UConn KFS Training

KFS Sub-Accounts, Sub-Object Codes, and Project Codes
Overview

- **Sub-Accounts** – used to further define the activity within an account; breaks down activity within an account that spans multiple object codes
- **Sub-Object Codes** – used to further define object codes/ type of revenue or expense; can be used within all accounts in an organization
- **Project Codes** – used to identify transactions that span multiple accounts / organizations
In General: Benefits

• Can help to eliminate “shadow systems” where transactions are coded in more detail from reports
• Both sub-accounts and sub-object codes can be copied to use in more than one account
• Additional work initially (setup, coding), but easier reporting later
• If not added by the initiator, can be added by the Fiscal Officer when approving the eDoc
• If not added at Requisition, can be added when approving the Payment Request
In General: Possible Issues/Roadblocks

- Transactions originating from another system (including Service Billers) may not be able to accommodate additional coding
- Initiator and/or approving Fiscal Officer must remember to add the coding on the Accounting line
- IAA’s can be done to re-code after the fact, but then you have multiple eDocs for the same transaction
Working with Outside Systems

- Core-CT Payroll and PeopleSoft Student can accept *sub-accounts* only
- Sub-accounts must first be set up in KFS
- Sub-accounts for Payroll are assigned:
  - When setting up a new employee’s Payroll Distribution in Smart HR, or
  - On a Smart HR Funding Change template for existing employees
- Sub-Accounts in PeopleSoft Student are set up by the Office of the Bursar (currently Stephanie Rimoczy)
Sub-Accounts

- Should be used when one account has several activities spanning multiple object codes
- Allow for tracking within an account at a finer level of detail
- Can apply sub-accounts to budgets, actuals, and encumbrances
Sub-Accounts, cont.

- Sub-accounts take on most of the attributes of the main account (Fiscal Officer, Account Supervisor, Sub-Fund, Function)
- The sub-account code is alpha-numeric up to 5 characters
- Can be letters, numbers, and/or both
- Can be used to track:
  - Income and expense
  - Balance sheet items
Sub-Accounts: Example

- Jorgensen Center would like to track the profitability of each show on their concert series:
  - **Account: Concert Series (3120040)**
  - **Sub-Accounts:**
    - Boston Pops Holiday Concert (BPOPS)
    - Audra McDonald (AUDRA)
    - Dover String Quartet (DOVER)
    - Cinderella (CINDE)

- By coding each transaction to the sub-account, a report can be easily run to show net profit of each show
## Sub-Account Lookup

<table>
<thead>
<tr>
<th>Actions</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Sub-Account Name</th>
<th>Active Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>edit</td>
<td>UC</td>
<td>3120040</td>
<td>AUDRA</td>
<td>Audra McDonald</td>
<td>Yes</td>
</tr>
<tr>
<td>edit</td>
<td>UC</td>
<td>3120040</td>
<td>BPROPS</td>
<td>Boston Pops Holiday Concert</td>
<td>Yes</td>
</tr>
<tr>
<td>edit</td>
<td>UC</td>
<td>3120040</td>
<td>CINDE</td>
<td>Cinderella</td>
<td>Yes</td>
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<tr>
<td>edit</td>
<td>UC</td>
<td>3120040</td>
<td>DOVER</td>
<td>Dover String Quartet</td>
<td>Yes</td>
</tr>
<tr>
<td>edit</td>
<td>UC</td>
<td>3120040</td>
<td>KRATT</td>
<td>Kratt Brothers</td>
<td>Yes</td>
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</tbody>
</table>

Enter account number (3120040)
Sub-Account Use

<table>
<thead>
<tr>
<th>Item Line #</th>
<th>Open Qty</th>
<th>UOM</th>
<th>PO Unit/Ext Price</th>
<th>Qty Invoiced</th>
<th>Unit Cost</th>
<th>Extended Cost</th>
<th>Tax Amount</th>
<th>Total Amount</th>
<th>Catalog #</th>
<th>Assigned To Trade In</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td>Lodging for guest artists contracted for performances at Jorgensen's 2014-2015 event season. Late C</td>
</tr>
</tbody>
</table>

Lodging for guest artists contracted for performances at Jorgensen's 2014-2015 event season. Late C

<table>
<thead>
<tr>
<th>Accounting Lines</th>
<th>Source</th>
<th>* Chart</th>
<th>* Account Number</th>
<th>Sub-Account</th>
<th>* Object</th>
<th>Sub-Object</th>
<th>Project</th>
<th>Org Ref Id</th>
<th>Percent</th>
<th>Amt</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

* Chart
* Account Number
Sub-Account
* Object
Sub-Object
Project
Org Ref Id
Percent
Amt
Actions
Balance Inquiries with Sub-Accounts

Enter Account and Sub-Account. For all sub-accounts, choose "Detail"
Sub-Account Setup - New

Main Menu ~ Lookup and Maintenance ~ Chart of Accounts ~ Sub-Account

- Click “Create New”
- Complete the “Edit Sub-Account Code” tab
  - KFS account number
  - Sub-Account Number (up to 5 letters/numbers)
  - Sub-Account Name (Full name)
- Click Submit
- Will route to:
  - Fiscal Officer (if not initiator)
  - Organization Reviewer (if any)
Sub-Account Setup - Copy

Main Menu ~ Lookup and Maintenance ~ Chart of Accounts ~ Sub-Account

- Enter Existing Sub-Account
- Click “Copy”
- Complete the “Edit Sub-Account Code” tab
  - KFS account number
  - Sub-Account Number (up to 5 letters/numbers)
  - Sub-Account Name (Full name)
- Click Submit
- Will route to:
  - Fiscal Officer (if not initiator)
  - Organization Reviewer (if any)
Sub-Account Setup - Exercise

1. Do a sub-account lookup for any account in your organization (in TRN)
2. If there are no sub-accounts for that account, create one the following, (or make up one of your own):
   - MARK – Marketing
   - or
   - RES – Research
   - or
   - RECR - Recruitment
Sub-Object Codes

• Can be used to create finer distinctions within a particular object code, within an account
• Specific to an account and a fiscal year, and take on most of the attributes of the object code to which they report
• Different accounts/organizations can have different sub-object codes for the same object code
• Alpha-numeric up to 3 characters
Sub-Object Codes - Example

• Athletics would like to track different types of medical services for student athletes
  ▫ Object code: Fees – Medical Services (6632)
  ▫ Sub-Object Codes:
    • Bone Scan (BNS)
    • Dental Injury (DEI)
    • Diagnostic Test (DST)
    • Lab Work (LAB)
    • Magnetic Recon Imaging (MRI)

• By coding each transaction to the sub-object code, a report can be easily run to show amounts spent on each type of medical service
Sub-Object Code Lookup

Enter account number and object code

<table>
<thead>
<tr>
<th>Actions</th>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Object Code</th>
<th>Sub-Object Code</th>
<th>Sub-Object Code Name</th>
<th>Active Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>edit</td>
<td>2013</td>
<td>UC</td>
<td>3122380</td>
<td>6632</td>
<td>BNS</td>
<td>Bone Scan</td>
<td>Yes</td>
</tr>
<tr>
<td>edit</td>
<td>2013</td>
<td>UC</td>
<td>3122380</td>
<td>6632</td>
<td>DEF</td>
<td>Dental Injury</td>
<td>Yes</td>
</tr>
<tr>
<td>edit</td>
<td>2013</td>
<td>UC</td>
<td>3122380</td>
<td>6632</td>
<td>DST</td>
<td>Diagnostic Test</td>
<td>Yes</td>
</tr>
<tr>
<td>edit</td>
<td>2013</td>
<td>UC</td>
<td>3122380</td>
<td>6632</td>
<td>LAB</td>
<td>Lab Work</td>
<td>Yes</td>
</tr>
<tr>
<td>edit</td>
<td>2013</td>
<td>UC</td>
<td>3122380</td>
<td>6632</td>
<td>MRI</td>
<td>Magnetic Recon Imaging</td>
<td>Yes</td>
</tr>
<tr>
<td>edit</td>
<td>2013</td>
<td>UC</td>
<td>3122380</td>
<td>6632</td>
<td>OFF</td>
<td>Office Visit</td>
<td>Yes</td>
</tr>
<tr>
<td>edit</td>
<td>2013</td>
<td>UC</td>
<td>3122380</td>
<td>6632</td>
<td>OTH</td>
<td>Other</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Sub-object code can be added by the fiscal officer when approving the eDoc.
Sub-Object Codes will display next to the Object Code in the General Ledger Entries.
Sub-Object Code Setup - New

Main Menu ~ Lookup and Maintenance ~ Chart of Accounts ~ Sub-Object Code

- **Click “Create New”**
- **Complete the “Edit Sub Object Code”** tab
  - KFS Chart Code and Account Number
  - Object Code
  - Sub-Object Code
  - Sub-Object Code Name and Short Name
- **Click Submit**
- **Will route to:**
  - Fiscal Officer (if not initiator)
  - Organization Reviewer (if any)
Sub-Object Code Global eDoc

- Used to assign identical sub-object codes across multiple object codes and/or accounts
- Example:
  - **Sub-Object Codes:**
    - FAC (Faculty)
    - PRO (Professional Staff)
    - STU (Students)
  - **Object Codes:**
    - 7630 Foreign Travel
    - 7635 Out of State Travel
    - 7640 In-State Travel
  - **Accounts:** All accounts in an organization
Sub-Object Code Global Setup

Main Menu ~ Lookup and Maintenance ~ Chart of Accounts ~ Sub-Object Code Global

- Complete the “Edit Sub Object Code” tab
  - Chart Code
  - Sub-Object Code
  - Sub-Object Code Name and Short Name
- Complete the “Edit Object Codes” tab
  - Enter Object Codes where the new Sub-Object Code will be used
- Complete the “Edit Accounts” tab
  - Enter Account Numbers where the new Sub-Object Code will be used. Use the search function if there are several.
- Click Submit
- Will route to:
  - All Fiscal Officers (if not initiator)
  - Organization Reviewer (if any)
Sub-Object Code Global Exercise

Main Menu ~ Lookup and Maintenance ~ Chart of Accounts ~ Sub-Object Code Global

1. Set up **ONE** of the following sub-object codes:
   - FAC (Faculty)
   - PRO (Professional Staff)
   - STU (Students)

On **ALL** of the following object codes:
   - 7630 Foreign Travel
   - 7635 Out of State Travel
   - 7640 In-State Travel

- For **AT LEAST 2** accounts in your organization
Project Codes

- Allow you to assign an identifier to particular transactions that might span multiple accounts
- Are not particular to any account
- *Can be used by any account/user in the university*
- Codes are alpha-numeric up to 10 characters
- Each project has a “Project Manager”
  - No routing attached to the Project Manager
  - *Can be used as a tool for Reporting*
- Like Sub-Accounts and Sub-Object Codes, the FO or the initiator must remember to add Project Code
Project Codes: Example

- Dramatic Arts would like to track income and expenses for their productions
- Expenses are in several accounts depending on the type
- Project Codes
  - Olives and Blood (OLIVES)
  - The 25th Annual Putnam County Spelling Bee (SPELLING)
  - A Midsummer Night’s Dream (DREAM)
- WebFocus report can be written to capture Project Code activity
Project Code transaction detail can be extracted from KFS, but the accounts must be specified. A WebFocus report can find all transactions, regardless of the accounts.
Project Codes: Setup

Main Menu ~ Lookup and Maintenance ~ Chart of Accounts ~ Project Code

- Click “Create New”
- Complete the “Edit Project Code” tab
  - Project Code
  - Project Name
  - Project Manager Principal Name (UConn netid)
  - Chart Code
  - Organization Code
  - Project Description
- Click Submit
- Will not route
Project Codes: Exercise

Create a Project Code for your organization, and make yourself the project manager
Allocation of prior activity:
Intra-Account Adjustment

IAA: Intra-Account Adjustment
- Can be used for Actual balances (no budget)
- Includes a reference number field (original transaction)
- FROM line is the unallocated activity
- TO line is the allocated activity
- Total of FROM and TO lines must be equal
- Cannot change account or object code on an IAA
- The IAA won’t route to Accounting for approval
Using the IAA to Allocate Prior Activity

“FROM” side is the current coding

“TO” side is allocated between the Sub-Accounts

The Total “FROM” and the Total “TO” must equal
Inactivating Sub-Accounts, Sub-Object Codes and Project Codes

- Search for the sub-account or code
- Click “edit”
- Uncheck the “Active Indicator” box
- Will route to Fiscal Officer
Which do I use?

- If you need detail on transactions that span several object codes, and only one or a few accounts, Sub-Accounts may be better. Can be an alternative to opening new accounts. (Concert Series)
- If the type of income/expense is limited to a few object codes, but spans several accounts, Sub-Object Codes may be better. (Medical Expenses)
- If spanning multiple accounts across multiple orgs, and activity is not limited within those accounts, then Project Codes may be better. (CRT Plays)
- Recommendation: Think it through; try it out in TRN
Need Help?

• Annette Pavone (Accounting) 860-486-2934
• Stacy Russolino (Accounting) 860-486-8109
• Sub-Account set-up for Peoplesoft: Stephanie Rimoczy (Bursar) 860-486-4833