Kuali Financial System (KFS)
Moving Accounts Between Departments

Typically accounts that have a Beginning Budget or Original Budget cannot be moved from one department to another department.

Exception:

1. The same Division (Responsibility Center Code)
   • Accounts within the same Division (Responsibility Center) may be moved.

Step 1: Check for a Beginning Budget
Check to see if the Account has a Beginning Budget by selecting General Ledger Entry from Balance Inquiries list of Activities. If there is a Beginning Budget amount you cannot Move the account between two departments or Organization Codes unless the Org Codes are within the same Division (Responsibility Center).

In the General Ledger Entry Lookup screen, enter information in Account Number, Balance Type Code and Fiscal Period fields. For this example, we are using Account Number 1352850 – Annual Audit, Balance Type Code “BB” (for Beginning Budget), and an “*” in Fiscal Period.
If there is a Beginning Budget, it will be found in the Search Results in the Transaction Ledger Entry Amount column. For this example, since there is a Beginning Budget amount of $150,000.00, we would NOT be able to move the account from one Department to another, unless both Departments/Org Codes are within the same Division/Responsibility Center.

Step 3: Check the Division/Responsibility Code for the Departments/Org Codes

In our example Department/Organization Code 6003 wants to move Account 1352850 to Dept/Org 6025 or 6001. The below illustrates verification that Dept/Org 6003 and Dept/Org 6025 are NOT in the same division but Dept/Org 6003 and Dept/Org 6001 ARE in the same division.

Navigate to the Kuali home page and select ORGN under Chart of Accounts Activities to perform an Organization Lookup:
In the Organization Lookup enter the Organization Code you are wanting the information on and then click “Search”. For this example, we are looking up Org Code 6003, 6025 and 6001. In the Search Results section, we can see that 6003 is under Division/Responsibility Center “OA”, 6025 is under “Y2”, and 6001 is under “OA”. This means that we CAN move Account 1352850 from Org 6003 to Org 6001, but we CANNOT move it to Org 6025.

Because one of the above-mentioned EXCEPTIONS to the rule was met, we can now proceed to Move this Account.
Instructions to Move an Account

Navigate to the Home page and select Account from the Chart of Accounts Activities.

Enter the Account number (Ex. 1352850) in the Account Number field and click Search. Then click Edit in the Search Results.
Enter a Description (what) and Explanation (why) in the fields in the Document Overview section. Enter the Organization Code that you want to move the account TO in the PROPOSED section of the screen (in our example we are moving Account 1352850 from Org Code 6003 to Org Code 6001).

In the GUIDELINES AND PURPOSE section of the Account document, input appropriate descriptions in the following fields: Account Expense Guideline Text, Account Income Guideline Text, and Account Purpose Text.

Note: If the words “Converted Account” appear, you MUST enter an appropriate description.

Once the necessary information is entered, click Save and Submit to send the document for approval.

Checklist:

✓ Have you contacted Human Resources to move this person to the correct department?
✓ If you have any questions regarding this process, please contact Campus Services or the Office of Budgets