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FINANCIALS

Guide to the Chart of Accounts Module

Kuali

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Contents

Introduction

Kuali Financials relies on a variety of Chart of Accounts (COA) tables to function. These tables define the attributes and values used by the system to validate transactions. They also control the often complex relationships between elements in the Chart of Accounts that must be leveraged for internal and external reporting. For example, tables store basic information such as the sub-fund groups to which new accounts may be assigned and the calendar month that correlates to the first month of your institutions fiscal year. This type of flexibility is one of the features that make Kuali Financials a highly configurable application.

In order to work efficiently in the Chart of Accounts module, you need to understand the basics of the user interface. For information and instructions on logging on and off, navigating, understanding the components of screens, and performing basic operations in the screens, see Overview in the *Overview and Introduction to the User Interface*.

This section presents information and instructions for viewing records in the COA tables and using maintenance documents to maintain these tables.

Chart of Accounts Batch Processes

COA Batch Jobs

Job Name	Description
addPriorYearAccountsJob	An unscheduled job that updates the Prior Year Accounts tables with the accounts listed in parameter PRIOR_YEAR_ACCOUNTS_TO_BE_ADDED. This job is unscheduled and would be run after the populatePriorYearDataJob is run to add accounts that are added in the new fiscal year that need to have yearend processing taken on them.
populatePriorYearDataJob	This job creates prior year chart of accounts table that can be used for yearend processes to capture snapshots. Typically run after the system is brought down on the night of June 30 (or at the point in time you wish to capture fiscal year end account and organization snapshots). This job is scheduled and will run on the date specified in parameter RUN_DATE – component UpdatePriorYearDataStep. ⚠️ This job must be run prior to running the other year end jobs.

Global Chart of Accounts Documents

Some COA documents ([Account](), [Account Delegate](), [Account Delegate from Model](), [Object Code](), [Sub-Object Code](), and [Organization Reversion]()) allow you to assign identical values to multiple objects on a single document known as a global document.

For more information about a specific global document, see the subsection for that document.

Edit List of xxx Tab

The global documents include the **Edit List of xxx** (where xxx is an attribute name) tab which allows you to add the attributes you want to modify. This can be done by looking up attributes to include on your document and using the **Look Up / Add Multiple xxx** lookup or by adding the values manually one at a time. At least one item must be selected on the **Edit List of xxx** tab.

For more information about a specific global document, see the subsection for that document.

It is important to note that *all global documents do not behave in exactly the same way*. The Account and Organization Reversion global documents can only *update* accounts and organization reversion rules. The Object Code and Sub-Object Code global documents allow you to *create new* codes. The Account Delegate Global document is unique in that it deactivates all existing delegation for accounts on the document and replaces it with the delegation on the document.

Chart of Accounts Documents

Chart of Accounts Documents

Document	Description
Account	Identifies a pool of funds assigned to a specific university organizational entity for a specific purpose. Global document functionality is available for this document.
Account Delegate	Establishes new Account Delegates or edits existing Account Delegates. Account Delegates are Kuali Financials users that are authorized under certain circumstances to take workflow actions on a document in the place of an accounts Fiscal Officer
Account Delegate Global	Creates delegates for multiple document types on one or more accounts on a single document. Unlike the other global documents, you may initiate it by entering information from scratch or by populating the document from an Account Delegate Model.
Account Delegate Model	Identifies a Kuali Financials user that is authorized under certain circumstances to take workflow actions on a document in the place of the accounts Fiscal Officer. Global and Global Model document functionality are available for this document.
Account Delegate Global from Model	Lookup screen that lists available models that can be used to create Account Delegate Global documents.
Account Global	Assigns identical attributes to multiple accounts on a single document.
Object Code	Defines classifications that are assigned to transactions to help identify the type of transaction (income, expense, asset, liability, or fund balance). Global document functionality is available for this document.
Object Code Global	The object code global document is used to assign identical attributes to the same object code across multiple charts on a single document.
Organization	Defines units at many different levels within the institution such as department, responsibility center, and campus.
Organization Review	The Organization Review document offers a simple interface to feed member and delegate information into two KIM roles related to workflow routing.
Project Code	Identifies particular transactions that might span multiple accounts.
Sub-Account	An optional element of the accounting string that allows you to track financial activity within a particular account at a finer level of detail
Sub-Object Code	An optional element of the accounting string that allows you to create finer distinctions within a particular object code for a specific account. Global document functionality is available for this document.
Sub-Object Code Global	The Sub-Object Code Global document is used to create multiple sub-object codes on a single document.

Account

The Account document is used to create new accounts or to edit or copy existing accounts. An account is used to identify a pool of funds assigned to a specific university organizational entity for a specific purpose. Accounts are the fundamental building blocks of Kuali Financial Transactions. Financial Transactions are always associated with one or more accounts.

An account has many different attributes associated with it that often determine how Kuali Financials allows you to use that account in transactions. It also has attributes associated with it that aid in reporting or drive special processes, such as indirect cost calculation.

The Account document comes with a global document option where you may make certain changes to a group of accounts at once. The feature of the Account Global document is explained in the section following the Account document.

Document Layout

The Account document has six account specific tabs: **Account Maintenance**, **Account Responsibility**, **Contracts and Grants, Indirect Cost Recovery Accounts, Guidelines and Purpose**, and **Account Description**, which group related attributes together.

Account Maintenance Tab

The fields on this tab define the various account attributes which are used in the application of business rules for transactions using the account, reporting options, approval routing, etc.

Account Maintenance tab field definitions

Title	Description
Account City Name	Required. Enter the city where the account is managed.
Account Effective Date	Required. Enter the date when the account became effective. 🖉 An account may be used on financial transactions before its effective date.
Account Expiration Date	Optional. Enter the date when the account expires. Business rules on transactions may prevent the use of expired accounts, or provide warnings when an expired account is being used. 🖉 Must be equal to or greater than the current date unless back dating is allowed by the EXPIRATION_DATE_BACKDATING_FUND_GROUPS parameter. Cannot be before the Account Effective Date. If it is not blank, the continuation Chart of Accounts code and continuation account number are required.

Account Fringe Benefit	Optional. Select the check box if this account accepts fringe benefits or clear the check box if it does not. If the check box is not selected, a fringe benefits chart and fringe benefits account must be supplied to indicate where these charges should be posted. If it is not selected, then fringe benefit Chart of Accounts code and fringe benefit account number are required and the fringe benefit account number must have been set up with the account fringe benefit code selected.
Account Name	Required. Enter the familiar title of a specific account
Account Number	Required. Enter the unique number to identify a pool of funds assigned to a specific institution entity for a specific function. ✎ You may restrict the account prefix by the use of parameter PREFIXES. For example, you may configure to disallow account numbers beginning with 3 or with 00.
Account Off Campus Indicator	Optional. Select the check box if the account activities occur off-campus; clear the check box if they do not.
Account Postal Code	Required. Enter the postal code assigned by the US Postal Service for the city where the account is managed, or search for it from the **Postal Code** lookup icon.
Account Restricted Status Code	Required. Select the account restricted status code from the **Account Restricted Status** list. If the sub-fund associated with the account has a restricted status code, the field pre-fills with the value specified on the sub-fund and cannot be changed. If the restricted status code on the sub-fund is blank, choose an appropriate value.
Account Restricted Status Date	Optional. This date signifies when the funds are targeted to become unrestricted. There is no system functionality around this field and is for informational purposes only.
Account State Code	Required. Enter the code for the state where the account is managed, or search for it from the **State** lookup icon.
Account Street Address	Required. Enter the street address where the account is managed.
Account Type Code	Required. Select from the **Account Type** list or search for it from the lookup icon. Examples used to categorize accounts for reporting purposes might include Fee Remissions Accounts or Equipment Accounts.
Campus Code	Required. Select the physical campus on which the account is located from the **Campus** list, or search for it from the lookup icon.
Chart Code	Required. Enter the code or search for it from the **Chart** lookup icon. ✎ When the parameter ACCOUNTS_CAN_CROSS_CHARTS_IND parameter is set to N the system derives the chart and this value is read-only.

Closed?	Optional. Select the check box if the account is closed; clear the check box if it is open.
	Closing an account is more permanent than expiring - no transactions can use a closed account and a closed account can only be re-opened by a person with the appropriate permission.
Endowment Chart of Accounts Code	Optional. Select the Chart of Account code from the **Chart** list for the account designated to receive income generated from an endowment account or for the guarantee account for an underwriter for Contracts and Grants accounts.
	When the parameter ACCOUNTS_CAN_CROSS_CHARTS_IND parameter is set to N the system derives the chart and this value is read-only.
Endowment Account Number	Optional. Enter the account designated to receive income generated from an endowment account or the guarantee account for an underwriter for Contracts and Grants accounts, or search for it from the **Account** lookup icon.
Fringe Benefits Chart of Accounts Code	Optional. Select the chart code for the fringe benefits account from the **Chart** list or search for it from the lookup icon.
	When the parameter ACCOUNTS_CAN_CROSS_CHARTS_IND parameter is set to N the system derives the chart and this value is read-only.
Fringe Benefit Account Number	Optional. Enter the account that accepts fringe benefit charges from the **Account** list, or search for it from the lookup icon.
Higher Education Function Code	Required. Enter the code if known to classify the purpose of the account, or search for it from the **Higher Education Function Code** lookup icon. The code indicates whether the activities associated with an account are for purposes such as instruction or research.
Organization Code	Required. Enter the number for the owner of the account, or search for it from the **Organization lookup icon.**
Responsibility Center Code	Display Only. The Responsibility Center Code associated with the Organization Code.
Responsibility Center Name	Display Only. The Name associated with the Responsibility Center Code.
Source of Funds	Optional. Enter the Source of Funds code to identify the funding source.
	When the parameter DISPLAY_SOURCE_OF_FUNDS_IND parameter is set to N, this field does not display.
Sub-Fund Group Code	Required. Enter the code which relates an account to a fund, or search for it using the lookup icon.

Account Responsibility Tab

The fields on this tab define the individuals responsible for the account as well as continuation account information and Sufficient Funds parameters.

Account Responsibility tab field definitions

Title	Description
Account Manager Principle Name	Required. Enter the name of the account manager, or search for it from the lookup icon. The account manager has the responsibility for ensuring that funds are spent and managed according to the goals, objectives and mission of the organization, to ensure that the funds are being spent according to a budgeted plan and that the allocation of expenditures is appropriate to the function identified for the account.
Account Sufficient Funds Code	Required. Select the code that indicates what level the account is going to be checked for sufficient funds in the transaction processing environment from the **Account Sufficient Funds** list. The choices are: A - Account C - Consolidation L - Level O - Object Code H - Cash N - No Checking
Account Supervisor Principle Name	Required. Enter the name of the account supervisor, or search for it from the lookup icon. The supervisor oversees the management of the account at a higher-level than the fiscal officer, but rarely receives any direct requests for action from Kuali Financials. The account supervisor cannot be the same as the fiscal officer or the account manager.
Budget Record Level Code	Required. From the **Budget Record Level** list, select the code that indicates if the account is recording its budget by: A - Account C - Consolidation O - Object Code L - Level S - Sub-Account M - Mixed N - No budget ✎ An account in the General Fund group cannot have a budget record level code of Mixed.
Continuation Account Number	Optional unless the account has an expiration date, in which case it is required. Enter the account that accepts transactions which are being processed on the account after the account expiration date, or search for it from the **Account** lookup icon.
Continuation Chart of Accounts Code	Optional unless the account has an expiration date, in which case it is required. Enter the chart code for the continuation account, or search for it from the **Chart** lookup icon. The field is required if the account has an expiration date. ✎ When the parameter DISPLAY_SOURCE_OF_FUNDS_IND parameter is set to N this value is read-only.

External Encumbrance Sufficient Funds Indicator	Optional. Select the check box if external encumbrances are included in the accounts calculation of sufficient funds. Clear the check box if they are not.
	⚠ This functionality does not currently exist and selecting the check boxes does not control the inclusion or exclusion of the accounts from sufficient funds calculation.
Fiscal Officer Principle Name	Required. Enter the name of the fiscal officer, or search for it from the lookup icon. The individual is responsible for the fiscal management of the account.
Income Stream Chart of Accounts Code	Optional. Select the Chart of Accounts for the income stream account from the **Chart** list, or search for it from the **Chart** lookup icon. Parameters control when the income stream chart of accounts code and income stream account number are required.
	✎ When the parameter DISPLAY_SOURCE_OF_FUNDS_IND parameter is set to N this value is read-only.
Income Stream Account Number	Optional. Enter the account which has been designated to receive any offset entries from the account in order to balance responsibility center activity from the **Account** list or search for it from the lookup icon.
Internal Encumbrance Sufficient Funds Indicator	Optional. Select the check box if internal encumbrances are included in the accounts calculation of sufficient funds. Clear the check box if they are not.
	⚠ This functionality does not currently exist and selecting the check boxes does not control the inclusion or exclusion of the accounts from sufficient funds calculation.
Object Presence Control Indicator	Optional. Select the check box to indicate that the account uses object presence control. Clear the check box if it does not.
	⚠ This Object presence control presents an error when the account used on an actual or encumbrance transaction is not budgeted for the object code. The Object Non-Budgeted Override box must be checked in order to use the account and object code on the transaction. Organization Review Routing can be set up if someone overrides the budget.
Pre-Encumbrance Sufficient Funds Indicator	Optional. Select the check box if pre-encumbrances are included in the accounts calculation of sufficient funds. Clear the check box if they are not.
	⚠ This functionality does not currently exist and selecting the check boxes does not control the inclusion or exclusion of the accounts from sufficient funds calculation.
Transaction Processing Sufficient Funds Check	Optional. Select the check box if sufficient funds check should be performed on the account. Clear the check box if not.

Contracts and Grants Tab

The fields on this tab define attributes that are pertinent to Contracts and Grants accounts. If establishing a contract or grant account, these fields allow you to define how the account automatically generates and distributes indirect cost. The tab also collects information about any control account that might be related to this account and the CFDA number field categorizes grants for audit purposes and the CG Responsibility ID which defines the accounts routing.

Contracts and Grants tab field definitions

Title	Description
Account Indirect Cost Recovery Type Code	Required when the account is designated as a Contracts and Grants account by its Fund Group or Sub-Fund Group via parameters CG_DENOTIING_IND and FUND_GROUP_DENOTES_CG_IND.
	Enter the code to identify a particular indirect cost recovery type. This code identifies a certain set of object codes that are excluded from indirect cost charges.
CFDA Number	Optional. Enter the Code of Federal Domestic Assistance number used to identify Contracts and Grants accounts for a Federal A-123 audit.
CG Account Responsibility ID	Optional. Select the Code that corresponds to the appropriate CG Processor who will receive workflow requests for various documents utilizing this account..
Contract Control Account Number	Optional. Enter the primary spending authority account for a contract that has been assigned multiple accounts in the system or search for it from the **Account** lookup icon. This is the one account that most reporting is based on. It represents more fully than any other the full functionality of the project and its corresponding expenditures and revenues.
Contract Control Chart of Accounts Code	Optional. Select the Chart of Accounts that the Contract Control Account Number belongs to from the Chart list, or search for it from the lookup icon. An account can be referenced as its own control account.
	When the parameter ACCOUNTS_CAN_CROSS_CHARTS_IND parameter is set to N the system derives the chart and this value is read-only.
Financial Series ID	Required when the account is designated as a Contracts and Grants account by its Fund Group or Sub-Fund Group via parameters CG_DENOTIING_IND and FUND_GROUP_DENOTES_CG_IND.
	Enter the unique identifier that indicates which series ID from the Automated Indirect Cost Recovery table is used to determine indirect cost percentage and the income and expense account(s).
Indirect Cost Rate	Required when the account is designated as a Contracts and Grants account by its Fund Group or Sub-Fund Group via parameters CG_DENOTIING_IND and FUND_GROUP_DENOTES_CG_IND.
	Enter the cost recovery rate relative to direct costs spent in a particular fiscal year on Contracts and Grants that covers the cost of indirect expenses such as light, heat, central administration, etc. that cannot be directly allocated to any particular sponsored project but nonetheless are real costs incurred by the institution as a result of participating in the sponsored project.

Indirect Cost Recovery Accounts Tab

The fields on this tab specify which the account that will receive indirect cost recovery income and the percentage.

Multiple accounts can be added in order to split ICR income among various accounts. Click the **ADD** button after each addition.

⚠ The fields on this tab can only be completed if the account is identified as a Contracts and Grants account by its Fund Group or Sub-Fund Group via parameters CG_DENOTIING_IND and FUND_GROUP_DENOTES_CG_IND.

Indirect Cost Recovery Accounts tab field definitions

Title	Description
Account Line Percent	Enter the percentage that will be distributed to this account. ✏ Percents must total 100.
Active Indicator	Indicates whether or not this Indirect Cost Recovery account is active or not. Check the box if it's active, clear it if not.
Indirect Cost Recovery Account Number	Required. Enter the account number that is receiving the indirect cost recovery income generated by the account, or search for it from the **Account** lookup icon.
Indirect Cost Recovery Chart of Accounts Code	Required. Enter the chart code for the indirect cost recovery account that is receiving the indirect cost charged, or search for it from the **Chart** lookup icon. ✏ When the parameter ACCOUNTS_CAN_CROSS_CHARTS_IND parameter is set to N the system derives the chart and this value is read-only.

Guidelines and Purpose Tab

The fields in the **Guidelines and Purpose** tab collect text description that provide details relating to the type of expenses that should be charged to the account, the source of its income, and the account's overall purpose.

Guidelines and Purpose tab field definitions

Title	Description
Account Expense Guideline Text	Required unless the account expiration date is before the current date. Enter the text describing the type of expenditures that take place in the account. It should also explicitly state those expenditures that are unallowable in the account.
Account Income Guideline Text	Required unless the account expiration date is before the current date. Enter the text describing the types of income (source of funds) that take place in the account. It should also explicitly state those revenues that are unallowable in the account.
Account Purpose Text	Required. Enter the text describing the overall purpose of the account and the function it supports.

Account Description Tab

The **Account Description** tab contains optional information relating to the physical location of the account.

Account Description tab definition

Title	Description
Building Campus Code	Required if the sub-fund group code identifies the account as an account related to construction of a building (as defined by the parameter CAPITAL_SUB_FUND_GROUP); otherwise not allowed. Select from the **Building Campus Code** list the code that uniquely identifies the campus for the building construction or improvement project represented by the account. The functionality in the Capital Asset Management System (CAMS) module uses this information to capitalize construction related costs.
Building Code	Required if the sub-fund group code identifies the account as an account related to construction of a building (as defined by the parameter CAPITAL_SUB_FUND_GROUP); otherwise not allowed. Enter the building code. This code along with the building campus code identifies the campus and building for the construction or improvement project represented by the account. The functionality in the Capital Asset Management System (CAMS) module uses this information to capitalize construction related costs.
Campus Description	Optional. Enter additional campus description if desired on the account.

Organization Description	Optional. Enter additional organization description if desired on the account.
Responsibility Center Description	Optional. Enter responsibility center description if desired on the account.

Process Overview

Business Rules

The Employee Type for the Fiscal Officer, Account Supervisor, and Account Manager must be P (Professional) and the Employee Status must be A (Active).

The following rules apply to closing an account:

- You must select the account closed indicator.

- Account expiration date must be equal to or greater than the current date unless back dating is allowed by the EXPIRATION_DATE_BACKDATING_FUND_GROUPS parameter.

- Account expiration date cannot be before the Account Effective Date.

- A continuation account number must be provided.

- The account must meet all the following criteria:

  - expires on or before the current date

  - has no budget balance

  - has no pending ledger entries

  - has no pending labor entries

  - PE encumbrances net to zero for the account.

  - IE and EX encumbrances net to zero for the same reference number.

  - has no asset, liability, or fund balances other than the fund balance object code defined for this accounts chart and the process of closing income and expense into fund balance must take the fund balance to zero.

- Only roles with permission Edit Inactive Account can reopen a closed account.

Routing

The document routes to the fiscal officer for the account indicated on the document. If the document edits an existing account and includes a change to the value of the **Fiscal Officer** field, the document routes first to the current fiscal officer and then to the newly designated fiscal officer.

- The document routes to the Org Reviewer based on the organization assigned to the account.

- If the account is a Contracts and Grants account, the document routes to a Kuali Financials-SYS Contracts and Grants Processor role for approval based on the CG Responsibility ID assigned to the account.

- The document routes to the University Chart Manager for final approval.

- The Account Supervisor receives an FYI request.

Account Delegate

The Account Delegate document is used to establish new Account Delegates or to copy or edit existing Account Delegates. Account Delegates are Kuali Financials users that are authorized under certain circumstances to take workflow actions on a document in the place of an accounts Fiscal Officer. An authorized delegate can take any action that is available to a Fiscal Officer, including the power to approve and disapprove transactions.

Account delegation is specific to an account and a document type and may also be limited based on the dollar amount of the document. Delegation only allows a user to approve in the Fiscal Officers place, when a document is at the account routing level. If for example, a document is routed to an accounts Fiscal Officer as part of Org Review Routing, the Delegate would not be authorized to approve that action request.

There are two types of delegates that can be established: primary and secondary.

Documents route directly to a primary delegates action list. These documents do not appear in the Fiscal Officers action list unless the Fiscal Officer applies a special filter to their action list allowing them to view the documents routed to the Primary Delegate.

Documents do not route directly to a Secondary Delegates action list. Instead, the documents route to the Fiscal Officers action list (or the Primary Delegate, if applicable) and the Secondary Delegate must apply a special filter to their action list to see and take action on these documents.

The Account Delegate document comes with a global document and model document options. The global document allows you to make certain changes to a group of accounts at once whereas the model option allows you to make a template for a group of global documents. The feature of the Account Delegate Global document and Account Delegate Model document are explained in the section following the Account Delegate document.

⚠ The Account Delegate Global document replaces all existing delegation for an account instead of updating the existing delegation.

Document Layout

Account Delegate field definitions

Title	Description
Account Delegate Active	Optional. Select the check box if the delegate is active and can take action on authorized documents. Clear the check box to inactivate an existing delegate.
Account Delegate Start Date	Required. Enter the date on which the delegation is to become effective.
Account Delegate User ID	Required. Enter the user ID of the person to which authority is being delegated, or search for it from the **User ID** lookup icon.
Account Number	Required. Enter the account number for which authority is being delegated or search for it from the **Account** lookup icon.
Account Primary Delegate Route	Optional. Select the check box if the delegate is to be set as a primary delegate who receives documents directly in their workflow action list. If this check box is not selected, it indicates the delegate is secondary and has to use a filter in their workflow action list to see documents they are authorized to approve.
Chart Code	Required. Enter the chart code associated with the account number for which authority is being delegated or search for it from the **Chart** lookup icon. When the parameter ACCOUNTS_CAN_CROSS_CHARTS_IND parameter is set to N the system derives the chart and this value is read-only.
Document Type Code	Required. Enter the document type code for Kuali Financials transaction for which authority is being delegated, or search for it from the **Document Type** lookup icon. The higher on the document type hierarchy the code is, the more access the user will have. For example, you might enter KFST and KFSM to route all transactional and maintenance documents with an account number to a delegate.
From Amount	Optional Enter the minimum dollar amount of a transaction for which the delegate is authorized. For example, if a delegate is established with a From amount of 1,000 then a transaction for 500 is not eligible for the delegates action. Note that not all Kuali Financials documents have a dollar amount associated with them.
To Amount	Optional. Enter the maximum dollar amount of a transaction for which the delegate is authorized. For example, if a delegate is established with a To amount of 1,000, a transaction for 1,500 is not eligible for the delegates action. The value of zero in this field represents infinity.

⚠ If both **From Amount** and **To Amount** are set to 0.00, then the delegate is authorized to take action on the designated documents(s) without any dollar limit.

Process Overview

Business Rules

- An Account Delegate document establishing a Primary Delegate cannot be submitted if a Primary Delegate already exists for the account and document type.

- Account Delegate Start Date must be greater than or equal to the current date.

Routing

- Account Delegate documents routes for account level approval to the Fiscal Officer based on the account on the document.

- The Account Delegate document also routes for Org Review based on the organization associated with the account on the document and then for chart manager approval based on the chart assigned to the account.

Account Delegate Global

For general information about accessing and working with global documents, see [Global Chart of Accounts Documents](#).

The Account Delegate Global document allows you to create delegates for multiple document types on one or more accounts on a single document. Unlike the other global documents, you may initiate it by entering information from scratch or by populating the document from a model you choose. Although the use of a model document is not a requirement, it is a convenient way of initiating the Account Delegate Global document when you have many delegates to define.

Creating New Global from Scratch

1. From the **Chart of Accounts** submenu in the **Lookup and Maintenance** menu group on the **Main Menu** tab, choose **Account Delegate Global**.

   The system displays the Account Delegate Global document.

2. Enter values as appropriate and click Submit.

Creating New Global from Model

1. From the **Chart of Accounts** submenu in the **Lookup and Maintenance** menu group on the **Main Menu** tab, choose **Account Delegate Global from Model.**

   The system displays the Account Delegate Model Lookup icon.

2. Search for the model you want by entering search criteria and clicking Search**.**

3. When you find the appropriate model name, click the Return Value link.

   The system displays the Account Delegate Global document populated with data from your selected model.

The Advantage of Using a Model as a Starting Point: Kuali Financials allows you to add, edit and delete data on the Account Delegate Global document after the items have been populated from the model. Therefore, if you find a model that is close to what you want, you can use it as a starting point for your work.

Document Layout

The Account Delegate Global document contains the **Global Delegate** tab and **Edit List of Accounts** tab.

Global Delegate Tab

The **Global Delegate** tab works much as the **Account Delegate** tab of the Account Delegate document works. This tab contains all the non-account attributes that can be modified on this document. The required fields on the Account Delegate Global document are the same as the required fields on the Account Delegate document.

The Account Delegate Global document does not update existing records; it creates new records which replace any existing records. For example, if 1031400 account has a CREQ (AP Check Request) delegate, and a Account Delegate Global document is submitted for 1031400 that creates a delegate for TF (Transfer of Funds) and DV (Disbursement Voucher) but does not specify one for CREQ, the existing CREQ delegation becomes inactive.

Click Show and Hide to collapse for the better viewing of the document.

For more information about how to complete the **Global Delegate** tab, see [Account Delegate](#).

Edit List of Accounts Tab

There are two ways to populate the accounts that you want to update globally in the **Edit List of Accounts** tab. One is by manually entering or selecting one account at a time from the normal **Account** lookup, the other is by using a special multiple value lookup called the **Look Up / Add Multiple Account Lines** to return multiple values.

For information about how to use the multiple value lookup, see Multiple Value Lookup in *Overview and Introduction to the User Interface*.

Process Overview

Business Rules

- The Account Delegate Global document is subject to the same business rules as the Account Delegate document. In addition, at least one account must be selected on the **Edit List of Accounts** tab.

Routing

- The Account Delegate Global document routes to the Chart Manager for the chart represented in the accounts being modified, and then to the University Chart Manager.

Account Delegate Model

The Account Delegate Model document allows you to create a model for the Account Global documents so that you can define a common delegation structure for a group of accounts easily. After the models are created, you may use them from the **Create New Global from Model** menu option.

For information about the Create New Global from Model option, see Creating New Global from Model.

Document Layout

The Account Delegate Model document includes the **Account Delegate Model** and the **Delegates for Model** tabs. The former defines the name of the model and the latter defines the characteristics of the model.

Account Delegate Model Tab

Account Delegate Model tab field definitions

Title	Description
Account Delegate Model Name	Required. Enter the name of this model.
Chart of Accounts Code	Required. Enter the Chart of Accounts code that the model is used for or search for it from the **Chart** lookup icon.
Organization Code	Required. Enter the organization code that the model is used for or search for it from the **Organization** lookup icon.

Delegates for Model Tab

Delegates for Model tab field definitions

Title	Description
Account Delegate Primary Route	Optional. Select the check box if it is a primary delegate. Clear the check box, if it is a secondary delegate.
Account Delegate Start Date	Required. Enter the date on which the delegation starts, or select it from the **calendar** tool.
Account Delegate User ID	Required. Enter the User ID for the delegate, or search for it from **User** lookup icon.
Active	Optional. Select the check box if this model is active. Clear it if it is inactive.
Approval From This Amount	Optional. Enter the minimum range of the dollar amount for which this delegation is authorized. For example, if a delegate is established with a From amount of 1,000 then a transaction for 500 is not eligible for the delegates action. Note that not all Kuali Financials documents have a dollar amount associated with them. The value of zero means that you do not have the minimum range defined for this delegation. Not all Kuali Financials documents have a dollar amount associated with them.
Approval To This Amount	Optional. Enter the maximum range of the dollar amount for which this delegation is applied to. For example, if a delegate is established with a To amount of 1,000 a transaction for 1,500 is not eligible for the delegates action. The value of 0 means that you do not have the maximum range defined for this delegation. Not all Kuali Financials documents have a dollar amount associated with them.
Document Type Code	Required. Enter the document type code for this delegation or search for it from the **Document Type Code** lookup icon. Enter KFS to establish delegation for all document types that route to the Account level.

Routing

The Account Delegate Global Model document routes to Organization Review, Chart Manager, and University Chart Manager.

Account Delegate Global From Model

For information on the Account Delegate Global from Model function, see [Creating New Global from Model](#).

Account Global

➡️ For general information about accessing and working with global documents, see [Global Chart of Accounts Documents](#).

The Account Global document is used to assign identical attributes to multiple accounts on a single document.

Document Layout

The Account Global document contains the **Global Account Maintenance** tab and **List of Accounts** tab.

Global Account Maintenance Tab

The **Global Account Maintenance** tab works the same as the **Account** tab of the Account document except that it contains only the fields that can be modified from this tab. There are no required fields in this tab. Instead, you only need to complete the fields that you want to update on the selected accounts. If an account attribute is to remain as is, leave that field blank.

➡️ For more information about how to complete the **Global Account Maintenance** tab, see [Account](#).

Edit List of Accounts Tab

There are two ways to populate the accounts that you want to update globally in the **Edit List of Accounts** tab. One is by manually entering or selecting one account at a time from the normal **Account** lookup, the other is by using a special multiple value lookup called the **Look Up / Add Multiple Account Lines** to return multiple values.

➡️ For more information about the two types of lookup, Field Lookup and Multiple Value Lookup in *Overview and Introduction to the User Interface*.

Process Overview

Business Rules

The Account Global document is subject to the same business rules as the Account document. In addition, at least one account must be selected on the **Edit List of Accounts** tab.

➡️ For the information about the Account document business rules, see [Account](#).

Routing

The Account Global document routes to the Chart Manager for the chart represented in the accounts being modified, and then to the University Chart Manager.

Object Code

The Object Code document is used to establish new object codes or to copy or edit existing object codes. Object codes represent all income, expense, asset, liability and fund balance classifications that are assigned to transactions and help identify the nature of the transaction. Examples of object codes might include travel expenditures, student fee income, accounts receivable, and invoices payable. Object codes are specific to a chart and a fiscal year and contain several attributes throughout Kuali Financials for financial reporting at the detail and consolidated levels.

The Object Code document comes with a global document option where you can create a group of new object codes for all charts at once.

For more information about the global document see Object Code Global.

Document Layout

Object Code field definitions

Title	Description
Active Indicator	Optional. Select the check box if the object code is active and can be used on financial documents. Clear the check box if it is inactive.
Budget Aggregation Code	Required. Enter the code that indicates at what level the object code can be used for budgeting, or search for it from the **Budget Aggregation Code** lookup icon. The standard values are: O - Object code level C - Consolidation level L - Level
Chart Code	Required. From the **Chart** list select the chart to which the object code belongs, or search for it from the lookup icon.
Federally Funded Code	Required. Select the indicator to show whether this is an object code for capital equipment from the **Federally Funded Code** list, or search for it from the lookup icon. Examples of values might include N - Non-federally funded, university owned O - Federally funded, university owned F - Federally funded, federally owned
Fiscal Year	Required. Enter the fiscal year of the object code or search for it from the **Fiscal Year** lookup icon. Kuali Financials is set up so the Object Code table is based on fiscal year therefore each year can have a different set of object codes.

Historical Financial Object Code	Optional. Enter the code or search for it from the **Historical Financial Object Code** lookup icon. This provides for a means of referencing a different object code previously used for this purpose and can be used for historical reporting.
Level Code	Required. Enter the code or search for it from the **Level** lookup icon. This is the summary code for a given range of detailed object code classifications and identifies the level to which the object code belongs.
Mandatory Transfers or Elimination Code	Required. Enter the code or search for it from the **Mandatory Transfers or Elimination Code** lookup icon. These codes are used to identify whether the object code is one of the following and are used by Kuali Financials for the application of business rules where mandatory transfer or elimination codes are either required or prohibited: M - Mandatory transfer code E - Elimination code N - Neither
Object Code	Required. Enter the code to identify the object code which must be unique within the chart and fiscal year to which it belongs.
Object Code Name	Required. Enter the long descriptive name of the object code which appears on the **Accounting Lines** tab in financial documents as well as in searches and reports.
Object Code Short Name	Required. Enter the shortened version of the object code name for use in reporting where space is limited.
Object Sub-Type Code	Required. Enter the code or search for it from the **Object Sub-Type** lookup icon. This is the designation assigned to similar groups of object codes. Sub-types are often leveraged in Kuali Financials to apply business rules or to help with reporting.
Object Type Code	Required. Enter the code or search for it from the **Object Type** lookup icon. This is used to identify an object code as income, expense, asset, liability or fund balance. Multiple values exist for income and expense to support GL functionality.
Next Year Object Code	Optional. Enter the object code that represents the object code in the next fiscal year.
Reports to Chart Code	Display-only. The value automatically defaults to the **Reports to Chart of Accounts Code** value associated with the **Reports to Object Codes Chart Code** value once it is entered.
Reports to Object Code	Required. Enter the object code that the object code reports to in the next higher chart, or search for it from the **Object Code** lookup icon. For example, the object code for book sales in an auxiliary chart might report to the object code for sales and services in the campus chart

Process Overview

Business Rules

- If the **Reports to Chart Code** value is not the highest chart level, the reports to object code, fiscal year, and chart code combination must exist in the Object Code Table.

- If the Object Code belongs to the highest level chart, it must report to itself.

- If a **Next Year Object Code** value is entered, then the current fiscal year, chart code, and next year object code combination must exist in the Object Code Table.

- If base budget exists in the current year for this object code, the object code cannot be inactivated until the base budget is removed.

Institutional Reporting: Kuali Financials provides for various fields available for institutional reporting. You can, for example, define a top level chart that consolidates activity for reporting purpose. After the top level chart is defined, the Statement of Net Assets and Statement of Revenues, Expenses and Changes in Net Assets can be designed, using Reports To chart and object code and the sub-totals by the object code levels and consolidations on the top chart. Or, you may design responsibility center reports using the organization roll-up of accounts. For more information about the capabilities of the organization within the Chart of Accounts, refer to Organization and Organization Type.

Routing

The Object Code document routes to the Chart Manager for the chart associated with the object code followed by routing to the University Chart Manager.

Object Code Global

⮕ For general information about accessing and working with global documents, see [Global Chart of Accounts Documents](#).

The object code global document is used to assign identical attributes to the same object code across multiple charts on a single document. The document can be initiated only by members of Kuali Financials-SYS Chart Manager role.

Document Layout

The Object Code Global document has two unique tabs**: Global Object Code Maintenance** and **Multiple Year and Chart** tabs.

Global Object Code Maintenance Tab

The **Global Object Code Maintenance** tab works the same as the **Object Code** tab of the Object Code document and it contains all the attributes that are not specific to a year or chart that can be modified on this document. The required fields on the Global Object Code document are the same as on the Object Code document. Global object can both create new and update existing records. If you are changing certain attributes using this document and the other attributes are to remain as is, leave the field blank.

⮕ For more information about how to complete the **Global Object Code Maintenance** tab, see [Object Code](#).

Multiple Year and Chart Tab

There are two ways to populate the object codes that you want to update globally in the **Multiple Year and Chart** tab. One is by manually entering or selecting one object code at a time from the normal Object Code lookup, the other is by using a special multiple value lookup called the **Look Up / Add Multiple Object Code Lines** to return multiple values.

Process Overview

Business Rules

The Global Object Code document is subject to the same business rules as the Object Code document. In addition, at least one chart must be selected on the **Multiple Year and Chart** tab.

Routing

- Only members of Kuali Financials-SYS Chart Manager role may initiate the document.

- The Global Object Code document routes to the Chart Manager for every Chart represented in the accounts being modified, and then to the University Chart Manager.

Organization

The Organization document defines the entities representing units at many different levels within the institution (for example, a department, responsibility center, campus). The document collects important identifying information about an Organization and defines its place in the organization hierarchy. Organization is an important part of the Chart of Accounts and the organization hierarchy is frequently leveraged by Kuali Financials for use in Workflow and reporting.

Document Layout

The Organization document includes the **Organization**, **Plant Account**, and **HRMS Unit** tabs.

Organization Tab

Organization tab field definitions

Title	Description
Active Indicator	Optional. Select the check box if the organization code is active and can be used on Kuali Financials documents. Clear the check box if it is inactive.
Chart Code	Required. Enter the chart code to which the organization belongs, or search for it from the **Chart** lookup icon.
Organization Address 1	Required. Enter the street address where correspondence can be sent to the organization.
Organization Address 2	Optional. Enter the second line of the street address where correspondence can be sent to the organization.
Organization Begin Date	Required. Enter the date when the organization began operations as a new unit. For a new organization this defaults to today's date.
Organization City Name	Display-only. Displays the city where correspondence can be sent to the organization.
Organization Code	Required. Enter the code to identify the organization. It must be unique within the chart to which it belongs.
Organization Country Code	Required. Enter the country where correspondence can be sent to the organization, or search for it from the **Country** lookup icon.
Organization End Date	Optional. Enter the date when the organization was dissolved.
Organization Default Account Number	Required. Enter the primary account used for any account reference for an organization, or search for it from the **Account** lookup icon.
Organization Manager	Required. Enter the user ID of the manager responsible for the organization or search for it from the lookup
Organization Name	Required. Enter the long descriptive name of the organization.
Organization Physical	Required. Enter the campus code which represents the physical location of

Campus Code	the organization, or search for it from the **Campus** lookup icon.
Organization Postal Code	Required. Enter the zip code assigned by the US Postal Service which relates to the city where the organization is located, or search for it from the **Postal Code** lookup icon.
Organization State/Province Code	Display-only. Displays the state where correspondence can be sent to the organization.
Organization Type	Required. Select the type of organization from the **Organization Type** list or search for it from the lookup icon. Examples might include: C - Campus R - Responsibility center U - University chart organization O - Other organizations N - Not official
Reports to Chart	Required. Enter the chart code associated with the organization to which the organization reports in the hierarchy, or search for it from the **Chart** lookup icon.
Reports to Organization	Required. Enter the code designating the organization within the hierarchy to which the organization reports, or search for it from the **Organization** lookup icon.
Responsibility Center Code	Required. Enter the responsibility center code to which the organization belongs or search for it from the **Responsibility Center** lookup icon.

Plant Accounts Tab

Plant accounts record special entries related to capitalization. These fields identify the plant accounts associated with this organization and with the campus. Some types of entries use the Organization Plant Account (such as generated entries which are related to movable equipment) while others use the Campus Plant Account (such as generated entries which are related to non-movable equipment). This section must be completed before the document is fully approved but can only be modified by authorized users.

Plant Accounts tab field definitions

Title	Description
Organization Plant Chart	Required. Select the chart for the organization plant account associated with the organization from the **Chart** list or search for it from the lookup icon.
	When the parameter ACCOUNTS_CAN_CROSS_CHARTS_IND parameter is set to N the system derives the chart and this value is read-only.
Plant Account Number	Required. Enter the organization plant account for the organization, or search for it from the **Account** lookup icon.

Campus Plant Chart	Required. Select the chart of the campus plant account associated with the organization from the **Chart** list, or search for it from the lookup icon. When the parameter ACCOUNTS_CAN_CROSS_CHARTS_IND parameter is set to N the system derives the chart and this value is read-only.
Campus Plant Account Number	Required. Enter the campus plant account for the organization, or search for it from the **Account** lookup icon.

HRMS Unit Tab

The **HRMS Unit** tab identifies important values for this organization as it relates to a Human Resources Management System (HRMS) that might interact with Kuali Financials. This information is only pertinent if your institution has an HRMS system that interfaces with Kuali Financials. The fields may differ depending on the type of HRMS system utilized by your institution.

HRMS Unit tab field definitions

Title	Description
Address 1	Optional. Enter the first address line where correspondence can be sent related to HRMS issues for the organization.
Address 2	Optional. Enter the second address line where correspondence can be sent related to HRMS issues for the organization.
Building	Optional. Enter the building where correspondence can be sent related to HRMS issues for the organization.
Campus	Optional. Enter the campus where correspondence can be sent related to HRMS issues for the organization.
Fiscal Approver Principal Name	Optional. Enter the principal name of the individual responsible for approval of financial obligations related to personnel actions for the organization, or search for it from the lookup icon.
HRMS Company	Optional. Enter the company in the HRMS system to which the organization belongs
Occupation Unit Allowed	Optional. Select the check box if the organization allows occupational units. Clear the check box if it does not.
Personnel Approver Principal Name	Optional. Enter the principal name of the individual responsible for approval for personnel actions for the organization, or search for it from the lookup icon.
Position Allowed	Optional. Select the check box if the organization can have positions associated with it in the HRMS system. Clear the check box if it cannot.
Room	Optional. Enter the room where correspondence can be sent related to HRMS issues for the organization.
Tenure Allowed	Optional. Select the check box if the organization allows tenured positions. Clear the check box if it does not.
Title Allowed	Optional. Select the check box if the organization allows titled positions.

Clear the check box if it does not.

Process Overview

Business Rules

- When creating a new organization with the organization type code (C: Campus or U: University), the default account number is not required, since an organization is required to create an account.

- The organization cannot report to itself unless it has an organization type code of U.

- **Reports to Chart and Organization** must follow a path that ends at the known root chart and organization represented by the organization with a type of U.

- When creating a new organization the **Organization Begin Date** must be greater than or equal to today's date.

- When creating a new organization the document may not be blanket approved, except by the University Chart Manager.

- An organization cannot be inactive while there are active accounts or active organizations that report to it.

- If an organization is made inactive, the **Organization End Date** is required.

Routing

The Organization document routes to Org Review based on the organization on the document. It also routes to the Chart Manager for the chart associated with the organization followed by routing to the University Chart Manager.

Organization Review

For information about other KIM concepts and functions, see Kuali Identity Management (KIM) Concepts in the *Guide to System Administration Funcions*.

The Organization Review document offers a simple interface to feed member and delegate information into two KIM roles related to workflow routing.

The two roles affected by this document are:

- Accounting Reviewer: Establishes optional workflow action requests for documents based on chart, organization, document type, dollar amount and accounting override code.

- Organization Reviewer: Establishes optional workflow action requests for documents based on chart, organization and document type.

These roles are quite similar, with Accounting Reviewer generally being used for document types that include accounting lines and organization reviewer being used for document types that do not. The Organization Review document is designed to assist users in selecting the appropriate role(s) for a given document type or group of document types that need to receive workflow requests.

This interface enables institutions to more easily allow role members to assign themselves to these roles. Note that these roles may also be assigned via the Role or Person document as discussed elsewhere in this section.

Document Layout

The Organization Review document includes the **Organization Review** and **Assignee/Delegation** tabs.

Organization Review Tab

The **Organization Review** tab identifies the chart and organization for which the user is establishing optional workflow action requests. It also defines the document type for which these requests are be generated. Review types determine whether this document creates a membership in the Accounting Reviewer role, the Organization Review role or both.

Organization Review tab field definitions

Title	Description
Chart Code	Required. Select the chart associated with the organization for which you want to establish additional workflow action requests.
Document Type	Required. Use the **Document Type** lookup icon to search for and select the document type for which you want to establish additional workflow action requests. Note that you may select a parent document type to establish workflow routing for all document types that answer to that parent in the document type hierarchy.
Organization Code	Required. Enter the organization code identifying the organization for which you want to establish additional workflow action requests or use the **Organization** lookup icon to select a value.
Review Types	Required but may be display-only. This value determines whether the document adds member information to the accounting reviewer role (Organization Accounting Only), the organization reviewer role (Organization Only), or both.
	After you select a document type, this system updates this field with a default value based on the following rules:
	If the document type selected has a route node associated with the organization reviewer or accounting reviewer role, then review type is selected based on this value and cannot be edited.
	If the document type selected is KFS (Kuali Financials document at the top of the hierarchy), the **Review Type** value defaults to both but can be edited.
	If the closest parent document type is KFST (Kuali Financials document to which all transactional documents answer), the **Review Type** value defaults to Organization Accounting Only and cannot be edited.
	If the closest parent document type is KFSM (Kuali Financials document to which all complex maintenance documents answer), the **Review Type** value defaults to Organization Only and cannot be edited.
	If the closest parent document type is FSSM (Kuali Financials document to which all simple maintenance document answer), the document returns an error. These documents do not route for approval.

Assignee/Delegation Tab

The **Assignee/Delegation** tab records any additional qualifying values needed for adding users to the Accounting Reviewer role and defines the person, group or role that should be assigned as a member or a delegate. This tab also collects detailed information about the type of workflow request to be generated and how workflow should handle that request.

→ For more information about delegating via the Organization Review document, see [Delegation](#).

Assignee / Delegation tab definition

Title	Description
Accounting Line Override Code	Optional. Note that this field is available only if the **Review Type** value is either Organization Accounting Only or Both.
	If you want action requests to be generated only when a transactional document includes an accounting line with a particular override code, select that override code here. If you want action requests to be generated whether or not an override code is present, leave this field blank.
	None – only triggers if there are no overrides applicable to the accounting line. It is important to note that this is different than the [blank] default value, which ignores override codes altogether.
	EXP_ACCT – triggers if an account used on the document is expired.
	NON_BDG_OBJ – triggers if an account used on the document uses Object Presence Control and there is no budget for an account and object code used on the document.
	NON_FR_ACCT – triggers if an account used on the document does not accept Fringe Benefits and the object code being used is identified as a fringe benefit code in the Labor Object Code table.
	TRAN_ECXD_REM_BDG – triggers if an account used on the document uses Object Presence Control and the amount on the document is greater than the remaining budget for the account and object code.
	The remaining codes are combinations of the above.

Action Policy Code	Required. This value determines what happens if multiple members of a role or group receive the same action request and one of them takes the requested action. For example, if a role has a group with three members assigned, all of these members receive the action request defined here; this code determines what the system does when one of them takes action on the document.

A value of FIRST indicates that the first member to take action on the document automatically clears all requests for this responsibility that may be in other group members action lists.

A value of ALL indicates that each group member must take individual action to clear his or her requests.

🖉 This value impacts only a single action request. It has no impact on other requests that might be generated by workflow for the same chart, organization and document type. |
| Action Type Code | Required. Select the type of workflow action request that is to be generated. Choices include:

Approve
FYI
Acknowledge |
Active From Date	Optional. To begin generating these requests on a specific date, enter that date here. If no date is provided, the requests will be eligible for creation a soon as the Organization Review document is processed or final.
Active To Date	Optional. To stop generating these requests on a specific day, enter that date here. If no date is provided the requests will be generated indefinitely.
Force Action	Check the box to indicate that the assignee must take the action for this request even if the user has already previously taken action on this document. Leaving the box unchecked allows a request to be immediately fulfilled if the assignee has previously taken action on this specific document.
From Amount	Optional. This field is available only if the **Review Type** value is either Organization Accounting Only or Both.

Enter a minimum dollar amount for transactional documents below which you do not want to generate action requests. If you do not want to establish a minimum dollar amount, leave this field blank. |
| Group Name | Optional. Enter the name of the group that is to receive these workflow action requests or use the **Group** lookup to select a value.

🖉 You must choose a principal name, role and/or group to receive this workflow request. You may not leave all these fields blank. |
| Group Namespace | Optional. If you want to generate workflow action requests to a particular group, select the namespace associated with that group. |
| Namespace | Optional. To generate workflow action requests to a particular role, select the namespace associated with that role. |

Priority Number	Optional. Enter a priority number between 1 and 11. If multiple action requests are generated for this chart, organization and document type, requests with lower priorities are generated before those with higher priorities.
Principal Name	Optional. Enter the principal name of the person who is to receive these workflow action requests or use the **Person** lookup to select a value. ✎ You must choose a principal name, role and/or group to receive this workflow request. You may not leave all these fields blank.
Role Name	Optional. Enter the name of the role that is to receive these workflow action requests or use the **Role** lookup to select a value. ✎ You must choose a principal name, role and/or group to receive this workflow request. You may not leave all these fields blank.
To Amount	Optional. This field is available only if the **Review Type** value is either Organization Accounting Only or Both. Enter a maximum dollar amount for transactional documents above which you do not want to generate action requests. If you do not want to establish a maximum dollar amount, leave this field blank.

Delegation

Users may use the Organization Review document to establish a delegate for a current member of the Organization Reviewer or Organization Accounting Reviewer role. Delegates inherit all responsibilities of the role member they are associated with.

To create a delegate:

1. To create a delegate, use the **Organization Review** lookup to find the member you want to create a delegate for.

2. Click the **create delegation** link.

   The system creates a new Organization Review document that copies all the fields in the **Organization Review** tab from the selected member role and renders them un-editable.

   All values on the **Assignee / Delegation** tab are also copied. These values may be edited.

Business Rules

- Exactly one of the following groups of fields must be completed on the **Assignee / Delegation** tab:
  - **Principal Name**
  - **Namespace** and **Role Name**
  - **Group Namespace** and **Group**
- When delegating an Accounting Reviewer role, the values for the **From Amount** and **To Amount** must fall within the range established for the role member whose responsibility is being delegated.

Project Code

The Project Code document is used to define an optional part of the accounting string that allows you to assign an identifier to particular transactions that might span multiple accounts. Because Project Code is not specific to an account it can be used to track project activity that is shared across multiple accounts within an organization or even across multiple organizations.

The use of this code allows individuals to run reports using the code and to get a listing of all revenues and expenditures that have been assigned to the project.

Document Layout

Project Code field definitions

Title	Description
Active Indicator	Optional. Select the check box if the project code is active. Clear the check box if it is inactive.
Chart Code	Required. Enter the chart code associated with the organization assigned to the project code, or search for it from the **Chart** lookup icon.
Organization Code	Required. Enter the organization code associated with the project code, or search for it from the **Organization** lookup icon. While project code is assigned to a chart and organization code, it can be used in conjunction with accounts from other charts and organizations.
Project Code	Required. Enter the unique code to identify a project.
Project Description	Required. Enter the text description describing the purpose of the project Code.
Project Name	Required. Enter the long descriptive name. The name appears on the **Accounting Lines** tab in financial documents as well as in searches and reports.
Project Manager User ID	Required. Enter the user ID of the person responsible for the project or search for it from the lookup icon.

Sub-Account

The Sub-Account document is used to define an optional part of the accounting string that allows tracking of financial activity within a particular account at a finer level of detail. Instead of associating budget, actuals and encumbrances with an account, you can specify a sub-account within that account to apply these entries. Sub-accounts are often used to help track expenses when several different activities may be funded by the same account.

For example, a large organization may have money in a general account that is used by several different areas of that organization. The organization might segregate the budgets for each of the areas into Sub-accounts such as Marketing, Research, and Recruitment. When expenses are applied to the account they can be applied to the sub-account level, allowing direct comparisons between the budget and the actual income and expenditures of these smaller categories. Because all of the activity is still within a single account, it is still easy to report on the finances of the overall account.

Sub-accounts take on most of the attributes of the account to which it reports, including Fiscal Officer, account supervisor, fund group, and function code.

Kuali Financials also has a system that uses special sub-accounts to help track cost share associated with Contracts and Grants accounts. This works by establishing specially coded sub-accounts as part of a Contract or Grant account. These sub-accounts also have a designated Cost Share account. The Cost Share account is the account that is actually sharing costs with the grant. Expenses applied to the cost share sub-account are automatically reimbursed by the cost share account via an automatic transfer of funds generated by Kuali Financials Cost Share batch process. This allows you to track what has been cost shared for a particular contract or grant account, while still appropriately applying the expense to a different account.

Sub-accounts also allow you to take advantage of the Financial Reporting Code. This is an optional sub-account attribute that can be defined by a particular organization and retrieved from Kuali Financials via decision support queries.

The Sub-Account document includes the **Sub-Account Code**, **Financial Reporting Code**, **CG Cost Sharing**, and **CG ICR** tabs.

Sub-Account Code Tab

If you are not establishing a Cost Share sub-account or using the Financial Reporting Code, the **Sub-Account Code** and the **Document Overview** tabs are the only required tabs on the document.

Sub-Account Code tab field definitions

Title	Description
Account Number	Required. Enter the account number on which you want to create the sub-account or search for it from the **Account** lookup icon. If you want to use the same sub-account code on several accounts, you need to process an additional document for each additional account on which you want to use that sub-account.
Active Indicator	Optional. Select the check box if the sub-account is active. Clear the check box if it is inactive.
Chart Code	Required. Enter the chart code associated with the account associated with the sub-account, or search for it from the lookup icon. When the parameter ACCOUNTS_CAN_CROSS_CHARTS_IND parameter is set to N the system derives the chart and this value is read-only.
Sub-Account Name	Required. Enter the long descriptive name. This name appears on the **Accounting Lines** tab in financial documents as well as in searches and reports.
Sub-Account Number	Required. Enter the code to define the sub-account. This is the code to be entered in the sub-account field of the **Accounting Lines** tab of financial documents.
Sub-Account Type Code	Required for the members of Kuali Financials-SYS Contracts and Grants Processor role; otherwise display-only (the field is editable only for the members of Kuali Financials-SYS Contracts and Grants Processor role and the field defaults to EX for others). Select the code to indicate the purpose of the sub-account from the **Sub-Account Type** list. Your institutions values may vary, but standard examples would include EX to indicate that this is a sub-account to be used to segregate budget and actuals on an account, or CS to indicate that this is a sub-account that is used to track cost share expenses on a contract or grant account.

Financial Reporting Code Tab

This **Financial Reporting Code** tab is optional but can be used to associate this sub-account with a Financial Reporting Code. The associated reporting code could then be retrieved via decision support tools.

Financial Reporting Code tab field definitions

Title	Description
Financial Reporting Code	Optional. Enter the reporting code assigned to the Sub-Account, or search for it from the **Financial Reporting Code** lookup icon. Financial reporting codes are specific to a chart and organization.
Financial Reporting Chart Code	Optional. Enter the chart code associated with the organization that owns the assigned financial reporting code, or search for it from the **Chart** lookup icon.
Financial Reporting Org Code	Optional. Enter the code for the organization that owns the assigned financial reporting code, or search for it from the **Org Code** lookup icon.

CG Cost Sharing Tab

The **CG Cost Sharing** tab is only required if the sub-account type code value has been set to CS. Fields in this tab are available only to members of Kuali Financials-SYS Contracts and Grants Processor role.

CG Cost Sharing tab field definitions

Title	Description
Cost Sharing Account Number	Optional. Enter the account number that bears the cost share expenses applied to the cost share sub-account.
Cost Sharing Chart of Accounts Code	Optional. Select the chart associated with the cost share account assigned to the sub-account from the **Chart** list.
Cost Sharing Sub-Account Number	Optional. Enter the sub-account number on the cost share account to which the cost share expenses should be applied. If this check box is not selected, cost share expenses are applied directly to the cost share account with no sub-account assigned.

CG ICR Tab

The **CG ICR** tab must be completed if this is an expense sub-account associated with a Contracts and Grants account. This information determines how indirect cost should be calculated for expenses applied to this sub-account. This information may be the same as the ICR information for the parent account or it may be different. For example, a sub-account might be used to track expenses that record indirect costs at a greater or lesser percentage of direct costs than the rest of the account.

The **CG ICR** tab is only required if the sub-account type code value has been set to EX.

CG ICR tab field definitions

Title	Description
Financial ICR Series Identifier	Optional. Enter the series ID that indicates at what percentage indirect cost recovery should be applied to expenses on the sub-account.
ICR Account Number	Optional. Enter the account to which indirect cost revenue should be applied.
ICR Chart of Accounts Code	Optional. Select the chart associated with the account to which the indirect cost recovery revenue is applied from the **Chart** list.
ICR Type Code	Optional. Select the type code which defines what kind of direct costs generate indirect costs on the sub-account from the **ICR Type Code** list.
Off Campus Indicator	Optional. Select the check box if the indirect cost recovery associated with the account reflects an off-campus rate (off-campus rates often differ from regular on-campus rates). Clear the check box if it does not.

Process Overview

Business Rules

- Only authorized users can modify the sub-account type code.

- If sub-account type code is CS, then the fields **Cost Sharing Chart of Accounts Code** and **Cost Sharing Account Number** in the **CG Cost Sharing** tab are required.

- If sub-account type code is EX and the Account associated with the Sub-Account is a Contracts and Grants account, then all fields in the **CG ICR** tab are required.

- If any field in the **Financial Reporting Code** tab is completed, all fields become required.

Routing

- The Sub-Account document routes to the Fiscal Officer associated with the account on the document.

Sub-Object Code

The Sub-Object document is used to define an optional part of the accounting string that allows you to create finer distinctions within a particular object code on an account. For example, your institution may have an object code for in-state travel but you would like to track travel expenses at a greater level of detail. You could create sub-object codes to reflect faculty travel, staff travel, student travel, or any other designation required.

Sub-object codes are specific to an account and a fiscal year and take on most of the attributes of the object code to which they report, including object code type and sub-type.

Document Layout

Sub Object Code field definitions

Title	Description
Account Number	Required. Enter the account number on which you want to use the sub-object code, or select it from the **Account** lookup icon. If you want to use the same sub-object code on several accounts, you need to process an additional document for each additional account on which you want to use that code.
Active Indicator	Optional. Select the check box if the sub-object code is active. Clear the check box if it is inactive.
Chart Code	Required. Enter the chart code to which the sub-object code belongs, or select it from the **Chart** lookup icon. When the parameter ACCOUNTS_CAN_CROSS_CHARTS_IND parameter is set to N the system derives the chart and this value is read-only.
Fiscal Year	Required. Enter the fiscal year when you want to use the sub-object code, or search for it from the **Fiscal Year** lookup icon.
Object Code	Required. Enter the object code to which the sub-object code belongs, or select it from the **Object Code** lookup icon. The sub-object code has its own name and code, but otherwise inherits all attributes of the object code to which it belongs.
Sub-Object Code	Required. Enter the code to define the sub-object. This is the code that should be entered in the sub-object field of the **Accounting Lines** tab on financial transaction documents.
Sub-Object Code Name	Required. Enter the long descriptive name of the sub-object code. This name appears on the **Accounting Lines** tab in financial transaction documents as well as in searches and reports.

| Sub-Object Code Short Name | Required. Enter the shortened version of the sub-object code name used in reporting where space is limited. |

Process Overview

Business Rules

- The object code associated with the sub-object code must be active.

- Expired accounts are allowed, however, if the account is expired Kuali Financials offers to replace it with the continuation account.

Routing

- The Sub-Object document routes to the Fiscal Officer or Primary Delegate associated with the account on the document.

Sub-Object Code Global

 For general information about accessing and working with global documents, see [Global Chart of Accounts Documents](#).

The Sub-Object Code Global document is used to create multiple sub-object codes on a single document. This global document cannot be used to edit existing values.

Document Layout

The Sub-Object Code Global document has three unique tabs: **Global Sub Object Code**, and **Object Codes**, and **Accounts**. These tabs contain all of the modifiable sub-object code attributes that are not specific to object codes and account numbers.

Global Sub Object Code Tab

The **Global Sub Object Code** tab works much the same as the **Sub Object Code** tab of the Sub-Object Code document works. All of the fields on this tab are required. The Sub Object Code Global document can both create new and update existing records.

 For more information about how to complete the **Global Sub Object Code** tab, see [Sub-Object Code](#).

Object Code Tab

In the **Account** tab, specify the chart and object codes that the sub-object code belongs to. There are two ways to populate the object codes in the **Object** tab. One is by manually entering or selecting one object code at a time from the normal **Object Code** lookup, the other is by using a special multiple value lookup called the **Look Up / Add Multiple Object Code Lines** icon to return multiple values.

Accounts Tab

In the **Account** tab, specify the chart and account that the sub-object code belongs to. There are two ways to populate the accounts that you want to select in the **Account** tab. One is by manually entering or selecting one account at a time from the normal **Account** lookup, the other is by using a special multiple value lookup called the **Look Up / Add Multiple Account Lines** to return multiple values.

 For information about how to use the multiple value lookup, see Multiple Value Lookup in *Overview and Introduction to the User Interface*.

Process Overview

Business Rules

The Global Sub-Object Code document is subject to the same business rules as the Sub-Object Code document. In addition, at least one account must be selected on the **Accounts** tab and one object code must be selected on the **Object Code** tab.

Routing

The Global Sub-Object Code document routes to the Chart Manager and University Chart Manager.

Chart of Accounts Attribute Maintenance Documents

Chart of Accounts Attribute Maintenance Documents

Document	Description
Account Type	Identifies an attribute of account that categorizes accounts for reporting purposes.
Accounting Period	Defines the accounting year, its subdivisions and their attributes to be used throughout Kuali Financials. These periods usually correspond to calendar months but may include special processing periods.
AICPA Function	Identifies an attribute of the higher education function code that may be used for reporting specifically related to American Institute of Certified Public Accountants.
Balance Type	Defines the different types of balances supported by the application.
Basic Accounting Category	Groups the object type codes into the basic accounting categories for reporting purposes.
Budget Aggregation Code	Indicates the level at which the object can be used for budgeting.
Budget Recording Level	Indicates the level at which an account is budgeted.
Chart	Defines the valid charts that make up the high-level structure of Kuali Financials Chart of Accounts. It also specifies who has management responsibilities for each chart. Accounts and object codes are specific to each chart. Represented by a two character code.
Federal Function	Defines an attribute of the higher education function code that is used for federal reporting purposes.
Federal Funded Code	Defines an attribute of object code that indicates the funding source and ownership of capital equipment.
Financial Reporting Code	Defines an optional attribute of sub-account that may be used for reporting.
Fiscal Year Function Control	Defines whether a given function control code is active for a specific fiscal year. Used by the Budget Adjustment document to control display of the fiscal year drop down and editability of the base budget amount.
Function Control Code	Defines the different types of financial system function control codes that may be activated for a given fiscal year on the Fiscal Year Function Control table.
Fund Group	The broadest category of funds. Used for reporting and business rules.
Higher Education Function	Classifies the purpose and activities of an account such as instruction, research, or public outreach.

[Indirect Cost Recovery Rate](#)	Defines the recovery rate relative to direct costs spent in a particular fiscal year on Contracts and Grants that covers the cost of indirect expenses such as light, heat, central administration, etc. that cannot be directly allocated to any particular sponsored project. Offsetting revenue is recovered by the institution from the sponsoring agency to cover these indirect costs.
[Indirect Cost Recovery Rate Detail](#)	Lists details for a particular rate .
[Indirect Cost Recovery Exclusion by Account](#)	Defines a specific object code for an account that is excluded from creating system-generated indirect cost transactions.
[Indirect Cost Recovery Type](#)	Defines the type of expenses that are eligible (or ineligible) for indirect cost recovery. ICR types are optional attributes of accounts that automatically generate indirect cost recovery entries.
[Indirect Cost Recovery Exclusion by Type](#)	Defines the specific chart and object code combinations to be used with an ICR type code that is excluded from system-generated indirect cost transactions.
[Mandatory Transfer Elimination](#)	Identifies an attribute of object code that can be used to indicate whether the object code is considered a mandatory transfer code, an elimination code, or neither.
[Object Consolidation](#)	Identifies an attribute of object level that represents a general category of object code for reporting.
[Object Level](#)	Identifies an attribute of object code that is used to group similar object codes into categories for reporting.
[Object Sub-Type](#)	Identifies an attribute of object code that is used to further refine object type. Used for reporting and sometimes for business rules.
[Object Type](#)	Identifies an attribute of object code that is used to identify its general use, such as income, asset, expense, or liability. Used for reporting and business rules.
[Offset Account](#)	Allows an account to be specified for offsets of a Kuali Financials account, used for offset or elimination transactions.
[Offset Definition](#)	Establishes the types of offset entries that the General Ledger will generate for each document type as part of the batch process, a document or the accounting cycle.
[Organization Reversion](#)	Defines the reversion/carry forward rules by organization for the year-end process. The combination of GL balances and established rules determine whether current budget can be carried forward or reverted back to the reversion account number.
[Organization Reversion Category](#)	Creates new organization reversion categories by assigning them a code, a name, and assigning them a place in the display sequence.
[Organization Type](#)	Categorizes organizations for reporting purposes.
[Responsibility Center](#)	Identifies an attribute of organization used to assign an identifying number and description of an organization that has ultimate fiscal responsibility to those that report to it.

[Restricted Status](#)	Identifies an attribute of account that is used to indicate whether the funds within an account are unrestricted, restricted, or temporarily restricted.
[Source of Funds](#)	Identifies the primary funding source for the account for reporting purposes. ✏ This code will only display when parameter DISPLAY_SOURCE_OF_FUNDS_IND is Y.
[Sub-Fund Group](#)	Identifies an attribute of account used to designate the type or purpose of funds that are found in that account.
[Sub-Fund Group Type](#)	Identifies an attribute of sub-fund that can be used to further categorize or group sub-funds.
[Sufficient Funds Code](#)	Identifies a unique identifier for the code that indicates what level the account is going to be checked for sufficient funds in the transaction processing environment.
[University Budget Office Function](#)	Identifies an attribute of higher education function code that is used to identify a function for budget reporting.

Account Type

The account type is an attribute of account that is used to categorize accounts for reporting.

Document Layout

Account Type field definitions

Title	Description
Account Type Code	Required. A code that uniquely identifies an account type
Account Type Name	Required. A familiar title that describes an account type
Active Indicator	Indicates whether this account type code is active or inactive. Remove the check mark to deactivate an account type.

Accounting Period

The Accounting Period document is used to define the accounting year, its subdivisions and their attributes to be used throughout the Kuali Financial System. Accounting periods usually correspond to calendar months but may include special processing periods, such as a period thirteen for processing year-end closing transactions. Accounting periods are the periods to which financial transactions of any type are posted.

Document Layout

Accounting Period field definitions

Title	Description
Active Indicator	Required. Indicates whether this accounting period code is active or inactive. Remove the check mark to deactivate an accounting period code.
Auxiliary Voucher Default Reversal Date	Optional. The reversal date that will default on the Auxiliary Voucher when the Accrual Auxiliary Voucher Type is selected. For information on the Auxiliary Voucher, see Auxiliary Voucher in *the Guide to the Financial Processing Module*.
Budget Rollover	Indicates whether the sufficient funds process is in use that allows the promised budgetary funds to be carried over for the current fiscal year. Remove the check mark if the funds should not be carried over.
University Fiscal Period Code	Required. The university fiscal period within the designated university fiscal year.
University Fiscal Period End Date	Required. The last day of the university fiscal period. This date may be retrieved from **calendar** tool.
University Fiscal Period Name	Required. The familiar title for the designated university fiscal period code.
University Fiscal Year	Required. The university fiscal year for the accounting period.

AICPA Function

The AICPA Function document is used to define the AICPA function attribute of the higher education function code that is used for reporting.

Document Layout

AICPA Function field definitions

Title	Description
Active Indicator	Indicates whether this AICPA code is active or inactive. Remove the check mark to deactivate an AICPA code.
AICPA Function Code	Required. A code that uniquely identifies this AICPA function code.
AICPA Function Name	Required. A familiar title of an AICPA function code.

Balance Type

The Balance Type document defines the different types of balances supported by the application. Common examples include actuals, current budget, and encumbrances. Posted transactions are assigned a balance type. These different types facilitate balance reporting and financial queries.

Document Layout

Balance Type field definitions

Title	Description
Active Indicator	Indicates whether this balance type code is active or inactive. Remove the check mark to deactivate a balance type code.
Balance Type Code	Required. Identifies the balance type for different use in system processes
Balance Type Name	Required. A descriptive label for this balance type code
Encumbrance	Optional. Indicates if the balance type represents an encumbrance. Remove the check mark if the balance type is not an encumbrance
Offset Generation	Optional. Indicates if offsets are to be generated automatically by the system for the balance type. Remove the check mark if there are no offset generated entries. This field does two things: • It determines whether or not a negative entry amount is acceptable. • And it determines if the entry is allowed to have a debit/credit code. If **offset generation** is Y then it will have a debit/credit code. If **offset generation** is N, this implies a budget entry and the debit/credit code will be blank.
Short Name	Required. An abbreviated name for a specific balance type to be used where space is limited

Basic Accounting Category

The basic accounting category code groups the object type codes into the basic accounting categories for reporting purposes.

For more details about the object type code, see Object Type.

Document Layout

Basic Accounting Category Code field definitions

Title	Description
Active Indicator	Indicates whether this basic accounting category code is active or inactive. Remove the check mark to deactivate a basic accounting category code.
Basic Accounting Category Code	Required. A code for the basic accounting category that groups the object type codes for reporting purposes
Basic Accounting Category Description	Required. The name that describes a basic accounting category code
Basic Accounting Category Short Name	Required. An abbreviated name for a basic accounting category code to be used for reporting where space is limited
Financial Reporting Sort Code	Required. A financial reporting sort code to place fund groups in a particular sequence on reports

Budget Aggregation Code

The Budget Aggregation Code document maintains the codes that indicate the level at which the object code may be aggregated for budgeting. The standard values are Object Code level (O), Consolidation Level (C), and Level (L). The code is referenced by the Object Code document.

Document Layout

Budget Aggregation field definitions

Title	Description
Active Indicator	Indicates whether this budget aggregation code is active or inactive. Remove the check mark to deactivate a budget aggregation code.
Budget Aggregation Code	Required. A code that uniquely identifies the level at which the budget should be aggregated for object codes.
Budget Aggregation Name	Required. A descriptive label for this budget aggregation code.

Budget Recording Level

The Budget Recording Level document defines the unique identifiers for the budget recording levels and their names. The Budget Recording Level determines at what Chart of Accounts level the accounts are tracking the budget.

Document Layout

Budget Recording Level field definitions

Title	Description
Active Indicator	Indicates whether this budget recording level code is active or inactive. Remove the check mark to deactivate a code.
Budget Recording Level Code	Required. The budget recording level code that uniquely indicates at which level the account is recording its budget. Typical values are: A: Account C: Consolidation L: Level M: Mixed N: No budget O: Object Code S: Sub-Account
Budget Recording Level Name	Required. A descriptive name for a budget recording level

Chart

The Chart document is used to define the valid charts that make up the high-level structure of Kuali Financials Chart of Accounts. It also indicates who has management responsibilities for each chart and which object codes are used for system-generated accounting lines for the chart.

Document Layout

Chart field definitions

Title	Description
Accounts Payable Object Code	The default object code for accounts payable entries on the chart. Existing accounts payable object codes may be retrieved from the lookup icon.
Accounts Receivable Object Code	The default object code for accounts receivable entries on the chart. Existing accounts receivable object codes may be retrieved from the lookup icon.
Cash Object Code	The default object code that represents cash on the chart. Existing cash object codes may be retrieved from the lookup icon.
Chart Active Indicator	Indicates whether this chart code is active or inactive. Remove the check mark to deactivate a chart code.
Chart Code	A unique identifying code assigned to a chart
Chart Description	Required. The descriptive name of the chart
Expense Budget Elimination Object Code	The default object code for expense on system-generated Transfer of Funds documents (similar to the **Income Budget Elimination Object Code** field described above). Existing expense object codes may be retrieved from the lookup icon.
External Encumbrances Object Code	The default object code to offset external encumbrances on the chart. Existing object codes may be retrieved from the lookup icon.
Fund Balance Object Code	The default object code for fund balance entries on the chart. Existing fund balance object codes may be retrieved from the lookup icon.
Income Budget Elimination Object Code	The default object code for income on system-generated Transfer of Funds documents, such as those generated by a Budget Adjustment document between two accounts with different income stream accounts. Existing income object codes may be retrieved from the lookup icon.
Indirect Cost Recovery Expense Object Code	The default object code for indirect cost expense entries on the chart. Existing object codes may be retrieved from the lookup icon.
Indirect Cost Recovery Income Object Code	The default object code for indirect cost income entries on the chart. Existing object codes may be retrieved from the lookup icon.

Internal Encumbrances Object Code	The default object code to offset internal encumbrances on the chart. Existing object codes may be retrieved from the lookup icon.
Pre Encumbrances Object Code	The default object code to offset encumbrances created via the Pre Encumbrance document on the chart. Existing object codes may be retrieved from the lookup icon.
Reports to Chart of Accounts Code	Required. A chart to which the chart reports in the Chart of Accounts hierarchy. Existing Chart of Accounts codes may be retrieved from the lookup icon.

⚠ The object codes on the Chart of Accounts table are optional because object codes have chart as part of their primary key. Completion of the object code fields is vital to the system performing properly, and these fields should be completed immediately after object codes are set up for the new chart.

Federal Function

The Federal Function document is used to define the attribute of higher education function code that is used for federal reporting purposes.

Document Layout

Federal Function field definitions

Title	Description
Active Indicator	Indicates whether this federal function code is active or inactive. Remove the check mark to deactivate a federal function code.
Federal Function Code	Required. A code that uniquely identifies a specific federal function that will be used as an attribute of higher education function code for federal reporting
Federal Function Name	Required. A descriptive label of this specific federal function code

Federal Funded Code

The Federal Funded Code document is used to define an attribute of object code to categorize capital equipment.

Document Layout

Federal Funded Code field definitions

Title	Description
Active Indicator	Indicates whether this federal funded code is active or inactive. Remove the check mark to deactivate a federal funded code.
Federal Funded Code	Required. A code that indicates the funding source and ownership of capital equipment to be used as an attribute of an object code. Typical values are N - Non-Federally funded, university owned O - Federally funded, university owned F - Federally funded, federally owned
Federal Funded Name	Required. A descriptive label of this federally funded code

Financial Reporting Code

The Financial Reporting Code document is used to define this optional attribute of sub-account that can be used for reporting. Financial reporting codes can roll up to other financial reporting codes creating a hierarchy, similar to the way that organizations can map to other organizations. Decision support queries may be written to leverage information by financial reporting code hierarchy.

Document Layout

Financial Reporting Code field definitions

Title	Description
Active Indicator	Indicates whether this financial reporting code is active or inactive. Remove the check mark to deactivate a financial reporting code.
Chart Code	Required. The chart code for the organization that owns the financial reporting code
Financial Reporting Code	Required. A unique financial reporting code that may be used as an attribute of sub-account for reporting
Financial Reporting Code Description	Required. A descriptive label of this financial reporting code.
Financial Reporting Code Manager Name	Read only. Name of financial reporting code manager associated with selection in the Financial Reporting Code Manager Principal Name field.
Financial Reporting Code Manager Principal Name	Required. The name of the employee responsible for the activity represented by the financial reporting code. Existing manager principal names may be retrieved from the **lookup icon.**
Financial Reports To Reporting Code	Required. The financial reporting code is the is used to roll up financial values of a chart for reporting purposes. Existing reporting codes may be retrieved from the **lookup icon.**
Organization Code	Required. The organization code that owns the financial reporting code

Fiscal Year Function Control

The Fiscal Year Function Control document defines whether a given Function Control code is active for a specific fiscal year. These values determine whether certain actions related to budgets can be taken in the defined fiscal year.

Document Layout

Fiscal Year Function Control field definitions

Title	Description
Financial System Function Active Indicator	Selection of this box activates the financial system function control code for the identified fiscal year. Removal of the check in this box deactivates the code.
Financial System Function Control Code	The financial system function control code being defined for the fiscal year.
University Fiscal Year	The fiscal year for which the function control code is being defined.

Function Control Code

The Function Control document defines the different types of Financial System Function Control codes that may be activated for a given fiscal year on the Fiscal Year Function Control table. Both Function Code and Fiscal Year Function Control manage the fiscal year drop down and editability of the base budget amount on the Budget Adjustment document.

Function Control Code definitions

Code	Description
BAACTV	Indicates if the budget adjustment document is active for a fiscal year
BASEAD	Indicates if base budget amount field on the Budget Adjustment is editable for the specified fiscal year

Document Layout

Function Control Code field definitions

Title	Description
Financial System Function Control Code	The code that uniquely identifies the function control value.
Financial System Function Default Indicator	Selection of this box indicates that the default value is active. Removal of the check in this box deactivates the code.
Financial System Function Description	The text description associated with the function control code.

Fund Group

The Fund Group document is used to define the broadest category of funds and is used for reporting and business rules. Examples of fund groups include General Funds and Contracts and Grants Funds. Although fund group is the broadest category of funds, it is an attribute of a narrower group: sub-fund. For example, accounts have an assigned sub-fund and from that sub-fund a fund group is retrieved.

Document Layout

Fund Group field definitions

Title	Description
Active Indicator	Indicates whether this fund group code is active or inactive. Remove the check mark to deactivate a fund group code.
Budget Adjustment Restriction Code	Required. The code to define the level at which business rules on the budget adjustment document are checked. Existing budget adjustment restriction code may be retrieved from the lookup and are: **F** - Fund **C** - Chart **O** - Organization **A** - Account
Fund Group Code	Required. The code to uniquely identify a specific fund group.
Fund Group Name	Required. The descriptive label of this specific fund group.
Financial Reporting Sort Code	Required. The code to place fund groups in a particular sequence on reports

Higher Education Function

The Higher Education Function document is used for classifying the purpose of an account. The code indicates whether the activities associated with an account are for purposes such as instruction or research. This information aids in reporting and in some cases may determine applicable business rules.

Document Layout

Higher Education Function field definitions

Title	Description
Active Indicator	Indicates whether this higher education function code is active or inactive. Remove the check mark to deactivate this code.
AICPA Function Code	Required. The code that identifies a specific AICPA function code to be associated with this higher education function code. Existing AICPA function codes may be retrieved from the lookup icon.
Federal Function Code	Required. The code that identifies a specific federal function code to be associated with this higher education function code. Existing codes may be retrieved from the lookup icon.
Higher Education Function Code	Required. The code that uniquely identifies a specific higher education function
Higher Education Function Name	Required. A descriptive label for this higher education function code.
University Budget Office Function Code	Required. The code that identifies a specific university budget office function. Existing codes may be retrieved from the lookup icon.

Indirect Cost Recovery Rate

The recovery rate relative to direct costs spent in a particular fiscal year on Contracts and Grants that covers the cost of indirect expenses such as light, heat, central administration, etc. that cannot be directly allocated to any particular sponsored project, but nonetheless are real costs incurred by the institution as a result of participating in the sponsored project. Offsetting revenue is recovered by the institution from the sponsoring agency to cover these indirect costs

Document Layout

The Indirect Cost Recovery Rate document includes the **ICR Rate and the Indirect Cost Recovery Rates** tabs.

ICR Rate tab field definitions

Title	Description
Active Indicator	Indicates whether this indirect cost recovery rate ID is active or inactive. Remove the check mark to deactivate this rate.
Rate ID	Required. A code to uniquely identify the ICR rate.
University Fiscal Year	Required. The university fiscal year for the designated indirect cost recovery (ICR) rate.

Indirect Cost Recovery Rates tab field definitions

Title	Description
Account	Required. A specific account or pound sign for any account code relative to a specific ICR rate.
Active Indicator	Indicates whether this indirect cost recovery rate detail is active or inactive. Remove the check mark to deactivate.
ICR Entry Number	Read only. A number that identifies a system-generated entry for an ICR rate.
ICR Percent	Required. The percent of direct costs that will be applied to generate the indirect cost recovery entry for this ICR rate.
Chart Code	Required. A specific chart code or pound sign for any chart code relative to a specific ICR rate. When the parameter ACCOUNTS_CAN_CROSS_CHARTS_IND parameter is set to N the system derives the chart and this value is read-only.
Object Code	Required. An object code used for the system-generated entry for this ICR rate.
Sub-Account	Optional. A specific sub-account relative to a specific ICR rate.

Sub-Object Code	Optional. A sub-object code used for the system-generated entry for this ICR rate.
Transaction Debit Credit Code	Required. The transaction normal balance, retrieved from the list, for the entry to be generated by this ICR rate.

Indirect Cost Recovery Rate Detail

The chart, account, object and percentage related to an indirect cost recovery rate. The indirect cost recovery rates and details are optional attributes of accounts that accept ICR system-generated entries.

This is a look up only. The values are updated with the Indirect Cost Recovery Rate table.

Indirect Cost Recovery Exclusion by Account

The Indirect Cost Recovery Exclusion by Account document defines a specific object code for an account that will be excluded from creating system-generated indirect cost transactions.

Document Layout

Indirect Cost Recovery Exclusion by Account field definitions

Title	Description
Account Number	Required. An account number to be excluded from system-generated ICR entries
Active Indicator	Indicates whether this indirect cost recovery rate exclusion by account is active or inactive. Remove the check mark to deactivate.
Chart Code	Required. The chart code relative to the excluded account number When the parameter ACCOUNTS_CAN_CROSS_CHARTS_IND parameter is set to N the system derives the chart and this value is read-only.
Object Chart	Required. The object chart relative to the excluded object code
Object Code	Required. An object code to be excluded from the system-generated ICR entry

Indirect Cost Recovery Type

The Indirect Cost Recovery Type document identifies the type of expenses that should be excluded for indirect cost recovery. ICR types are optional attributes that can be added to an account so that indirect cost recovery entries will be automatically generated during the nightly batch cycle.

Document Layout

The Indirect Cost Recovery Type document includes the **ICR Type Code** and the **ICR Exclusion Codes**. The ICR Exclusion Codes tab allows you to associate multiple object codes to exclude for a particular ICR Type code.

ICR Type Code tab field definitions

Title	Description
Active Indicator	Indicates whether this indirect cost recovery type code is active or inactive. Remove the check mark to deactivate this code.
Indirect Cost Recovery Type Code	Required. An indirect cost recovery type code identifies an optional attribute of account that automatically generates indirect cost recovery entries
Indirect Cost Recovery Type Name	Required. The descriptive label of this specific indirect cost recovery type code

ICR Exclusion Codes tab field definitions

Title	Description
Active Indicator	Indicates whether this indirect cost recovery excluded object is active or inactive. Remove the check mark to deactivate this object from this ICR type.
Chart Code	Required. The chart code relative to the excluded object code
Object Code	Required. An object code to be excluded from the system-generated ICR entry for this ICR type code

Indirect Cost Recovery Exclusion by Type

The Indirect Cost Recovery Exclusion by Type Lookup lists the object codes that are excluded for a particular rate.

✎ This is a Lookup only. The values in this lookup are updated by [Indirect Cost Recovery Type](#) table.

Mandatory Transfer Elimination

The Mandatory Transfer Elimination document is used to determine whether an object code is considered a mandatory transfer code, an elimination code, or neither. This attribute of the object code is used for reporting purposes to easily identify object codes that need to be handled in a special way.

Document Layout

Mandatory Transfer Elimination Code field definitions

Title	Description
Active Indicator	Indicates whether this mandatory transfer elimination code is active or inactive. Remove the check mark to deactivate this code.
Mandatory Transfer Elimination Code	Required. The code that identifies a specific option for mandatory transfer eliminations. Existing values are: E - Eliminations Object M - Mandatory Transfer Object N - Neither
Mandatory Transfer Elimination Name	Required. A descriptive label for this mandatory transfer elimination code

Object Consolidation

The Object Consolidation defines the top level grouping of object codes for reporting and can be used in parameters to restrict or allow usage of object codes on transactional documents that roll up to an Object Consolidation. Object Consolidations group Object Levels. Object Levels group Object Codes.

Document Layout

Object Consolidation field definitions

Title	Description
Active Indicator	Indicates whether this object consolidation code is active or inactive. Remove the check mark to deactivate.
Chart Code	Required. The chart code for the associated object consolidation.
Consolidation Code	Required. A consolidation code associated with object codes assigned to a particular reporting group of object levels.
Consolidation Object Name	Required. A descriptive label of this specific object consolidation group.
Consolidation Object Short Name	Required. An abbreviated name used in reporting where space is limited.
Reporting Sort Code	Required. The code that determines the sort sequence on reports.

Object Level

The Object Level document is used to maintain an attribute of the object code that is used to group similar object codes into categories for reporting and in parameters to restrict or allow usage of object codes on transactional documents that roll up to an Object Level.

Document Layout

Object Level field definitions

Title	Description
Active Indicator	Indicates whether this object level code is active or inactive. Remove the check mark to deactivate this code.
Chart Code	Required. The chart code for the associated object level
Consolidation Code	Required. The consolidation object code associated with this object level code. Existing consolidation codes may be retrieved from the lookup icon.
Level Code	Required. The code assigned to a particular reporting level of object codes.
Object Level Name	Required. A descriptive label for this specific object level.
Object Level	Required. An abbreviated name for this level to be used in reporting where space is limited.
Report Sort Code	Required. The code that determines the default sort sequence on reports.

Object Sub-Type

The Object Sub-Type document is used to define an attribute that can be used as an attribute of object code. Object sub-type can be used for reporting and in parameters to restrict or allow usage of an object code on transactional documents.

Document Layout

Object Sub-Type field definitions

Title	Description
Active Indicator	Indicates whether this object sub type code is active or inactive. Remove the check mark to deactivate this code.
Object Sub-Type Code	Required. The code assigned to uniquely identify a particular subdivision of an object type.
Object Sub-Type Name	Required. A descriptive label for this specific object sub-type.

Object Type

The Object Type document defines the general use of an object code; such as income, asset, expense, or liability. In addition, the object type codes are grouped into the basic accounting category codes for reporting purposes and in business processes used by the System Options table.

→ For more information about the basic accounting category code, see Basic Accounting Category.

💡 When you are configuring object types, it is important to cross-reference the Object Type table, the System Options table and the OBJECT_TYPES parameters.

Document Layout

Object Type field definitions

Title	Description
Active Indicator	Indicates whether this object type code is active or inactive. Remove the check mark to deactivate this code.
Basic Accounting Category Code	Required. The basic accounting category code that groups object type codes for use in reporting and business processes throughout the system. Existing basic accounting category codes may be retrieved from the list or the lookup icon.
Fund Balance Indicator	The box is checked when the object type code is used in the fund balance.
ICR Selection Indicator	The box is checked when the transactions with the object type are eligible for automated indirect cost calculation. In addition to the Indirect Recovery Rates, Types and Exclusions.
Object Type Code	Required. The code assigned to uniquely identify a particular object type.
Object Type Debit Credit Code	Required. The default accounting balance type of debit or credit for the object code that is retrieved from the list.
Object Type Name	Required. A descriptive label for this object type code.
Reporting Sort Code	Required. The code that determines the sort sequence.

Offset Account

The Offset Account document allows you to specify flexible offsets for accounts. Normally offset entries generated by Kuali Financials are applied to the same account that generated the offset, but with this table you can direct an accounts offsets to another account.

Document Layout

Offset Account field definitions

Title	Description
Account Number	Required. The account number that maintains transactions that generate offset entries.
Active Indicator	Indicates whether this offset account is active or inactive. Remove the check mark to deactivate this offset account.
Chart Code	Required. The chart code to which the account generating the offset entry belongs. When the parameter ACCOUNTS_CAN_CROSS_CHARTS_IND parameter is set to N the system derives the chart and this value is read-only.
Offset Chart	Required. The chart code to which the offset account is a part. Existing offset charts may be retrieved from the lookup icon. When the parameter ACCOUNTS_CAN_CROSS_CHARTS_IND parameter is set to N the system derives the chart and this value is read-only.
Offset Account	Required. The account to which offsets transactions for the specified account should be applied. Existing offset accounts may be retrieved from the lookup icon.
Offset Object Code	Required. The object code that determines the type of transactions that create offset account transactions.

Offset Definition

The Offset Definition document establishes the types of offset entries that Kuali Financials generates for each document type on transactional documents and in batch. When a generated offset is required, the document type, fiscal year, and chart code of the transaction are matched to these offset definition entries. The offsetting transaction is built using the balance type and object code in the Offset Definition table. The Offset Definition table is also used by the Scrubber process.

For more information about the Scrubber process, see scrubberJob Data Validation in *Guide to the General Ledger Module*.

Document Layout

Offset Definition field definitions

Title	Description
Balance Type Code	Required. The balance type code used in the offset entry generated by Kuali Financials GL process.
Chart Code	Required. The chart code applicable to this offset definition.
Document Type Code	Required. The document type name applicable to this offset definition.
Object Code	Required. The object code used in the generated offsetting entry. Existing object codes may be retrieved from the lookup icon.
University Fiscal Year	Required. The fiscal year for this offset definition.

Organization Reversion

The Organization Reversion document defines the reversion/carry forward rules as part of the year-end processes.

The Organization Reversion document comes with a global document option where changes to a group of organizations can be applied at once. This feature of the Global Organization Reversion document is explained in the section after the Organization Reversion document section.

Document Layout

The Organization Reversion document includes the **Organization Reversion** and **Organization Reversion Details** tabs.

Organization Reversion Tab

The **Organization Reversion** tab defines two reversion accounts: the budget reversion account and the cash reversion account. The definitions are for specific university organizations as defined within the Chart of Accounts hierarchy and for a specific fiscal year. The accounts included are determined by chart and organization.

Organization Reversion tab field definitions

Title	Description
Active Indicator	Indicates whether this org reversion process is active or inactive. Remove the check mark to deactivate.
Budget Reversion Account	Required. The account code that identifies the specific account to be used for budget reversions. Existing accounts may be retrieved from the lookup icon.
Budget Reversion Chart	Required. The code that identifies the Chart of Accounts that the budget reversion account belongs to. Existing charts may be retrieved from the lookup icon. When the parameter ACCOUNTS_CAN_CROSS_CHARTS_IND parameter is set to N the system derives the chart and this value is read-only.
Carry Forward by Object Code Indicator	The box is checked when the organization reversion category-defined object code(s) are used for carry forward. Clear the check box when the unallocated object code is used for carry forward.
Cash Reversion Account	Required. The code that identifies the specific account to be used for cash reversion. Existing accounts may be retrieved from the lookup icon.

Cash Reversion Chart	Required. The code that identifies the Chart of Accounts that the cash reversion account belongs to. Existing charts may be retrieved from the lookup icon.
	When the parameter ACCOUNTS_CAN_CROSS_CHARTS_IND parameter is set to N the system derives the chart and this value is read-only.
Chart Code	Required. The chart code for this reversion process.
Organization Code	Required. The organization code for this reversion process
University Fiscal Year	Required. The university fiscal year for the designated reversion account

Organization Reversion Details Tab

The **Organization Reversion Detail** tab includes the object codes and carry forward/reversion rules by organization reversion category. Fields indicated as required are only required if that organization reversion category is completed.

This tab must be completed regardless of the carry forward indicator in the **Organization Reversion** tab.

Organization Reversion Details tab field definitions

Title	Description
Category Name	Display-only. Identifies organization reversion categories.
Object Code	Required. The object code to be used in generated carry forward entries when the **Carry Forward Object Code Indicator** is selected. Existing object codes may be retrieved by using the lookup icon.
Object Code Name	Display-only. The descriptive name associated with the selected object code.
Org Reversion Code	Required. The code that identifies a particular combination of carry forward and reversion rules (codes are described below).

Carry Forward Rules

Each organization reversion code represents a combination of reversion rules (see the table below).

Organization Reversion Codes

Org Reversion Code	Rule **xa**	Rule **xb**	Rule **xc**	Rule **xd**	Rule **xe**	Rule **xn**	Rule **xp**
A	✔		✔				
C1			✔		✔		✔
C2			✔	✔			✔
N1			✔		✔	✔	
N2			✔	✔		✔	
R1		✔	✔		✔		
R2		✔	✔	✔			

Also, see the following Carry Forward Rules table for an explanation of each rule. For example, refer to the Rule Code xa and xc to understand which rules apply to the Org Reversion Code A.

Carry Forward Rules

Rule Code	Description
xa	Carry forward the budget balance (budget less **a**ctual, whether it is positive or negative) in the same account. No budget balances (budget less actual) are reverted to the budget reversion account.
xb	Revert a **b**udget balance (budget less actual less encumbrance, whether it is positive or negative) to the budget reversion account.
xc	Revert the actual **c**ash balance to the cash reversion account.
xd	**D**o not carry forward budget to cover encumbrances.
xe	Carry forward enough budget to cover **e**ncumbrances.
xn	Revert a positive budget balance (budget less actual) to the budget reversion account or carry forward a **n**egative budget balance (budget - actual) to the same account.
xp	Carry forward a **p**ositive budget balance (budget less actual) to the same account or revert a negative budget balance (budget less actual) to the budget reversion account.

The organization reversion categories maintained in the **Organization Reversion Details** tab are created and deactivated with the Organization Reversion Category Document.

Selection_ Parameter: Selection_ parameters establish the organization reversion selection rules for the organization reversion step within the GL batch process. These parameters are used in the order identified by the number that comes after SELECTION_ in the parameter name. You may make the rules operate on whatever field of the GL Balance table you want by changing the part of the parameter value that proceeds the equal sign.

Organization Reversion Global

➡️ For general information about accessing and working with global documents, see [Global Chart of Accounts Documents](#).

The Organization Reversion Global document enables reversion records to be established for multiple organizations simultaneously.

⚠️ The Organization Reversion Global document updates only existing records, just as the Global Account document does. It cannot create new records.

Document Layout

The Organization Reversion Global document includes the **Global Organization Reversion Organizations**, **Global Organization Reversion**, and **Global Organization Reversion Details** tabs**.**

Global Organization Reversion Organizations Tab

There are two ways to populate the list of organization codes that you want to change globally. One is by entering or selecting one organization code at a time from the normal lookup icon. The other is by using the **Look Up / Add Multiple Organization Code Lines** lookup to return multiple values.

➡️ For information about the difference between the two types of lookup, Field Lookupand Multiple Value Lookup in *Overview and Introduction to the User Interface*.

Global Organization Reversion Tab

The **Global Organization Reversion** tab works in the same manner as the **Organization Reversion** tab of the Organization Reversion document. This tab defines two reversion accounts: the budget reversion account and the cash reversion account. These definitions are for specific university organizations as defined within the Chart of Accounts hierarchy and for a specific fiscal year.

➡️ For more information about the Organization Reversion Tab, see [Organization Reversion Tab](#).

Global Organization Reversion Details Tab

The **Global Organization Reversion Details** tab works in the same manner as the **Organization Reversion Details** tab of the Organization Reversion document. It contains object codes and carry forward/reversion rules by organization reversion category. Fields indicated as required are required only if that organization reversion category is completed.

This tab must be completed regardless of the Carry Forward Indicator in the **Organization Reversion** tab.

Organization Reversion Category

The Organization Reversion Category document creates new organization reversion categories by assigning them a code, a name, and assigning them a place in the display sequence. Clearing the **Active Indicator** on this document causes the category to no longer appear on the **Organization Details** tab in the Organization Reversion document. Editing an existing category code could change its name or change its position in the display sequence in the Organization Reversion document.

Document Layout

Organization Reversion Category field definitions

Title	Description
Active Indicator	Indicates whether this organization reversion category is active or inactive. Remove the check mark to deactivate this organization reversion category.
Category Code	Required. The code that uniquely identifies the organization reversion category.
Category Name	Required. The descriptive name associated with a particular organization reversion category code.
Sort Code	Required. The code used to display the organization reversion categories in a particular order in the **Organization Reversion Details** tab of the Organization Reversion document.

The organization reversion categories and the rules are tied by a series of organization reversion business rules stored in the Parameter table. Each organization reversion category is defined for one or more object code attributes.

Organization Reversion Business Rule Examples

Category	Object Consolidation Codes	Object Level Codes	Object Type Codes	Object Sub-Type Codes
Org Wages	CMPN	HRCO		
Salary/Fringes	CMPN	All levels except for HRCO		
Financial Aid	SCHL			
Capital Equipment	CPTL			
Reserve	RSRX			
Transfer Out			TE, EX, EE, EX	TN, TF, MT

			TI, IN, CH, IC	TN, TF, MT
Transfer In				
Travel	TRVL			
Other Expense	GENX, IDEX			
Asset Expense	ASEX			
Revenue	ARSE, IDIN, OTRE, SAPR, STFE			

⚠ This is an example of how organization reversion can be implemented. Each institution must define its own rules.

Organization Type

The Organization Type document is used to categorize organizations for reporting purposes.

Document Layout

Organization Type tab field definitions

Title	Description
Active Indicator	Indicates whether this organization type is active or inactive. Remove the check mark to deactivate this organization type code.
Organization Type Code	Required. The code that uniquely identifies an organization type.
Organization Type Name	Required. The descriptive name for this organization type code.

Responsibility Center

The Responsibility Center document maintains an attribute of organization. This table is used to assign an identifying code and description to a responsibility center, which is then associated with organizations to indicate where responsibility for that organization resides. Responsibility centers generally represent large colleges or schools within an institution but can be established to represent any high-level organization required for reporting purposes.

Document Layout

Responsibility Center field definitions

Title	Description
Active Indicator	Indicates whether this responsibility center is active or inactive. Remove the check mark to deactivate this responsibility center code.
Responsibility Center Code	Required. The code that uniquely identifies a responsibility center
Responsibility Center Name	Required. The descriptive name of this responsibility center code.
Responsibility Center Short Name	Required. An abbreviated name used in reporting where space is limited.

Restricted Status

The Restricted Status document is used to define whether the funds within an account are restricted, unrestricted, temporarily restricted or not applicable. Some business rules refer to Restricted Status codes when determining the validity of a transaction.

Document Layout

Restricted Status tab field definitions

Title	Description
Active Indicator	Indicates whether this restricted status code is active or inactive. Remove the check mark to deactivate this restrictive status code.
Restricted Status Code	Required. The code that uniquely identifies a particular restricted status.
Restricted Status Name	Required. The descriptive name for this restricted status code.

Source of Funds

The Source of Funds is a field on the Account Details tab that specifies the primary funding source (e.g. Federal, State, Private) for each account. This field enhances reporting by providing a mechanism to aggregate data by funding source.

When the parameter, DISPLAY_SOURCE_OF_FUNDS_IND is Y, the Source of Funds field will display on the account inquiry screen and the account details tab.

Document Layout

Source of Funds field definitions

Title	Description
Active Indicator	Indicates whether this Source of Funds code is active or inactive. Remove the check mark to deactivate a Source of Funds code.
Source of Funds Code	Required. The code that uniquely identifies this Source of Funds.
Source of Funds Description	Optional. A detailed description of the type of Source of Funds.
Source of Funds Name	Required. The descriptive label of the specific Source of Funds.

Sub-Fund Group

The Sub-Fund Group document defines the type, purpose or source of funds that are found in that account. Sub-fund group may be used for reporting purposes and for business rules on Kuali Financials documents.

Document Layout

Sub-Fund Group field definitions

Title	Description
Active Indicator	Indicates whether this sub fund group code is active or inactive. Remove the check mark to deactivate this code.
Budget Adjustment Restriction Code	Required. The code that determines at what level Kuali Financials checks for restrictions when an account of the sub-fund group is used on a Budget Adjustment document from the budget adjustment restriction code list. Values retrievable from the list include: **N** - None **S** - Sub-Fund **C** - Chart **O** - Organization **A** - Account
Default Account Restricted Status Code	Required. A code that identifies a default restricted status code for accounts using this sub-fund group. Existing restricted status codes may be retrieved from the list or from the lookup icon.
Description	Required. The descriptive name for this sub-fund group code.
Financial Reporting Sort Code	Required. Designates a sort sequence.
Fund Group Code	Required. The fund group to which the sub-fund group is associated. Valid fund group codes may be retrieved from the lookup icon.
Sub-Fund Group Code	Required. The code that uniquely identifies a particular sub-fund group.
Sub Fund Group Type Code	Required. A code that identifies the sub-fund group type. Existing types may be retrieved from the list or from the lookup icon. Examples include: Auxiliary, Internal Service Organizations, or Neither.
Wage Indicator	The box checked when the sub-fund group is one that is expected to pay compensation expenses.

Sub-Fund Group Type

The Sub-Fund Group Type document defines further categorization of sub-funds. Common sub-fund group types include Auxiliary or Internal Service Organization.

Document Layout

Sub Fund Group Type field definitions

Title	Description
Active Indicator	Indicates whether this sub fund group type code is active or inactive. Remove the check mark to deactivate this code.
Sub-Fund Group Type Code	Required. A code that uniquely identifies the sub-fund group type.
Sub-Fund Group Type Description	Required. The descriptive name for this sub-fund group type code.

Sufficient Funds Code

The Sufficient Funds Code document defines the codes that indicate at what level the account is checked for sufficient funds in the transaction processing environment. The name of the code may be edited or the code may be deactivated. Adding new values requires technical assistance.

Document Layout

Sufficient Funds Code field definitions

Title	Description
Account Sufficient Funds Code	Display-only. A unique code that indicates what level the account is going to be checked for sufficient funds in the transaction processing environment. The values defined by the system are: A - Account C - Consolidation H - Cash L - Level N - No Checking O - Object Code
Account Sufficient Funds Name	Required. The descriptive name for the account sufficient funds code.
Active Indicator	Indicates whether this sufficient funds code is active or inactive. Remove the check mark to deactivate this code.

University Budget Office Function

The University Budget Office Function document defines an attribute of higher education function code that identifies a function for budget reporting.

Document Layout

University Budget Office Function field definitions

Title	Description
Active Indicator	Indicates whether this university budget office function code is active or inactive. Remove the check mark to deactivate this code.
University Budget Office Function Code	Required. A code that uniquely identifies a budget office function.
University Budget Office Function Name	Required. The descriptive name for this university budget office function code.

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