

# Account Global

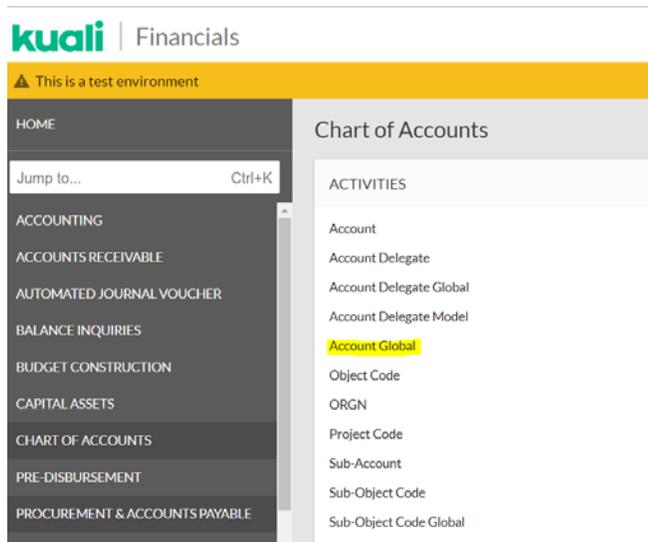
Account Global is used to assign identical attributes to multiple accounts at one time. The Account Global is most often used for updating account responsibility roles (i.e. fiscal officers, account managers, or account supervisors), organization codes, or account expiration dates for multiple accounts.

The Account Global cannot be used to close accounts. To close an account, use the “Account” option under Chart of Accounts. Each account needs to be closed individually. To update Sponsored accounts (53xxxxx) you cannot use the Account Global document, you will need to go through Sponsored Programs to have the information updated.

Below we will go through the three most common uses of the Account Global document which are changing account responsibility roles (i.e. fiscal officer, account manager, or account supervisor), changing of an organization code, and creating an account expiration date for multiple accounts.

## Changing the Account Responsibility on Multiple Accounts:

Account Global may be used when a fiscal officer, account manager, or account supervisor changes on multiple accounts. The Account Global document is located in Chart of Accounts Activities:



## Document Overview:

Always provide a short description and a detailed explanation of why the change is taking place. The description will state what you are doing and the explanation states why you are doing it.



**Global Account Maintenance:**

Only fill in the information that needs to be updated for the accounts selected. Any information added in this section will update for all accounts you select in the “Edit List of Accounts” section.

**NEW**

Fiscal Officer Principal Name:	<input type="text" value="sleaming@col"/>	Learning, Summer E
Account Supervisor Principal Name:	<input type="text"/>	
Account Manager Principal Name:	<input type="text"/>	
Organization Code:	<input type="text"/>	
Sub-Fund Group 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"/>	
Continuation Chart Code:	<input type="text"/>	
Continuation Account Number:	<input type="text"/>	
Income Stream Chart Of Accounts Code:	<input type="text"/>	

**Edit List of Accounts section:**

Add all the accounts that have identical account attributes that need to be changed. To add multiple accounts at one time use “Look Up/Add Multiple Account Lines”.

EDIT LIST OF ACCOUNTS

NEW ACCOUNT

<b>Look Up/Add Multiple Account Lines</b>	* Chart Code: <input type="text"/>
	* Account Number: <input type="text"/>
	Account Title: <input type="text"/>

**ADD**

By using the “Look Up/Add Multiple Account Lines” option the screen below is displayed. Enter your lookup criteria by using the fields available and the click “Search”. Below we are looking at all accounts the original person is the Fiscal Officer on.

Account Lookup

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

The search results below were populated. Select accounts by individually checking the account number or choosing “Select All” and click “Return Selected”. In the example below, 14 accounts were selected and returned in.

Viewing rows 1 to 14

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
<input type="checkbox"/>	CQ	2001073	Continuation Account - Semester at Sea	1073	WA	WA	DS	B	SUSPEN	ISD4	Meldrum, Publina P	Meldrum, Publina P	Ryan, David Patrick
<input type="checkbox"/>	CQ	2900441	SaSsublease	0111	XA	XA	NA	B	ENTERP	OPBU	Meldrum, Publina P	King, Kristine Anna	Ryan, David Patrick

Accounts are now populated in the account global document. You can still add any needed accounts by following the steps above. To delete an account that you selected click the “Delete” button below the account.

EDIT LIST OF ACCOUNTS

NEW ACCOUNT

Look Up/Add Multiple Account Lines

\* Chart Code:

\* Account Number:

Account Title:

ACCOUNT ( CO - COLORADO STATE UNIVERSITY - 9901405 - SEMESTER AT SEA - PRESIDENT'S OFFICE )

Chart Code: CO - Colorado State University

Account Number: 9901405

Account Title: Semester at Sea - President's Office

ACCOUNT ( CO - COLORADO STATE UNIVERSITY - 2900441 - SAS SUBLEASE )

Attach any needed support in the “Notes and Attachments” section. You can also “Ad Hoc” any recipients that are not listed through the normal routing process. Click “Submit” and Fiscal Officer changes will occur when the routing process is complete and the document is “Final”.

NOTES AND ATTACHMENTS (0)

\* Note Text:

Attachment:

No file selected.

PERSON REQUESTS

\* PERSON

\* ACTION REQUESTED

ACTIONS

AD HOC GROUP REQUESTS

\* NAMESPACE CODE

\* NAME

\* ACTION REQUESTED

ACTIONS

### Changing an Organization Code for Multiple Accounts:

Account Global may be used when an Organization Code needs to be changed for multiple accounts. Access the Account Global document in the Chart of Accounts Activities section.

#### Document Overview:

Always provide a short description and a detailed explanation of why the change is taking place.

Account Global Doc Nbr : 20325073      Status : INITIATED  
Initiator : kmccar@colostate.edu      Created : 03:27 PM 09/23/20

EXPAND ALL COLLAPSE ALL

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DOCUMENT OVERVIEW

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OVERVIEW

\* Description :       Explanation :

Organization Document Number :

**Global Account Maintenance:**

Only fill in the information that needs to be updated for the accounts selected.

GLOBAL ACCOUNT MAINTENANCE

**NEW**

Fiscal Officer Principal Name:

Account Supervisor Principal Name:

Account Manager Principal Name:

Organization Code:

Sub-Fund Group Code:

Account Expiration Date:

Account Postal Code:

Account City Name:

Account State Code:

Account Street Address:

**Edit List of Accounts:**

Add all the accounts that have identical account attributes that need to be changed. To add multiple accounts at one time use “Look Up/Add Multiple Account Lines” as described earlier. You can still add any needed accounts by following the steps described earlier. To delete an account that you selected click the “delete” button below the account.

Attach any needed support in the “Notes and Attachments” section and “Ad Hoc” any recipients that are not listed through the normal routing process. Click “Submit” and the Organization Code changes will occur when the routing process is complete and the document is “Final”.

**Creating an Account Expiration Date for Multiple Accounts:**

Account Global may be used when an account expiration date needs to be put in for multiple accounts. Access the Account Global document in the Chart of Accounts Activities section.

**Document Overview:**

Always provide a short description and a detailed explanation of why the change is taking place.

**Global Account Maintenance:**

Only fill in the information that needs to be updated for the accounts selected. In the below example, fiscal officer and account expiration date are updating.

GLOBAL ACCOUNT MAINTENANCE

**NEW**

Fiscal Officer Principal Name:	<input type="text" value="sleaming"/>
Account Supervisor Principal Name:	<input type="text"/>
Account Manager Principal Name:	<input type="text"/>
Organization Code:	<input type="text"/>
Sub-Fund Group Code:	<input type="text"/>
Account Expiration Date:	<input type="text" value="9/1/2019"/>
Account Postal Code:	<input type="text"/>
Account City Name:	<input type="text"/>
Account State Code:	<input type="text"/>
Account Street Address:	<input type="text"/>
Continuation Chart Code:	<input type="text"/>
Continuation Account Number:	<input type="text"/>

**Edit List of Accounts:**

Add all the accounts that have identical account attributes that need to be changed. To add multiple account lines, use “Look Up/Add Multiple Account Lines” as described earlier in the document.

In this example we have added the accounts individually to the document by typing them into the “account number” box below and clicking “add”.

* Chart Code:	<input type="text" value="CO - Colorado State University"/>
* Account Number:	<input type="text" value="2100300"/>
Account Title:	Facilities Equipment
<input type="button" value="ADD"/>	

ACCOUNT ( CO - COLORADO STATE UNIVERSITY - 2100300 - FACILITIES EQUIPMENT )		<input type="button" value="Hide"/>
Chart Code:	CO - Colorado State University	
Account Number:	2100300	
Account Title:	Facilities Equipment	
<input type="button" value="DELETE"/>		
ACCOUNT ( CO - COLORADO STATE UNIVERSITY - 2100400 - MOTOR POOL FLEET VEHICLES )		<input type="button" value="Hide"/>
Chart Code:	CO - Colorado State University	
Account Number:	2100400	
Account Title:	Motor Pool Fleet Vehicles	
<input type="button" value="DELETE"/>		

Attach any needed support in the “Notes and Attachments” section. You can also “ad hoc” any recipients that are not listed through the normal routing process. Click “submit” and expiration dates will show when the routing process completes and the document is finalized.

If you have any questions regarding this process, please contact your Campus Services Representative. The list can be found at [http://busfin.colostate.edu/Depts/Campus\\_Svcs.aspx](http://busfin.colostate.edu/Depts/Campus_Svcs.aspx).