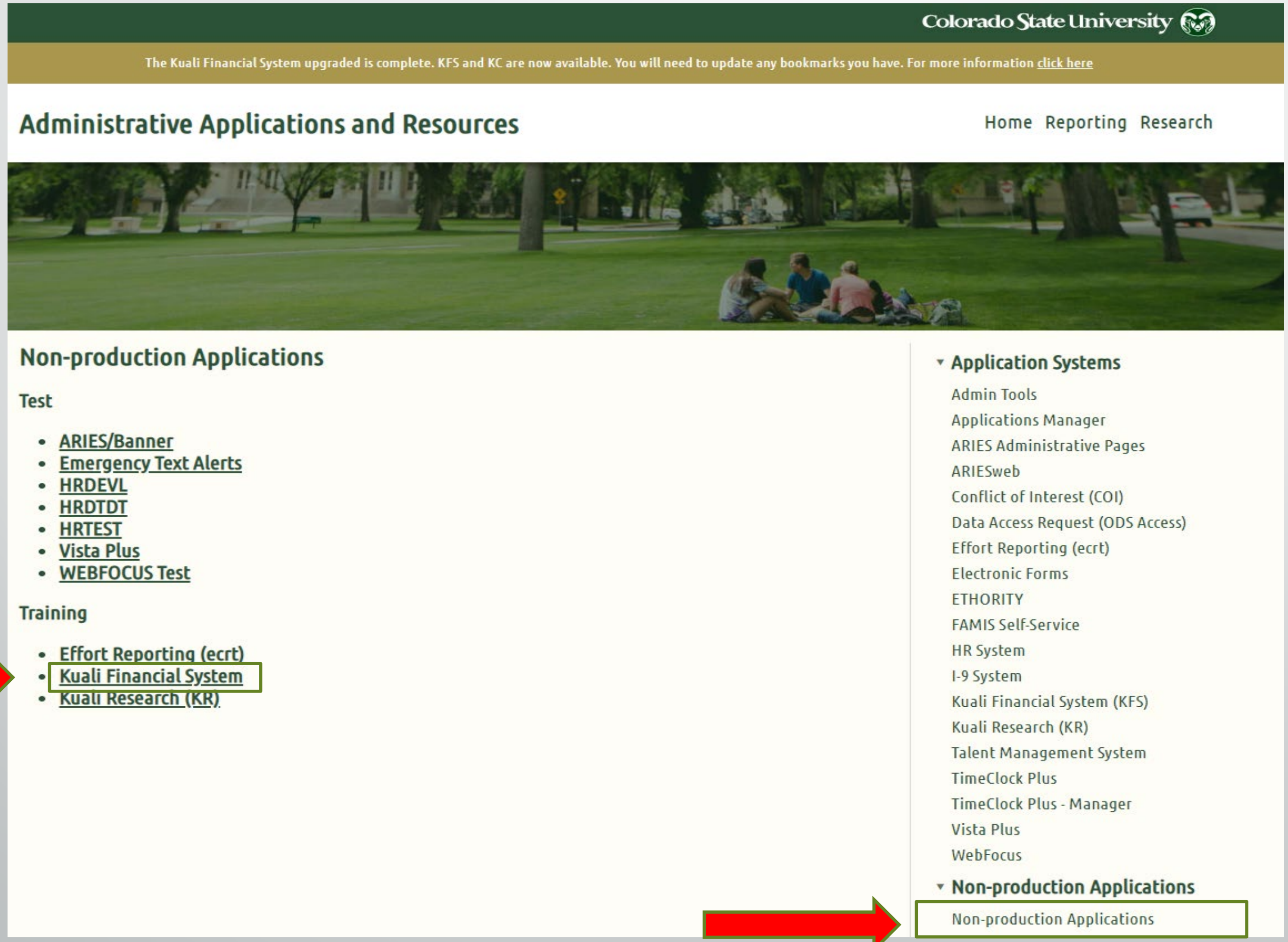
ACCOUNT CREATE and FUND ACCOUNTING

Presented by Campus Services

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.

Log in to KFS – Training Environment



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 -

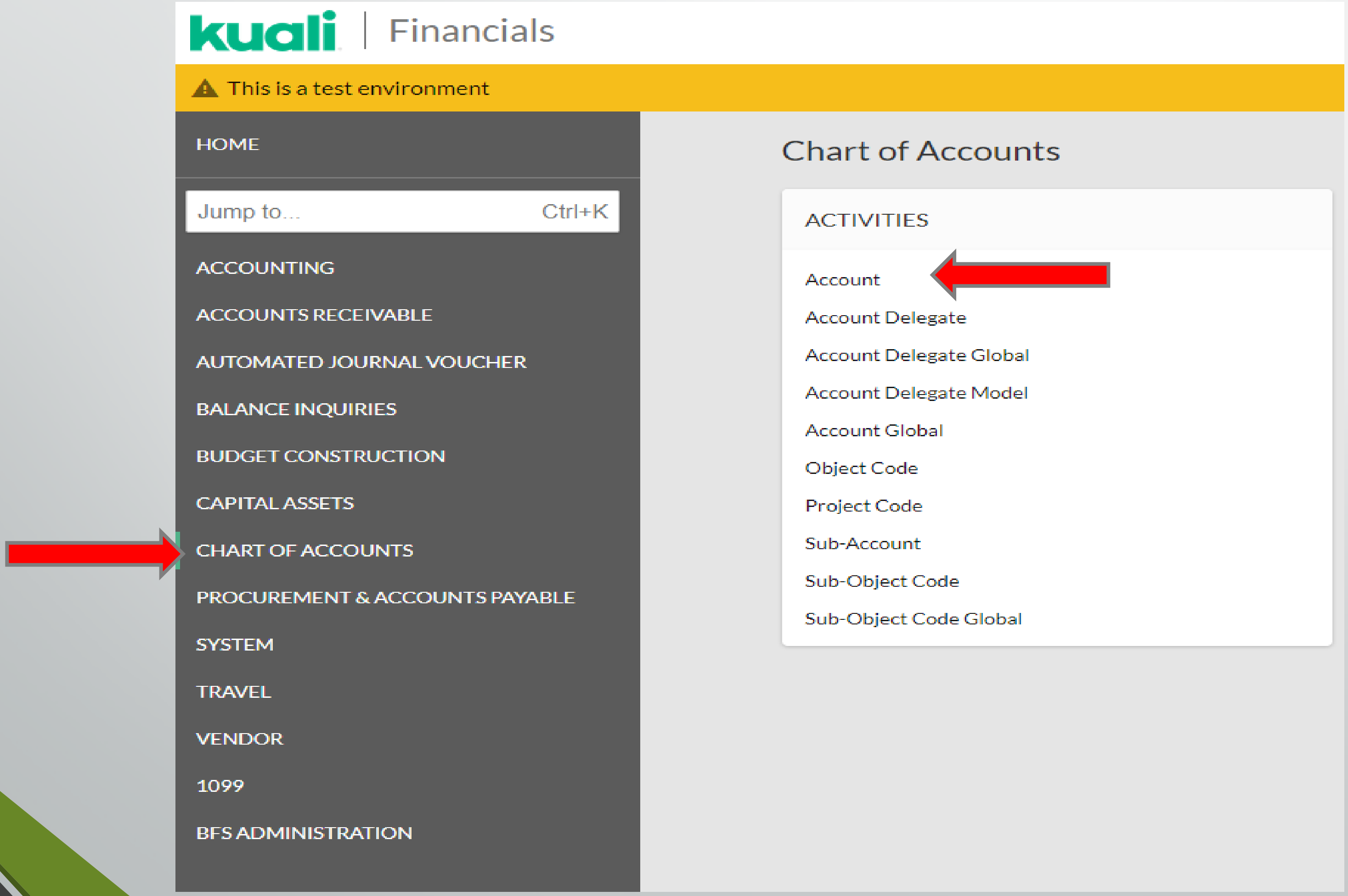
- AEP (Academic Enrichment Program) – 18xxxxx (Cash)
- COSFA (Student Financial Assistance) – 64xxxxx (Cash)
- CPAD / CPOTH / CPRR (Capital Projects) – 77xxxxx (Cash)
- CPCOP / CPLB (Capital Projects) – 77xxxxx (Budget)
- ENDOW (Endowments) – 60xxxxx (Cash)
- ERRF (Externally Restricted Reserve Funds) – 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 Kuali

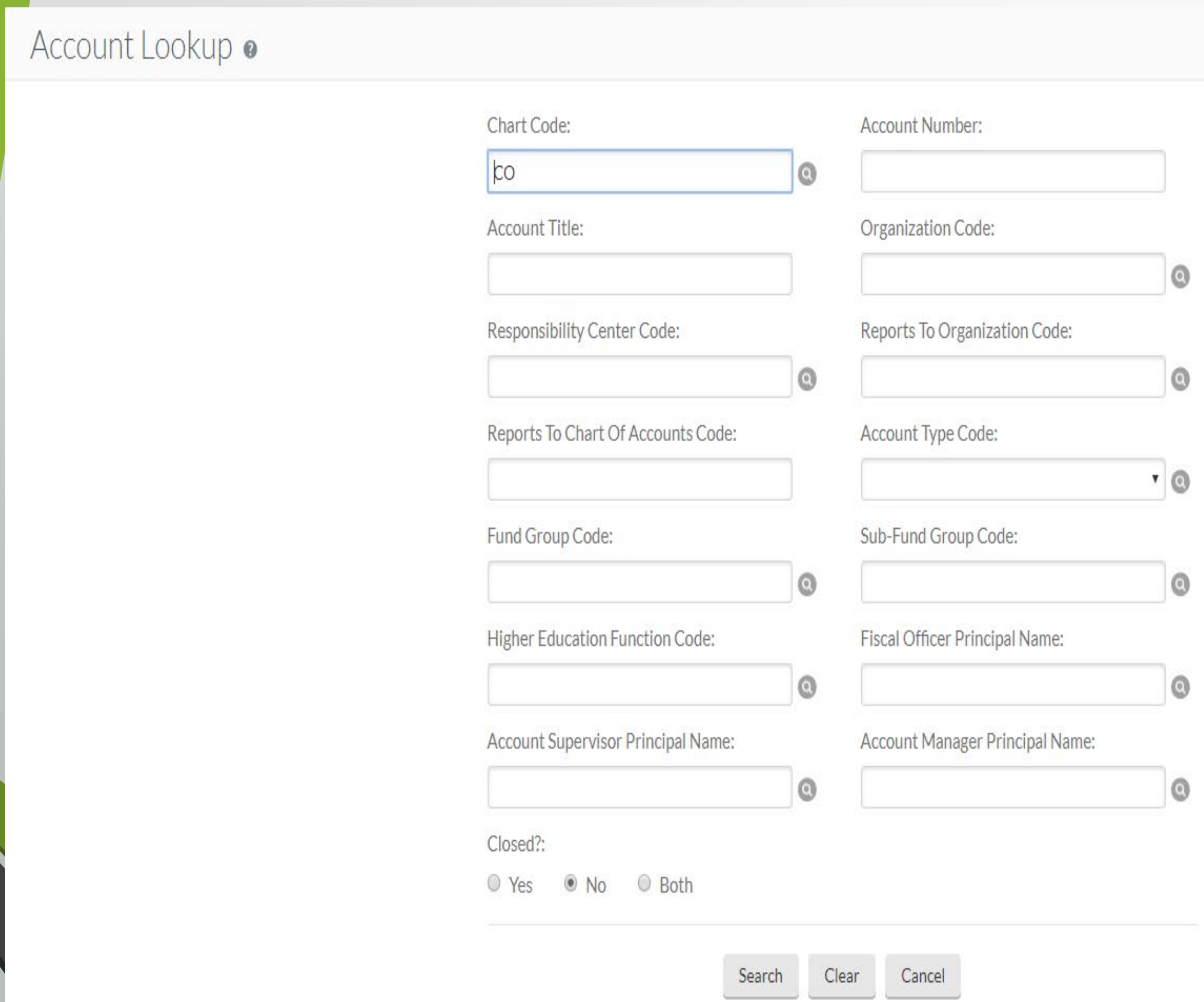
Review an Existing Account

Kuali → Main Menu → Chart of Accounts → Account



Review an Existing Account

Type account information into the Lookup screen and click "search"



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?
edit copy	CO	1300520	Vp Student Affairs Misc Revenue - General Operations Replacement	8004	V6	V6	MR	A	EG	ISBS	Fisher, Jennifer Anne	Fisher, Jennifer Anne	Hughes, Blanche M	07/01/2009		No
edit copy	CO	1304680	Ssi:Advocacy Retention Programming	8004	V6	V6	NA	A	EG	ASAA	Springsteen, Acacia	Springsteen, Acacia	Hughes, Blanche M	07/01/2009		No
edit copy	CO	1305530	SSI for ASC Training	8004	V6	V6	NA	A	EG	ISBS	Springsteen, Acacia	Barone, Ryan Paul	Hughes, Blanche M	06/21/2016		No

Review of an Existing Account

Colorado State University

Using KFS Training environment:

- Lookup accounts under Org 8004. Click on account #1300520 to display the Account set up detail

Account Detail
provides basic account information

ACCOUNT

EXPAND ALL COLLAPSE ALL

ACCOUNT DETAILS

Chart Code:	CO - Colorado State University	Account Number:	1300520
Account Title:	Vp Student Affairs Misc Revenue - General Operations Replacement	Organization Code and Description:	8004-VP Student Affairs
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:	EG - Education & General	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:	CO - Colorado State University
Income Stream Account Number:	1300001		

Account Responsibility
Identifies who is responsible for the account

Review an Existing Account

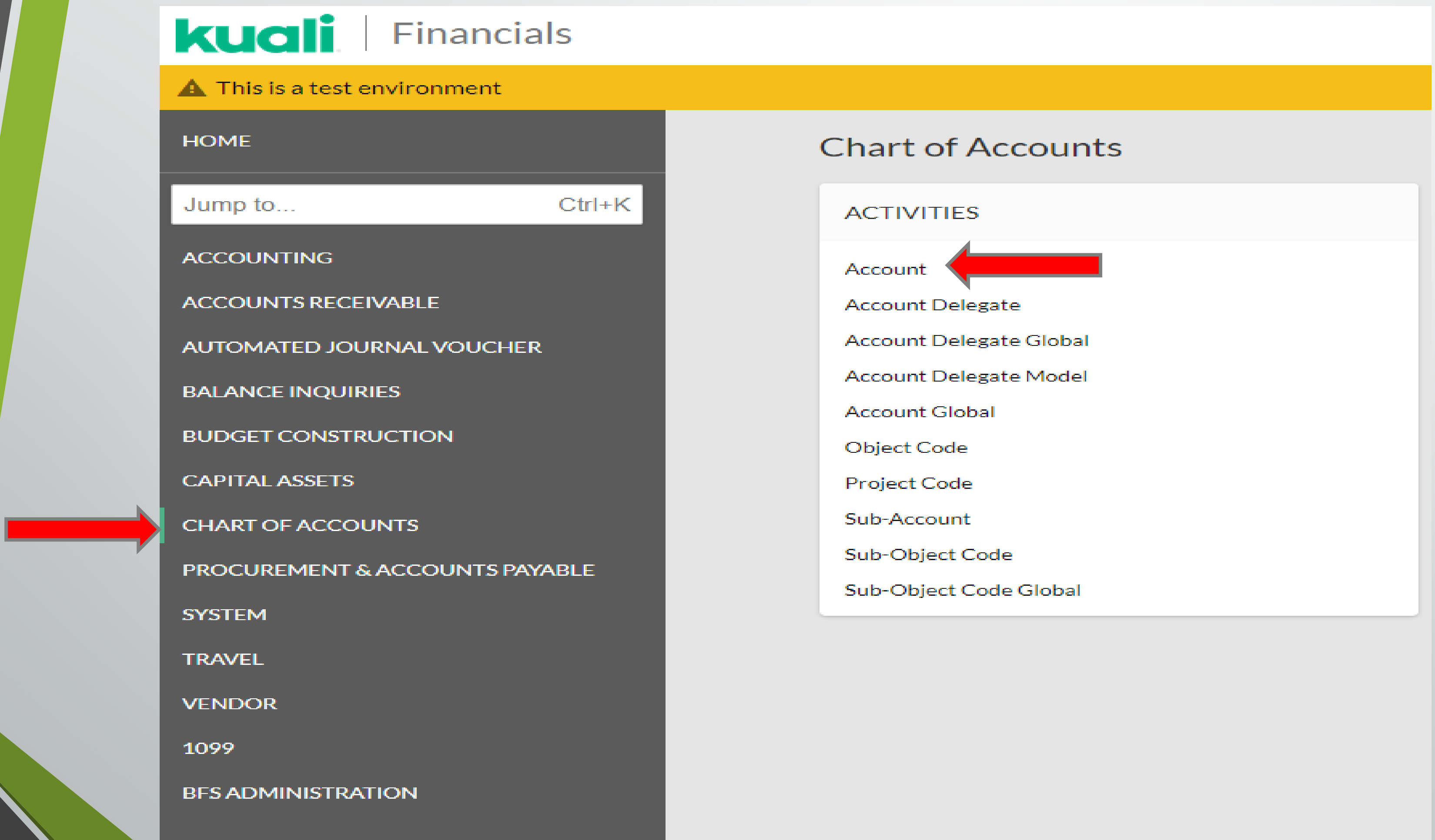
Exercise #1:

- 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



New Account - Create

Colorado State University

Account Lookup

Create New

Chart Code: co

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

Search Clear Cancel

To create a new account either click:

- "Create New"

or

- "Copy" an existing account, with a similar purpose that is within your department

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:	
Account Number:	1300570	* Account Number:	
Account Title:	ARO Revenue	* Account Title:	ARO Revenue
Organization Code:	6003	* Organization Code:	6003
Campus Code:	MC - CSU Main Campus	* Campus Code:	MC - CSU Main Campus
Account Effective Date:	07/01/2009	* Account Effective Date:	09/27/2019
Account Postal Code:	80523	* Account Postal Code:	80523
Account City Name:	FORT COLLINS	* Account City Name:	FORT COLLINS

New Account – Account Numbers

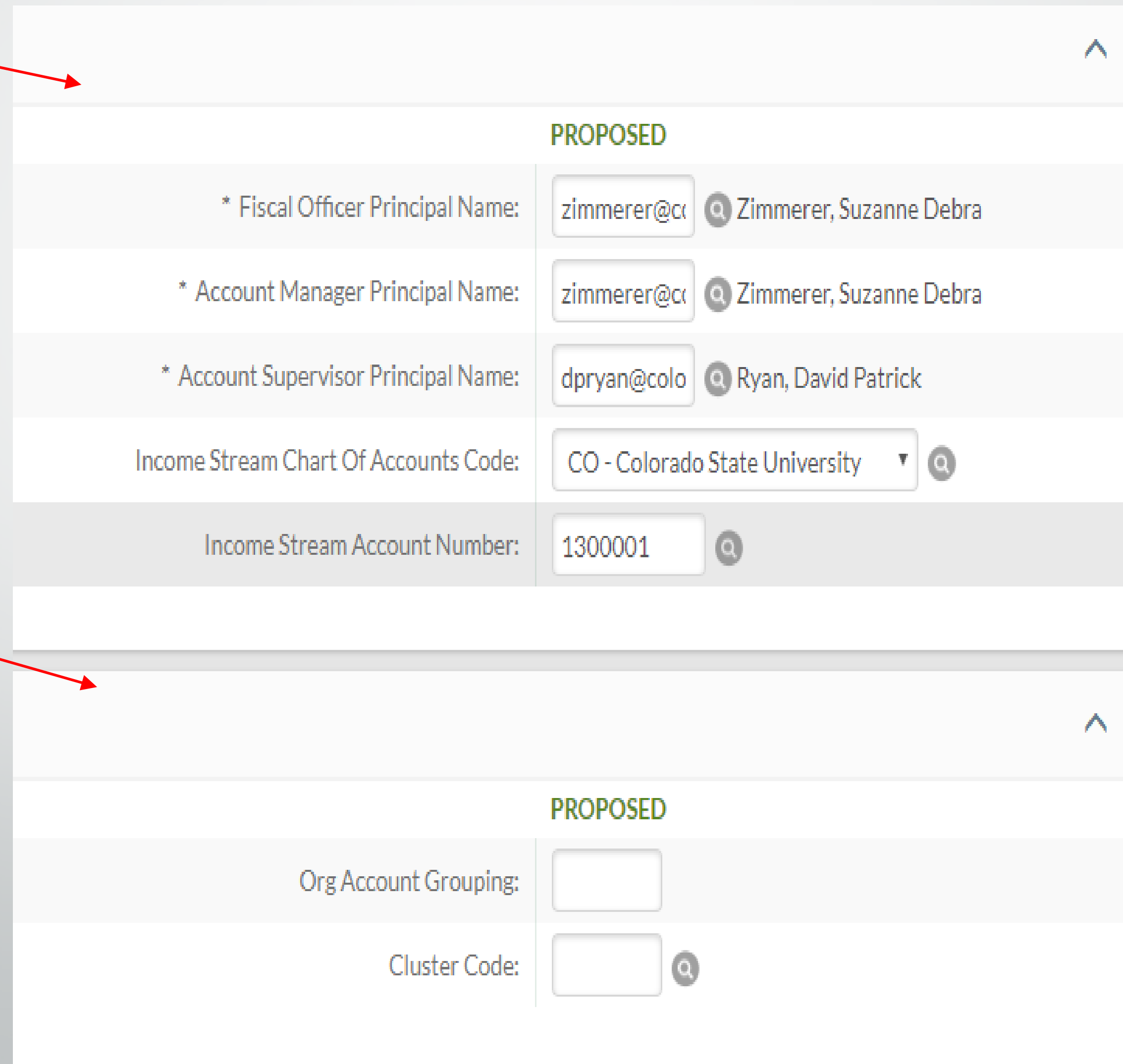
- An account number must be input either by:
  - Campus Services or Budget Office – they will select an appropriate account number that is not already active or closed
    - To indicate that you want Campus Services or Budget Office to select an appropriate account number format the account number as 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



Income Stream Account Number

Sub-Funds that require an Income Stream Account #:

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

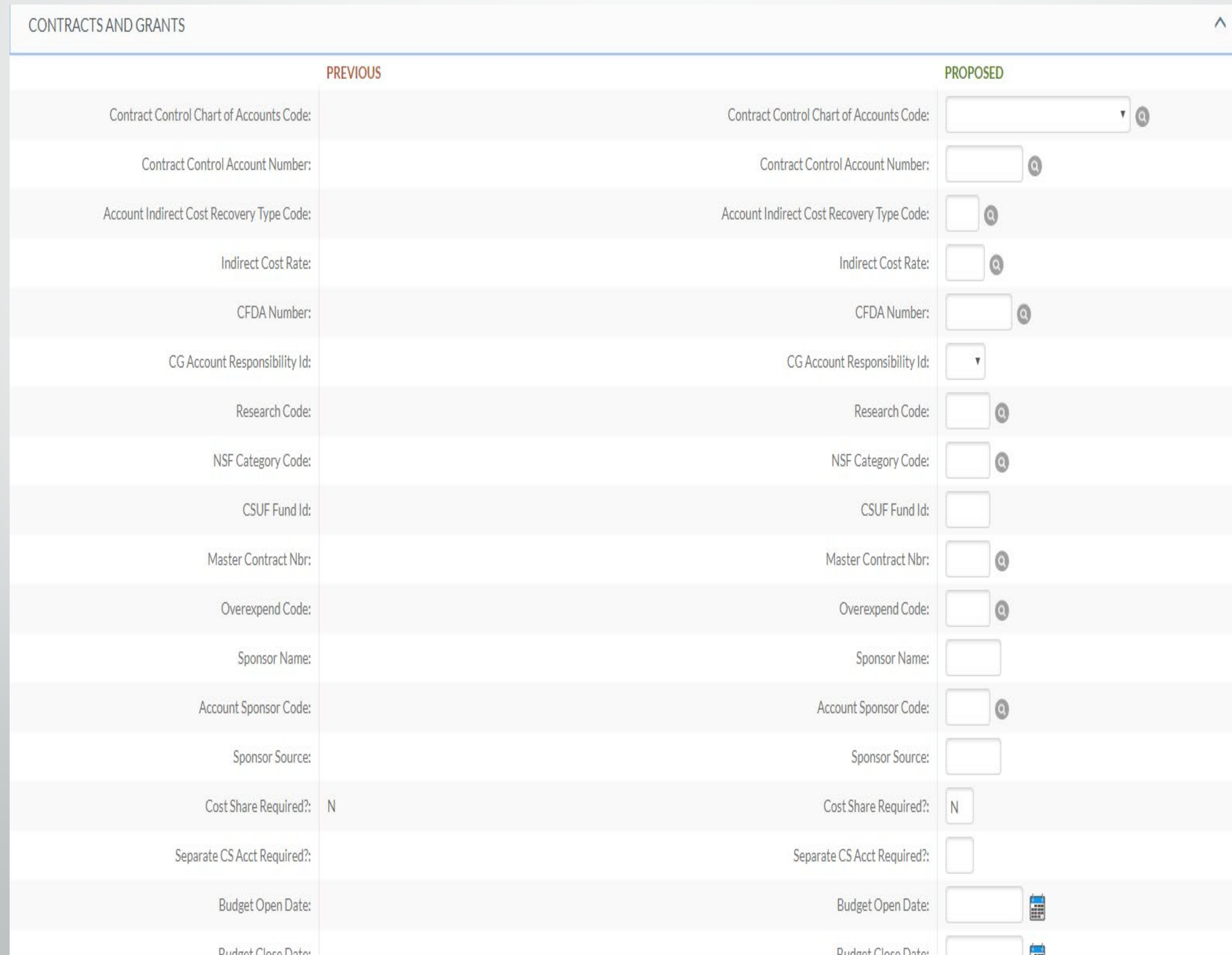
If you did a “COPY” of an existing Account #, the Income Stream Acct # will be copied.

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



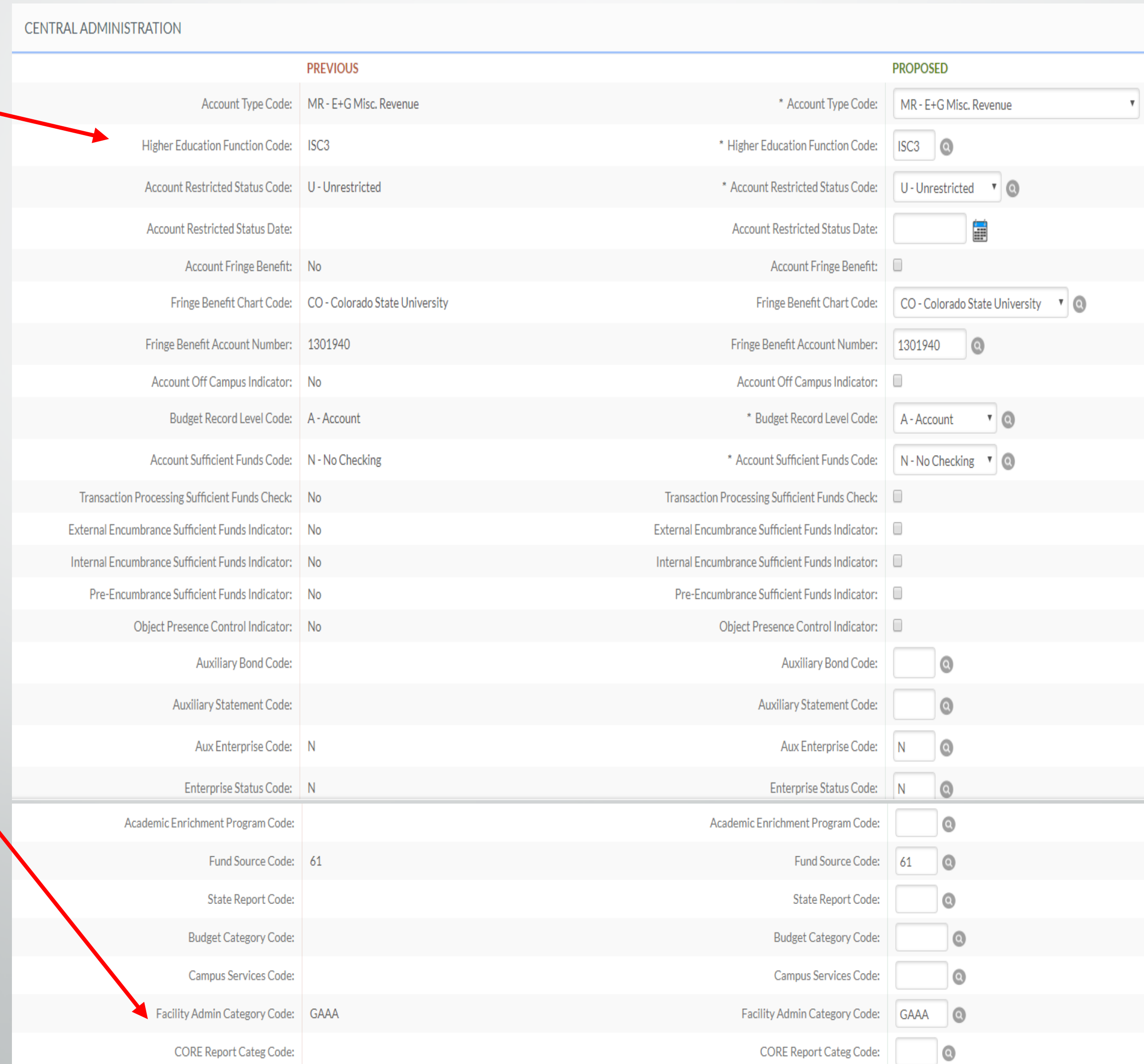
CONTRACTS AND GRANTS

	PREVIOUS		PROPOSED
Contract Control Chart of Accounts Code:		Contract Control Chart of Accounts Code:	
Contract Control Account Number:		Contract Control Account Number:	
Account Indirect Cost Recovery Type Code:		Account Indirect Cost Recovery Type Code:	
Indirect Cost Rate:		Indirect Cost Rate:	
CFDA Number:		CFDA Number:	
CG Account Responsibility Id:		CG Account Responsibility Id:	
Research Code:		Research Code:	
NSF Category Code:		NSF Category Code:	
CSUF Fund Id:		CSUF Fund Id:	
Master Contract Nbr:		Master Contract Nbr:	
Overexpend Code:		Overexpend Code:	
Sponsor Name:		Sponsor Name:	
Account Sponsor Code:		Account Sponsor Code:	
Sponsor Source:		Sponsor Source:	
Cost Share Required?:	N	Cost Share Required?:	N
Separate CS Acct Required?:		Separate CS Acct Required?:	
Budget Open Date:		Budget Open Date:	
Budget Close Date:		Budget Close Date:	

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

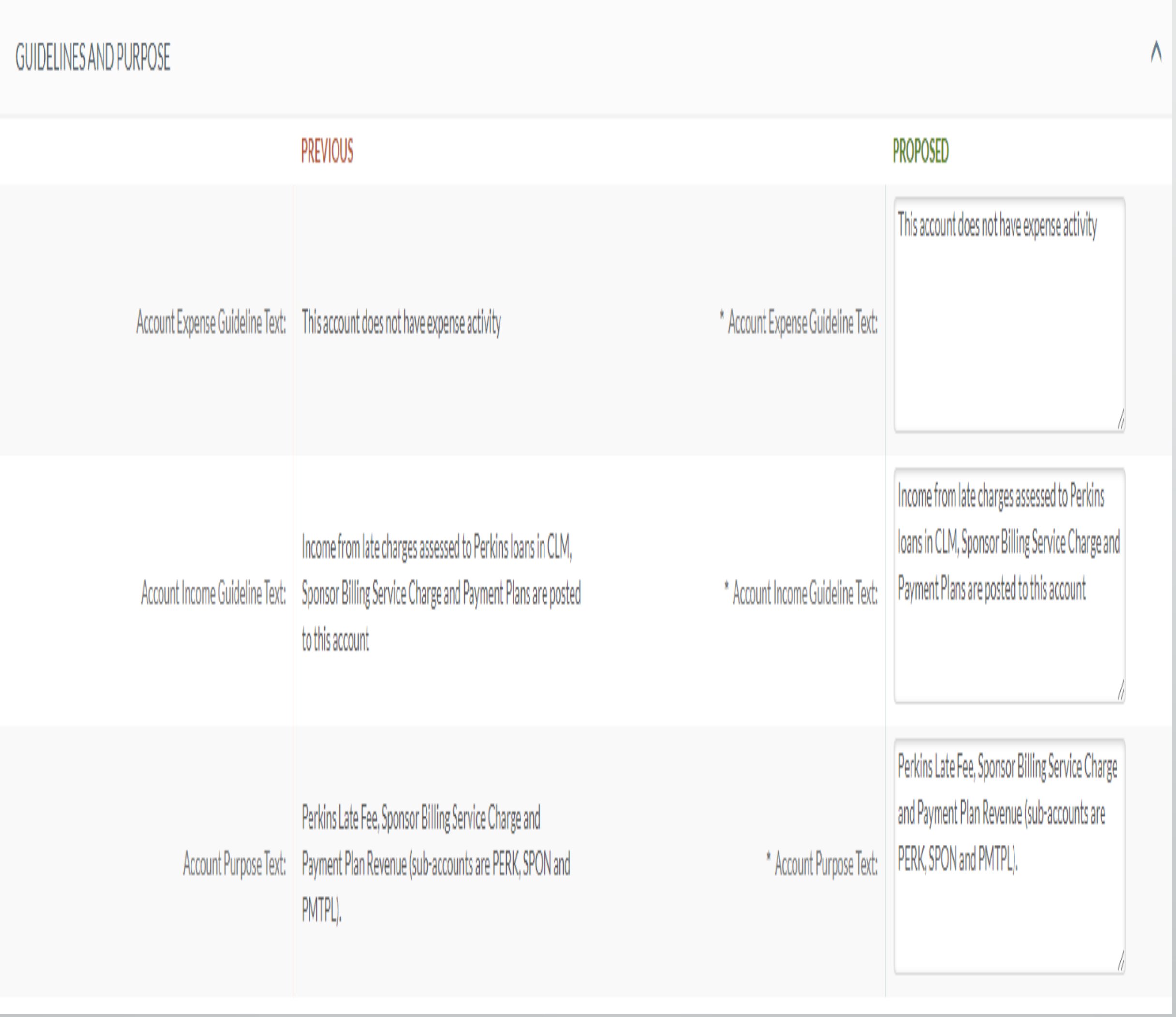


CENTRAL ADMINISTRATION

	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:	
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:	
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:	
External Encumbrance Sufficient Funds Indicator:	No	External Encumbrance Sufficient Funds Indicator:	
Internal Encumbrance Sufficient Funds Indicator:	No	Internal Encumbrance Sufficient Funds Indicator:	
Pre-Encumbrance Sufficient Funds Indicator:	No	Pre-Encumbrance Sufficient Funds Indicator:	
Object Presence Control Indicator:	No	Object Presence Control Indicator:	
Auxiliary Bond Code:		Auxiliary Bond Code:	
Auxiliary Statement Code:		Auxiliary Statement Code:	
Aux Enterprise Code:	N	Aux Enterprise Code:	N
Enterprise Status Code:	N	Enterprise Status Code:	N
Academic Enrichment Program Code:		Academic Enrichment Program Code:	
Fund Source Code:	61	Fund Source Code:	61
State Report Code:		State Report Code:	
Budget Category Code:		Budget Category Code:	
Campus Services Code:		Campus Services Code:	
Facility Admin Category Code:	GAAA	Facility Admin Category Code:	GAAA
CORE Report Categ Code:		CORE Report Categ Code:	

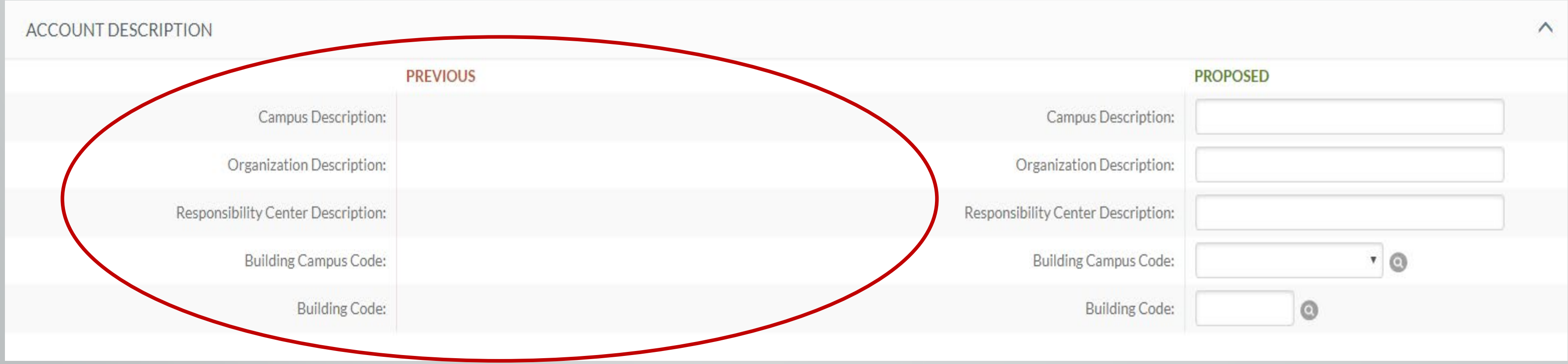
Account Create – Guidelines and Purpose Tab

- 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



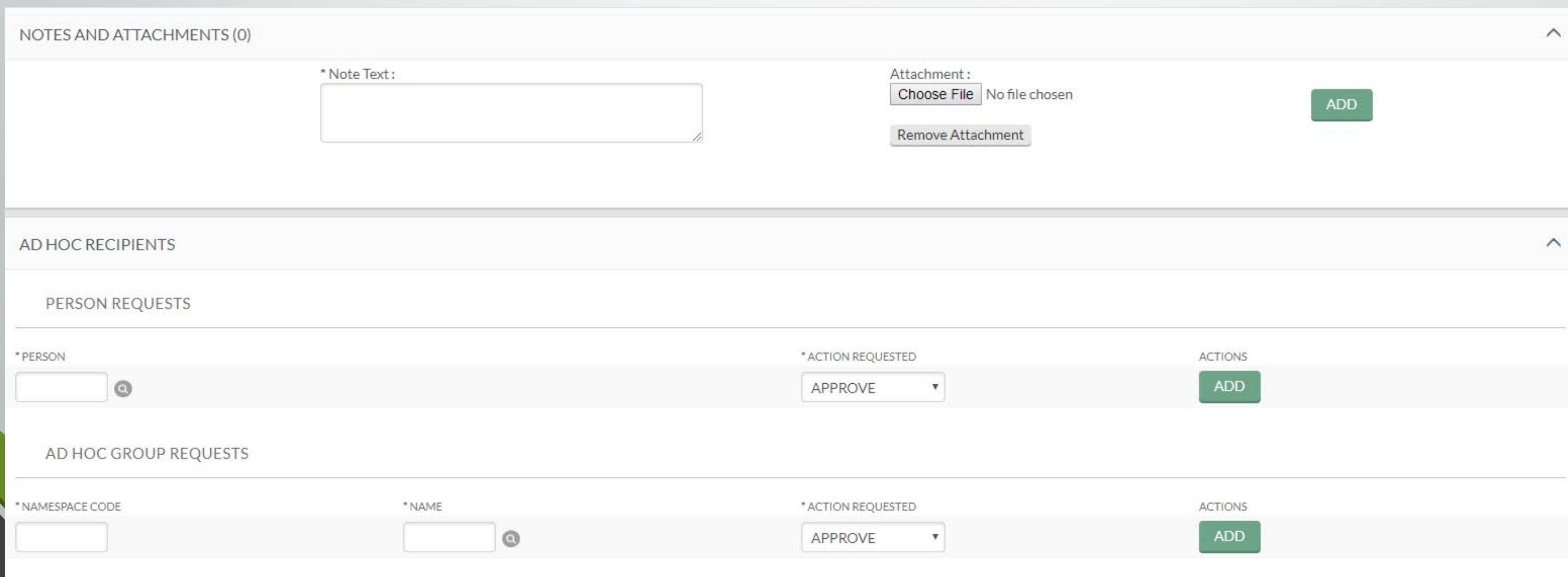
Account Create - Description Tab

- 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 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



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.

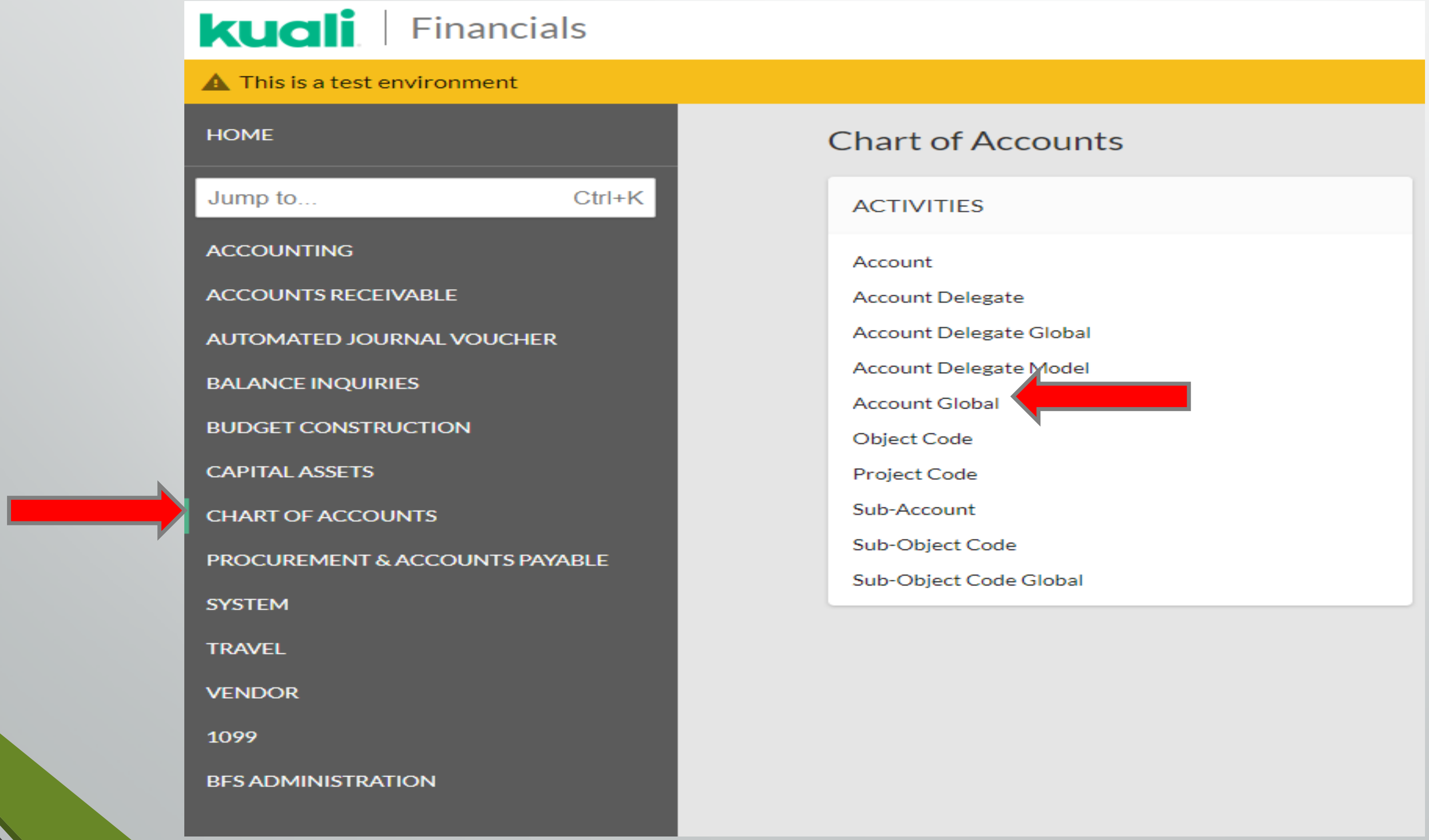
Account Purpose: The account purpose is to support Department Initiatives within AHS to increase morale.

Account Global

Account Global

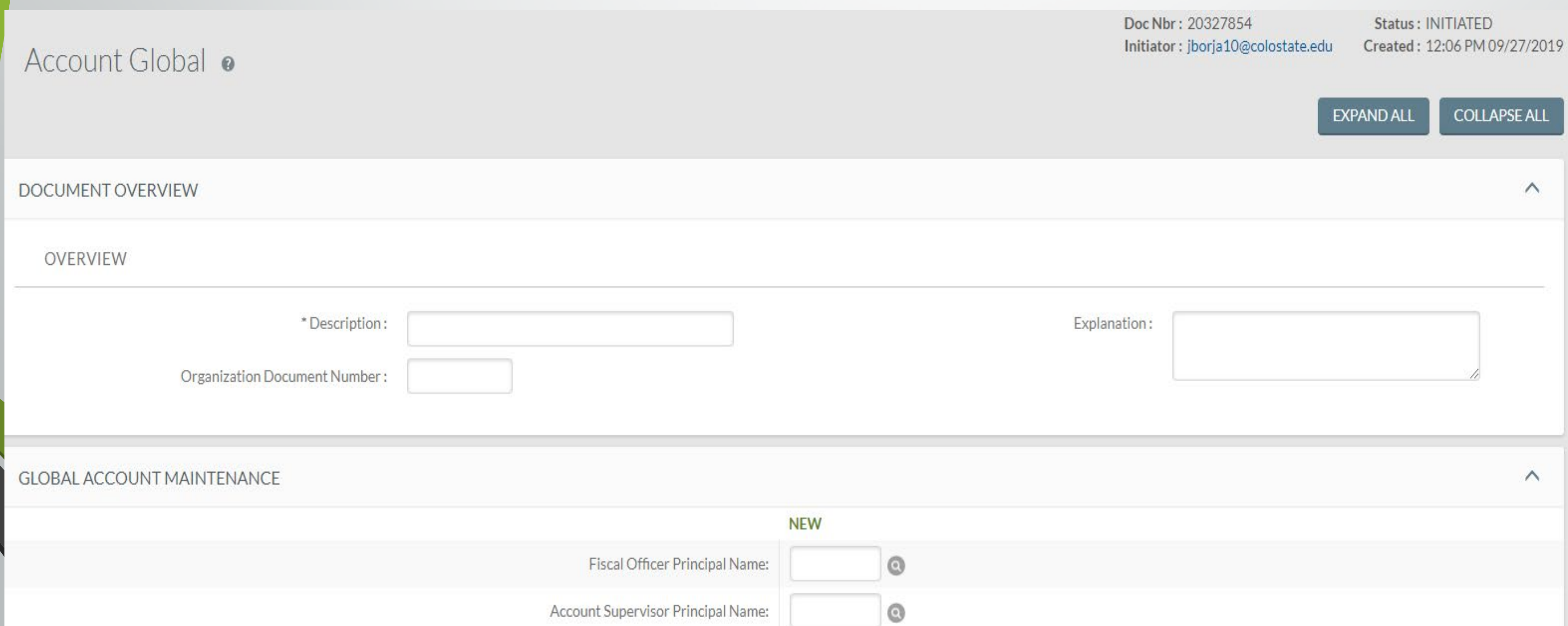
The account global document function is used to assign identical attributes to **<u>multiple accounts</u>** on a single document

NOTE: 53 (Sponsored accounts) cannot be updated with this document.



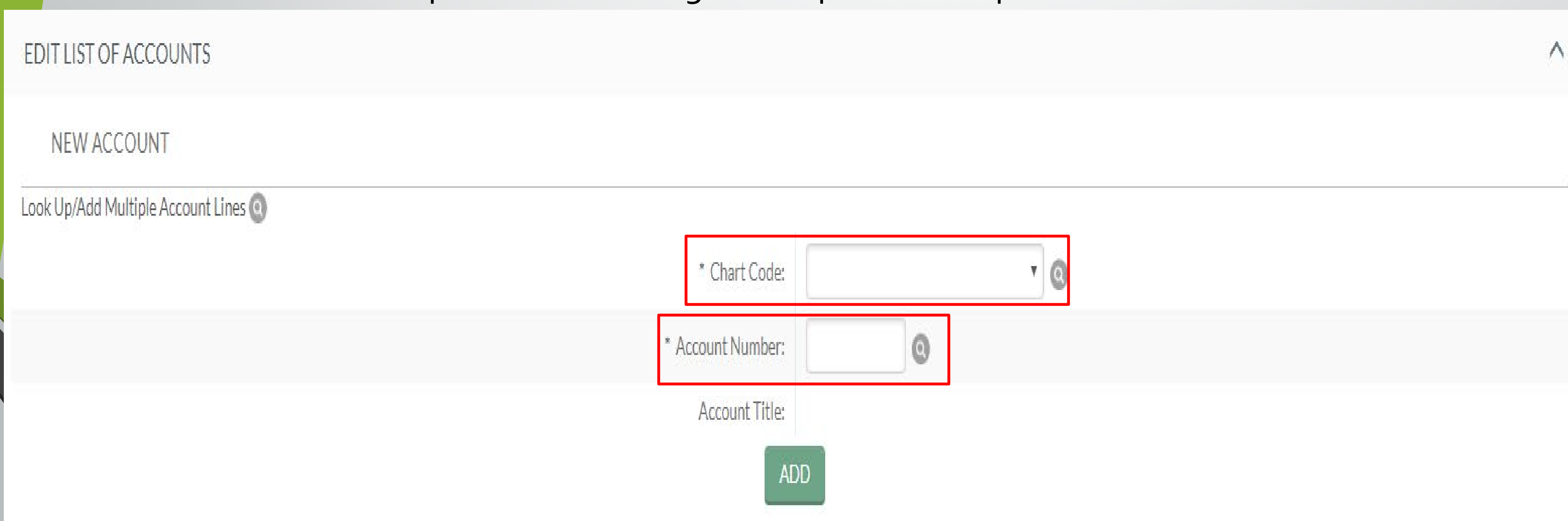
Account Global

- Document Overview
  - Always complete the description
    - a detailed explanation is also recommended
- Global Account Maintenance
  - Only update the information that needs to be changed



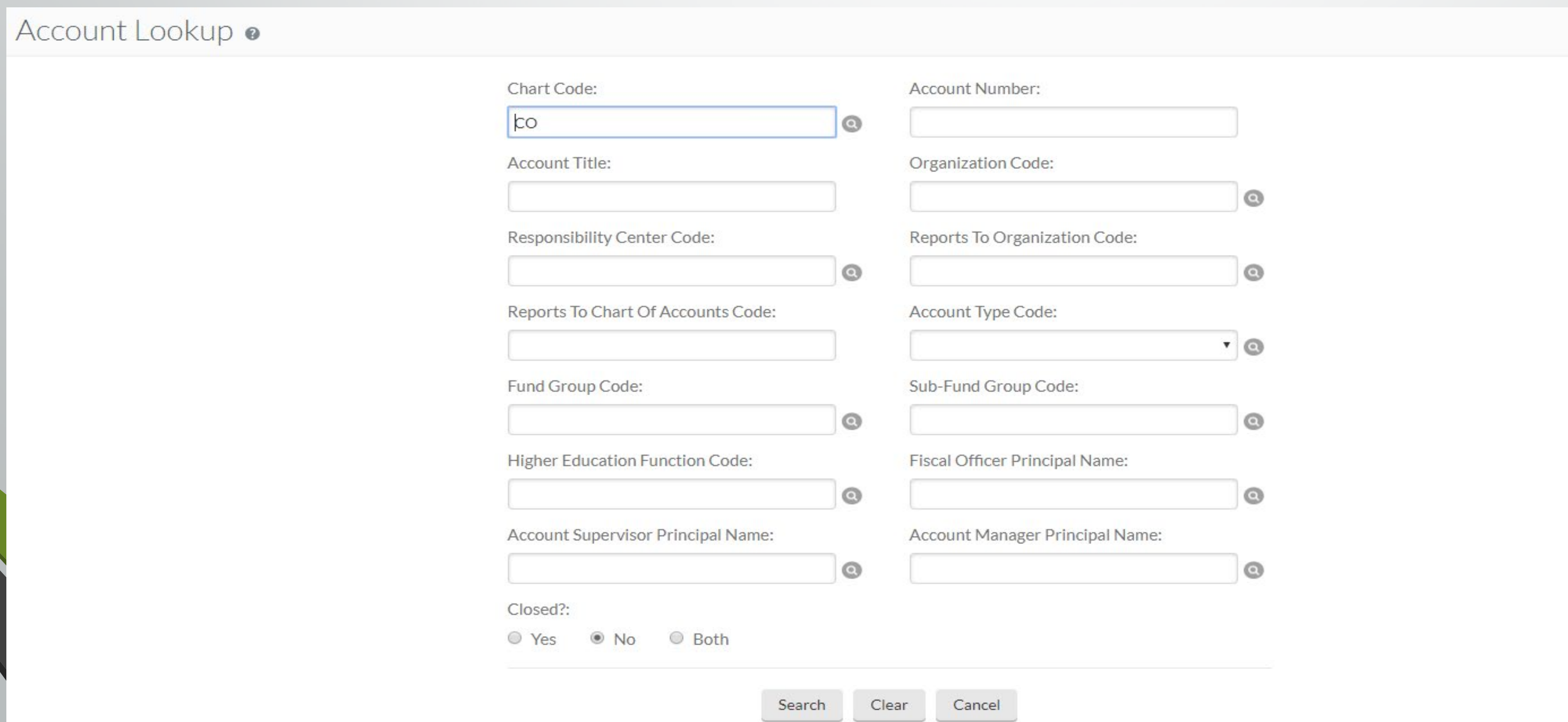
Account Global

- 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 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).

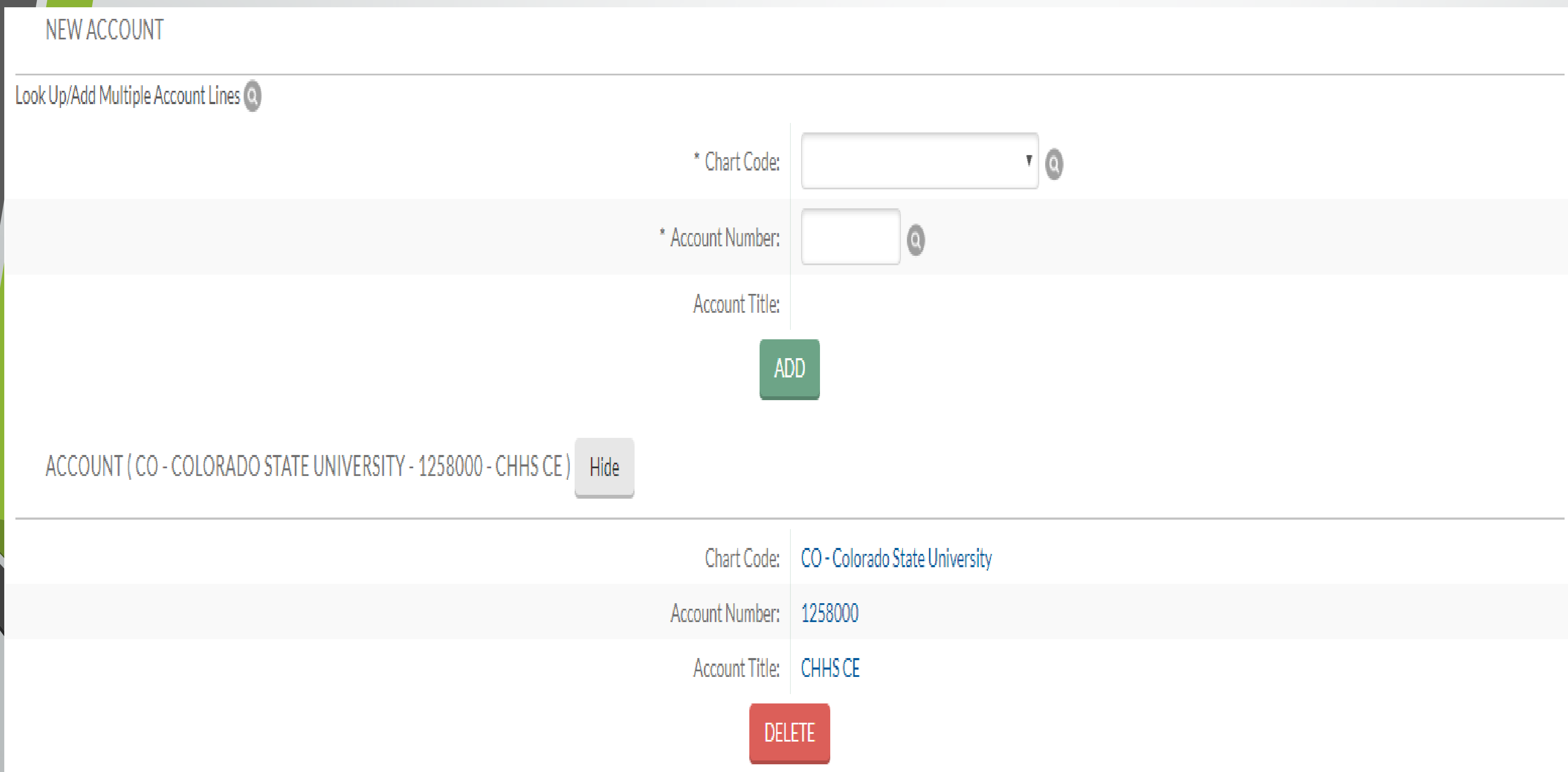
Goto page: 1 2

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?
	CO	1258000	CHHS CE	1501	IA	IA	NA	B	DCESUP	INAP	Carpenter, David	Carpenter, David	Youngblade, Lise Marie	07/01/2009		No
	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
	CO	1280000	CHHS IT - CE	1501	IA	IA	NA	B	DCESUP	INAP	Carpenter, David	Carpenter, David	Youngblade, Lise Marie	07/01/2009		No

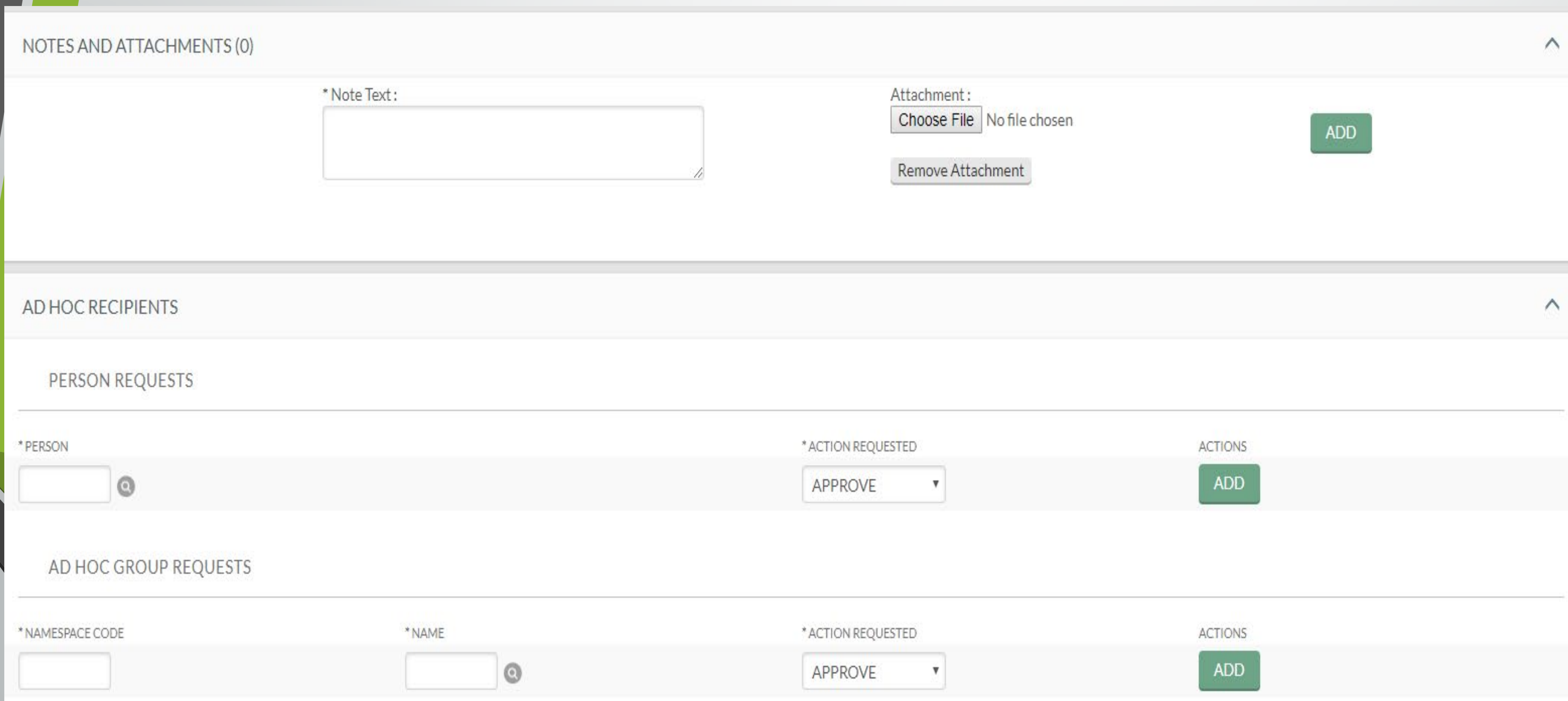
Account Global

- 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



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



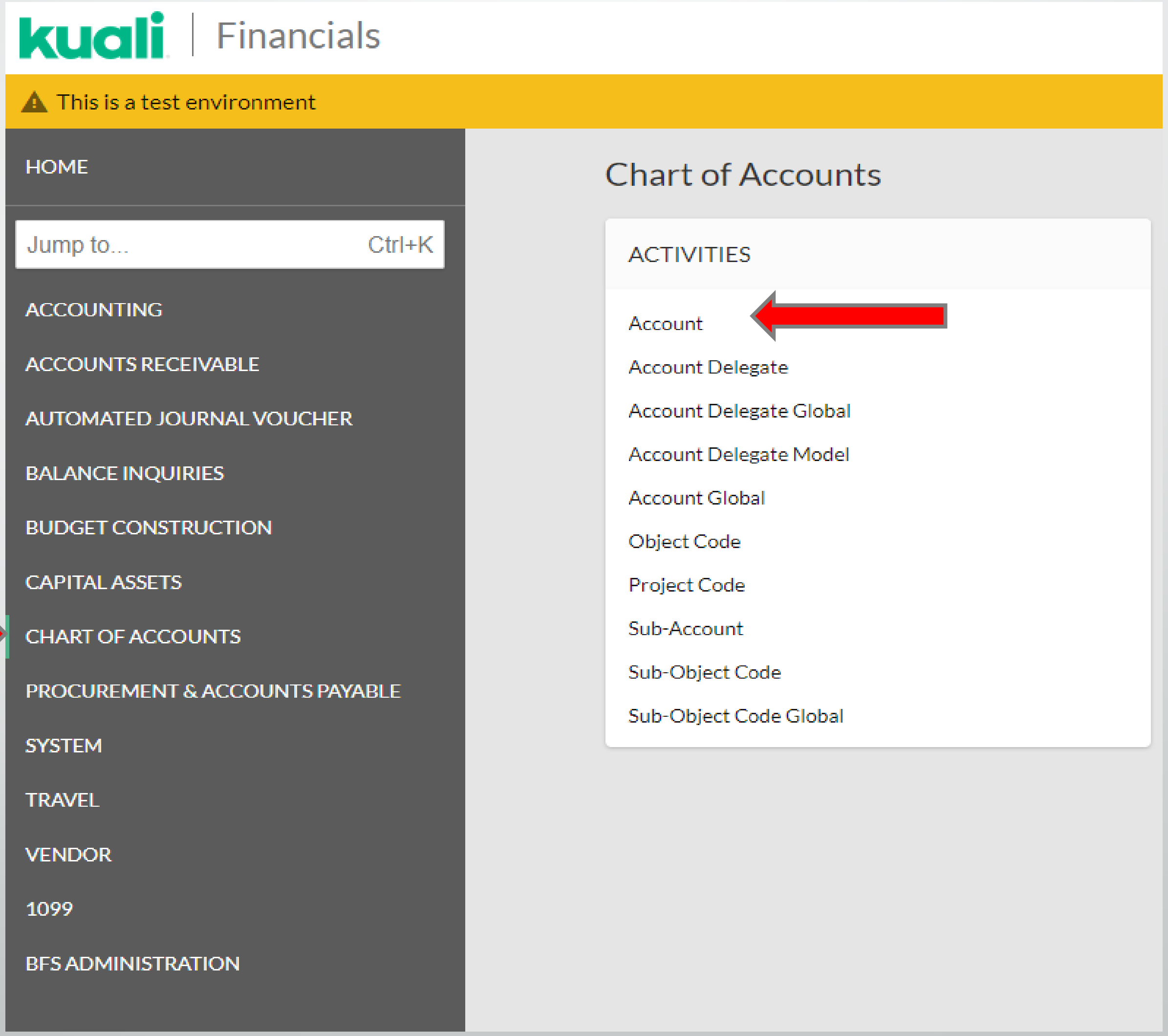
Exercise #3
Account Global

Add the expiration date for accounts 1200020, 1200040, and 1200051 for Organization 1040 as June 30, 2021.

Change Responsible Party

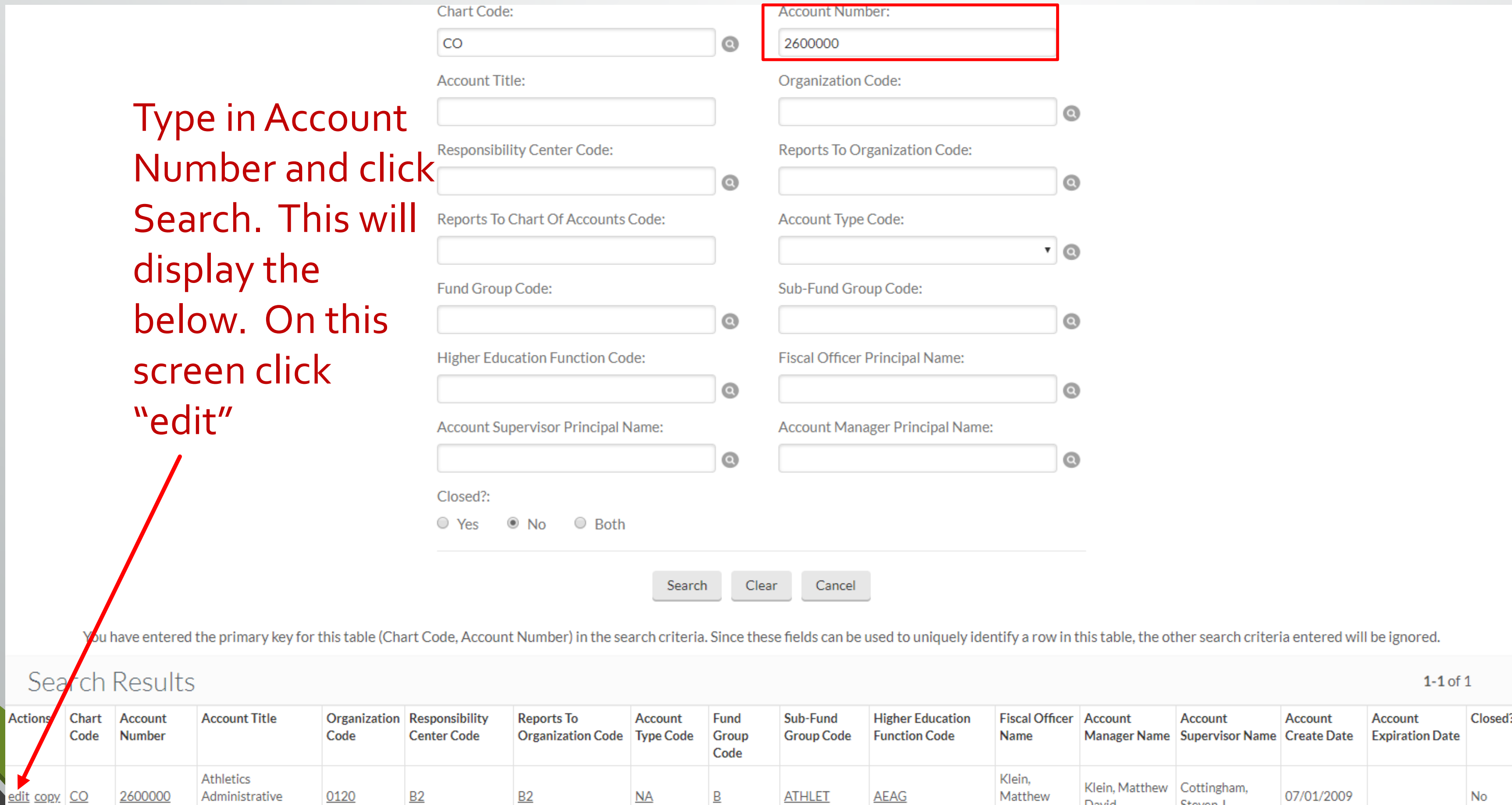
Responsible Person on an Account

- To change the responsible person, first click on "account", on the main menu screen

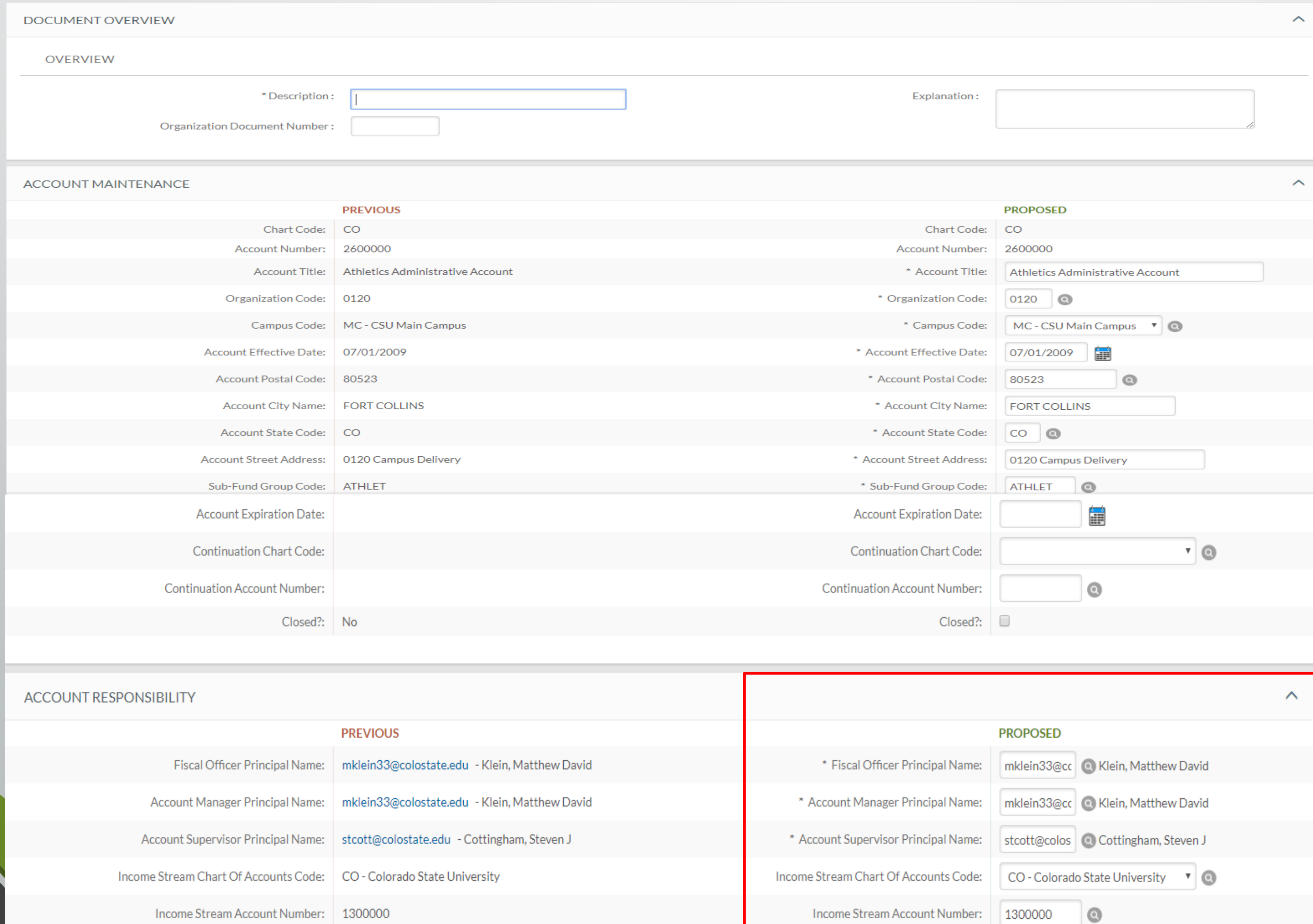


Change Responsible Person(s) on an Account and/or Edit

Type in Account Number and click Search. This will display the below. On this screen click "edit"



Change Responsible Person on an Account or Edit



DOCUMENT OVERVIEW

OVERVIEW

* Description :		Explanation :	
Organization Document Number :			

ACCOUNT MAINTENANCE

	PREVIOUS		PROPOSED
Chart Code:	CO	Chart Code:	CO
Account Number:	2600000	Account Number:	2600000
Account Title:	Athletics Administrative Account	* Account Title:	Athletics Administrative Account
Organization Code:	0120	* Organization Code:	0120
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:	0120 Campus Delivery	* Account Street Address:	0120 Campus Delivery
Sub-Fund Group Code:	ATHLET	* Sub-Fund Group Code:	ATHLET
Account Expiration Date:		Account Expiration Date:	
Continuation Chart Code:		Continuation Chart Code:	
Continuation Account Number:		Continuation Account Number:	
Closed?:	No	Closed?:	

ACCOUNT RESPONSIBILITY

	PREVIOUS		PROPOSED
Fiscal Officer Principal Name:	mklein33@colostate.edu - Klein, Matthew David	* Fiscal Officer Principal Name:	mklein33@cc Klein, Matthew David
Account Manager Principal Name:	mklein33@colostate.edu - Klein, Matthew David	* Account Manager Principal Name:	mklein33@cc Klein, Matthew David
Account Supervisor Principal Name:	stcott@colostate.edu - Cottingham, Steven J	* Account Supervisor Principal Name:	stcott@colos Cottingham, Steven J
Income Stream Chart Of Accounts Code:	CO - Colorado State University	Income Stream Chart Of Accounts Code:	CO - Colorado State University
Income Stream Account Number:	1300000	Income Stream Account Number:	1300000

Exercise #4
Change Fiscal Officer

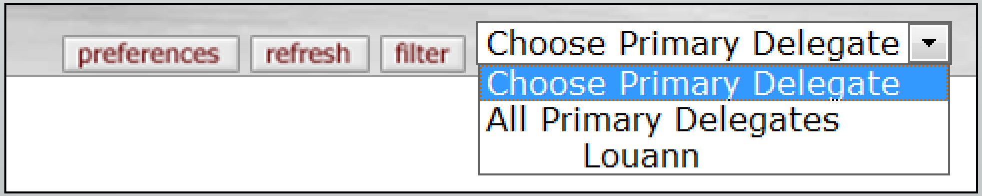
The fiscal officer for all accounts under organization 1040 is retiring, and the fiscal officer needs to be changed to you. Can you change the fiscal officer for all these accounts to yourself?

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)

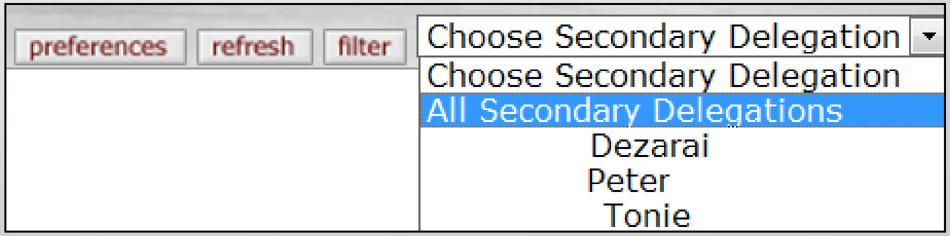
FO Action List:



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)

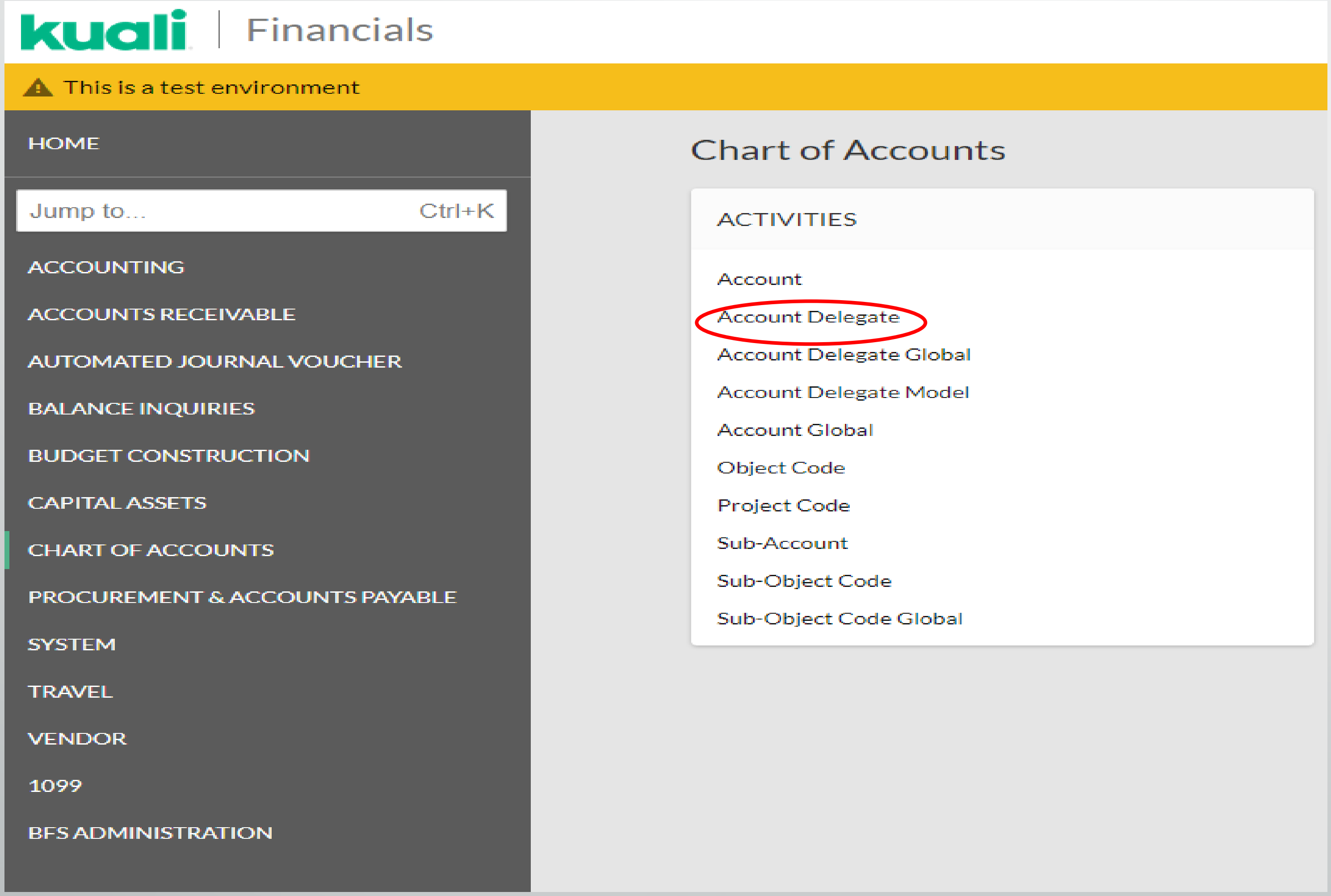
Delegates Action List:



Account Delegates

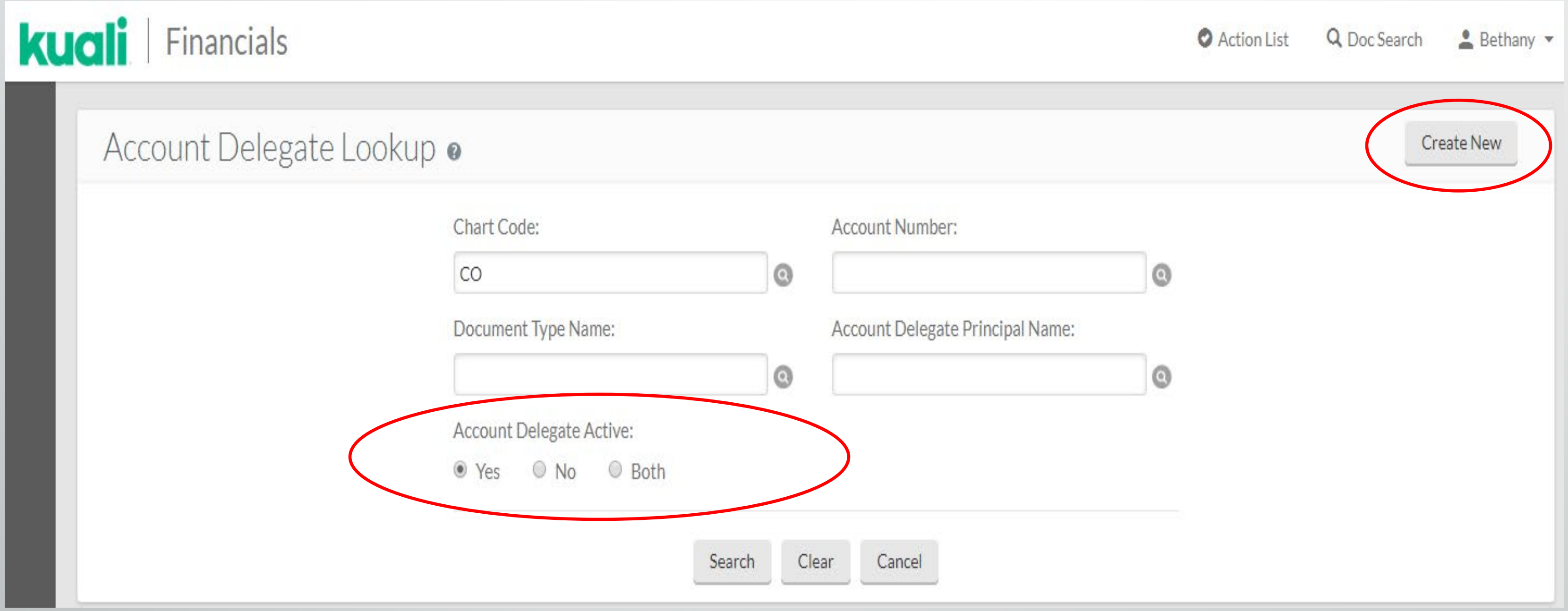
- Setup - Document Type Names
  - KFS all Documents (recommended)
  - KFST all dollar documents
- Non-dollar documents
  - ACCT account (only valid on account changes)
  - GSOB sub-object global
  - SACC sub-account
  - SOBJ sub-object

Account Delegates

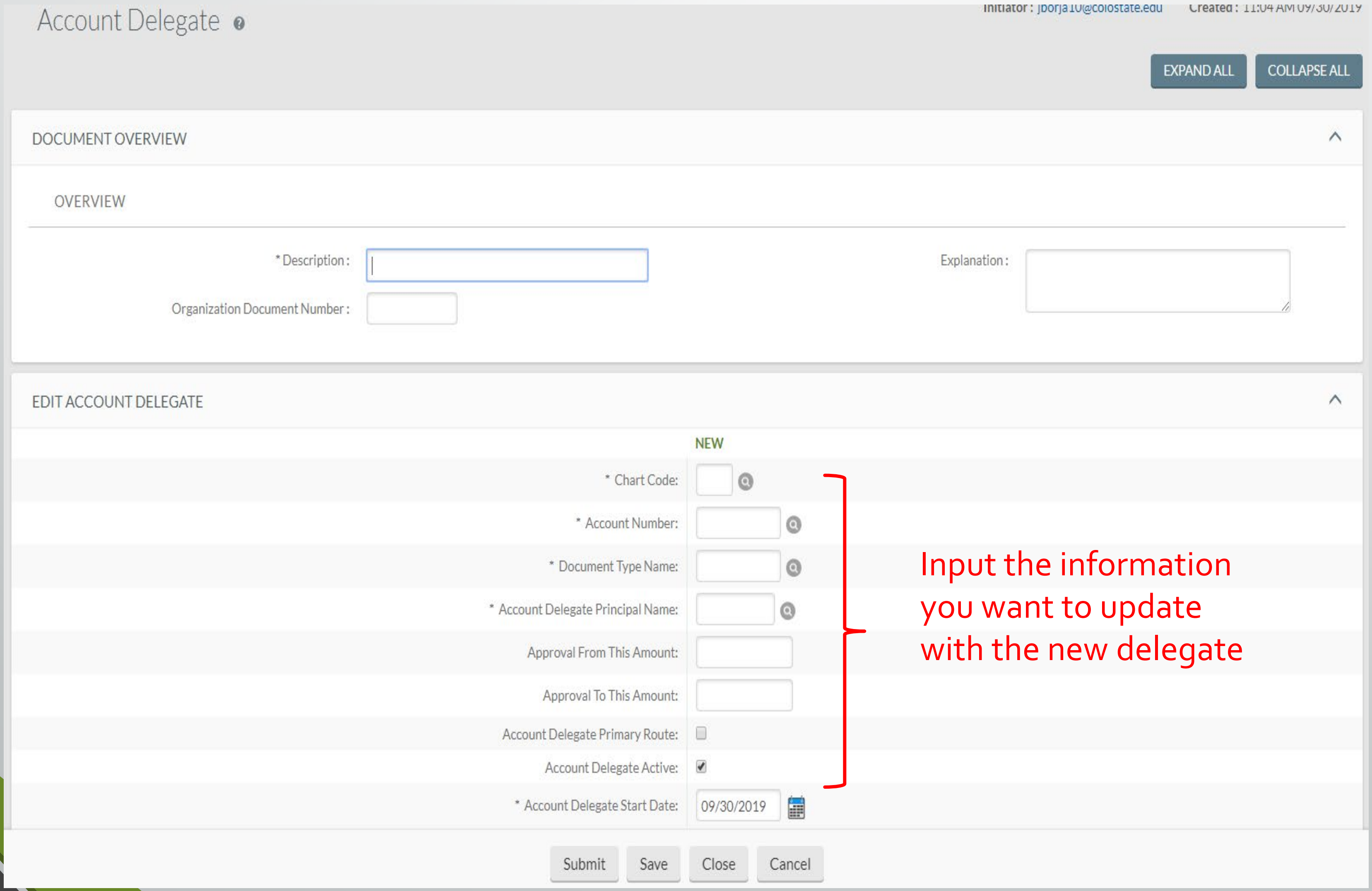


Account Delegates

- You can search specifically or create new



Account Delegates



Input the information you want to update with the new delegate

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