

# ACCOUNT CREATE and FUND ACCOUNTING


Presented by Campus Services

# Campus Services

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**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

Colorado State University 

The Kual Financial System upgraded is complete. KFS and KC are now available. You will need to update any bookmarks you have. For more information [click here](#)

**Administrative Applications and Resources** Home Reporting Research



**Non-production Applications**

Test

- [ARIES/Banner](#)
- [Emergency Text Alerts](#)
- [HRDEVL](#)
- [HRDTDI](#)
- [HRTEST](#)
- [Vista Plus](#)
- [WEBFOCUS Test](#)

Training

- [Effort Reporting \(ecrt\)](#)
- [Kuali Financial System](#)
- [Kuali 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
- Kuali Financial System (KFS)
- Kuali Research (KR)
- Talent Management System
- TimeClock Plus
- TimeClock Plus - Manager
- Vista Plus
- WebFocus

▼ **Non-production Applications**

- [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 Kualu

# Review an Existing Account

Kuali → Main Menu → Chart of Accounts → Account

The screenshot displays the Kuali Financials application interface. At the top left, the 'kuali | Financials' logo is visible. Below it, a yellow banner contains a warning icon and the text 'This is a test environment'. A dark grey sidebar on the left lists various menu items: HOME, Jump to... (with a search box and 'Ctrl+K' shortcut), ACCOUNTING, ACCOUNTS RECEIVABLE, AUTOMATED JOURNAL VOUCHER, BALANCE INQUIRIES, BUDGET CONSTRUCTION, CAPITAL ASSETS, CHART OF ACCOUNTS (highlighted with a red arrow), PROCUREMENT & ACCOUNTS PAYABLE, SYSTEM, TRAVEL, VENDOR, 1099, and BFS ADMINISTRATION. The main content area is titled 'Chart of Accounts' and contains a list of 'ACTIVITIES'. A red arrow points to the 'Account' item in this list. Other items in the list include Account Delegate, Account Delegate Global, Account Delegate Model, Account Global, Object Code, Project Code, Sub-Account, Sub-Object Code, and Sub-Object Code Global.

# Review an Existing Account

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

Account Lookup ?
Create New

<p>Chart Code:  <input style="border: 2px solid #add8e6;" type="text" value="co"/> <span style="float: right; font-size: 0.8em;">?</span></p> <p>Account Title:  <input style="width: 90%; border: 1px solid #ccc;" type="text"/></p> <p>Responsibility Center Code:  <input style="width: 90%; border: 1px solid #ccc;" type="text"/> <span style="float: right; font-size: 0.8em;">?</span></p> <p>Reports To Chart Of Accounts Code:  <input style="width: 90%; border: 1px solid #ccc;" type="text"/></p> <p>Fund Group Code:  <input style="width: 90%; border: 1px solid #ccc;" type="text"/> <span style="float: right; font-size: 0.8em;">?</span></p> <p>Higher Education Function Code:  <input style="width: 90%; border: 1px solid #ccc;" type="text"/> <span style="float: right; font-size: 0.8em;">?</span></p> <p>Account Supervisor Principal Name:  <input style="width: 90%; border: 1px solid #ccc;" type="text"/> <span style="float: right; font-size: 0.8em;">?</span></p>	<p>Account Number:  <input style="width: 90%; border: 1px solid #ccc;" type="text"/></p> <p>Organization Code:  <input style="width: 90%; border: 1px solid #ccc;" type="text"/> <span style="float: right; font-size: 0.8em;">?</span></p> <p>Reports To Organization Code:  <input style="width: 90%; border: 1px solid #ccc;" type="text"/> <span style="float: right; font-size: 0.8em;">?</span></p> <p>Account Type Code:  <input style="border-bottom: 1px solid #ccc;" type="text"/> <span style="float: right; font-size: 0.8em;">?</span></p> <p>Sub-Fund Group Code:  <input style="width: 90%; border: 1px solid #ccc;" type="text"/> <span style="float: right; font-size: 0.8em;">?</span></p> <p>Fiscal Officer Principal Name:  <input style="width: 90%; border: 1px solid #ccc;" type="text"/> <span style="float: right; font-size: 0.8em;">?</span></p> <p>Account Manager Principal Name:  <input style="width: 90%; border: 1px solid #ccc;" type="text"/> <span style="float: right; font-size: 0.8em;">?</span></p>
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Closed?:

Yes  
  No  
  Both

Search
Clear
Cancel

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 1-75 of 75

Actions	Chart Code	Account Number	Account Title	Organization Code	Responsibility Center Code	Reports To Organization Code	Account Type Code	Fund Group Code	Sub-Fund Group Code	Higher Education Function Code	Fiscal Officer Name	Account Manager Name	Account Supervisor Name	Account Create Date	Account Expiration Date	Closed?
<a href="#">edit</a> <a href="#">copy</a>	CO	<a href="#">1300520</a>	Vp Student Affairs Misc Revenue - General Operations Replacement	<a href="#">8004</a>	<a href="#">V6</a>	<a href="#">V6</a>	<a href="#">MR</a>	<a href="#">A</a>	<a href="#">EG</a>	<a href="#">ISBS</a>	Fisher, Jennifer Anne	Fisher, Jennifer Anne	Hughes, Blanche M	07/01/2009		No
<a href="#">edit</a> <a href="#">copy</a>	CO	<a href="#">1304680</a>	Ssi:Advocacy Retention Programming	<a href="#">8004</a>	<a href="#">V6</a>	<a href="#">V6</a>	<a href="#">NA</a>	<a href="#">A</a>	<a href="#">EG</a>	<a href="#">ASAA</a>	Springsteen, Acacia	Springsteen, Acacia	Hughes, Blanche M	07/01/2009		No
<a href="#">edit</a> <a href="#">copy</a>	CO	<a href="#">1305530</a>	SSI for ASC Training	<a href="#">8004</a>	<a href="#">V6</a>	<a href="#">V6</a>	<a href="#">NA</a>	<a href="#">A</a>	<a href="#">EG</a>	<a href="#">ISBS</a>	Springsteen, Acacia	Barone, Ryan Paul	Hughes, Blanche M	06/21/2016		No

# 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

**Account Detail**  
provides basic account  
information

EXPAND ALL COLLAPSE ALL

**ACCOUNT DETAILS**

Chart Code:	<a href="#">CO - Colorado State University</a>	Account Number:	1300520
Account Title:	Vp Student Affairs Misc Revenue - General Operations Replacement	Organization Code and Description:	<a href="#">8004-VP Student Affairs</a>
Campus Code:	MC - CSU Main Campus	Account Effective Date:	07/01/2009
Account Postal Code:	80523	Account City Name:	FORT COLLINS
Account State Code:	CO	Account Street Address:	8004 Campus Delivery
SubFund Group Code:	<a href="#">EG - Education &amp; General</a>	Account Expiration Date:	
Continuation Chart Code:		Continuation Account Number:	
Closed?:	No	Labor Benefit Rate Category Code:	

**ACCOUNT RESPONSIBILITY**

Fiscal Officer Name:	Fisher, Jennifer Anne	Account Supervisor Name:	Hughes, Blanche M
Account Manager Name:	Fisher, Jennifer Anne	Income Stream Chart Of Accounts Code:	<a href="#">CO - Colorado State University</a>
Income Stream Account Number:	1300001		

**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

The screenshot displays the Kuali Financials application interface. At the top left, the 'kuali' logo is followed by 'Financials'. A yellow banner below the header contains a warning icon and the text 'This is a test environment'. On the left side, a dark grey sidebar menu lists various navigation options. A red arrow points to 'CHART OF ACCOUNTS' in this menu. The main content area on the right is titled 'Chart of Accounts' and contains a list of 'ACTIVITIES'. A red arrow points to the 'Account' item in this list.

**kuali** | Financials

▲ This is a test environment

HOME

Jump to... Ctrl+K

- ACCOUNTING
- ACCOUNTS RECEIVABLE
- AUTOMATED JOURNAL VOUCHER
- BALANCE INQUIRIES
- BUDGET CONSTRUCTION
- CAPITAL ASSETS
- CHART OF ACCOUNTS
- PROCUREMENT & ACCOUNTS PAYABLE
- SYSTEM
- TRAVEL
- VENDOR
- 1099
- BFS ADMINISTRATION

### Chart of Accounts

ACTIVITIES

- Account
- Account Delegate
- Account Delegate Global
- Account Delegate Model
- Account Global
- Object Code
- Project Code
- Sub-Account
- Sub-Object Code
- Sub-Object Code Global



# New Account - Create

Account Lookup ⓘ

Create New

To create a new account either click:

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

Chart Code: <input type="text" value="100"/>	Account Number: <input type="text"/>
Account Title: <input type="text"/>	Organization Code: <input type="text"/>
Responsibility Center Code: <input type="text"/>	Reports To Organization Code: <input type="text"/>
Reports To Chart Of Accounts Code: <input type="text"/>	Account Type Code: <input type="text"/>
Fund Group Code: <input type="text"/>	Sub-Fund Group Code: <input type="text"/>
Higher Education Function Code: <input type="text"/>	Fiscal Officer Principal Name: <input type="text"/>
Account Supervisor Principal Name: <input type="text"/>	Account Manager Principal Name: <input type="text"/>
Closed?: <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Both	

Search Clear Cancel

# 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

## DOCUMENT OVERVIEW

### OVERVIEW

\*Description:

Explanation:

Organization Document Number:

## ACCOUNT MAINTENANCE

	PREVIOUS	PROPOSED
Chart Code:	CO	* Chart Code: <input type="text"/>
Account Number:	1300570	* Account Number: <input type="text"/>
Account Title:	ARO Revenue	* Account Title: <input type="text" value="ARO Revenue"/>
Organization Code:	6003	* Organization Code: <input type="text" value="6003"/>
Campus Code:	MC - CSU Main Campus	* Campus Code: <input type="text" value="MC - CSU Main Campus"/>
Account Effective Date:	07/01/2009	* Account Effective Date: <input type="text" value="09/27/2019"/>
Account Postal Code:	80523	* Account Postal Code: <input type="text" value="80523"/>
Account City Name:	FORT COLLINS	* Account City Name: <input type="text" value="FORT COLLINS"/>

# 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

^

PROPOSED

* Fiscal Officer Principal Name:	<input type="text" value="zimmerer@cc"/> <span style="float: right; font-size: 1.2em;">🔍</span> <span style="float: right; font-size: 0.8em;">Zimmerer, Suzanne Debra</span>
* Account Manager Principal Name:	<input type="text" value="zimmerer@cc"/> <span style="float: right; font-size: 1.2em;">🔍</span> <span style="float: right; font-size: 0.8em;">Zimmerer, Suzanne Debra</span>
* Account Supervisor Principal Name:	<input type="text" value="dpryan@colo"/> <span style="float: right; font-size: 1.2em;">🔍</span> <span style="float: right; font-size: 0.8em;">Ryan, David Patrick</span>
Income Stream Chart Of Accounts Code:	<input type="text" value="CO - Colorado State University"/> <span style="float: right; font-size: 1.2em;">🔍</span>
Income Stream Account Number:	<input type="text" value="1300001"/> <span style="float: right; font-size: 1.2em;">🔍</span>

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^

PROPOSED

Org Account Grouping:	<input type="text"/>
Cluster Code:	<input type="text"/> <span style="float: right; font-size: 1.2em;">🔍</span>

# Income Stream Account Number

Sub-Funds that require an Income Stream Account #:

<u>Sub-Fund</u>	<u>Income Stream Account Number</u>
CSFS	1900000
EXPSTA	1500000
EXTEN	1700200
PVM	1400000
EG	1300001

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

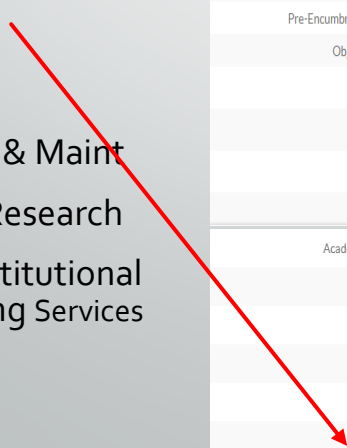
CONTRACTS AND GRANTS		PREVIOUS	PROPOSED
Contract Control Chart of Accounts Code:		Contract Control Chart of Accounts Code:	<input type="text"/>
Contract Control Account Number:		Contract Control Account Number:	<input type="text"/>
Account Indirect Cost Recovery Type Code:		Account Indirect Cost Recovery Type Code:	<input type="text"/>
Indirect Cost Rate:		Indirect Cost Rate:	<input type="text"/>
CFDA Number:		CFDA Number:	<input type="text"/>
CG Account Responsibility Id:		CG Account Responsibility Id:	<input type="text"/>
Research Code:		Research Code:	<input type="text"/>
NSF Category Code:		NSF Category Code:	<input type="text"/>
CSUF Fund Id:		CSUF Fund Id:	<input type="text"/>
Master Contract Nbr:		Master Contract Nbr:	<input type="text"/>
Overexpend Code:		Overexpend Code:	<input type="text"/>
Sponsor Name:		Sponsor Name:	<input type="text"/>
Account Sponsor Code:		Account Sponsor Code:	<input type="text"/>
Sponsor Source:		Sponsor Source:	<input type="text"/>
Cost Share Required?:	N	Cost Share Required?:	<input type="text" value="N"/>
Separate CS Acct Required?:		Separate CS Acct Required?:	<input type="text"/>
Budget Open Date:		Budget Open Date:	<input type="text"/>
Budget Close Date:		Budget Close Date:	<input type="text"/>

# Account Create - Central Administration

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

CENTRAL ADMINISTRATION		PREVIOUS	PROPOSED
Account Type Code:	MR - E+G Misc. Revenue	* Account Type Code:	MR - E+G Misc. Revenue
Higher Education Function Code:	ISC3	* Higher Education Function Code:	ISC3
Account Restricted Status Code:	U - Unrestricted	* Account Restricted Status Code:	U - Unrestricted
Account Restricted Status Date:		Account Restricted Status Date:	
Account Fringe Benefit:	No	Account Fringe Benefit:	<input type="checkbox"/>
Fringe Benefit Chart Code:	CO - Colorado State University	Fringe Benefit Chart Code:	CO - Colorado State University
Fringe Benefit Account Number:	1301940	Fringe Benefit Account Number:	1301940
Account Off Campus Indicator:	No	Account Off Campus Indicator:	<input type="checkbox"/>
Budget Record Level Code:	A - Account	* Budget Record Level Code:	A - Account
Account Sufficient Funds Code:	N - No Checking	* Account Sufficient Funds Code:	N - No Checking
Transaction Processing Sufficient Funds Check:	No	Transaction Processing Sufficient Funds Check:	<input type="checkbox"/>
External Encumbrance Sufficient Funds Indicator:	No	External Encumbrance Sufficient Funds Indicator:	<input type="checkbox"/>
Internal Encumbrance Sufficient Funds Indicator:	No	Internal Encumbrance Sufficient Funds Indicator:	<input type="checkbox"/>
Pre-Encumbrance Sufficient Funds Indicator:	No	Pre-Encumbrance Sufficient Funds Indicator:	<input type="checkbox"/>
Object Presence Control Indicator:	No	Object Presence Control Indicator:	<input type="checkbox"/>
Auxiliary Bond Code:		Auxiliary Bond Code:	<input type="text"/>
Auxiliary Statement Code:		Auxiliary Statement Code:	<input type="text"/>
Aux Enterprise Code:	N	Aux Enterprise Code:	N
Enterprise Status Code:	N	Enterprise Status Code:	N
Academic Enrichment Program Code:		Academic Enrichment Program Code:	<input type="text"/>
Fund Source Code:	61	Fund Source Code:	61
State Report Code:		State Report Code:	<input type="text"/>
Budget Category Code:		Budget Category Code:	<input type="text"/>
Campus Services Code:		Campus Services Code:	<input type="text"/>
Facility Admin Category Code:	GAAA	Facility Admin Category Code:	GAAA
CORE Report Categ Code:		CORE Report Categ Code:	<input type="text"/>



# 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

GUIDELINES AND PURPOSE		
	PREVIOUS	PROPOSED
Account Expense Guideline Text:	This account does not have expense activity	* Account Expense Guideline Text: <div style="border: 1px solid gray; padding: 5px;">This account does not have expense activity</div>
Account Income Guideline Text:	Income from late charges assessed to Perkins loans in CLM, Sponsor Billing Service Charge and Payment Plans are posted to this account	* Account Income Guideline Text: <div style="border: 1px solid gray; padding: 5px;">Income from late charges assessed to Perkins loans in CLM, Sponsor Billing Service Charge and Payment Plans are posted to this account</div>
Account Purpose Text:	Perkins Late Fee, Sponsor Billing Service Charge and Payment Plan Revenue (sub-accounts are PERK, SPON and PMTPL),	* Account Purpose Text: <div style="border: 1px solid gray; padding: 5px;">Perkins Late Fee, Sponsor Billing Service Charge and Payment Plan Revenue (sub-accounts are PERK, SPON and PMTPL).</div>



# 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 DESCRIPTION ^

PREVIOUS		PROPOSED	
Campus Description:		Campus Description:	<input type="text"/>
Organization Description:		Organization Description:	<input type="text"/>
Responsibility Center Description:		Responsibility Center Description:	<input type="text"/>
Building Campus Code:		Building Campus Code:	<input type="text"/> ▼ 🔍
Building Code:		Building Code:	<input type="text"/> 🔍

# 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

NOTES AND ATTACHMENTS (0) ^

<p>* Note Text:</p> <input style="width: 95%; height: 30px;" type="text"/>	<p>Attachment:</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Choose File</span> <span>No file chosen</span> </div> <div style="display: flex; justify-content: flex-end; align-items: center; margin-top: 5px;"> <span style="background-color: #2e7d32; color: white; padding: 5px 10px; border-radius: 3px;">ADD</span> </div> <div style="display: flex; justify-content: flex-end; align-items: center; margin-top: 5px;"> <span style="background-color: #ccc; padding: 2px 5px; border-radius: 3px;">Remove Attachment</span> </div>
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AD HOC RECIPIENTS ^

PERSON REQUESTS

* PERSON	* ACTION REQUESTED	ACTIONS
<input style="border: 1px solid #ccc;" type="text"/>	APPROVE <span style="font-size: 0.8em;">▼</span>	<span style="background-color: #2e7d32; color: white; padding: 5px 10px; border-radius: 3px;">ADD</span>

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AD HOC GROUP REQUESTS

* NAMESPACE CODE	* NAME	* ACTION REQUESTED	ACTIONS
<input style="border: 1px solid #ccc;" type="text"/>	<input style="border: 1px solid #ccc;" type="text"/>	APPROVE <span style="font-size: 0.8em;">▼</span>	<span style="background-color: #2e7d32; color: white; padding: 5px 10px; border-radius: 3px;">ADD</span>

# Exercise #2 - Create a New Account using the Copy function

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.

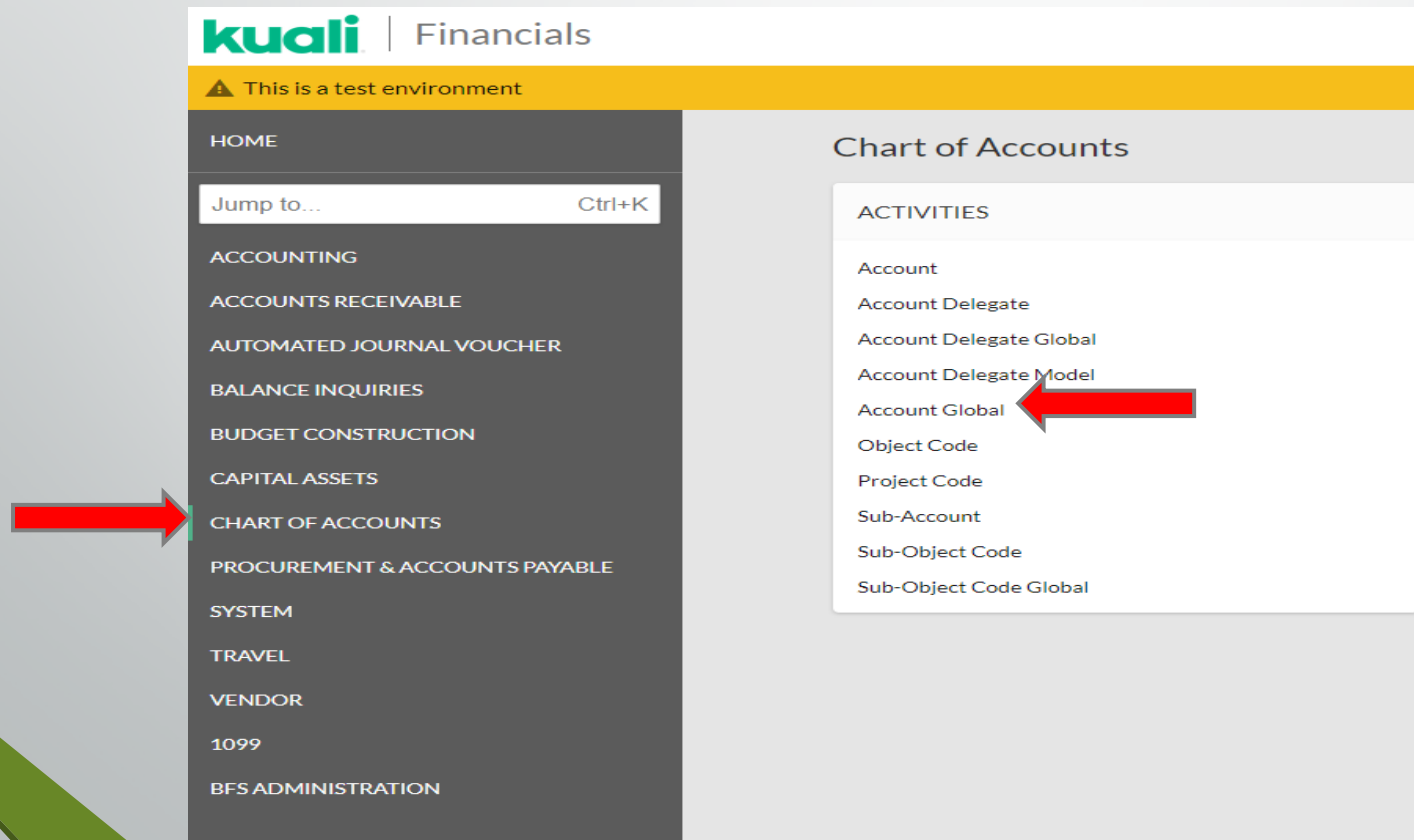
**Account Purpose:** The account purpose is to support Department Initiatives within AHS to increase morale.

# 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.



The screenshot displays the Kuali Financials application interface. At the top, the header reads "kuali | Financials" and includes a warning: "This is a test environment". A left-hand navigation menu lists various system functions, with a red arrow pointing to "CHART OF ACCOUNTS". The main content area, titled "Chart of Accounts", lists several "ACTIVITIES". A red arrow points to "Account Global" in this list.

Navigation Menu	Chart of Accounts Activities
HOME	ACTIVITIES
Jump to... (Ctrl+K)	Account
ACCOUNTING	Account Delegate
ACCOUNTS RECEIVABLE	Account Delegate Global
AUTOMATED JOURNAL VOUCHER	Account Delegate Model
BALANCE INQUIRIES	Account Global
BUDGET CONSTRUCTION	Object Code
CAPITAL ASSETS	Project Code
CHART OF ACCOUNTS	Sub-Account
PROCUREMENT & ACCOUNTS PAYABLE	Sub-Object Code
SYSTEM	Sub-Object Code Global
TRAVEL	
VENDOR	
1099	
BFS ADMINISTRATION	

# 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 ⓘ

Doc Nbr : 20327854      Status : INITIATED

Initiator : jborja10@colostate.edu      Created : 12:06 PM 09/27/2019

EXPAND ALL   COLLAPSE ALL

---

DOCUMENT OVERVIEW ^

---

OVERVIEW

\*Description:

Organization Document Number:

Explanation:

---

GLOBAL ACCOUNT MAINTENANCE ^

NEW

Fiscal Officer Principal Name:  ⓘ

Account Supervisor Principal Name:  ⓘ

# 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

EDIT LIST OF ACCOUNTS ^

---

NEW ACCOUNT

---

Look Up/Add Multiple Account Lines ?

\* Chart Code:  ?

\* Account Number:  ?

Account Title:

ADD

# 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 Lookup ⓘ

Chart Code: <input type="text" value="CO"/>	Account Number: <input type="text"/>
Account Title: <input type="text"/>	Organization Code: <input type="text"/>
Responsibility Center Code: <input type="text"/>	Reports To Organization Code: <input type="text"/>
Reports To Chart Of Accounts Code: <input type="text"/>	Account Type Code: <input type="text"/>
Fund Group Code: <input type="text"/>	Sub-Fund Group Code: <input type="text"/>
Higher Education Function Code: <input type="text"/>	Fiscal Officer Principal Name: <input type="text"/>
Account Supervisor Principal Name: <input type="text"/>	Account Manager Principal Name: <input type="text"/>

Closed?:  
 Yes    No    Both



# 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."

Currently viewing page 1 of 2 (rows 1 to 100).

Goto page: 1 2

Select All From All Pages

Deselect All From All Pages

Select All From This Page

Deselect All From This Page

Return Selected

Select?	Chart Code	Account Number	Account Title	Organization Code	Responsibility Center Code	Reports To Organization Code	Account Type Code	Fund Group Code	Sub-Fund Group Code	Higher Education Function Code	Fiscal Officer Name	Account Manager Name	Account Supervisor Name	Account Create Date	Account Expiration Date	Closed?
<input type="checkbox"/>	CO	1258000	CHHS CE	1501	IA	IA	NA	B	DCESUP	INAP	Carpenter, David	Carpenter, David	Youngblade, Lise Marie	07/01/2009		No
<input type="checkbox"/>	CO	1269400	M S Lecture Series 1/1-2/29/00	1501	IA	IA	NA	B	DCESUP	INAP	Carpenter, David	Carpenter, David	Youngblade, Lise Marie	07/01/2009		No
<input type="checkbox"/>	CO	1280000	CHHS IT - CE	1501	IA	IA	NA	B	DCESUP	INAP	Carpenter, David	Carpenter, David	Youngblade, Lise Marie	07/01/2009		No

# 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

NEW ACCOUNT

Look Up/Add Multiple Account Lines ?

\* Chart Code:  ?

\* Account Number:  ?

Account Title:

ADD

ACCOUNT ( CO - COLORADO STATE UNIVERSITY - 1258000 - CHHS CE ) Hide

Chart Code: CO - Colorado State University

Account Number: 1258000

Account Title: CHHS CE

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

NOTES AND ATTACHMENTS (0) ^

<p>* Note Text :</p> <div style="border: 1px solid #ccc; height: 40px; width: 95%;"></div>	<p>Attachment :</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Choose File</div> No file chosen <div style="float: right; margin-top: -20px;"> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #2e8b57; color: white; border-radius: 3px;">ADD</div> </div> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-top: 5px;">Remove Attachment</div>
--	--

---

AD HOC RECIPIENTS ^

PERSON REQUESTS

* PERSON	* ACTION REQUESTED	ACTIONS
<input style="width: 95%;" type="text" value=""/>	APPROVE ▼	<div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #2e8b57; color: white; border-radius: 3px;">ADD</div>

---

AD HOC GROUP REQUESTS

* NAMESPACE CODE	* NAME	* ACTION REQUESTED	ACTIONS
<input style="width: 95%;" type="text" value=""/>	<input style="width: 95%;" type="text" value=""/>	APPROVE ▼	<div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #2e8b57; color: white; border-radius: 3px;">ADD</div>

# Exercise #3

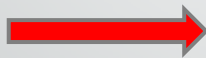
## Account Global

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



kuali | Financials

⚠ This is a test environment

HOME

Jump to... Ctrl+K

ACCOUNTING

ACCOUNTS RECEIVABLE

AUTOMATED JOURNAL VOUCHER

BALANCE INQUIRIES

BUDGET CONSTRUCTION

CAPITAL ASSETS

CHART OF ACCOUNTS

PROCUREMENT & ACCOUNTS PAYABLE

SYSTEM

TRAVEL

VENDOR

1099

BFS ADMINISTRATION

Chart of Accounts

ACTIVITIES

Account ←

Account Delegate

Account Delegate Global

Account Delegate Model

Account Global

Object Code

Project Code

Sub-Account

Sub-Object Code

Sub-Object Code Global

# 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"

Chart Code:

Account Number:

Account Title:

Organization Code:

Responsibility Center Code:

Reports To Organization Code:

Reports To Chart Of Accounts Code:

Account Type Code:

Fund Group Code:

Sub-Fund Group Code:

Higher Education Function Code:

Fiscal Officer Principal Name:

Account Supervisor Principal Name:

Account Manager Principal Name:

Closed?:  Yes  No  Both

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.

## Search Results

1-1 of 1

Actions	Chart Code	Account Number	Account Title	Organization Code	Responsibility Center Code	Reports To Organization Code	Account Type Code	Fund Group Code	Sub-Fund Group Code	Higher Education Function Code	Fiscal Officer Name	Account Manager Name	Account Supervisor Name	Account Create Date	Account Expiration Date	Closed?
<a href="#">edit</a> <a href="#">copy</a>	CO	2600000	Athletics Administrative	0120	B2	B2	NA	B	ATHLET	AEAG	Klein, Matthew	Klein, Matthew David	Cottingham, Steven J	07/01/2009		No

# Change Responsible Person on an Account or Edit

DOCUMENT OVERVIEW ^

OVERVIEW

\* Description:

Organization Document Number:

Explanation:

ACCOUNT MAINTENANCE ^

	PREVIOUS	PROPOSED
Chart Code:	CO	CO
Account Number:	2600000	2600000
Account Title:	Athletics Administrative Account	<input style="width: 150px;" type="text" value="Athletics Administrative Account"/>
Organization Code:	0120	<input style="width: 50px;" type="text" value="0120"/> <small>⊞</small>
Campus Code:	MC - CSU Main Campus	<input style="width: 100px;" type="text" value="MC - CSU Main Campus"/> <small>⊞</small>
Account Effective Date:	07/01/2009	<input style="width: 80px;" type="text" value="07/01/2009"/> <small>📅</small>
Account Postal Code:	80523	<input style="width: 60px;" type="text" value="80523"/> <small>⊞</small>
Account City Name:	FORT COLLINS	<input style="width: 100px;" type="text" value="FORT COLLINS"/>
Account State Code:	CO	<input style="width: 30px;" type="text" value="CO"/> <small>⊞</small>
Account Street Address:	0120 Campus Delivery	<input style="width: 120px;" type="text" value="0120 Campus Delivery"/>
Sub-Fund Group Code:	ATHLET	<input style="width: 60px;" type="text" value="ATHLET"/> <small>⊞</small>
Account Expiration Date:		<input style="width: 60px;" type="text"/> <small>📅</small>
Continuation Chart Code:		<input style="width: 100px;" type="text"/> <small>⊞</small>
Continuation Account Number:		<input style="width: 60px;" type="text"/> <small>⊞</small>
Closed?:	No	<input type="checkbox"/>

ACCOUNT RESPONSIBILITY ^

	PREVIOUS	PROPOSED
Fiscal Officer Principal Name:	<a href="mailto:mklein33@colostate.edu">mklein33@colostate.edu</a> - Klein, Matthew David	<input style="width: 100px;" type="text" value="mklein33@cc"/> <small>⊞</small> Klein, Matthew David
Account Manager Principal Name:	<a href="mailto:mklein33@colostate.edu">mklein33@colostate.edu</a> - Klein, Matthew David	<input style="width: 100px;" type="text" value="mklein33@cc"/> <small>⊞</small> Klein, Matthew David
Account Supervisor Principal Name:	<a href="mailto:stcott@colostate.edu">stcott@colostate.edu</a> - Cottingham, Steven J	<input style="width: 100px;" type="text" value="stcott@colos"/> <small>⊞</small> Cottingham, Steven J
Income Stream Chart Of Accounts Code:	CO - Colorado State University	<input style="width: 100px;" type="text" value="CO - Colorado State University"/> <small>⊞</small>
Income Stream Account Number:	1300000	<input style="width: 60px;" type="text" value="1300000"/> <small>⊞</small>



# 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:

The screenshot shows a web interface for the 'FO Action List'. At the top, there are three buttons: 'preferences', 'refresh', and 'filter'. Below these is a dropdown menu with the text 'Choose Primary Delegate' and a downward arrow. The dropdown is open, showing four options: 'Choose Primary Delegate' (highlighted in blue), 'Choose Primary Delegate', 'All Primary Delegates', and 'Louann'.

# 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:

The screenshot shows a web interface for 'Delegates Action List'. At the top, there are three buttons: 'preferences', 'refresh', and 'filter'. Below these buttons is a large empty white box. To the right of this box is a dropdown menu. The dropdown menu is currently open, showing the following options: 'Choose Secondary Delegation' (with a downward arrow), 'Choose Secondary Delegation', 'All Secondary Delegations' (highlighted in blue), 'Dezarai', 'Peter', and 'Tonie'.

# 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

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HOME

Jump to... Ctrl+K

- ACCOUNTING
- ACCOUNTS RECEIVABLE
- AUTOMATED JOURNAL VOUCHER
- BALANCE INQUIRIES
- BUDGET CONSTRUCTION
- CAPITAL ASSETS
- CHART OF ACCOUNTS
- PROCUREMENT & ACCOUNTS PAYABLE
- SYSTEM
- TRAVEL
- VENDOR
- 1099
- BFS ADMINISTRATION

### Chart of Accounts

ACTIVITIES

- Account
- Account Delegate**
- Account Delegate Global
- Account Delegate Model
- Account Global
- Object Code
- Project Code
- Sub-Account
- Sub-Object Code
- Sub-Object Code Global

# Account Delegates

- You can search specifically or create new

The screenshot shows the 'Account Delegate Lookup' interface in the Kuali Financials system. The page header includes the Kuali logo and 'Financials' text. On the right side of the header, there are links for 'Action List', 'Doc Search', and a user profile for 'Bethany'. The main content area is titled 'Account Delegate Lookup' and contains several input fields: 'Chart Code' (with 'CO' entered), 'Account Number', 'Document Type Name', and 'Account Delegate Principal Name'. Below these fields are three radio buttons for 'Account Delegate Active', with 'Yes' selected. At the bottom of the form are 'Search', 'Clear', and 'Cancel' buttons. Two red circles highlight the 'Create New' button in the top right corner and the 'Account Delegate Active' radio buttons.

# Account Delegates

Account Delegate 

Initiator : jborja1u@colostate.edu

Created : 11:04 AM 09/30/2019

EXPAND ALL

COLLAPSE ALL

## DOCUMENT OVERVIEW

### OVERVIEW


\* Description :


Organization Document Number :


Explanation :


## EDIT ACCOUNT DELEGATE

### NEW

\* Chart Code:  

\* Account Number:  

\* Document Type Name:  


\* Account Delegate Principal Name:  

Approval From This Amount:

Approval To This Amount:

Account Delegate Primary Route:

Account Delegate Active:

\* Account Delegate Start Date:  

Input the information you want to update with the new delegate

Submit

Save

Close

Cancel



# 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