

MICHIGAN STATE UNIVERSITY



Account Maintenance Training



ENTERPRISE BUSINESS SYSTEMS PROJECTS

Finance Team

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Overview of Kual Financial Systems **(KFS)**

- The KFS is a community source project charged with development of an integrated set of financial services for higher education.

- The KFS offers a comprehensive suite of modules including Flexible Chart of Accounts, General Ledger, Decision Support, Accounts Receivable, Capital Asset Management, Labor Distribution, Purchasing, Accounts Payable, Endowment, and Pre- and Post-Award Contract Administration.

- A key component in the KFS is an “electronic documents” environment called e-doc in which electronic documents are initiated on a personal computer, electronically routed through an approval process, and eventually passed to the General Ledger.

- KFS is important to those who use and process financial information for a variety of reasons. The KFS reduces paper processes; enables faster turnaround and allows for decisions to be made based on up-to-date information; provides built-in checks and balances reducing mistakes and the need to correct errors; gives more control and management flexibility to documents; and creates audit trails.



Overview of the KFS Account Form

- The Account Maintenance 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.

- An Account has many different attributes associated with it that often determine how the KFS allows you to use that account in transactions. It also has attributes associated with it that aid in reporting or drive special processes, such as indirect cost calculation.

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

- The Account Maintenance document will have eight specific tabs which group related attributes together:
 - Account Maintenance
 - Payroll Related Attributes
 - Account Responsibility
 - Contracts and Grants (*covered in KFS Account Maintenance Training-Contracts and Grants*)
 - Plant (*covered in KFS Account Maintenance Training-Plant*)
 - Plant Fund-Funding Source/Commitments (*covered in KFS Account Maintenance Training-Plant*)
 - Guidelines and Purpose
 - Account Description



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KFS Account Maintenance Training

Account Maintenance Tab

Account Maintenance ▼ hide

New

* Chart Code:	<input type="text"/>
Account Number:	<input type="text"/>
* Account Name:	<input type="text"/>
* Organization Code:	<input type="text"/>
* Campus Code:	<input type="text"/>
* Account Effective Date:	08/09/2010 <input type="text"/>
Account Expiration Date:	<input type="text"/>
* Account Postal Code:	<input type="text"/>
* Account City Name:	<input type="text"/>
* Account State Code:	<input type="text"/>
* Account Street Address:	<input type="text"/>
Account Off Campus Indicator:	<input type="checkbox"/>
Closed?:	<input type="checkbox"/>
* Account Type Code:	<input type="text"/>
* Sub-Fund Group Code:	<input type="text"/>
Program/Initiative Code:	<input type="text"/>
* Higher Education Function Code:	<input type="text"/>
Category Code:	<input type="text"/>
Account Restricted Status Code:	<input type="text"/>
Account Restricted Status Date:	<input type="text"/>
Endowment Chart Of Accounts Code:	<input type="text"/>
Endowment Account Number:	<input type="text"/>
Historical Account Number:	<input type="text"/>
Legacy Account Number:	<input type="text"/>
* Source Of Funds Code:	<input type="text"/>
Use Of Funds Code:	<input type="text"/>



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KFS Account Maintenance Training

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Account Maintenance Tab

Chart Code Field

Characteristics: Required, “Alpha” field, with a maximum length of 2.

Definition: The Chart Field is used to define the valid charts that make up the high-level structure of the KFS Chart of Accounts. The Chart of Accounts is the set of controlling tables that define financial information, such as the codes and coding structures within KFS, including attributes like Accounts, Organizations, and Object Codes. The Chart of Accounts module exists primarily to support and validate entries into the General Ledger. It also defines who has management responsibilities for that chart and which object codes are used for system generated accounting lines for the chart.

Value Descriptions:

Code	Name	Description
MS	MICHIGAN STATE UNIVERSITY	Operational chart for all business activity at Michigan State University.
MA	MICHIGAN STATE UNIVERSITY ADMIN	The highest level chart at Michigan State University. This chart reports to itself. All other charts report up to this chart.

Notes:



Account Number Field

Characteristics: This field is auto-generated upon completion of the approval routing of the E-Doc.

Only applicable until January 4, 2011.

Legacy Account Number = 31-3626

KFS Account Number = AA033626

AA	0	33626
Sub-Fund	"Placeholder"	Legacy # (remove "-" and "1")

Definition: Identifier for a pool of funds assigned to a specific university entity for a specific function.

Notes:

Account Name Field

Characteristics: Required, "Text" field, max length of 40.

Definition: The familiar title of a specific account.

Notes:



Organization Code Field

Characteristics: Required, “Text” field, max length of 8.

Definition: The code used to represent an organization.

Notes:

Campus Code Field

Characteristics: Required, “Alpha-Numeric”, max length of 2.

Definition: The code for the physical campus of the institution on which the Account is located.

Value Descriptions:

Code	Name	Description
EL	EAST LANSING CAMPUS	Code assigned to a value that has primary activity in East Lansing.

Notes:

Account Effective Date Field

Characteristics: Optional, “Date” Field, Format XX/XX/XXXX.

Definition: Effective Date of the Funding Source/Commitment.

Notes:



Account Expiration Date Field

Characteristics: Optional, “Date” Field, Format XX/XX/XXXX.

Definition: Expiration Date of the Funding Source/Commitment.

Notes:

Account Postal Code Field

Characteristics: Required, “Numeric” field, max length of 11.

Definition: The postal code assigned by the U.S. Postal Service for the city in which the account is managed.

Helpful Hint: Supplying the postal code will populate the Account City Name and Account State Code upon submission of the document. Any values defined to Account City Name will be overridden appropriately.

Notes:

Account City Name Field

Characteristics: Required, “Text” field, max length of 25.

Definition: The city in which the account is managed.

Notes:



Account State Code Field

Characteristics: Required, “Text” field, max length of 2.

Definition: A 2-character code for the state in which the account is managed.

Notes:

Account Street Address Field

Characteristics: Required, “Text” field, max length of 30.

Definition: The street address where the Account is managed. It is also the location to which standard financial reports are sent.

Notes:

Account Off Campus Indicator Field

Characteristics: Optional, “Check Box” field, max length of 1.

Definition: A checkbox that indicates the activity represented by the Account occurs off campus.

Notes:



Closed? Field

Characteristics: Optional, “Check Box” field, max length of 1.

Definitions: If “checked” indicates the account is closed and will conditionally require an Account Expiration Date, Continuation Chart of Accounts Code, and Continuation Account Number to be defined.

Notes:

Account Type Code Field

Characteristics: Required, “Alpha-Numeric” field, max length of 2.

Definition: An additional attribute to describe the purpose of the account. Value Descriptions:

Code	Name	Description
AI	A-133 ACTIVITY	Activity that relates to OPB Circular A21, sets forth the rules governing the eligibility and calculation of costs in support of sponsored research, development, training and other works produced in agreement with the United States Federal Government, but does not attempt to identify or dictate agency or institutional participation in those works.
BS	BALANCE SHEET ACCOUNT	Accounts which activity is reported solely on the institution’s balance sheet.
FM	FINANCIAL AID – MERIT BASED	Scholarships and grants awarded based on merit. Criteria may include academics, talents, and affiliations with clubs or organizations, or community service.
FN	FINANCIAL AID – NEED BASED	Grants, scholarships, work, and loans, awarded based on financial need as determined by the federal government through the Free Application for Federal Student Aid (FAFSA).
NA	NOT APPLICABLE	Not Applicable.

Notes:



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Sub-Fund Group Code Field

Characteristics: Required, “Alpha” field, max length of 2.

Definition: The code used to categorize Accounts for internal resource management, and to relate the Account to a Fund through the Sub-Fund Groups.

Value Descriptions:

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
AA	AGN MSU Affiliated	GU	GEN University
AB	AGN Student Governing Groups -Tax Exempt	GV	GEN Revenue
AD	AGN Clearing - Taxes	GZ	GEN Administration
AM	AGN Departmental - Taxable	LD	STL Federal
AN	AGN Departmental - Tax Exempt	LN	STL Institutional
AR	AGN Student Registered Org - Taxable	LZ	STL Administration
AS	AGN Student Governing Groups - Taxable	NB	END Unrestricted Funds Functioning End
AT	AGN Clearing - Other	NC	END Charitable Remainder Trust
AU	AGN Student Registered Org - Tax Exempt	NE	END Unrestricted Term End Principal
AZ	AGN Administration	NG	END Unrestricted True End Principal
CS	CSL Elimination Entries	NM	END Restricted Term Endowments Principal
DA	DES Default Payroll Accounts	NR	END Restricted Funds Functioning End
DC	DES Clearing	NU	END Undistributed Gains and Losses
DE	DES Funds Functioning as Endowments	NX	END Restricted True Endowments Principal
DM	DES Term Endowments	NZ	END Administration
DN	DES Non-Credit Instruction	PC	PLT Unrestricted Capital Projects
DR	DES Reserve	PD	PLT Unrestricted Debt Service
DS	DES Operating (Self-Supporting)	PE	PLT Restricted Debt Service
DT	DES Other	PN	PLT Unrestricted Non-Capital Projects
DU	DES Undistributed Gains and Losses	PP	PLT Unrestricted Non-Capital - Provost
DX	DES True Endowments	PQ	PLT Restricted Non-Capital - Provost
DZ	DES Administration	PR	PLT Restricted Capital Projects
GA	GEN Operations	PS	PLT Restricted Non-Capital Projects
GC	GEN CMP - Cash Management Program	PZ	PLT Administration
GD	GEN Dean Contingency	RA	ERF MAES
GL	GEN TLE - Teaching Learning Environment	RB	ERF Student Aid
GR	GEN Research	RC	ERF Contracts and Grants Restricted
GS	GEN Specials	RD	ERF Federal Fellowship
GT	GEN Outreach	RE	ERF MSUE



Value Descriptions (cont):

<u>Code</u>	<u>Description</u>
RG	ERF Contracts and Grants Unrestricted
RH	ERF Funds Functioning as Endowments
RL	ERF Scholarship Grants
RM	ERF Term Endowments
RN	ERF Gifts
RR	ERF Revenue MAES
RS	ERF Revenue MSUE
RT	ERF True Endowments
RU	ERF Undistributed Gains and Losses
RW	ERF Fellowship Grants
RZ	ERF Administration
TN	RAI Insurance
TR	RAI Retirement
TT	RAI Other
TZ	RAI Administration
XA	AUX Athletics
XC	AUX Clearing
XH	AUX Housing and Food Services
XT	AUX Other
XZ	AUX Administration

Notes:



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Program/Initiative Code Field

Characteristics: Optional, “Alpha-Numeric” field, max length of 8.

Definition: The code that can be assigned at the account level to track programs and initiatives across multiple organizations and accounts within the university. This field will be unit defined.

Value Descriptions:

Code	Name	Description
WORKSTDY	WORK_STUDY	Federal program that reimburses employers part of the cost of paying student employees.
JOBLOCTR	JOB LOCATOR	Federal program provides for financial assistance and job experience to students for part-time, off-campus, career-related employment opportunities in the surrounding communities.
PELLGRNT	PELL GRANT	A post-secondary, educational federal grant program, which doesn't require repayment, awarded to students based on a "financial need" formula determined by the U.S. Congress using criteria submitted through the Free Application for Federal Student Aid (FAFSA).
AMEREADS	AMERICA READS	A federal program where the university hires students in the Federal Work Study Program as tutors, and the local public schools provide tutors with an orientation and training. Tutors are placed at elementary schools or community after school sites that participate in the program. Primary focus is on reading.
SEOGRANT	SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT	A federal program that provides need-based grants to low-income undergraduate students to promote access to postsecondary education.
AMCOUNTS	AMERICA COUNTS	A federal program where the university hires students in the Federal Work Study Program as tutors, and the local public schools provide tutors with an orientation and training. Tutors are placed at elementary schools or community after school sites that participate in the program. Primary focus is on mathematics.
COMPGRNT	ACADEMIC COMPETITIVENESS GRANT	A federal grant program that is awarded to students who can demonstrate that they completed a rigorous high school program of study before enrolling in college.
SMARTGRT	SMART GRANT	Science and Mathematics Access to Retain Talent (SMART) is a federal grant given to Pell-eligible students enrolled in the third and fourth years of bachelor's degree programs who are pursuing majors in mathematics, science, technology, engineering or a critical foreign language.



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Code	Name	Description
TEACHGRT	TEACH GRANT	Teacher Education Assistance for College and Higher Education (TEACH) is a federal grant that provides funding to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families.

Notes:

Higher Education Function Code Field

Characteristics: Required, “Text” field, max length of 4.

Definition: The code that indicates the specific purpose of the activities recorded in the Account. The code indicates whether the activities associated with an account are for purposes such as instruction or research. This information aids in reporting and in some cases may determine applicable business rules.

Value Descriptions:

Code	Name	Description
4XX	ACADEMIC SUPPORT	Academic Service. This category includes support services for the institution’s primary missions – instruction, research, and public service. Examples: Libraries (Official and organized central and branch libraries); Departmental Administration (Includes all activities directly supporting Deans and Department Chairs. Examples: Academic Administration, Course and Curriculum Development); Museums and Galleries (Usually has a functional category of Other Institutional Activity); Other (Examples include: Academic Computing Services, Ancillary Support, Academic Personnel Development, and Educational Media Services.)
9XX	AUXILIARY ENTERPRISES	Auxiliary: an entity that exists to furnish goods or services to students, faculty, or staff, and that charges a fee directly related to, although not necessarily equal to, the cost of the goods or services. This also includes Division I Intercollegiate Athletics. Service: An operation that provides a service or product or a group of services or products for a fee to users principally within the institutional community. The services may range from highly specialized to typical or necessary functions. Often they could not be provided as effectively or efficiently if provided by external sources. A service center develops a rate for the service activity based on actual incurred costs and charges users based on actual usage.
1XX	INSTRUCTION AND DEPARTMENTAL RESEARCH	Classification that includes all funds expended for activities that are part of the institution's instructional program (e.g., courses and experiences for degree-seeking students).



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Code	Name	Description
6XX	INSTITUTIONAL SUPPORT	Institutional Support. This category includes 1) central executive-level activities concerned with management and long-range planning of the entire institution, such as the governing board, planning and programming, and legal services; 2) fiscal operations, including the investment office; 3) administrative data processing; 4) employee personnel and records; 5) logistical activities that provide procurement, storerooms, printing, and transportation services to the institution; 6) support services to faculty and staff that are not operated as auxiliary enterprises; and 7) activities concerned with community and alumni relations, including development and fund raising. Examples include: General Administration (Executive Management, Fiscal Operations, General Administration and Logistical Services, Administrative Computing Services); Public Relations/Development/Alumni Affairs; Sponsored Projects Administration (Grants and Contracts Administration Grants and Contracts Accounting, Research Compliance Office)
NA	NOT APPLICABLE	No Applicable AICPA Function Code.
7XX	OPERATION AND MAINTENANCE OF PLANT	This category should include the operation and maintenance of physical plants for all institutional activities, including auxiliary enterprises, and independent operations. Examples include: Physical Plant Administration; Building Maintenance; Custodial Services; Safety; Security; Space Management; Occupational Health; Utilities; Landscape and Grounds; Major Repairs and Renovation
3XX	PUBLIC SERVICE	This category includes identified activities that are established primarily to provide non-instructional services beneficial to individuals and groups external to the institution. Examples: Community Services; Cooperative Extension Services; Public Broadcasting Services
2XX	RESEARCH	Classification that includes all funds expended for activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted by an organizational unit within the institution.
8XX	SCHOLARSHIPS AND FELLOWSHIPS	Expenses in the form of grants to students resulting from the selection by the institution or from an entitlement program. This includes grants-in-aid, trainee stipends, prizes, and awards. Tuition and fee remissions to students should be included here.
5XX	STUDENT SERVICES	Student Services. This category should include offices of admissions and registrar and those activities whose primary purpose is to contribute to the student's emotional and physical wellbeing and to his or her intellectual, cultural, and social development outside the context of the formal instruction program. Examples include: Student Services Administration; Social and Cultural Development; Counseling and Career Guidance; Financial Aid Administration; Student Admissions; Student Records; Student Health Services.
DXX	DEPRECIATION	Not Currently Used
HXX	HOSPITALS	Not Currently Used



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Code	Name	Description
IXX	INDEPENDENT OPERATIONS	Not Currently Used
TXX	OTHER	GASB related activity
RXX	RESTRICTED EXPENDABLE:	Expendable restricted.
UXX	UNRESTRICTED:	Unrestricted
RXN	RESTRICTED NONEXPENDABLE	Nonexpendable restricted.
PXX	PLANT	Plant
AXX	AGENCY	Agency
BS	BALANCE SHEET ACCOUNTS	Balance Sheet

Notes:



Category Code Field

Characteristics: Optional, “Alpha-Numeric” field, max length of 2.

Definition: The code that indicates a particular category assigned to an account. Used for reporting purpose only.

Value Descriptions:

Code	Name	Description
SP	SPONSORED PROGRAMS	Accounts whose secondary sub-fund activity relates to Sponsored Programs
GF	GIFTS	Accounts whose secondary sub-fund activity relates to Gifts
EN	ENDOWMENTS	Accounts whose secondary sub-fund activity relates to Endowments
AE	AGRICULTURAL EXPERIMENT STATION	Accounts whose secondary sub-fund activity relates to AES
CE	COOPERATIVE EXTENSION SERVICE	Accounts whose secondary sub-fund activity relates to CES
SF	SCHOLARSHIPS AND FELLOWSHIPS	Accounts whose secondary sub-fund activity relates to Scholarships and Fellowships.
RE	RESERVES ACCOUNTS	

Notes:

~~**Account Restricted Status Code Field**~~

~~**Account Restricted Status Date Field**~~

Endowment Chart of Accounts Code Field

Characteristics: Optional, “Alpha” field, max length of 2.

Definition: The code for the Chart of Accounts for the Account when the Account is related to an Endowment.

Notes:



Endowment Account Number Field

Characteristics: Optional, “Alpha-Numeric” field, max length of 8.

Definition: The numeric identifier for the Account when the Account is related to an Endowment.

Notes:

Historical Account Number Field

Characteristics: Optional, “Text” field, max length of 40.

Definition: For new accounts, where the activity was recorded previously.

Notes:

Legacy Account Number Field

Characteristics: Optional, “Numeric” field, max length of 6.

Definition: This account will be used for the account crosswalk between the current chart of accounts (A17) to the new chart of accounts (KFS).

Notes:



Source of Funds Code Field

Characteristics: Required, “Alpha-Numeric” field, max length of 2.

Definition: The code that captures the source of funding of the account.

Value Descriptions:

Code	Name	Description
OT	OTHER	Funding is being provided from a source not listed.
FD	FEDERAL	Funding is being provided from the federal government.
ST	STATE	Funding is being provided from the state government.
LC	LOCAL	Funding is being provided from the local government.
IN	INDIVIDUAL	Funding is being provided from an individual.
ID	INDUSTRY	Funding is being provided from an industry.
CT	COUNTY	Funding is being provided from the county government.
TU	TUITION	Funding is being provided from tuition dollars.
IS	INSTITUTIONAL	Funding is being provided from institutional dollars.

Notes:



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KFS Account Maintenance Training

Use of Funds Code Field

Characteristics: Required, “Alpha-Numeric” field, max length of 4.

Definition: The code that captures the overall general use of the funds at the expenditure level of the account. Can be related to particular programs, initiatives, training, research, and service.

Value Descriptions:

Code	Name
0001	TRAINING/EDUCATION
0002	RESEARCH
0003	SERVICE
0004	GIFT
0005	UNIVERSITY GENERAL
0006	REVOLVING
0007	ENDOWMENT
0008	NONE
0009	HATCH
0010	ANIMAL HEALTH
0011	MCINTIRE-STENNIS
0012	HATCH MULTI-STATE
0013	REGULAR
0014	SWMREC
0015	ANIMAL INITIATIVE
0016	GREEN
0017	GENERAL FUND PROJECT ACCOUNTS

Code	Name
0018	SMITH - LEVEL
0019	GRANTS
0020	EFNEP
0021	EFNEP (ADULT & YOUTH)
0022	STAR ENERGY PROGARM
0023	HEALTHY HOMES INTIATIVE
0024	WATER QUALITY
0025	FOOD SAFETY & QUALITY
0026	INDOOR AIR QUALITY
0027	FARM SAFETY
0028	4H URBAN
0029	4H RURAL
0030	RENEWABLE RESOURCES
0031	EPA PESTICIDE APPLICATOR TRAINING
0032	PART-TIME FARMING
0033	INTEGRATED PEST MANAGEMENT

Notes:



Payroll Related Attributes Tab

Payroll Related Attributes	
<input type="button" value="hide"/>	
New	
Non-Grad Fringe Benefit:	<input checked="" type="checkbox"/>
Non-Grad Fringe Benefit Chart Of Accounts Code:	<input type="text"/> <input type="button" value="v"/> <input type="button" value="q"/>
Non-Grad Fringe Benefit Account Number:	<input type="text"/> <input type="button" value="q"/>
Grad Tuition and Fees Fringe Benefit:	<input checked="" type="checkbox"/>
Grad Tuition and Fees Fringe Benefit Chart of Accounts Code:	<input type="text"/> <input type="button" value="v"/> <input type="button" value="q"/>
Grad Tuition and Fees Fringe Benefit Account Number:	<input type="text"/> <input type="button" value="q"/>
Grad Health Fringe Benefit:	<input type="checkbox"/>
Grad Health Fringe Benefit Chart of Accounts Code:	<input type="text"/> <input type="button" value="v"/> <input type="button" value="q"/>
Grad Health Fringe Benefit Account Number:	<input type="text"/> <input type="button" value="q"/>
Account Salary:	<input checked="" type="checkbox"/>
Clerical Salary:	<input checked="" type="checkbox"/>
Salary Encumbrance End Date:	<input type="text"/> <input type="button" value="c"/>

Payroll Related Attributes Tab

Non-Grad Fringe Benefit Field

Characteristics: Optional, "Check Box" field, max length of 1.

Definition: The check box indicating whether or not an account accepts Non-Grad Fringe Benefits charges (all other fringe expenses that are not Grad Health or Grad Tuition and Fees). Check mark indicates Yes, No Check indicates No.

Notes:



Non-Grad Fringe Benefit Chart of Accounts Code Field

Characteristics: Optional, “Alpha” field, max length of 2.

Definition: If the checkbox is not checked for Non-Grad Fringe Benefit then a different chart code, related to the Non-Grad Fringe Benefit Account Number is needed for the redirection of charges.

Notes:

Non-Grad Fringe Benefit Account Number Field

Characteristics: Optional, “Alpha-Numeric” field, max length of 8.

Definition: If the checkbox is not checked for Non-Grad Fringe Benefit then a different account number is needed for the redirection of charges.

Notes:

Grad Tuition and Fees Fringe Benefit Field

Characteristics: Optional, “Check Box” field, max length of 1.

Definition: The check box indicating whether or not an account accepts Grad Tuition and Fees Fringe Benefits charges. Check mark indicates Yes, no check indicates No.

Notes:



Grad Tuition and Fees Fringe Benefit Chart of Accounts Code Field

Characteristics: Optional, “Alpha” field, max length of 2.

Definition: If the checkbox is not checked for Grad Tuition and Fees Fringe Benefit then a different chart code, related to the Grad Tuition and Fees Fringe Benefit Account Number is needed for the redirection of charges.

Notes:

Grad Tuition and Fees Fringe Benefit Account Number Field

Characteristics: Optional, “Alpha” field, max length of 8.

Definition: If the checkbox is not checked for Grad Tuition and Fees Fringe Benefit then a different account number is needed for the redirection of charges.

Notes:

Grad Health Fringe Benefit Field

Characteristics: Optional, “Check Box” field, max length of 1.

Definition: The check box indicating whether or not an account accepts Grad Health Fringe Benefits charges. Check mark indicates Yes, no check mark indicates No.

Notes:



Grad Health Fringe Benefit Chart of Accounts Code Field

Characteristics: Optional, “Alpha” field, max length of 2.

Definition: If the checkbox is not checked for Grad Health Fringe Benefit then a different chart code, related to the Grad Health Fringe Benefit Account Number, is needed for the redirection of charges.

Notes:

Grad Health Fringe Benefit Account Number Field

Characteristics: Optional, “Alpha” field, max length of 8.

Definition: If the checkbox is not checked for Grad Health Fringe Benefit then a different account number is needed for the redirection of charges.

Notes:

Account Salary Field

Characteristics: Optional, “Check Box” field, max length of 1.

Definition: The flag on the Account maintenance table that determines if a particular account record (table row value) can accept payroll expenses or not.

Notes:



Clerical Salary Field

Characteristics: Optional, “Check Box” field, max length of 1.

Definition: The flag on the Account maintenance table that determines if a particular account record (table row value) can accept clerical salary expenses or not.

Notes:

Salary Encumbrance End Date Field

Characteristics: Optional, “Date” Field, Format XX/XX/XXXX.

Definition: Effective Date of the Funding Source/Commitment.

Notes:



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Account Responsibility Tab

Account Responsibility	
<input type="button" value="hide"/>	
New	
* Fiscal Officer Principal Name:	<input type="text"/>
Fiscal Officer Name:	<input type="text"/>
* Account Supervisor Principal Name:	<input type="text"/>
Account Supervisor Name:	<input type="text"/>
* Account Manager Principal Name:	<input type="text"/>
Account Manager Name:	<input type="text"/>
Continuation Chart Of Accounts Code:	<input type="text"/>
Continuation Account Number:	<input type="text"/>
Income Stream Chart Of Accounts Code:	<input type="text"/>
Income Stream Account Number:	<input type="text"/>
* Budget Record Level Code:	<input type="text"/>
* Account Sufficient Funds Code:	<input type="text"/>
Transaction Processing Sufficient Funds Check:	<input type="checkbox"/>
External Encumbrance Sufficient Funds Indicator:	No
Internal Encumbrance Sufficient Funds Indicator:	No
Pre-Encumbrance Sufficient Funds Indicator:	No
Administration Fee:	<input type="checkbox"/>
Object Presence Control Indicator:	<input type="checkbox"/>

Account Responsibility Tab

Fiscal Officer Principal Name Field

Characteristics: Required, “Alpha-Numeric” field, max length of 40.

Definition: The Fiscal Officer will receive workflow action requests for most transactional documents and have edit permissions that allow them to change transactions involving their accounts. This role can also report on transactions, view the organization information, access training simulations using uPerform, and access the Portal.

Helpful Hint: If you do not have the Fiscal Officer information, use ‘tempfo’ for the name and accounting will assign a Fiscal Officer.

Notes:



Fiscal Officer Name Field

Characteristics: Optional, “Alpha-Numeric” field, max length of 123.

Definition: Auto populated based on principal name field selection.

Notes:

Account Supervisor Principal Name Field

Characteristics: Required, “Alpha-Numeric” field, max length of 40.

Definition: The Account Supervisor will receive Account and Global Account (Account Request Forms) documents for review. This role should be assigned to a Dean or Dean Designate. This role can also report on transactions, view the organization information, access training simulations using uPerform, and access the Portal. NOTE: The Account Supervisor and the Fiscal Officer cannot have the same person assigned for a single account. In cases where the Dean Designate is the same person as the Fiscal Officer then the Dean must be used in the Account Supervisor role.

Helpful Hint: If you do not have the Account Supervisor information, use ‘tempacsup’ for the name and accounting will assign an Account Supervisor.

Notes:

Account Supervisor Name Field

Characteristics: Optional, “Alpha-Numeric” field, max length of 123.

Definition: Auto populated based on principal name field selection.

Notes:



Account Manager Principal Name Field

Characteristics: Required, “Alpha-Numeric” field, max length of 40.

Definition: The account manager 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.

Helpful Hint: At this point, populate the Account Manager Name with the same name as the Fiscal Officer Name. The Account Supervisor must be different from the Fiscal Officer/Account Manager.

Notes:

Account Manager Name Field

Characteristics: Optional, “Alpha-Numeric” field, max length of 123.

Definition: Auto populated based on principal name field selection.

Notes:



Continuation Chart of Accounts Code Field

Characteristics: Optional, “Alpha” field, max length of 2.

Definition: 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. The field is required if the account has an expiration date.

Notes:

Continuation Account Number Field

Characteristics: Optional, “Alpha-Numeric” field, max length of 8.

Definition: Optional unless the account has an expiration date, in which case it is required. Enter the account that accepts transactions which are being processed on the account after the account expiration date, or search for it from the Account lookup.

Notes:

~~**Income Stream Chart of Accounts Code Field**~~
~~**Income Stream Account Number Field**~~



Budget Record Level Code Field

Characteristics: Required, “Text” field, max length of 1.

Definition: The Budget Recording Level determines at what chart of accounts level the accounts are tracking the budget.

Value Descriptions:

Code	Name	Description
N	Not Budgeted	The code that indicates the account is not budgeted.
O	Budgeted	The code that indicates the account is budgeted.

Notes:

Account Sufficient Funds Code Field

Characteristics: Required, “Text” field, max length of 1.

Definition: Select the code that indicates what level the account is going to be checked for sufficient funds in the transaction processing environment from the Account Sufficient Funds list. The choices are:

Value Descriptions:

Code	Name	Description
A	Account	The budget balances of all expense Object Codes on the account are added up and checked to see if sufficient budget exists.
C	Consolidation	The Consolidation Level with which the expense Object Code is associated is checked to see if sufficient budget exists.
H	Cash	The cash balance of the account is checked to see if sufficient cash exists.
L	Level	The Object Level with which the expense Object Code is associated is checked to see if sufficient budget exists.
N	No Checking	No sufficient funds checking is performed.
O	Object Code	The specific Object Code to which expenses are being applied is checked to see if sufficient budget exists.

Notes:



Transaction Processing Sufficient Funds Check

Characteristics: Required, “Check Box” field, max length of 1.

Definition: Check mark indicates whether sufficient funds check should be performed on the account.

Notes:

~~External Encumbrance Sufficient Funds Indicator~~
~~Internal Encumbrance Sufficient Funds Indicator~~
~~Pre-Encumbrance Sufficient Funds Indicator~~

Administration Fee Field

Characteristics: Optional, “Check Box” field, max length of 1.

Definition: Check mark indicates the account is subject to the Administration Fee assessment.

Notes:

Object Presence Control Indicator Field

Characteristics: Optional, “Check Box” field, max length of 1.

Definition: Check mark indicates the account uses Object Presence Control. Object Presence Control requires that an Object Code be budgeted for the account before it can be used on an actual or encumbrance transaction.

Notes:



Contract and Grants Tab (To be discussed in Contracts & Grants Session)

Contracts and Grants Tab

Contracts And Grants hide

New

Contract Control Chart of Accounts Code:	<input type="text"/>
Contract Control Account Number:	<input type="text"/>
Project Begin Date:	<input type="text"/>
Project End Date:	<input type="text"/>
Account Indirect Cost Recovery Type Code:	<input type="text"/>
Indirect Cost Rate:	<input type="text"/>
Indirect Cost Recovery Chart Of Accounts Code:	<input type="text"/>
Indirect Cost Recovery Account Number:	<input type="text"/>
CFDA Number:	<input type="text"/>
CG Account Responsibility Id:	<input type="text"/>
CG Account Type Code:	<input type="text"/>
Agency Number:	<input type="text"/>
Agency Name:	<input type="text"/>

Plant Tab (To be discussed in Plant Session)

Plant Tab

Plant hide

New

Campus Code:	<input type="text"/>
Building Code:	<input type="text"/>
Construction Budget Amount:	<input type="text"/>
CP Number:	<input type="text"/>
Board Status Code:	<input type="text"/>
Plant Cash Reporting:	<input type="text"/>

Plant Fund-Funding Source/Commitments Tab (To be discussed in Plant Session)

Plant Fund-Funding Source/Commitments Tab

Plant Fund : Funding Source/Commitments hide

New Plant Fund : Funding Source/Commitments

Account Number:	<input type="text"/>
Account Name:	<input type="text"/>
Date:	<input type="text"/>
Amount:	<input type="text"/>
Person/Org:	<input type="text"/>

Total: 0.00



Enterprise Business Systems Projects

KFS Account Maintenance Training

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Guidelines and Purpose Tab

Guidelines and Purpose Tab

Account Published Name Field

Characteristics: Required, “Text” field, max length of 300.

Definition: Free form text field which is required when a new document is created. This is the official name of the account that will be used when the account is published for external purposes.

Notes:

Sort Field Name Field

Characteristics: Required, “Text” field, max length of 10.

Definition: Free form text field which is required when a new document is created. The word on which the account should be alphabetized.

Notes:



Account Expense Guideline Text Field

Characteristics: Required, “Text” field, max length of 400.

Definition: Free form text field that describes the type of expenditures that take place in the account.

Notes:

Account Income Guideline Text Field

Characteristics: Required, “Text” field, max length of 400.

Definition: Free form text field that describes the type of income that takes place in the account.

Notes:

Account Purpose Text Field

Characteristics: Required, “Text” field, max length of 400.

Definition: Free form text field that describes the overall purpose of the account.

Notes:



Account Description Tab

Account Description	
▼ hide	
New	
Campus Description:	<input type="text"/>
Organization Description:	<input type="text"/>
Responsibility Center Description:	<input type="text"/>

Account Description Tab

Campus Description Field

Characteristics: Optional, “Text” field, max length of 40.

Definition: Additional space provided for campus description.

Notes:

Organization Description Field

Characteristics: Optional, “Text” field, max length of 40.

Definition: Additional space provided for organization description.

Notes:

Responsibility Center Description Field

Characteristics: Optional, “Text” field, max length of 40.

Definition: Additional space provided for responsibility center description.

Notes:



Enterprise Business Systems Projects

KFS Account Maintenance Training

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Overview of the KFS Account Global Form

- The Account Global Maintenance document is used to assign identical attributes to multiple accounts on a single document. This document is used to perform mass edits and not to create new accounts. For example, a unit has 10 accounts that need to have the fiscal officer changed. You can use the Account Global document to perform all 10 edits to the applicable accounts. However, the new fiscal officer must be the same for all accounts.

Account Global	Doc Nbr: 326849	Status: INITIATED
	Initiator: denczekp	Created: 12:22 PM 08/11/2010

[expand all](#) [collapse all](#)
* required field

Document Overview [hide](#)

Document Overview

* Description:	<input type="text"/>	Explanation:	<input type="text"/>
Org. Doc. #:	<input type="text"/>		

Global Account Maintenance [hide](#)

New

Fiscal Officer Principal Name:	<input type="text"/>
Account Supervisor Principal Name:	<input type="text"/>
Account Manager Principal Name:	<input type="text"/>
Organization Code:	<input type="text"/>
Campus Code:	<input type="text"/>
Program/Initiative Code:	<input type="text"/>
Account Expiration Date:	<input type="text"/>
Account Postal Code:	<input type="text"/>
Account City Name:	<input type="text"/>
Account State Code:	<input type="text"/>
Account Street Address:	<input type="text"/>
Account Off Campus Indicator:	<input type="checkbox"/>
Closed?:	<input type="checkbox"/>
Continuation Chart Of Accounts Code:	<input type="text"/>
Continuation Account Number:	<input type="text"/>
Income Stream Chart Of Accounts Code:	<input type="text"/>
Income Stream Account Number:	<input type="text"/>
CFDA Number:	<input type="text"/>
Higher Education Function Code:	<input type="text"/>
Account Sufficient Funds Code:	<input type="text"/>
Use Of Funds Code:	<input type="text"/>

Edit List of Accounts [hide](#)

New Account [Look Up/Add Multiple Account Lines](#)

* Chart Code:	<input type="text"/>
* Account Number:	<input type="text"/>
Account Name:	<input type="text"/>

Notes and Attachments (0) [show](#)

Ad Hoc Recipients [show](#)

Route Log [show](#)