

Tips Of The Week

Requesting a New Building Code or Room Number

Adding Building and Room Numbers

Begin the process by doing a search for your **Building** and/or **Room** number(s) in KFS.

Navigation: Maintenance Tab>System>Building

Kuali
financial systems

Main Menu **Maintenance** Administration

Prod (Branch: uh_1.0.3; Rev: 4804; 10/11/12) (Oracle9i)

action list doc search

Logged in User: kelciew Logout

Provide Feedback

Message Of The Day
WE ARE LIVE! (PRD, 06/22/2012)

Chart of Accounts

- Account Status Code
- Account Type
- Accounting Period
- AICPA Function
- Balance Type
- Basic Accounting Category
- Budget Aggregation Code
- Budget Plan ID
- Budget Recording Level
- Chart
- COA Crosswalk Identifier
- DAGS Object Code
- DAGS Appropriation
- Depository of Funds
- Federal Function
- Federal Funded Code
- Financial Reporting Code

Accounts Receivable

- Category
- Customer
- Customer Type
- Customer Address Type

Contracts & Grants

- Account Invoice Templates
- Agency
- Agency Activity
- Agency Type
- Agency Address Type
- Award Status
- Billing Frequency
- CFDA
- Instrument Type
- Financial Form Templates
- Financial Report Frequency
- Grant Description
- Invoice Indicators
- Letter of Credit Fund Group
- Letter of Credit Fund
- Milestone Schedule
- Success/Award Class

System

- Bank
- Building**
- Origination Code
- Room
- Tax Region
- Tax Region Type
- Unit Of Measure
- University Date

Tips Of The Week

From this search screen enter the **Building Code** or the **Building Name**.

1. For this example, enter ***ST JOHN*** in the **Building Code** field to find all the **Buildings** that contain the name ST JOHN (for this example, we are looking for the **Building Codes** for Harold STJOHN)
2. Click the **search** button.

Building Lookup [create new](#)

* required field

Campus Code:	<input type="text"/>
Building Code:	<input type="text"/>
Building Name:	<input type="text" value="*stjohn*"/>
Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

5 items retrieved, displaying all items.

Actions	Campus Code	Building Code	Building Name	Active Indicator
edit copy	MA	1198	ST JOHN LABORATORY COMPLEX	Yes
edit copy	MA	1198A	HAROLD ST JOHN PLNT SCI LAB 1	Yes
edit copy	MA	1198B	HAROLD ST JOHN PLNT SCI LAB 2	Yes
edit copy	MA	1198C	HAROLD ST JOHN PLNT SCI LAB 3	Yes
edit copy	MA	1198D	ST JOHN TRANSFORMER VAULT #1	Yes

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

Tips Of The Week

You will receive all applicable search results for buildings that contain the **Building Name** (or **Code**) criteria you entered, like the screenshot above. If you click on the **Building Code** link under the **Building Code** column the **Building Address** will display as shown below.

Building Inquiry expand all collapse all

▼ hide

Campus Code:	MA
Building Code:	1198A
Building Name:	HAROLD ST JOHN PLNT SCI LAB 1
Building Street Address:	3190 MAILE WAY
Building Address City Name:	HONOLULU
Building Address State Code:	HAWAII
Building Address Postal Code:	96822
Building Address Country Code:	UNITED STATES
Alternate Building Code:	
Active Indicator:	Yes

close

Tips Of The Week

To find the **Room Numbers** in a particular **Building** you can use the **Building Code** as a search parameter under the **Room** search function. (UH Manoa Harold St. John Plant Science Lab 1 = 1198A)

Navigation: Maintenance Tab > System > Room

The screenshot shows the Kuali financial systems web application interface. At the top, there is a navigation bar with the Kuali logo, "financial systems", and tabs for "Main Menu", "Maintenance", and "Administration". The "Maintenance" tab is selected. Below the navigation bar, there is a header area with "action list" and "doc search" buttons, and a status bar indicating "Logged in User: kelciew" and a "Logout" button. The main content area is divided into several sections: "Message Of The Day" (WE ARE LIVE! (PRD, 06/22/2012)), "Chart of Accounts", "Accounts Receivable", and "Contracts & Grants". A "System" pop-up window is open, displaying a list of system categories. The "Room" category is circled in red, indicating the target of the navigation.

Message Of The Day
WE ARE LIVE! (PRD, 06/22/2012)

Chart of Accounts

- Account Status Code
- Account Type
- Accounting Period
- AICPA Function
- Balance Type
- Basic Accounting Category
- Budget Aggregation Code
- Budget Plan ID
- Budget Recording Level
- Chart
- COA Crosswalk Identifier
- DAGS Object Code
- DAGS Appropriation
- Depository of Funds
- Federal Function
- Federal Funded Code
- Financial Reporting Code

Accounts Receivable

- Category
- Customer
- Customer Type

Contracts & Grants

- Account Invoice Templates
- Agency
- Agency Activity
- Agency Type
- Agency Address Type
- Award Status
- Billing Frequency
- CFDA
- Instrument Type
- Financial Form Templates
- Financial Report Frequency
- Grant Description
- Invoice Indicators
- Letter of Credit Fund Group
- Letter of Credit Fund
- Milestone Schedule
- Business Method Class

System

- Bank
- Building
- Origination Code
- Room**
- Tax Region
- Tax Region Type
- Unit Of Measure
- University Date

Tips Of The Week

1. Enter the **Building Code** (for this example we are using Harold St. John Plant Science Lab 1 (1198A)) in the **Building Code** field.
2. Click the **search** button.

Room Lookup ?
create new

* required field

Campus Code:	<input type="text" value="MA"/>
Building Code:	<input type="text" value="1198A"/>
Building Room Number:	<input type="text"/>
Building Room Department:	<input type="text"/>
Building Room Type:	<input type="text"/>
Building Address Description:	<input type="text"/>
Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both

search
clear
cancel

376 items retrieved, displaying 1 to 100.[First/Prev] 1, 2, 3, 4 [Next/Last]

Actions	Campus Code	Building Code	Building Room Number	Building Room Department	Building Room Type	Building Address Description	Active Indicator
edit copy	MA	1198A	A000A	MAIN OFFICE	STAIRWAY	ST JOHN PLNT SCI LAB 1	Yes
edit copy	MA	1198A	A000B	MAIN OFFICE	PUBLIC CORRIDOR	ST JOHN PLNT SCI LAB 1	Yes
edit copy	MA	1198A	A000BA	MAIN OFFICE	PUBLIC CORRIDOR	ST JOHN PLNT SCI LAB 1	Yes
edit copy	MA	1198A	A000C	MAIN OFFICE	PUBLIC CORRIDOR	ST JOHN PLNT SCI LAB 1	Yes
edit copy	MA	1198A	A000D	MAIN OFFICE	ELEVATOR	ST JOHN PLNT SCI LAB 1	Yes
edit copy	MA	1198A	A000E	MAIN OFFICE	ELEVATOR	ST JOHN PLNT SCI LAB 1	Yes

For this example, there are 376 rooms in UH Manoa St John Plant Science Lab 1(1198A.) The **Building Room Type** column displays a brief description for the Room.

Tips Of The Week

Helpful Hint: It is recommended that you utilize the wild card (*) feature to ensure that you are retrieving the entire list of applicable codes for a **Building** (1198, 1198A, 1198B, etc.)

Once you have confirmed that the **Building Code** and/or **Room Numbers** are not available in KFS, you can request that it be added by asking your Fiscal Administrator to email Kelcie Watai at kelciew@hawaii.edu.

Please include the following information in the email:

1. **Name of the Building** if you are requesting a new **Building Code** to be added or updated
2. Physical **Street Address** if you are requesting a new **Building Code**
3. The signage schedule or a map of the layout of all the **Room Numbers** and **Building Room Type** (ex. office, classroom, laboratory).

PFMO would like to add all the room numbers at one time, so complete information is required. The Building / Room listing in KFS is shared with the AiM system, Facilities, the Office of Capital Improvements, and Space Planner's office.