be done AFTER Requestor's completion of the required account/record maintenance forms.
CAMPUS BUDGET OFFICE/ COMMUNITY COLLEGE ADMINISTRATION	FOR CAMPUS BUDGET OFFICE (UH Manoa, UH System, UH West Oahu, UH Hilo) & COMMUNITY COLLEGE ADMINISTRATION USE. Review & approval of NEW** general (G) fund, special (S) fund (except S22x), and revolving (R) fund account/record maintenance forms AFTER Fiscal Officer's approval. **OR as specified by Campus Budget Office or Community College Administration.
CENTRAL ADMINISTRATION (GALC or ORS)	FOR CENTRAL ADMINISTRATION USE. General Accounting & Loan Collection (GALC) or Office of Research Services (ORS) If "Office of Research Services Account?" is checked "YES", completion required by "ORS", if checked "NO", completion required by GALC.

Completed By: For Central Office user processing account/record maintenance request into FMIS.
Reviewed By: For Central Office reviewer of FMIS processed account/record maintenance request.