

# 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:

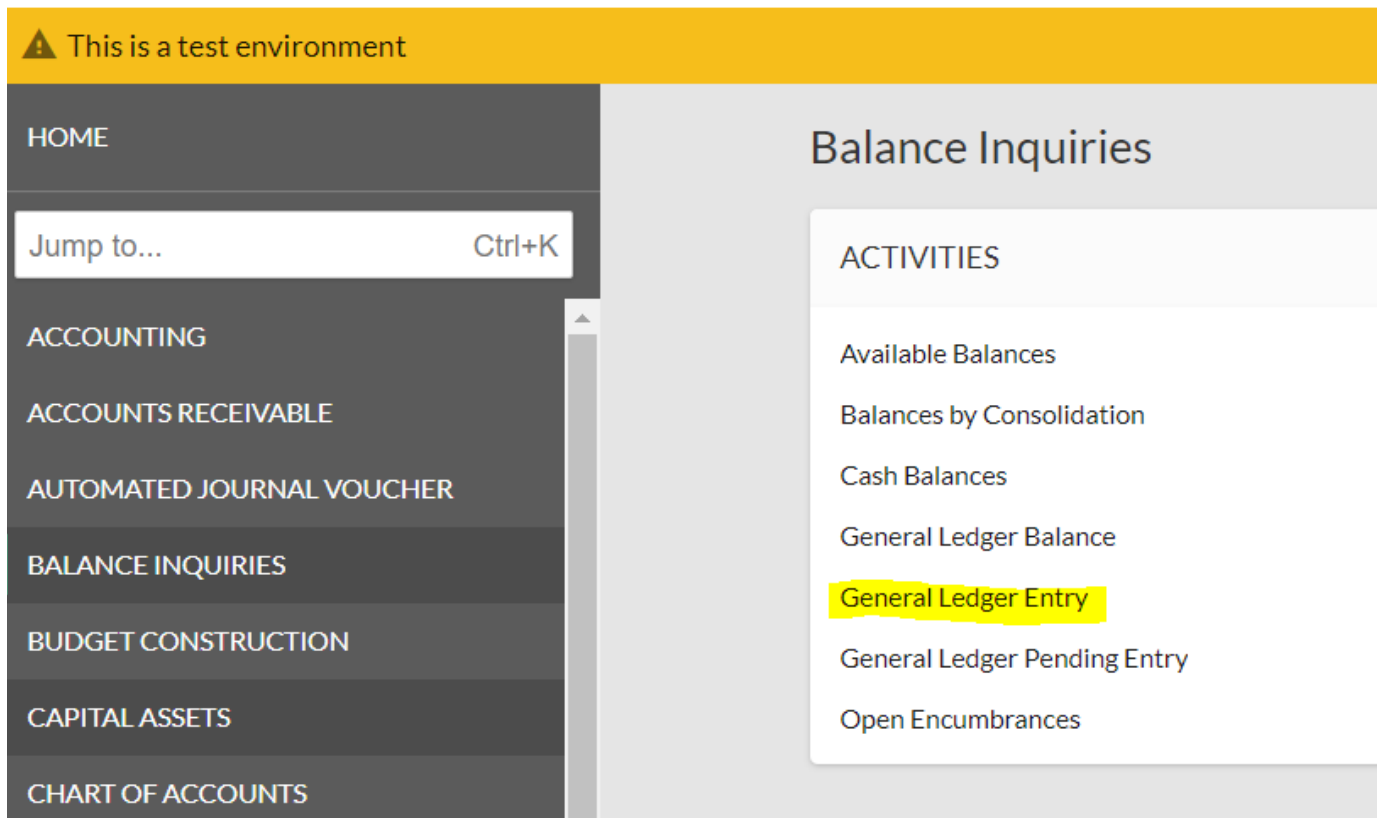
#### 1. The same Division (Responsibility Center Code)

- Accounts within the same Division (Responsibility Center) may be moved.

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### 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.

## General Ledger Entry Lookup ?

Fiscal Year:	<input type="text" value="2020"/>	Document Type:	<input type="text"/>
Chart Code:	<input type="text" value="CO"/>	Origin Code:	<input type="text"/>
Account Number:	<input type="text" value="1352850"/>	Document Number:	<input type="text"/>
Sub-Account Number:	<input type="text"/>	Organization Document Number:	<input type="text"/>
Object Code:	<input type="text"/>	Project Code:	<input type="text"/>
Sub-Object Code:	<input type="text"/>	Organization Reference Id:	<input type="text"/>
Balance Type Code:	<input type="text" value="BB"/>	Reference Document Type Code:	<input type="text"/>
Object Type Code:	<input type="text"/>	Reference Origin Code:	<input type="text"/>
Fiscal Period:	<input type="text" value="1"/>	Reference Document Number:	<input type="text"/>

Pending Entry Approved Indicator:  No  Approved  All

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.

Search Results															
Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Fiscal Period	Document Type	Origin Code	Document Number	Transaction Ledger Entry Description	Transaction Ledger Entry Amount	Debit Credit Code	Transaction Date
2020	CO	1352850	-----	6600	---	BB	EX	BB	BCBB	01	19482267	Beginning Budget Load	150,000.00		07/24/2019

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

### 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 Kualu home page and select ORGN under Chart of Accounts Activities to perform an Organization Lookup:

**▲ 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**

PRE-DISBURSEMENT

PROCUREMENT & ACCOUNTS PAYABLE

## Chart of Accounts

ACTIVITIES

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

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.

Organization Lookup Create New

Chart Code:

Organization Name:

Organization Type Code:

Reports to Organization:

Organization Code:

Responsibility Center Code:

Reports to Chart Code:

Active Indicator:  Yes  No  Both

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Search Results 1-3 of 3

Actions	Chart Code	Organization Code	Organization Name	Responsibility Center Code	Organization Type Code	Reports to Chart Code	Reports to Organization	Active Indicator	Organization Manager Principal Name
<a href="#">edit</a> <a href="#">copy</a>	CO	6001	VP University Operations	OA	D	CO	OA	Yes	lynnjohn@colostate.edu
<a href="#">edit</a> <a href="#">copy</a>	CO	6003	Business + Financial Services	OA	D	CO	OA	Yes	dpryan@colostate.edu
<a href="#">edit</a> <a href="#">copy</a>	CO	6025	Creative Services	Y2	D	CO	Y2	Yes	mcooper@colostate.edu

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

This is a test environment

HOME

Jump to... Ctrl+K

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### Chart of Accounts

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

Enter the Account number (Ex. 1352850) in the Account Number field and click Search. Then click Edit in the Search Results:

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

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

Search Results

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
	CO	1352850	Annual Audit	6003	OA	OA	NA	A	EG	ISBW	Tschirhart, Sally D

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).

DOCUMENT OVERVIEW	
OVERVIEW	
* Description:	Update Org Code
Organization Document Number:	
Explanation:	Update acct 1352850 from Org 6003 to Org 6001

ACCOUNT MAINTENANCE	
PREVIOUS	PROPOSED
Chart Code: CO	Chart Code: CO
Account Number: 1352850	Account Number: 1352850
Account Title: Annual Audit	* Account Title: Annual Audit
Organization Code: 6003	* Organization Code: 6001
Campus Code: MC - CSU Main Campus	* Campus Code: MC - CSU Main Campus
Account Effective Date: 07/01/2009	* Account Effective Date: 07/01/2009
Account Postal Code: 80523	* Account Postal Code: 80523
Account City Name: Fort Collins	* Account City Name: Fort Collins
Account State Code: CO	* Account State Code: CO
Account Street Address: 6003 Campus Delivery	* Account Street Address: 6003 Campus Delivery
Sub-Fund Group Code: EG	* Sub-Fund Group Code: EG
Account Expiration Date:	Account Expiration Date:
Continuation Chart Code:	Continuation Chart Code:

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.

GUIDELINES AND PURPOSE	
PREVIOUS	PROPOSED
Account Expense Guideline Text: Converted Account	* Account Expense Guideline Text: Converted Account
Account Income Guideline Text: Converted Account	* Account Income Guideline Text: Converted Account
Account Purpose Text: Annual Audit	* Account Purpose Text: Annual Audit

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

GUIDELINES AND PURPOSE	
PREVIOUS	PROPOSED
Account Expense Guideline Text: Converted Account	* Account Expense Guideline Text: Annual audit expense via Central
Account Income Guideline Text: Converted Account	* Account Income Guideline Text: Not applicable.
Account Purpose Text: Annual Audit	* Account Purpose Text: Annual Audit Costs

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