ACCOUNT CREATE
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
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
Activities assigned to funds based on the type of activity involved is defined as Fund Accounting.

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

Funds Allocated Through Budget
- EG Funds – 13xxxxx
- RARSP Funds – 16xxxxx

Self-Funded Accounts
- CONTED – 12xxxxx
- DCESUP – 12xxxxx
- RECHAR – 21xxxxx
- GENOP – 22xxxxx

Other Funds
- Gift – 64xxxxx
- Plant – 77xxxxx
- Suspense – 200xxxx
- SPONPR – 53xxxxx

*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 → Lookup and Maintenance → Chart of Accounts
Review an Existing Account

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

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

• To View account - Click on the account number to view
• To Edit - Click on edit
  changes can be made to the existing account
• To Copy - Click on copy
  use as an old account template to set up a new account

<table>
<thead>
<tr>
<th>Actions</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Account Title</th>
<th>Organization Code</th>
<th>Account Type 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>
</tr>
</thead>
<tbody>
<tr>
<td>edit</td>
<td>CO</td>
<td>1300529</td>
<td>Vp Student Affairs Misc Revenue - General Operations Replacement</td>
<td>8004</td>
<td>EG</td>
<td>EG</td>
<td>ISC3</td>
<td>Oakson, Nora L</td>
<td>Oakson, Nora L</td>
<td>Huchas, Blanche M</td>
<td>07/01/2009</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>edit</td>
<td>CO</td>
<td>1304688</td>
<td>Ssi: Advocacy Retention Programming</td>
<td>8004</td>
<td>NA</td>
<td>EG</td>
<td>ASAA</td>
<td>Oakson, Nora L</td>
<td>Oakson, Nora L</td>
<td>Huchas, Blanche M</td>
<td>07/01/2009</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>edit</td>
<td>CO</td>
<td>1358002</td>
<td>Vp Student Affairs</td>
<td>8004</td>
<td>NA</td>
<td>EG</td>
<td>ISBS</td>
<td>Oakson, Nora L</td>
<td>Oakson, Nora L</td>
<td>Huchas, Blanche M</td>
<td>07/01/2009</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
# Review of an Existing Account

Pull up a specific account as shown below by clicking on the Account Number (on the previous screen) to display the Account set up detail.

<table>
<thead>
<tr>
<th>Account Inquiry</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account Details</strong></td>
</tr>
<tr>
<td>Chart Code: CO - Colorado State University</td>
</tr>
<tr>
<td>Account Number: 1345200</td>
</tr>
<tr>
<td>Account Title: Departmental/ Academic Administration</td>
</tr>
<tr>
<td>Organization Code and Description: 1588- School of Education</td>
</tr>
<tr>
<td>Campus Code: MC - CSU Main Campus</td>
</tr>
<tr>
<td>Account Effective Date: 07/01/2009</td>
</tr>
<tr>
<td>Account State Code: CO - COLORADO</td>
</tr>
<tr>
<td>Account Street Address: 1588 Campus Delivery</td>
</tr>
<tr>
<td>SubFund Group Code: EG - Education &amp; General</td>
</tr>
<tr>
<td>Closed?: No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Account Responsibility</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Officer Name: Kelly, Karen</td>
</tr>
<tr>
<td>Account Supervisor Name: Mattariti, Thomas R</td>
</tr>
<tr>
<td>Account Manager Name: Kohler, Gerald Lee</td>
</tr>
</tbody>
</table>
New Account Set Up
New Account

Kuali ➔ Main Menu ➔ Lookup and Maintenance ➔ Chart of Accounts
To create a new account either click:

- “create new”, or
- “copy” by selecting an existing account, with a similar purpose in your department
New Account – Copy

- All items with an “*” must be completed
  - An explanation is recommended
- “New Copy” is the new account
- “Original” shows the existing info for the account that was chosen to copy
New Account – Account Numbers

• An account number must be input either by:
  • Having the Office of Budgets/Campus Services pick an account number
    • format it as 0-department #-01 (temporary number)
    • Example: Department 6003: 0600301, 02, 03
  • Input a suggested account number, which BFS will approve
Account Create - Account Responsibility and CSU Reporting Attributes

- Account Responsibility
  - If you are not using the same people, find the appropriate person by using the spyglass lookup feature

- CSU Reporting Attributes
  - If applicable, complete according to your department’s requirements

- Do not change income stream Acct Number unless you are changing sub-funds from copied account

<table>
<thead>
<tr>
<th>New Copy</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Fiscal Officer Principal Name: <a href="mailto:deleathe@colorado.edu">deleathe@colorado.edu</a></td>
</tr>
<tr>
<td>Leathers, David</td>
</tr>
<tr>
<td>* Account Manager Principal Name: <a href="mailto:gmichaud@colorado.edu">gmichaud@colorado.edu</a></td>
</tr>
<tr>
<td>Michaud, Dorothy Gail</td>
</tr>
<tr>
<td>* Account Supervisor Principal Name: <a href="mailto:dryan@colorado.edu">dryan@colorado.edu</a></td>
</tr>
<tr>
<td>Ryan, David Patrick</td>
</tr>
<tr>
<td>Income Stream Chart Of Accounts Code: CO - Colorado State University</td>
</tr>
<tr>
<td>Income Stream Account Number: 1200000</td>
</tr>
</tbody>
</table>
Income Stream Account Number

Sub-Funds that require an Income Streams Account Number are:

<table>
<thead>
<tr>
<th>Subfund</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 copy the Account number, this information will be copied. However, if you select ‘Create New’ account, you need to know the income stream account number.
Account Create - Contract and Grants

This 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.
Account Create - Central Administration

The Central Administration tab contains account attribute fields that enable data for specific reporting requirements

- **Higher Ed Function Code**
  - Is the 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.

- **Faculty 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 FRS.

- Information provides:
  - Types of expenses/revenues used or earned
  - 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.

<table>
<thead>
<tr>
<th>Account Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Description:</td>
<td>CSU</td>
</tr>
<tr>
<td>Organization Description:</td>
<td>Cooperative Fish and Wildlife Resear</td>
</tr>
<tr>
<td>Responsibility Center Description:</td>
<td>IA-CSU-984-03 AMENDMENT 2</td>
</tr>
<tr>
<td>Building Campus Code:</td>
<td></td>
</tr>
<tr>
<td>Building Code:</td>
<td></td>
</tr>
</tbody>
</table>
Account Create - Notes and Attachments Tab and Ad Hoc Recipients

- **Notes & Attachments**
  - Insert note or any documents for the account
  - Make sure to hit “add” under actions

- **Ad Hoc**
  - FYI, Acknowledge, Approve
  - Find and enter the person or group then hit add

- Once complete, hit submit
Exercise #1
Create a New Account by Copy

You have been asked to create a new 13 account for organization 1501 called AHS Department Initiatives, and to copy existing account # 1322600. They want you to let Campus Services select the account number. Expenses for this account will be salaries, and departmental expenses. There will be no income in this account. The account purpose is to support Department Initiatives within AHS to increase morale.
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 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 be either individually checking the account number or choose “select all” 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
- 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 #2
Account Global

You have been asked to update the expiration date for accounts 1200020, 1200040, and 1200060 for Organization 1040 to June 30, 2018.
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

- Change fiscal officer, account manager, or account supervisor:
  - Enter Account Number
  - Click on Search
  - Choose “edit”

Type in Account Number and click Search. This will display the below. On this screen click “edit”

You have entered the primary key for this table (Chart Code, Account Number) in the search criteria. Since these fields can be used to uniquely identify a row in this table, the other search criteria entered will be ignored.

One item retrieved.

<table>
<thead>
<tr>
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<th>Chart Code</th>
<th>Account Number</th>
<th>Account Title</th>
<th>Organization Code</th>
<th>Account Type Code</th>
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<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>
</tr>
</thead>
<tbody>
<tr>
<td>edit</td>
<td>CO</td>
<td>2500000</td>
<td>Athletics Administrative Account</td>
<td>0120</td>
<td>NA</td>
<td>ATHLET</td>
<td>AEAG</td>
<td>Klein, Matthew</td>
<td>Klein, Matthew</td>
<td>Cottingham, Steven</td>
<td>07/01/2009</td>
<td>07/01/2009</td>
<td>No</td>
</tr>
</tbody>
</table>
Change Responsible Person on an Account or Edit

<table>
<thead>
<tr>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Document Number</td>
<td></td>
</tr>
</tbody>
</table>

**Account Details**

<table>
<thead>
<tr>
<th>Old</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart Code: CO</td>
<td>Chart Code: CO</td>
</tr>
<tr>
<td>Account Number: 2600000</td>
<td>Account Number: 2600000</td>
</tr>
<tr>
<td>Account Title: Athletics Administrative Account</td>
<td>Account Title: Athletics Administrative Account</td>
</tr>
<tr>
<td>Organization Code: 0120</td>
<td>Organization Code: 0120</td>
</tr>
<tr>
<td>Campus Code: MC - CSU Main Campus</td>
<td>Campus Code: MC - CSU Main Campus</td>
</tr>
<tr>
<td>Account Effective Date: 07/01/2009</td>
<td>Account Effective Date: 07/01/2009</td>
</tr>
<tr>
<td>Account Postal Code: 80523</td>
<td>Account Postal Code: 80523</td>
</tr>
<tr>
<td>Account City Name: Fort Collins</td>
<td>Account City Name: Fort Collins</td>
</tr>
<tr>
<td>Account State Code: CO</td>
<td>Account State Code: CO</td>
</tr>
<tr>
<td>Account Street Address: 0120 Campus Delivery</td>
<td>Account Street Address: 0120 Campus Delivery</td>
</tr>
<tr>
<td>Sub-Fund Group Code: ATHLET</td>
<td>Sub-Fund Group Code: ATHLET</td>
</tr>
<tr>
<td>Account Expiration Date:</td>
<td>Account Expiration Date:</td>
</tr>
<tr>
<td>Continuation Chart Code:</td>
<td>Continuation Chart Code:</td>
</tr>
<tr>
<td>Continuation Account Number:</td>
<td>Continuation Account Number:</td>
</tr>
<tr>
<td>Closed: No</td>
<td>Closed: No</td>
</tr>
<tr>
<td>Labor Benefit Rate Category Code:</td>
<td>Labor Benefit Rate Category Code:</td>
</tr>
</tbody>
</table>

**Account Responsibility**

<table>
<thead>
<tr>
<th>Old</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Officer Principal Name: mklein33 - Klein, Matthew David</td>
<td>Fiscal Officer Principal Name: mklein33 - Klein, Matthew David</td>
</tr>
<tr>
<td>Account Manager Principal Name: mklein33 - Klein, Matthew David</td>
<td>Account Manager Principal Name: mklein33 - Klein, Matthew David</td>
</tr>
<tr>
<td>Account Supervisor Principal Name: scott - Cottingham, Steven J</td>
<td>Account Supervisor Principal Name: scott - Cottingham, Steven J</td>
</tr>
</tbody>
</table>
Exercise #3
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)
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)
Account Delegates

• Setup - Document Type Names
  • KFS all Documents
  • 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
- Account Delegate link
  - [http://kuali.colostate.edu/faqs.aspx](http://kuali.colostate.edu/faqs.aspx)
Questions ???

Contact your Campus Service Representative with KFS Questions

Erin Mercurio 491-6752
Summer Leaming 491-2801
Publina Meldrum 491-4148