ACCOUNT CREATE and FUND ACCOUNTING

Presented by Campus Services
Campus Services

Campus Services, a financial customer services unit within Business and Financial Services, partners with the campus community by providing professional, knowledgeable and responsible business and financial solutions.
Log in to KFS – Training Environment

Non-production Applications

Test
- ARIES/Banner
- Emergency Text Alerts
- HRDEVIL
- HRDITDI
- HRTEST
- Vista Plus
- WEBFOCUS Test

Training
- Effort Reporting (ecrt)
- Kuail Financial System
- Kuail Research (KR)

Application Systems
- Admin Tools
- Applications Manager
- ARIES Administrative Pages
- ARIESweb
- Conflict of Interest (COI)
- Data Access Request (ODS Access)
- Effort Reporting (ecrt)
- Electronic Forms
- ETHORITY
- FAMIS Self Service
- HR System
- I-9 System
- Kuail Financial System (KFS)
- Kuail Research (KR)
- Talent Management System
- TimeClock Plus
- TimeClock Plus - Manager
- Vista Plus
- WebFocus

Non-production Applications
Account Create

- Review of CSU Funds and Sub-funds
- Review an Existing Account
- Set Up a New Account
- Account Global
- Change a Responsible Party
- Account Delegate
CSU Funds and Sub-Funds
Overview: CSU Fund Types

**Fund Accounting** is basically a process to assign activities to funds based on the type of activity involved.

**Fund Accounting:**
- Emphasizes “accountability”
- Set of accounts based on funding sources
- Segregates financial resources into funds according to the regulations, restrictions, or limitations placed on their use by the donors, parties outside of CSU, or the Board of Governors.
Overview: CSU Fund Types

Unrestricted Sub-Funds –
- CSFS (Colo State Forest Service) – 19xxxxx (Budget)
- COURSE (Special Course Fee) – 25xxxxx (Cash)
- EG Funds (Education & General) – 13xxxxx (Budget)
- EXPSTA (Experimentation Station) – 15xxxxx (Budget)
- EXTEN (Extension) – 17xxxxx (Budget)
- PVM (Professional Veterinary Medicine) – 14xxxxx (Budget)
- RARSP Funds (Research Admin Resources Scholarly Program) – 16xxxxx (Budget)

Auxiliary & Self Funded Sub-Funds – All Cash based
- ATHLET (Athletics) – 26xxxxx
- AUX (Auxiliaries) – 26xxxxx or 27xxxxx
- CONFER (Conference) – 26xxxxx
- CONTED and ONLPL (CSU Online Accts) – 1200000 thru 1249990
- CSFSSF (Colo State Forest Svc Self Funded) – 19xxxxx
- DCESUP (Division of Continuing Ed - Dept Support accts) – 125xxxx thru 128xxxx
- ENTERP (Enterprise) funds – 29xxxxx
- GENOP (General Operations) – 22xxxxx
- PVMSF (Prof Vet Med Self Funded) – 14xxxxx
- RECHAR (Recharge Centers) – 21xxxxx
- STUORG (Student Organizations) – 23xxxxx
- SUSPEN (Suspense/Continuation Accounts) – 200xxxx

*For More Information – Reference the Sub-Fund Review quick tip guide located on the Campus Services website or [FPI 1-3 Funds/Sub-funds](#)
Overview: CSU Fund Types cont’d

Restricted Sub-Funds -

• AGENCY – 99xxxxx (Cash)
• EXPRHF / EXPRHM / EXPRMC Funds (Ag Exper Station) – 15xxxxx (Budget)
• EXTR / EXTRSL / EXTREF / EXTRRR Funds (Coop Extension) – 17xxxxx (Budget)
• FRP (Forest Restoration Project) – 19xxxxxx (Cash)
• GIFT funds (via CSU Foundation) – 64xxxxx (Cash)
• HEAFOR (Healthy Forests Vibrant Communities) – 19xxxxx (Budget)
• PVMFED / PVMLRP / PVMSTA (Prof. Veterinary Med.) – 14xxxxx (Budget)
• SLICE (Student Leadership Involvement & Community) – 23xxxxx (Cash)
• SPONPR (Sponsored Programs) – 53xxxxx (Budget)
• WATER (Colorado Water Institute) – 10xxxxx (Cash)

Other Sub-Funds -

• AEP (Academic Enrichment Program) – 18xxxxx (Cash)
• COSFA (Student Financial Assistance) – 64xxxxx (Cash)
• CPAD / CPOTH / CPRR (Capital Projects) – 77xxxxx (Cash)
• CPCOP / CPLB (Capital Projects) – 77xxxxx (Budget)
• ENDOW (Endowments) – 60xxxxx (Cash)
• ERRF (Externally Restricted Reserve Funds) – 76xxxxx (Cash)
• FEDSFA (Federal Student Financial Aid) – 64xxxxx (Cash)
• RESERV (Unrestricted Reserve funds) – 75xxxxx (Cash)
• WORKST (Workstudy) – 64xxxxx (Cash)

*For More Information – Reference the Sub-Fund Review quick tip guide located on the Campus Services website or FPI 1-3 Funds/Sub-funds
Viewing Accounts in Kuali
Review an Existing Account

Kuali ➔ Main Menu ➔ Chart of Accounts ➔ Account
Review an Existing Account

Type account information into the Lookup screen and click “search”

You can search by any of the fields listed on the left. For example, if you only put in your Organization Code and click search, it will pull all accounts for your ORG Code.
Review an Existing Account within an Organization

- Enter “8004” in the Organization Code field on the Account Lookup screen
- To View account information - Click on the Account Number
- To Edit the account information - Click “edit”
  - Changes can be made to the existing account
- To create a new account with attributes similar to a current account - Click “copy”
  - Changes can be made to fields to make it specific to the new account

![Search Results Table]

<table>
<thead>
<tr>
<th>Actions</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Account Title</th>
<th>Organization Code</th>
<th>Responsibility Center Code</th>
<th>Reports To Organization Code</th>
<th>Account Type Code</th>
<th>Fund Group Code</th>
<th>Sub-Fund Group Code</th>
<th>Higher Education Function Code</th>
<th>Fiscal Officer Name</th>
<th>Account Manager Name</th>
<th>Account Supervisor Name</th>
<th>Account Create Date</th>
<th>Account Expiration Date</th>
<th>Closed?</th>
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</thead>
<tbody>
<tr>
<td>edit</td>
<td>CO</td>
<td>1000520</td>
<td>Vp Student Affairs Misc Revenue - General Operations Replacement</td>
<td>8004</td>
<td>V6</td>
<td>V6</td>
<td>MR</td>
<td>A</td>
<td>EG</td>
<td>1595</td>
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<tr>
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<td>1000460</td>
<td>Sal Advocacy Retention Programming</td>
<td>8004</td>
<td>V6</td>
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<td>NA</td>
<td>A</td>
<td>EG</td>
<td>ASAA</td>
<td>Springsteen, Acacia</td>
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<td>Hughes, Blanche M</td>
<td>07/01/2009</td>
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</tr>
<tr>
<td>edit</td>
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<td>Springsteen, Acacia</td>
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<td>06/23/2016</td>
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</tbody>
</table>
Review of an Existing Account

Using KFS Training environment:
• Lookup accounts under Org 8004. Click on account #1300520 to display the Account set up detail

Account Detail provides basic account information

Account Responsibility Identifies who is responsible for the account
Review an Existing Account

Exercise #1:

- Use the Account Lookup screen in KFS to view accounts within Org Code 8004.
- Click on account #1300520 to display the Account set up detail.
New Account Set Up
New Account

Kuali ➔ Main Menu ➔ Chart of Accounts ➔ Account
New Account - Create

To create a new account either click:

- “Create New”
- “Copy” an existing account, with a similar purpose that is within your department
New Account – Copy

- This is an example where we clicked “COPY” on Account #1300570
- “Previous” shows the existing info for the account that was chosen to copy
- “Proposed” is the new account
- All fields with an “*” must be completed
  - Providing information in the Explanation field is highly recommended
New Account – Account Numbers

• An account number must be input either by:
  • Campus Services or Budget Office – they will select an appropriate account number that is not already active or closed
  • To indicate that you want Campus Services or Budget Office to select an appropriate account number format the account number as follows before you submit the ACCT doc:
    • Format the Acct # as “0”, then your 4-digit department #, then a 2-digit temporary number like “01”
    • The “0” at the beginning of the number is what tells Campus Services or the Budget Office to select an account #
      • Example: Department 6003: 0600301, 02, 03
    OR,
  • The ACCT document creator can input a suggested account number, which BFS will review and make sure that Account # is not an active or closed account before approving
Account Create - Account Responsibility and CSU Reporting Attributes

- **Account Responsibility**
  - Find the appropriate person by using the spyglass lookup feature
- **Do not change Income Stream Acct Number unless you are changing sub-funds from the copied account**
- **CSU Reporting Attributes**
  - If applicable, complete according to your department’s requirements
Income Stream Account Number

Sub-Funds that require an Income Stream Account #: 

<table>
<thead>
<tr>
<th>Sub-Fund</th>
<th>Income Stream Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSFS</td>
<td>1900000</td>
</tr>
<tr>
<td>EXPSTA</td>
<td>1500000</td>
</tr>
<tr>
<td>EXTEN</td>
<td>1700200</td>
</tr>
<tr>
<td>PVM</td>
<td>1400000</td>
</tr>
<tr>
<td>EG</td>
<td>1300001</td>
</tr>
</tbody>
</table>

If you did a “COPY” of an existing Account #, the Income Stream Acct # will be copied.

If you selected “Create New” account, Campus Services will input the appropriate Income Stream Account Number.
Account Create - Contract and Grants

The Contracts and Grants tab is specific for 53 accounts and provides information on the Indirect Cost as well as contract and sponsor information.

- Property Management uses date fields for 89xxxxx and Facilities Project Accounts
- Departments should not make any changes to this tab. Any change request should be directed to the Accounting Tech in Sponsored Programs
The Central Administration tab contains account attribute fields that enable data for specific reporting requirements:

- **Higher Ed Function Code**
  - Basis in determining the Federal F&A rate – The code describes the Function of the account.

- **F&A Cost**
  - Cost component of a project reimbursed by the Sponsor for expenses incurred. Reimbursed indirect costs that support research.

- **Facilities Admin**
  - IN Instruction
  - OM Operations & Maint
  - OR Organized Research
  - OAPS Other Institutional activities-Parking Services
Account Create – Guidelines and Purpose Tab

- **Guidelines & Purpose**
  - Explains the why and what of an account, this must be filled out for it to be approved
  - "Converted" means the account came from the former FRS system.

- **Information provides:**
  - Expense/Income Guideline Text - Types of expenses/revenues used or earned
  - Acct Purpose Text - Defines purpose and activity of account
  - Assists in defining financial statement classification and cost accounting coding
Account Create - Description Tab

• Account Description tab provides information on campus location: each building is identified by the Building Campus Code (Main Campus, Foothills, etc.), and a Building Code (Bldg #). The Building codes are used by Facilities and Property Management.

• A brief Organization (also called Department) description is also available for use.
Account Create - Notes and Attachments Tab and Ad Hoc Recipients

- Notes & Attachments
  - Insert note or any documents for the account
  - Make sure to click “ADD” to add the note or document
- Ad Hoc
  - FYI, Acknowledge, Approve
  - Find and enter the person or group then click add
- Once complete, click submit
Create a new 13 account for Organization 1501 called “AHS Department Initiatives” by doing a “COPY” on existing account # 1322600.

**New Account #:** Allow Campus Services to select

**New Account Title:** AHS Department Initiatives

**ORG Code:** 1501

**Account Responsibility:** Allow the same people as on Acct #1322600

**Expense Guideline Text:** Expenses for this account will be salaries, and departmental expenses.

**Income Guideline Text:** There will be no income in this account.

**Account Purpose:** The account purpose is to support Department Initiatives within AHS to increase morale.
Account Global
Account Global

The account global document function is used to assign identical attributes to multiple accounts on a single document.

NOTE: 53 (Sponsored accounts) cannot be updated with this document.
Account Global

- Document Overview
  - Always complete the description
    - a detailed explanation is also recommended
- Global Account Maintenance
  - Only update the information that needs to be changed
Account Global

- Once the fields to be changed are completed in the Global Account Maintenance tab, add the accounts that have the identical account attributes to be changed.

- Chart Code
  - Enter CO

- Account Number
  - Enter a single Account Number or look up an Account number by using the lookup feature and click add.
  - Add Multiple accounts using Look Up/Add Multiple Account Lines
Account Global

• By using the Look Up/Add Multiple Account Lines, the screen below will be displayed

• Enter your lookup criteria by using the fields available

• Ex. Enter an Organization Code and click on “SEARCH”
  • See next page for search results
Account Global

- All Accounts in the Organization will be displayed
- Select an account either individually by checking the account number or choose “Select All From All Pages” and hit “Return Selected.”
Account Global

- After the accounts are selected, click “Return Selected” and KFS will automatically fill in the Edit List of Accounts tab
- Accounts can still be added or deleted, click on add or delete
Account Global

- Type in Note Text and Attach notes and supporting documentation if necessary. Click “ADD”
- When the account information is complete, click “SUBMIT and the accounts will be updated when the routing process is complete, and the document finalizes
Exercise #3
Account Global

Add the expiration date for accounts 1200020, 1200040, and 1200051 for Organization 1040 as June 30, 2021.
Change Responsible Party
Responsible Person on an Account

- To change the responsible person, first click on “account”, on the main menu screen.
Change Responsible Person(s) on an Account and/or Edit

Type in Account Number and click Search. This will display the below. On this screen click “edit”
Change Responsible Person on an Account or Edit

**Account Maintenance**

<table>
<thead>
<tr>
<th>Field</th>
<th>Previous Values</th>
<th>Proposed Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart Code</td>
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<td>CO</td>
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<tr>
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<td>2600000</td>
<td>2600000</td>
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<tr>
<td>Account Title</td>
<td>Athletics Administrative Account</td>
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<td>Organization Code</td>
<td>0120</td>
<td>0120</td>
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<tr>
<td>Account City Name</td>
<td>FORT COLLINS</td>
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</tr>
<tr>
<td>Account State Code</td>
<td>CO</td>
<td>CO</td>
</tr>
<tr>
<td>Account Street Address</td>
<td>0120 Campus Delivery</td>
<td>0120 Campus Delivery</td>
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<tr>
<td>Account Expiration Date</td>
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**Account Responsibility**

<table>
<thead>
<tr>
<th>Field</th>
<th>Previous Values</th>
<th>Proposed Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Officer Principal Name</td>
<td><a href="mailto:mklein33@colostate.edu">mklein33@colostate.edu</a> - Klein, Matthew David</td>
<td><a href="mailto:mklein33@colostate.edu">mklein33@colostate.edu</a> - Klein, Matthew David</td>
</tr>
<tr>
<td>Account Manager Principal Name</td>
<td><a href="mailto:mklein33@colostate.edu">mklein33@colostate.edu</a> - Klein, Matthew David</td>
<td><a href="mailto:mklein33@colostate.edu">mklein33@colostate.edu</a> - Klein, Matthew David</td>
</tr>
<tr>
<td>Account Supervisor Principal Name</td>
<td><a href="mailto:stcott@colostate.edu">stcott@colostate.edu</a> - Cottingham, Steven J</td>
<td><a href="mailto:stcott@colostate.edu">stcott@colostate.edu</a> - Cottingham, Steven J</td>
</tr>
<tr>
<td>Income Stream Chart Of Accounts Code</td>
<td>CO - Colorado State University</td>
<td>CO - Colorado State University</td>
</tr>
<tr>
<td>Income Stream Account Number</td>
<td>1300000</td>
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</tr>
</tbody>
</table>
Exercise #4
Change Fiscal Officer

The fiscal officer for all accounts under organization 1040 is retiring, and the fiscal officer needs to be changed to you. Can you change the fiscal officer for all these accounts to yourself?
Account Delegates
Account Delegates

• The purpose of a delegate is to approve a document in place of the fiscal officer (FO)

• When should you use a delegate?
  • Set up delegates on all accounts, to ensure coverage during sick/annual leave

• Primary Delegation:
  • Document appears in delegates action lists’, and in FO action list via the drop down (shown below)
  • Use when FO is out of the office for extended period (planned absence)

FO Action List:
Account Delegates

- Secondary Delegation:
  - Document automatically appears in delegates action list via the drop down shown below
  - Document automatically appears in the FO action list
  - Recommend using secondary delegation to account for all situations (planned and unplanned absences)

Delegates Action List:
Account Delegates

- Setup - Document Type Names
  - KFS all Documents (recommended)
  - KFST all dollar documents
- Non-dollar documents
  - ACCT account (only valid on account changes)
  - GSOb sub-object global
  - SACC sub-account
  - SOBJ sub-object
Account Delegates
Account Delegates

- You can search specifically or create new
Account Delegates

Input the information you want to update with the new delegate.
Account Delegates

• Use caution with dollar ranges
• New delegations override old delegations
• When inactivating delegates, these need to be done per account. Use caution when using the Account Delegate Global document.
Questions ???

Contact your Campus Service Representative with KFS Questions

Summer Leaming   491- 2801
Publina Meldrum   491-4148
Kris King         491-6752