Campus Services

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.
Account Create

- Review an Existing Account
- Set Up a New Account
- Account Global
- Change a Responsible Party
- Add Sub Accounts
Review an Existing Account

Kuali ➔ Main Menu ➔ Lookup and Maintenance ➔ Chart of Accounts
Review an Existing Account

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chart Code</strong></td>
<td>CO</td>
</tr>
<tr>
<td>Account Number</td>
<td></td>
</tr>
<tr>
<td>Account Title</td>
<td></td>
</tr>
<tr>
<td>Organization Code</td>
<td></td>
</tr>
<tr>
<td>Account Type Code</td>
<td></td>
</tr>
<tr>
<td>Sub-Fund Group Code</td>
<td></td>
</tr>
<tr>
<td>Higher Education Function Code</td>
<td></td>
</tr>
<tr>
<td>Fiscal Officer Principal Name</td>
<td></td>
</tr>
<tr>
<td>Account Supervisor Principal Name</td>
<td></td>
</tr>
<tr>
<td>Account Manager Principal Name</td>
<td></td>
</tr>
<tr>
<td>Closed?</td>
<td>[ ] Yes [ ] No [ ] Both</td>
</tr>
</tbody>
</table>

Chart Code: default to CO
There are a number of ways to review account information:

- Account Number
- Account Title
- Organization code
- Account Type Code
- Sub-Fund Group Code
- Higher Education Function Code
- Fiscal Officer, Account Supervisor or Account Manager
- Open, Closed or both
Review an Existing Account

Chart Code will default to CO

Search by account number, type in account number and click search

Search by organization, type in org code and click search

Search by any of the items available

Wildcard is “*”

• i.e. to search for any account that begins with a 27, type in “27*” next to account number, then hit search, and all accounts that begin with 27 will appear
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
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.

**Account Detail** provides basic account information.

**Account Responsibility** Identifies who is responsible for the account.
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 o-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.
Account Responsibility

**Fiscal Officer:** A Fiscal Officer has an oversight role for the account. Each transactional document (DV/IO/GEC) requires Fiscal Officer approval. Fiscal Officers may delegate approval authority.

**Account Manager:** Has the responsibility for ensuring that funds are spent and managed according to the goals and objectives of the University. The Fiscal Officer and Account Manager may be the same individual.

**Account Supervisors:** Department Heads; Business Officers, Principal Administrators; these individuals usually have Department or Division level Management of the account.
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
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.
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
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.
### Transactions

**Budget Construction**
- Budget Construction Selection

**Financial Processing**
- Advance Deposit
- Adjustment/Accrual Voucher
- Budget Adjustment
- Cash Receipt
- Disbursement Voucher
- Distribution of Income and Expense
- General Error Correction
- Indirect Cost Adjustment
- Internal Billing
- Internal Order
- Pre-Encumbrance
- Single Sided Budget Adjustment
- Transfer of Funds
- Work Order Authorization

**Purchasing/Accounts Payable**
- Contract Manager Assignment
- Payment Request
- Receiving
- Requisition
- Shop Catalogs
- Vendor Credit Memo

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### Custom Document Searches

**Financial Transactions**
- Capital Asset Management
  - Asset Maintenance

**Financial Processing**
- Disbursement Vouchers

**Purchasing/Accounts Payable**
- Electronic Invoice Rejets
- Payment Requests
- Purchase Orders
- Receiving
- Requisitions
- Vendor Credit Memos

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### Balance Inquiries

**General Ledger**
- Available Balances
- Balances by Consolidation
- Cash Balances
- General Ledger Balance
- General Ledger Entry
- General Ledger Pending Entry
- Open Encumbrances

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### 1099 Process

**Record Maintenance**
- Payee
- Payment
- Process Extract History
- Payee 1099 Forms
- 1099 Exception Report

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### Administrative Transactions

**Capital Asset Builder**
- Capital Asset Builder AP Transactions
- Capital Asset Builder GL Transactions

**Capital Asset Management**
- Asset Manual Payment
- Barcode Inventory Process
- Asset Year End Depreciation

**Financial Processing**
- Cash Management
- General Ledger Correction Process
- Journal Voucher
- Non-Check Disbursement

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### Chart of Accounts

- Account
  - Account Global
  - Account Delegate
  - Account Delegate Global
  - Account Delegate Model
  - Account Delegate Global From Model
  - Object Code
  - Object Code Global
  - Organization
  - Project Code
  - Sub-Account
  - Sub-Object Code
  - Sub-Object Code Global
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>
<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>1322600</td>
<td>1322600</td>
<td>Ahs Development Activity</td>
<td>1561</td>
<td>NA</td>
<td>EG</td>
<td>ASRX</td>
<td>Mazzari, Thomas R</td>
<td>Mazzari, Thomas R</td>
<td>McCubin, Jeffrey</td>
<td>07/01/2009</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
## Document Overview

- **Description:** Create new account
- **Explanation:** Create new account for AHS called AHS Department Initiatives.

## Account Maintenance

### Original
- **Chart Code:** CO
- **Account Number:** 1322690
- **Account Title:** Ahs Development Activity
- **Organization Code:** 1501
- **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:** 1501 Campus Delivery
- **Sub-Fund Group Code:** EG
- **Account Expiration Date:**
- **Continuation Chart Code:**
- **Continuation Account Number:**
- **Closed:** No

### New Copy
- **Chart Code:** CO
- **Account Number:** 0150101
- **Account Title:** AHS Department Initiatives
- **Organization Code:** 1501
- **Campus Code:** MC - CSU Main Campus
- **Account Effective Date:** 03/15/2012
- **Account Postal Code:** 80523
- **Account City Name:** Fort Collins
- **Account State Code:** CO
- **Account Street Address:** 1501 Campus Delivery
- **Sub-Fund Group Code:** EG
- **Account Expiration Date:**
- **Continuation Chart Code:**
- **Continuation Account Number:**
- **Closed:**

## Account Responsibility

### Original
- **Fiscal Officer Principal Name:** Mazzari, Thomas R.
- **Account Manager Principal Name:** Mazzari, Thomas R.
- **Account Supervisor Principal Name:** McCubbin, Jeffrey

### New Copy
- **Fiscal Officer Principal Name:** Mazzari, Thomas R.
- **Account Manager Principal Name:** Mazzari, Thomas R.
- **Account Supervisor Principal Name:** McCubbin, Jeffrey
<table>
<thead>
<tr>
<th>Original</th>
<th>New Copy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account Expense Guideline Text:</strong> Converted Account</td>
<td>Expenses will consist of Salaries and departmental expenses.</td>
</tr>
<tr>
<td><strong>Account Income Guideline Text:</strong> Converted Account</td>
<td>No income in this account.</td>
</tr>
<tr>
<td><strong>Account Purpose Text:</strong> Ahs Development Activity</td>
<td>To support Department initiatives within AHS to increase morale across the department.</td>
</tr>
</tbody>
</table>
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 changing
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.”

<table>
<thead>
<tr>
<th>Select?</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></td>
<td>10</td>
<td>1258000</td>
<td>College Of Applied Human Sciences</td>
<td>1501</td>
<td>NA</td>
<td>DCESUP</td>
<td>INAP</td>
<td>Mazzarisi, Thomas R</td>
<td>Mazzarisi, Thomas R</td>
<td>McCubbin, Jeffrey</td>
<td>07/01/2009</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>1258500</td>
<td>Manufacturing Technology &amp; Construction Management</td>
<td>1501</td>
<td>NA</td>
<td>DCESUP</td>
<td>INAP</td>
<td>Mazzarisi, Thomas R</td>
<td>Mazzarisi, Thomas R</td>
<td>McCubbin, Jeffrey</td>
<td>07/01/2009</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>1259900</td>
<td>Mfg &amp; Const Mgmt Educ Outreach Prog</td>
<td>1501</td>
<td>NA</td>
<td>DCESUP</td>
<td>INAP</td>
<td>Mazzarisi, Thomas R</td>
<td>Mazzarisi, Thomas R</td>
<td>McCubbin, Jeffrey</td>
<td>07/01/2009</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>1269400</td>
<td>M S Lecture Series 1/1-2/29/00</td>
<td>1501</td>
<td>NA</td>
<td>DCESUP</td>
<td>INAP</td>
<td>Mazzarisi, Thomas R</td>
<td>Mazzarisi, Thomas R</td>
<td>McCubbin, Jeffrey</td>
<td>07/01/2009</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>1260000</td>
<td>Great Plains Idea</td>
<td>1501</td>
<td>NA</td>
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<td>INAP</td>
<td>Mazzarisi, Thomas R</td>
<td>Mazzarisi, Thomas R</td>
<td>McCubbin, Jeffrey</td>
<td>07/01/2009</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>1300080</td>
<td>Abs General Miscellaneous Revenue</td>
<td>1501</td>
<td>FG</td>
<td>FG</td>
<td>ISC3</td>
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<td>Mazzarisi, Thomas R</td>
<td>McCubbin, Jeffrey</td>
<td>07/01/2009</td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>
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 finalized.
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, 2014.
### Transactions

**Budget Construction**
- Budget Construction Selection

**Financial Processing**
- Advance Deposit
- Adjustment/Accrual Voucher
- Budget Adjustment
- Cash Receipt
- Disbursement Voucher
- Distribution of Income and Expense
- General Error Correction
- Indirect Cost Adjustment
- Internal Billing
- Internal Order
- Pre-Encumbrance
- Single Sided Budget Adjustment
- Transfer of Funds
- Work Order Authorization

**Purchasing/Accounts Payable**
- Contract Manager Assignment
- Payment Request
- Receiving
- Requisition
- Shop Catalogs
- Vendor Credit Memo

### Custom Document Searches

**Financial Transactions**
- Capital Asset Management
- Financial Processing

**Purchasing/Accounts Payable**
- Electronic Invoice Rejects
- Payment Requests
- Purchase Orders
- Receiving
- Requisitions
- Vendor Credit Memos

### Balance Inquiries

**General Ledger**
- Available Balances
- Balances by Consolidation
- Cash Balances
- General Ledger Balance
- General Ledger Entry
- General Ledger Pending Entry
- Open Encumbrances

### 1099 Process

**Record Maintenance**
- Payee
- Payment
- Process Extract History
- Payee 1099 Forms
- 1099 Exception Report

### Administrative Transactions

**Capital Asset Builder**
- Capital Asset Builder AP Transactions
- Capital Asset Builder GL Transactions

**Capital Asset Management**
- Asset Manual Payment
- Barcode Inventory Process
- Asset Year End Depreciation

**Financial Processing**
- Cash Management
- General Ledger Correction Process
- Journal Voucher
- Non-Check Disbursement

### Lookup and Maintenance

**Capital Asset Builder**
- Pre-Asset Tagging

**Capital Asset Management**
- Account
- Account Fabrication
- Asset Global (Adj)
- Asset Location Global
- Asset Payment
- Asset Retirement Global

**Chart of Accounts**
- Account Global
- Account Delegate Global
- Account Delegate Model
- Account Delegate Global From Model
- Object Code
- Object Code Global
- Organization
- Project Code
- Sub-Account
- Sub-Object Code
- Sub-Object Code Global
Global Account Maintenance

**Account Expiration Date:** 06/30/2014
## Document Overview

**Description:** Update Account expiration date

**Organization Document Number:**

**Explanation:** Update account expiration date to June 30, 2014

### Global Account Maintenance

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Officer Principal Name</td>
<td></td>
</tr>
<tr>
<td>Account Supervisor Principal Name</td>
<td></td>
</tr>
<tr>
<td>Account Manager Principal Name</td>
<td></td>
</tr>
<tr>
<td>Organization Code</td>
<td></td>
</tr>
<tr>
<td>Sub-Fund Group Code</td>
<td></td>
</tr>
<tr>
<td>Account Expiration Date</td>
<td>06/30/2014</td>
</tr>
<tr>
<td>Account Postal Code</td>
<td></td>
</tr>
<tr>
<td>Account City Name</td>
<td></td>
</tr>
<tr>
<td>Account State Code</td>
<td></td>
</tr>
<tr>
<td>Account Street Address</td>
<td></td>
</tr>
<tr>
<td>Continuation Chart Code</td>
<td></td>
</tr>
<tr>
<td>Continuation Account Number</td>
<td></td>
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<tr>
<td>Income Stream Chart Of Accounts Code</td>
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<td>Income Stream Account Number</td>
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<td>CFDA Number</td>
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<tr>
<td>Higher Education Function Code</td>
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<tr>
<td>Account Sufficient Funds Code</td>
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<tr>
<td>Transaction Processing Sufficient Funds Check</td>
<td></td>
</tr>
<tr>
<td>Labor Benefit Rate Category Code</td>
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</tr>
</tbody>
</table>

### New Account

**Look Up/Add Multiple Account Lines**
<table>
<thead>
<tr>
<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 Principal Name</th>
<th>Account Manager Principal Name</th>
<th>Account Supervisor Principal Name</th>
<th>Account Create Date</th>
<th>Account Expiration Date</th>
<th>Closed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO</td>
<td>1200010</td>
<td>Continuing Education Outreach - Administration</td>
<td>1040</td>
<td>NA</td>
<td>CONTED</td>
<td>INAQ</td>
<td>Kita, Kimberly N</td>
<td>Kita, Kimberly N</td>
<td>Lambert, Huntington D</td>
<td>07/01/2009</td>
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<td></td>
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<tr>
<td>CO</td>
<td>1200020</td>
<td>Customer Services Provided</td>
<td>1040</td>
<td>NA</td>
<td>CONTED</td>
<td>INAQ</td>
<td>Kita, Kimberly N</td>
<td>Kita, Kimberly N</td>
<td>Lambert, Huntington D</td>
<td>07/01/2009</td>
<td>No</td>
<td></td>
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<tr>
<td>CO</td>
<td>1200030</td>
<td>Marketing</td>
<td>1040</td>
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<td>07/01/2009</td>
<td>No</td>
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<tr>
<td>CO</td>
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<td>Enrollment Services</td>
<td>1040</td>
<td>NA</td>
<td>CONTED</td>
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<td>Kita, Kimberly N</td>
<td>Lambert, Huntington D</td>
<td>07/01/2009</td>
<td>No</td>
<td></td>
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<tr>
<td>CO</td>
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<td>It Unit</td>
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<tr>
<td>CO</td>
<td>1200060</td>
<td>Prior Year Receivables</td>
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<td>Kita, Kimberly N</td>
<td>Lambert, Huntington D</td>
<td>07/01/2009</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
### New Account

<table>
<thead>
<tr>
<th>* Chart Code:</th>
<th>Account Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1200020</td>
</tr>
<tr>
<td>Account Title:</td>
<td></td>
</tr>
</tbody>
</table>

### Account (CO - Colorado State University - 1200020 - Customer Services Provided)

- **Chart Code:** CO - Colorado State University
- **Account Number:** 1200020
- **Account Title:** Customer Services Provided

### Account (CO - Colorado State University - 1200040 - Enrollment Services)

- **Chart Code:** CO - Colorado State University
- **Account Number:** 1200040
- **Account Title:** Enrollment Services

### Account (CO - Colorado State University - 1200060 - Prior Year Receivables)

- **Chart Code:** CO - Colorado State University
- **Account Number:** 1200060
- **Account Title:** Prior Year Receivables

### Notes and Attachments (0)

### Ad Hoc Recipients

### Route Log
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”

<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>
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<th>Fiscal Officer Principal Name</th>
<th>Account Manager Principal Name</th>
<th>Account Supervisor Principal 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>2600000</td>
<td>Athletics Administrative Account</td>
<td>0120</td>
<td>NA</td>
<td>ATHLET</td>
<td>PEAG</td>
<td>Klein, Matthew David</td>
<td>Klein, Matthew David</td>
<td>Cottingham, Steven J</td>
<td>07/01/2009</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
Change Responsible Person on an Account or Edit

Complete the description and the explanation

Change Fiscal Officer, Account Manager, Account Supervisor

• Use the search feature and find the correct individual
• Attach any supporting documentation
Responsible Person on an Account Global

Change Fiscal Officer, Account Manager or Account Supervisor on more than one Account on a single Kuali document
Change Responsible Person
Account Global

- Enter the NEW fiscal officers eid
- Go down to Account and enter the Account Number and the chart code should default to “CO”, or select “Lookup/Add Multiple Account Lines”
- Note: You can add multiple accounts by manually entering the accounts and pressing “add”, or using the lookup feature.
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 account to yourself?
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Update fiscal officer</td>
</tr>
<tr>
<td>Explanation</td>
<td>Current fiscal officer for 1040 is retiring and this will update the fiscal officer from the retiree to Erin Mercurio</td>
</tr>
<tr>
<td>Fiscal Officer Principal Name</td>
<td>epilisbu Mercurio, Erin Pillsbury</td>
</tr>
<tr>
<td>Field</td>
<td>Value</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Fiscal Officer Principal Name</td>
<td>pillsbu</td>
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<tr>
<td>Account Supervisor Principal Name</td>
<td>Mercuro, Erin Pillsbury</td>
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<tr>
<td>Account Manager Principal Name</td>
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<tr>
<td>Organization Code</td>
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<tr>
<td>Sub-Fund Group Code</td>
<td></td>
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<tr>
<td>Account Expiration Date</td>
<td></td>
</tr>
<tr>
<td>Account Postal Code</td>
<td></td>
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<tr>
<td>Account City Name</td>
<td></td>
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<tr>
<td>Account State Code</td>
<td></td>
</tr>
<tr>
<td>Account Street Address</td>
<td></td>
</tr>
<tr>
<td>Continuation Chart Code</td>
<td></td>
</tr>
<tr>
<td>Continuation Account Number</td>
<td></td>
</tr>
<tr>
<td>Income Stream Chart Of Accounts Code</td>
<td></td>
</tr>
<tr>
<td>Income Stream Account Number</td>
<td></td>
</tr>
<tr>
<td>CFDA Number</td>
<td></td>
</tr>
<tr>
<td>Higher Education Function Code</td>
<td></td>
</tr>
<tr>
<td>Account Sufficient Funds Code</td>
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<td>Transaction Processing Sufficient Funds Check</td>
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<tr>
<td>Labor Benefit Rate Category Code</td>
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**New Account**

- **Chart Code**: [Look Up/Add Multiple Account Lines]
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<th>Select?</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>
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<tbody>
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<td>✔️</td>
<td>CO</td>
<td>1200010</td>
<td>Continuing Education Outreach - Administration</td>
<td>1040</td>
<td>NA</td>
<td>CONTED</td>
<td>INAQ</td>
<td>Bergstrom, Julie A</td>
<td>Kita, Kimberly N</td>
<td>Lambert, Huntington D</td>
<td>07/01/2009</td>
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<tr>
<td>✔️</td>
<td>CO</td>
<td>1200015</td>
<td>Drake Hall</td>
<td>1040</td>
<td>NA</td>
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<td>Customer Services Provided</td>
<td>1040</td>
<td>NA</td>
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<td>Lambert, Huntington D</td>
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<td>Online Plus Tenant Improvements Asset Acct#7730000</td>
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</tr>
</tbody>
</table>
Sub-Accounts
Sub-Accounts Overview

Allow tracking of financial activity within an account to a finer level of detail

Each of the Sub-Accounts can use all of the Object and Sub-Object Codes available to that account

1-5 alpha/numeric characters

Take on the attributes of the parent account

Must be created (no global option is available)

Requests are routed to the College/VP Business Officer for approval

Must be deactivated by account number (no global deactivation is available)
Sub-Accounts

Learn more about Capital Asset Management and Chart of Accounts in the Kuali Financial Systems. Click to view more details.
Sub-Account – By Create New or Copy

A sub-account can be created by clicking “create new” or “copy”.

- If copying, you can enter an account number or use the wildcard “*” to find a similar account.
Sub-Accounts – Create New

Complete all required fields (“*”)

The active indicator will default to checked

Sub-accounts can be 1-5 alpha/numeric characters

Attach notes and supporting documentation

Hit submit when done
Sub-Accounts – Create New by Copy

Complete all “*” items, and include detailed explanation.

Enter the Account Number

Change the sub-account name to the new sub-account name

Attach notes and supporting documentation

Then hit submit.
To edit or de-activate a sub-account click “edit”

- The sub-account name can be updated
- To de-activate, uncheck the active indicator
21, 22 and 53 Accounts
21 and 22 Account Requests and Changes

21 and 22 Account requests require additional documentation prior to submitting an account request in Kuali.

Educational Business Activities and Recharge Center (21 and 22 accounts) both require:

1. 21 and/or 22 Fund Budget Request form
2. Attach current billing rate calculation with a 3 year projection
3. Attach a Business Plan
4. Send to Campus Services – Email or Campus Mail Dept 6024

The required forms are found on the BFS website:

http://busfin.colostate.edu/forms.aspx
Departments submit all Account Changes on 53xxxxxx Accounts through their Sponsored Programs team.

Sponsored Programs initiates most changes to 53xxxxxx Accounts with an Account import feed into KFS.

Changes to a 53xxxxxx Account initiated online, the document routes first to Sponsored Programs for approval.
53 Account Changes
Kuali System Disapprovals

All unapproved 53xxxxxx Account documents still in route at the end of the day are disapproved by the system.

Unapproved 53xxxxxx Account documents that contain a mix of 53xxxxxx and non-53xxxxxx Accounts are disapproved by the system at the end of the day.

Example of System Disapproval
Questions ???

Contact your Campus Services Representative

http://busfin.colostate.edu/cs.aspx