



UMD Accounting Practices for Unrestricted Funds – KFS Financial Transactions
Office of the Controller

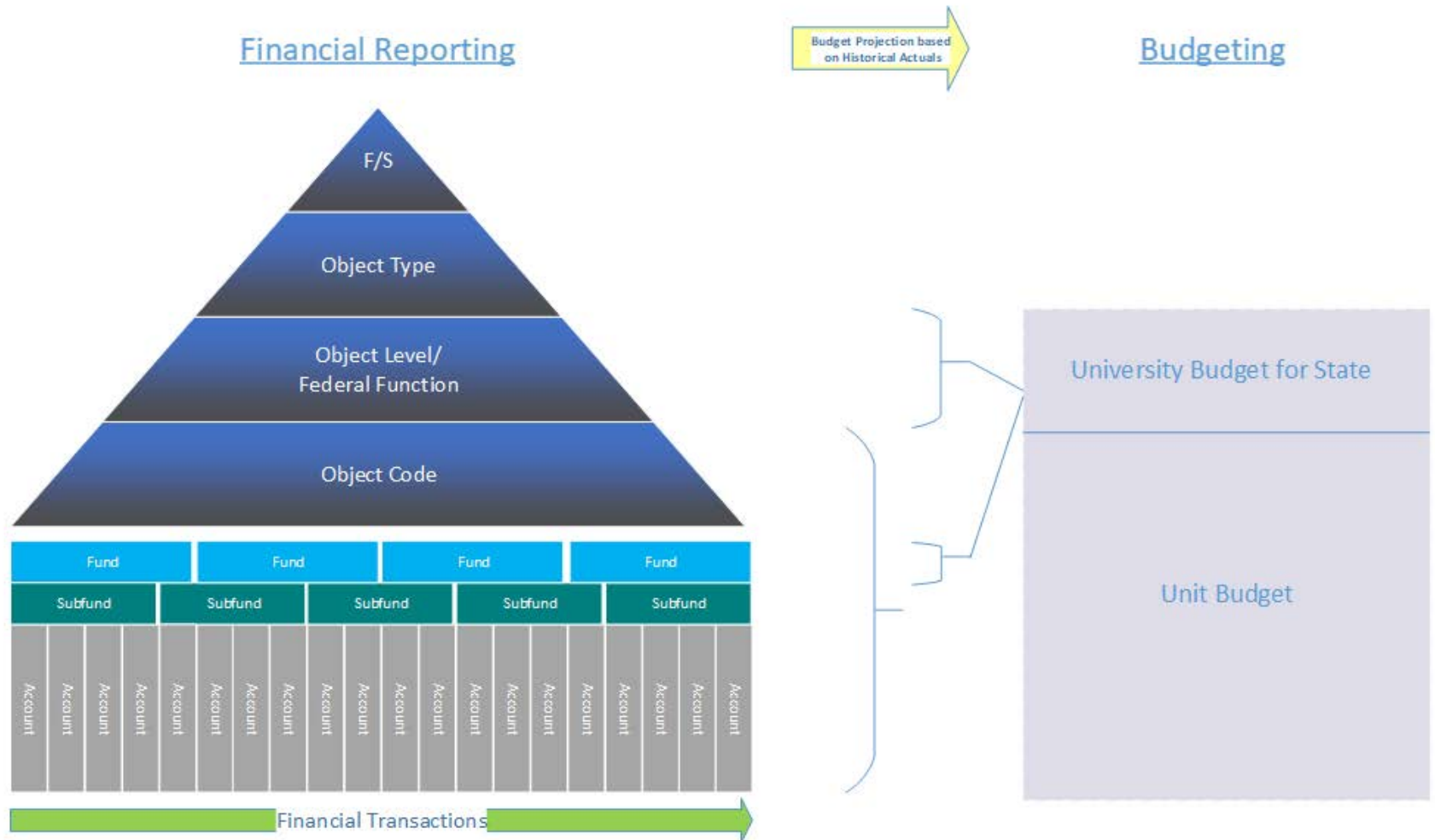


UNIVERSITY OF
MARYLAND

Introductions

1. Introduction and what you do on campus.
2. Something you are hoping to learn today.
3. In one word, how do you feel about accounting?

UMCP Financial Statement/Budget Structure



Learning Objectives

1. Understand and identify unrestricted accounts.
2. Understand the basic components of a KFS financial transaction (accounts, object codes, sub-fund groups).
3. Learn how to locate and review transactions after they have posted.

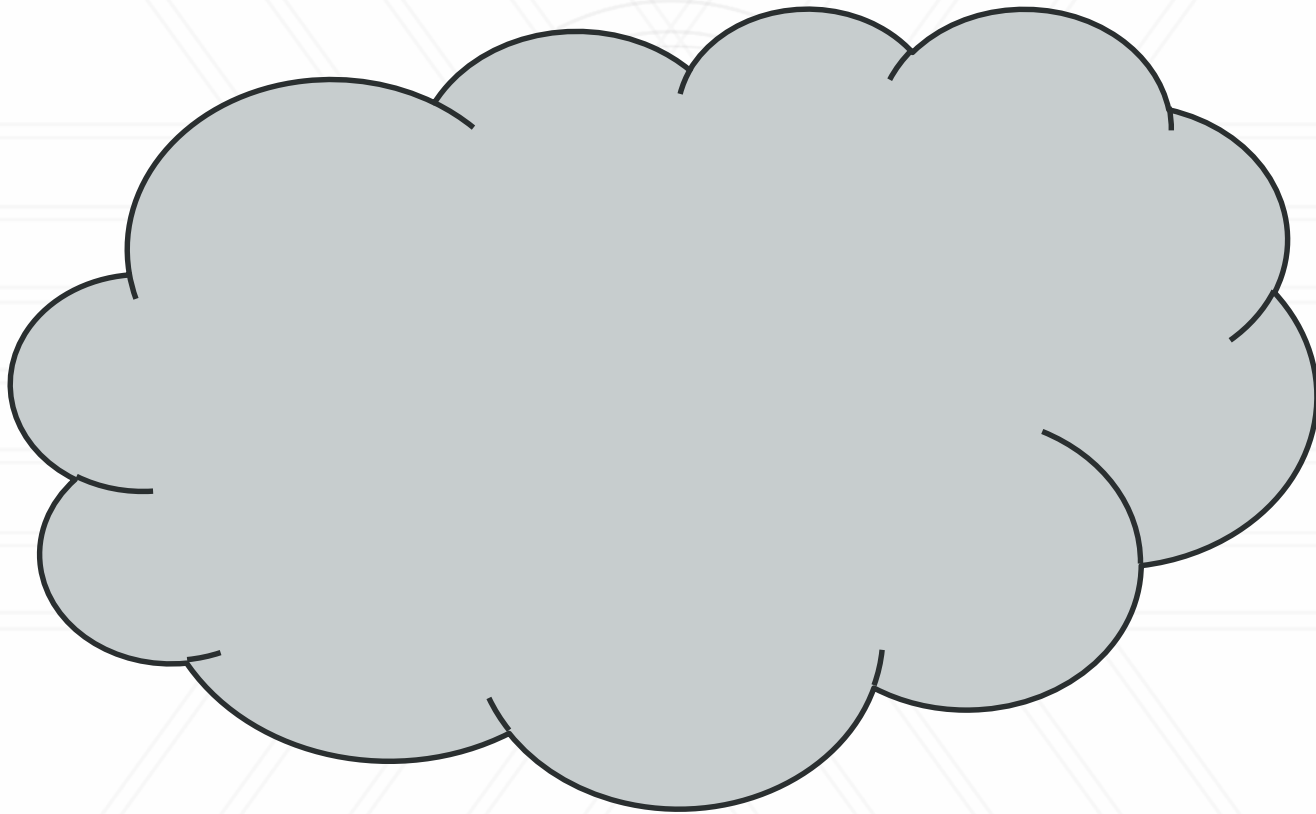
Learning Objective 1

- Identify an unrestricted account.
- Take steps to determine if a new account should be unrestricted or restricted.

Restricted or Unrestricted

Why does it matter???

What about gray areas?



What is an Unrestricted Account?

Unrestricted

Funds can be from any source (state, other departments, outside source).

UMD determines how and where the funds will be used.

Restricted

Funds are *usually* from a source outside of UMD.

Non-UMD sponsor requires that funds can only be used for a specific purpose or department.

Is my existing account unrestricted or restricted?

Unrestricted

Account number begins with: **0, 1, 2, 3, 6, 7, 8 or 9**

KFS Account Restricted Status Code =

U - Unrestricted

Restricted

Account number begins with: **4 or 5**

KFS Account Restricted Status Code =

T – Temporarily Restricted

Is my existing account unrestricted or restricted?

Unrestricted

Fund =

40 Auxiliary/E&G

46 Loan

47 Endowment

48 Plant or

49 Agency

Sub-fund group code begins with 40, 46, 47, 48 or 49 (e.g. 401100)

Restricted

Fund = 43 Restricted

Sub-fund group code begins with 43 (e.g. 433115)

What is a sponsored account?

What is a 'sponsored' account?

Sponsored Project vs. Gift:

The term "sponsored project" (or "sponsored program"), is used to distinguish this funding from a "gift" or "grant" provided by a donor. The term "sponsored project" relates only to a research, service, or instruction project that is conducted with support provided by some entity external to the campus (the sponsor, governmental or private organizations). A sponsored project grant or contract is based on a commitment from UMD to carry out one of those programs in keeping with terms agreed upon by both parties. The sponsored project will always require some use of UMD resources and the sponsor will receive some benefit (which could range from a single technical and financial report through substantial material benefits). (<https://ora.umd.edu/sites/default/files/documents/ORASponsored%20Handbook.1.11.19.pdf>).

What is a C&G account?

Contract or grant account, as determined by funding.

What is a gift account?

Includes donations, contributions, some grants, promises to give, pledges and any other term used to define a private gift (i.e. non pro quo).

Should my new account be unrestricted or restricted?

Is someone outside of UMD dictating how funds in my account can be use?

YES – Restricted account

NO – Unrestricted account

Should my new account be unrestricted or restricted?

Not sure???
You're not alone!

There are often grey areas when determining unrestricted/restricted status. Call the central administration office that you *think* should handle your account and we will be happy to assist you.

Restricted or unrestricted?

1182000 Finance Administration

Restricted or unrestricted?

4340195 General Gifts

Restricted or unrestricted?

5230500 NSF Project

Restricted or unrestricted?

2931000 DRIF General

Restricted or unrestricted?

Account Inquiry

Account Details

▼ hide

Chart Code:	<u>01 - College Park (UM)</u>
Account Number:	525 [REDACTED]
Account Name:	SARE [REDACTED]
Organization Code and Description:	[REDACTED]
Campus Code:	<u>01 - College Park</u>
Account Effective Date:	06/10/2013
Account Expiration Date:	08/31/2018
Account Postal Code:	<u>20742</u>
Account City Name:	COLLEGE PARK
Account State Code:	<u>MD</u>
Account Street Address:	4100 Chesapeake Building
Account Off Campus Indicator:	No
Closed?:	Yes
Account Type Code:	<u>30 - Other Sponsored Activity - On</u>
SubFund Group Code:	<u>433100 - Restricted, C&G Federal</u>
Account Fringe Benefit:	Yes
Fringe Benefit Chart Of Accounts Code:	
Fringe Benefit Account Number:	
Higher Ed Function Code:	<u>0301 - Community Service</u>
Account Restricted Status Code:	<u>T - Temporarily Restricted</u>
Account Restricted Status Date:	
Endowment Chart of Accounts Code:	
Endowment Account Number:	
Capital Project Number:	
Fringe Reimbursable Code:	<u>N/A - Default Fringe Reimbursable</u>

Restricted or unrestricted?

Account Inquiry

Account Details

▼ hide

Chart Code:	<u>01 - College Park (UM)</u>
Account Number:	434 [REDACTED]
Account Name:	CHEM SI [REDACTED]
Organization Code and Description:	[REDACTED]
Campus Code:	<u>01 - College Park</u>
Account Effective Date:	04/07/2000
Account Expiration Date:	
Account Postal Code:	<u>20742</u>
Account City Name:	College Park
Account State Code:	<u>MD</u>
Account Street Address:	University of Maryland
Account Off Campus Indicator:	No
Closed?:	No
Account Type Code:	<u>10 - Instruction - On</u>
SubFund Group Code:	<u>433115 - Restricted, Gifts</u>
Account Fringe Benefit:	Yes
Fringe Benefit Chart Of Accounts Code:	
Fringe Benefit Account Number:	
Higher Ed Function Code:	<u>0101 - General Academic Instruction</u>
Account Restricted Status Code:	<u>T - Temporarily Restricted</u>
Account Restricted Status Date:	
Endowment Chart of Accounts Code:	
Endowment Account Number:	
Capital Project Number:	
Fringe Reimbursable Code:	<u>N/A - Default Fringe Reimbursable</u>

Learning Objective 2

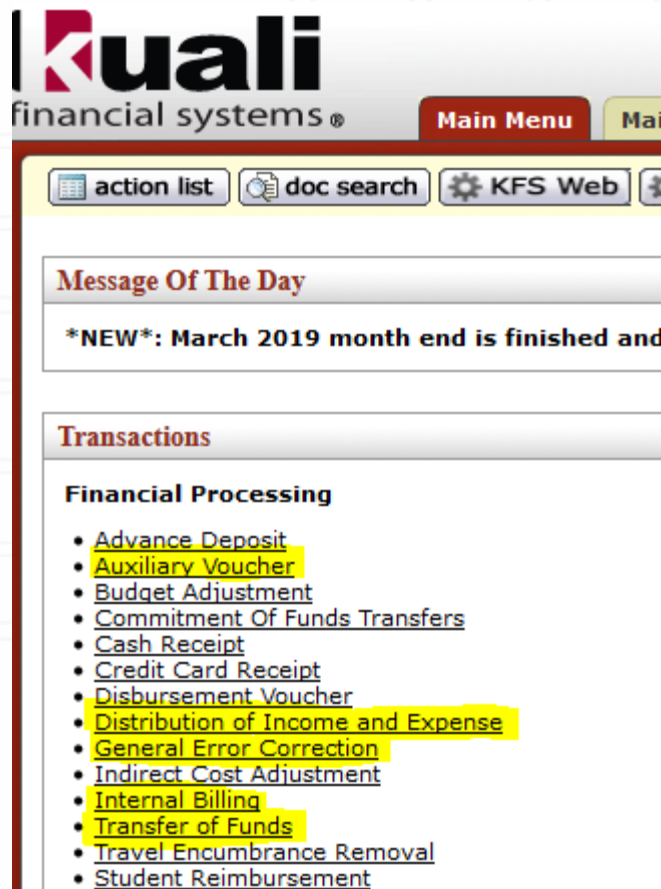
Understand the components of a KFS financial transaction.

- Chart code
- Accounts
- Object codes
- Sub-fund group codes

KFS Financial Transactions

- Auxiliary Voucher (AV)
- Distribution of Income and Expense (DI)
- General Error Correction (GEC)
- Transfer of Funds (TF)
- Internal Billing (IB)
- Service Billing (SB)

KFS Financial Transactions



The screenshot shows the Kuali Financial Systems Main Menu. At the top left is the Kuali logo with the text 'financial systems®'. To the right of the logo are two buttons: 'Main Menu' and 'Main'. Below the logo is a navigation bar with three buttons: 'action list', 'doc search', and 'KFS Web'. Below the navigation bar is a 'Message Of The Day' section with the text '*NEW*: March 2019 month end is finished and'. Below that is a 'Transactions' section with a sub-section for 'Financial Processing' containing a list of transaction types.

Kuali
financial systems®

Main Menu Main

action list doc search KFS Web

Message Of The Day

NEW: March 2019 month end is finished and

Transactions

Financial Processing

- [Advance Deposit](#)
- [Auxiliary Voucher](#)
- [Budget Adjustment](#)
- [Commitment Of Funds Transfers](#)
- [Cash Receipt](#)
- [Credit Card Receipt](#)
- [Disbursement Voucher](#)
- [Distribution of Income and Expense](#)
- [General Error Correction](#)
- [Indirect Cost Adjustment](#)
- [Internal Billing](#)
- [Transfer of Funds](#)
- [Travel Encumbrance Removal](#)
- [Student Reimbursement](#)

Administrative Transactions

Capital Asset Builder

- [Asset Builder AP Transactions](#)
- [Asset Builder GL Transactions](#)

Capital Asset Management

- [Asset Manual Payment](#)
- [Barcode Inventory Process](#)

Effort Certification

- [Effort Certification Recreate](#)

Financial Processing

- [General Ledger Correction Process](#)
- [Central Admin Form GAAP Chart](#)
- [Central Admin Journal Form](#)
- [Journal Voucher](#)
- [Journal Voucher GAAP Chart](#)
- [Non-Check Disbursement](#)
- [Service Billing](#)

Components of Financial Transactions

1. Chart Code
2. Account Number
3. Object Code
4. Line Description
5. Sub-fund group code

Components of Financial Transactions

Document Overview ▼ hide

Document Overview

* **Description:** Test Sample

Organization Document Number: []

Explanation: []

Financial Document Detail

Total Amount: 5,000.00

Auxiliary Voucher Details ▼ hide

Auxiliary Voucher Details

* **Accounting Period:** Apr 2019 ▼

* **Auxiliary Voucher Type:** Adjustment Accrual

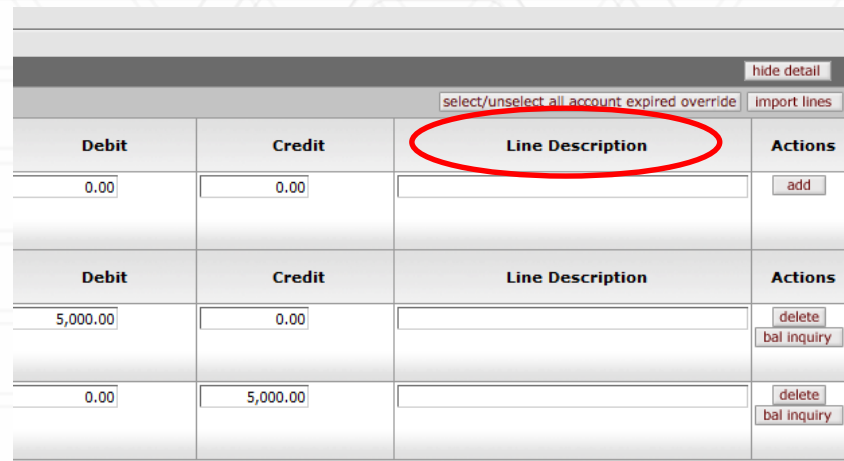
Accounting Lines ▼ hide

Accounting Lines ?

	Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Bank Code	Debit	Credit
add:	▼	[] 🔍	[] 🔍	[] 🔍	[] 🔍	[] 🔍	[] 🔍	0.00	0.00
	* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Bank Code	Debit	Credit
1	01 ▼ College Park (UM)	9999999 🔍 Organization Default Account	[] 🔍	0500 🔍 Conference Registration Fee	[] 🔍	[] 🔍	[] 🔍	5,000.00	0.00
2	01 ▼ College Park (UM)	9999999 🔍 Organization Default Account	[] 🔍	3752 🔍 Other Contractual Services	[] 🔍	[] 🔍	[] 🔍	0.00	5,000.00

Debit Total: 5,000.00 Credit Total: 5,000.00

Components of Financial Transactions



The screenshot shows a financial transaction interface. At the top right, there is a 'hide detail' button. Below it, there are two buttons: 'select/unselect all account expired override' and 'import lines'. The main table has four columns: 'Debit', 'Credit', 'Line Description', and 'Actions'. The 'Line Description' header is circled in red. The table contains three rows of data:

Debit	Credit	Line Description	Actions
0.00	0.00		add
5,000.00	0.00		delete bal inquiry
0.00	5,000.00		delete bal inquiry

Chart Code

- Used in data entry and search screens in KFS
- Highest hierarchical level in KFS
- Chart of account values are unique within a chart (accounts, object codes)

Chart (Campus) Code

01= University of MD College Park (UMCP)

04= University of MD Eastern Shore (UMES)

07= Center for Environmental Science (UMCES)

08= University System of Maryland (USM)

20= UM Consolidated Reporting

21= UM State Reporting

What happens if I don't enter my chart code?

kuai
Financial systems

Main Menu Maintenance Administration

action list doc search KFS Web kualifinancial

Object Code Lookup

Search Tip: Place an * before/after a word or phrase for which you are searching.

Fiscal Year:	2019
Chart Code:	
Object Code:	3752
Object Code Name:	
Object Code Short Name:	
Level Code:	
Object Type Code:	
Object Sub-Type Code:	
Historical Financial Object Code:	
Budget Aggregation Code:	
Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both

search clear cancel

4 items retrieved, displaying all items.

Fiscal Year	Chart Code	Object Code	Object Code Name	Level Code
2019	01	3752	Other Contractual Services	CONT
2019	04	3752	Other Contractual Services	CONT
2019	07	3752	Other Contractual Services	CONT
2019	08	3752	Other Contractual Services	CONT

What is a KFS account?

- Specific to an activity, department and fund
- Managed and created by departments (reviewed by central administration)
- Used to post transactions in KFS
- Has its own fund balance/net position

What is a KFS account?

- First digit determines 'Ledger'
- Routes KFS documents to fiscal officer
- Account attributes are assigned to accounts when accounts are created and cannot be changed during data entry

KFS Account

Message Of The Day

NEW: August 2018 month end is finished and the reports are now available on KFS Web.

Transactions

Financial Processing

- [Advance Deposit](#)
- [Auxiliary Voucher](#)
- [Budget Adjustment](#)
- [Commitment Of Funds Transfers](#)
- [Cash Receipt](#)
- [Credit Card Receipt](#)
- [Disbursement Voucher](#)
- [Distribution of Income and Expense](#)
- [General Error Correction](#)
- [Indirect Cost Adjustment](#)
- [Internal Billing](#)
- [Transfer of Funds](#)
- [Travel Encumbrance Removal](#)
- [Student Reimbursement](#)

Labor Distribution

- [Salary Expense Transfer](#)

Purchasing/Accounts Payable

- [Bulk Receiving](#)
- [Contract Manager Assignment](#)
- [Payment Request](#)
- [Receiving](#)
- [Requisition](#)
- [Vendor Credit Memo](#)

Administrative Transactions

Capital Asset Builder

- [Asset Builder AP Transactions](#)
- [Asset Builder GL Transactions](#)

Capital Asset Management

- [Asset Manual Payment](#)
- [Barcode Inventory Process](#)

Custom Document Searches

Financial Transactions

Capital Asset Management

- [Asset Maintenance](#)

Effort Certification

- [Effort Certification](#)

Financial Processing

- [Disbursement Vouchers](#)

Purchasing/Accounts Payable

- [Payment Requests](#)
- [Purchase Orders](#)
- [Receiving](#)
- [Requisitions](#)
- [Vendor Credit Memos](#)

Lookup and Maintenance

Capital Asset Builder

- [Pre-Asset Tagging](#)

Capital Asset Management

- [Asset](#)
- [Asset Fabrication](#)
- [Asset Global \(Add\)](#)
- [Asset Location Global](#)
- [Asset Payment](#)
- [Asset Retirement Global](#)

Chart of Accounts

- [Account](#)
- [Account Global](#)
- [Account Delegate](#)



KFS Account

Account Lookup ?

Search Tip: Place an * before/after a word or phrase for which you are searching.

Chart Code:	<input type="text" value="01"/>
Account Number:	<input type="text" value="1182000"/>
Account Name:	<input type="text"/>
Organization Code:	<input type="text"/>
Account Type Code:	<input type="text"/>
Sub-Fund Group Code:	<input type="text"/>
Fiscal Officer Principal Name:	<input type="text"/>
Capital Project Number:	<input type="text"/>
Fringe Reimbursable Code:	<input type="text"/>
Income Stream Account Number:	<input type="text"/>
Closed?:	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Both



You have entered the primary key for this table (Chart Code, Account Number) in the search criteria. Since these fields can be used to uniquely identify a row in this table, the other search criteria entered will be ignored.

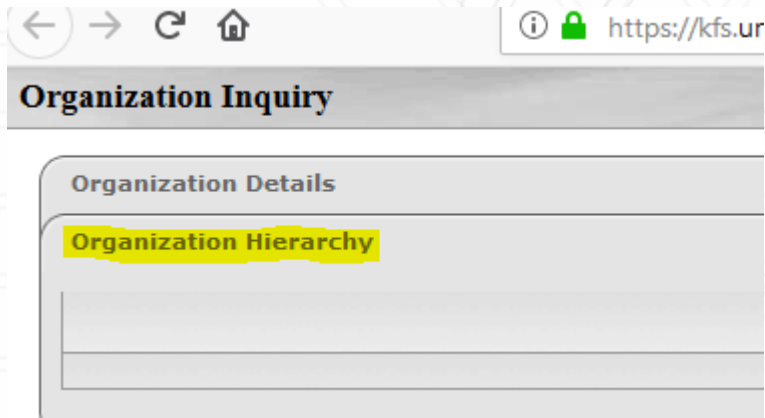
One item retrieved



Actions	Chart Code	Account Number	Account Name	Organization Code	Account Type Code	Sub-Fund Group Code	Fiscal Officer Name	Closed?	Account Manager Name	Account Create Date	Account Expiration Date
edit copy	01	1182000	FINANCE ADMINISTRATION	1150501	51	401100	Dworkis, Paul	No	Dworkis, Paul	11/01/1999	

Export options: CSV | spreadsheet | XML

Account/Organization Hierarchy

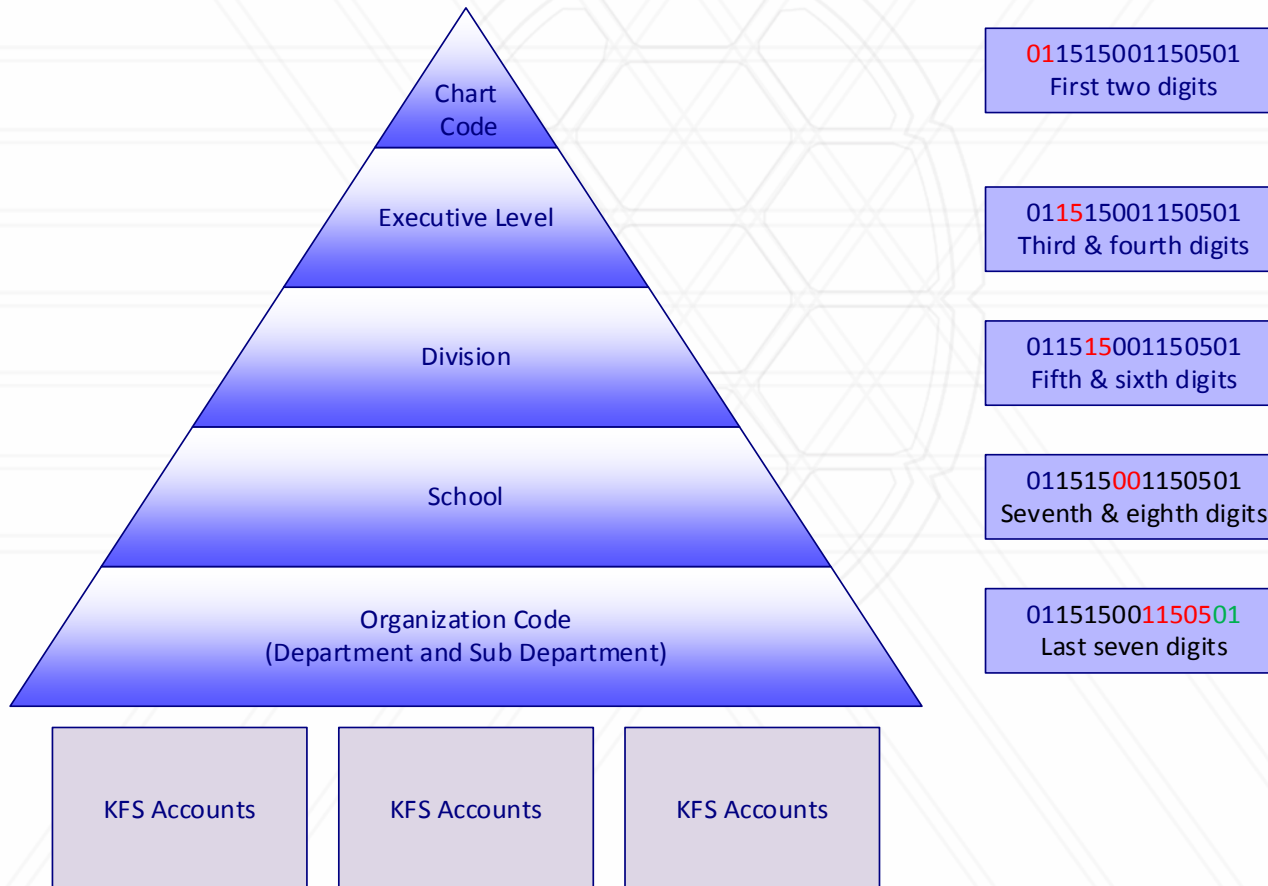


Organization Hierarchy: 01/P115050 VPAF-Finance Administration ==> 01/D150000 VP Administration & Finance ==> 01/E150000 VP Administration and Finance (VPAF) ==> 21/U000000 University of Maryland ==> 21/U000000 University of Maryland

Account/Organization Hierarchy

Account Hierarchy

Payroll Human Resource (PHR)
Unit Code



What is a KFS object code?

- Determines expense, income, asset or liability in financial transactions (object type code)
- Created/managed by central administration
- Sometimes routes KFS transactions

What is a KFS object code?

- Determines KFS financial transaction form
- Similar to chart of accounts
- All object codes will hit either the income statement or balance sheet

What is a KFS object code?

for which you are searching.

Fiscal Year:	2019
Chart Code:	01 - College Park (UM)
Object Code:	**52
Object Code Name:	
Object Code Short Name:	
Level Code:	
Object Type Code:	
Object Sub-Type Code:	
Historical Financial Object Code:	
Budget Aggregation Code:	
Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both

<u>Object Code</u>	<u>Object Code Name</u>	<u>Level Code</u>	<u>Object Type Code</u>
0852	ICA Guarantees (Away)	AUXR	IN
3552	Chilled Water	OPMA	EX
3752	Other Contractual Services	CONT	EX
3952	Other Supplies and Materials	SUPP	EX
4352	Livestock	EQPO	EX
5152	Proj Acct Cont Contg	LNST	EX
6352	Award Collected	AREC	AS
6752	Livestock	CPAN	AS
7852	Payroll Deductions Payable	APAL	LI
9952	Nonmandatory Transfer Plant Projects	NMTR	EX

What is a KFS Object Type?

- Revenue IN (Income Statement)
- Expense EX (Income Statement)
- Transfer TE (Income Statement)
- Asset AS (Balance Sheet)
- Liability LI (Balance Sheet)

What is a KFS object type?

for which you are searching.

Fiscal Year:	2019
Chart Code:	01 - College Park (UM)
Object Code:	**52
Object Code Name:	
Object Code Short Name:	
Level Code:	
Object Type Code:	
Object Sub-Type Code:	
Historical Financial Object Code:	
Budget Aggregation Code:	
Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both

Object Code	Object Code Name	Level Code	Object Type Code
0852	ICA Guarantees (Away)	AUXR	IN
3552	Chilled Water	OPMA	EX
3752	Other Contractual Services	CONT	EX
3952	Other Supplies and Materials	SUPP	EX
4352	Livestock	EQPO	EX
5152	Proj Acct Cont Contg	LNST	EX
6352	Award Collected	AREC	AS
6752	Livestock	CPAN	AS
7852	Payroll Deductions Payable	APAL	LI
9952	Nonmandatory Transfer Plant Projects	NMTR	EX

What is a KFS object level?

- Group or category of object codes
- Created and managed by central administration
- Determines placement of transactions on financial statements

What is a KFS object level ?

for which you are searching.

Fiscal Year:	2019
Chart Code:	01 - College Park (UM)
Object Code:	**52
Object Code Name:	
Object Code Short Name:	
Level Code:	
Object Type Code:	
Object Sub-Type Code:	
Historical Financial Object Code:	
Budget Aggregation Code:	
Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both

<u>Object Code</u>	<u>Object Code Name</u>	<u>Level Code</u>	<u>Object Type Code</u>
0852	ICA Guarantees (Away)	AUXR	IN
3552	Chilled Water	OPMA	EX
3752	Other Contractual Services	CONT	EX
3952	Other Supplies and Materials	SUPP	EX
4352	Livestock	EQPO	EX
5152	Proj Acct Cont Contg	LNST	EX
6352	Award Collected	AREC	AS
6752	Livestock	CPAN	AS
7852	Payroll Deductions Payable	APAL	LI
9952	Nonmandatory Transfer Plant Projects	NMTR	EX

Income Statement Object Codes

Income

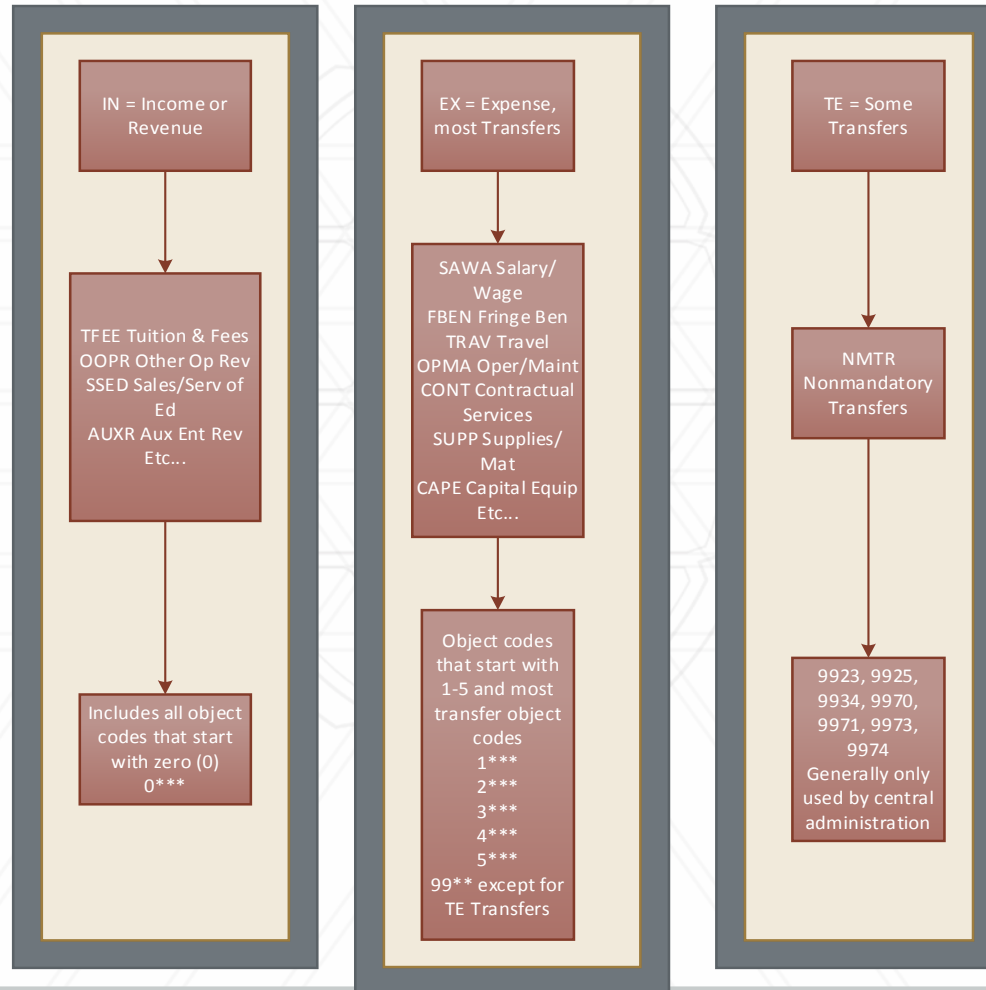
Expense

TE Transfers

Object Types

Object Levels

Object Codes



Balance Sheet Object Codes

Balance Sheet Object Codes

Asset

Liability

Object Types

AS = Asset

LI = Liability

Object Levels

CSEC Cash/Cash Equivalent
RCEQ Restricted Cash/Cash Equiv
AREC Accts Rec net
CPAN Capital Assets
Etc...

APAL Acct Pay & Accrued Liabilities
DREV Deferred Revenue
NPNC Notes Payable
Etc...

Object Codes

Includes all object codes that start with six (6)
6***

Includes all object codes that start with seven (7)
7***

Restrictions on Income Statement Object Codes

0*** Revenue	Revenue object codes for ledger 3 accts are limited to 07**-08** 075*-0899 can only be used with ledger 3 accounts 0378 – capital activity only 0969 - Miscellaneous - use should be limited
2*** Payroll Expense	2775 – Tuition remission transfers for ledger 1 accounts must be processed through HR
3*** Expenses	3000 is not an expense – should be used for budget entries only 3772
4*** Expenses	4938 can only be used for inter-campus transactions acknowledged by USM See Capital Equipment Guidance for object codes with level code CAPE
5*** Plant and Project Expenses	
99**	9901-9962 Transfers Both side of entry must use the same object code See Transfer Object Code Guidance 9970-9998 Overhead allocations - Expenses

Restrictions on Balance Sheet Object Codes (not often used by depts)

6*** Assets	6100 = claim on cash – do not use Cash, accounts receivable, etc. Should not be used in place of an income or expense <u>**Generally</u> not used for KFS transactions
7*** Liabilities	Accounts payable, control accounts. Should not be used in place of an income or expense Any control balances must be reconciled at least quarterly <u>**Generally</u> not used for KFS transactions
8*	Encumbrances, Net Position <u>**Generally</u> not used for KFS transactions

What is Object Code 6100?

- Claim on cash – Asset
- All KFS entries post to 6100

Object Code Review Exercise

- Where can I find a list of object codes?

Object Code Review Exercise

- How do I choose an object code?

Object Code Review Exercise

- How will the object code affect my budget?

Choosing an Object Code

Which of these object codes can be used for a p-card?

<u>Object Code</u>	<u>Object Code Name</u>	<u>Level Code</u>	<u>Object Type Code</u>
<u>3000</u>	Operating Expenses Pool	<u>POOL</u>	<u>EX</u>
<u>3100</u>	Technical and Special Fees Pool	<u>TSPF</u>	<u>EX</u>
<u>3110</u>	Honorariums	<u>TSPF</u>	<u>EX</u>
<u>3120</u>	Outside Consultants	<u>TSPF</u>	<u>EX</u>
<u>3130</u>	Research Study Grant	<u>TSPF</u>	<u>EX</u>
<u>3135</u>	Research Study Payments - non-monetary	<u>TSPF</u>	<u>EX</u>
<u>3136</u>	IMPREST - Research Study Payments	<u>TSPF</u>	<u>EX</u>

Choosing an Object Code

Which of these object codes can be used for a check deposit?

<u>Object Code</u>	<u>Object Code Name</u>	<u>Level Code</u>	<u>Object Type Code</u>
<u>0101</u>	Undergraduate Resident Full Time	<u>TFEE</u>	<u>IN</u>
<u>0102</u>	Undergraduate Nonresident Full Time	<u>TFEE</u>	<u>IN</u>
<u>0103</u>	Undergraduate Resident Part Time	<u>TFEE</u>	<u>IN</u>
<u>0104</u>	Undergraduate Nonresident Part Time	<u>TFEE</u>	<u>IN</u>
<u>0105</u>	UGRAD Differential Tuition Pricing	<u>TFEE</u>	<u>IN</u>
<u>0106</u>	UGRAD Differential Pricing Allocation	<u>TFEE</u>	<u>IN</u>
<u>0110</u>	Graduate Resident	<u>TFEE</u>	<u>IN</u>
<u>0111</u>	Graduate Nonresident	<u>TFEE</u>	<u>IN</u>
<u>0115</u>	Laboratory Fees	<u>TFEE</u>	<u>IN</u>

Line Description

- Do I need a line description?
- Where does it show up?

General Ledger Entry Lookup ?

2 items retrieved, displaying all items.

<u>Fiscal Year</u>	<u>Chart Code</u>	<u>Account Number</u>	<u>Sub-Account Number</u>	<u>Object Code</u>	<u>Sub-Object Code</u>	<u>Balance Type Code</u>	<u>Object Type Code</u>	<u>Fiscal Period</u>	<u>Document Type</u>	<u>Origin Code</u>	<u>Account Number</u>	<u>Transaction Ledger Entry Description</u>	<u>Transaction Ledger Entry Amount</u>	<u>Debit Credit Code</u>	<u>Transaction Date</u>	<u>Organization Document Number</u>
2019	01		----	0401	---	AC	IN	09	AVAD	01	6926137	Correct Object Codes Restr Rev	100.00	C	03/22/2019	GA0110
2019	01		----	0401	---	AC	IN	09	AVAD	01	6934462	Correct Object Codes Restr Rev 4347190	2,800.00	C	03/29/2019	GA0111

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

Line Description

Account Overview: Account Ledger Entries

Account Parameters

Overview:

Chart:

Account:

submit

manage

Chart: 01

Account Closed: N

Continue Account: 01 - 1113020

Start Date: 8-March-2018

End Date:

Source: -

Account:

Unit: 1

Purpose: This account will be used for foundation reimbursement for the Language House program. (Original account set up on KFS 5767773.)

Account Type: 80 - Other Institutional

Higher Ed Function: 0101 - General Academic Instruction

Year End Proc Code: P

Income Statement Balance Sheet Encumbrance **Ledger Details** Trends Labor Optix Images

View: Balance Types:

Fiscal Period: 2019-10 A

Includes State Funding (Obj Codes 0221, 9925):

AC - Actuals (Balance Sheet)

Description	Object Code	Fiscal Period	FDoc Number	FDoc Type	Transaction Date	Post Date	Org Reference ID	Org Document Num
0401 - Contracts and Grants Corporations								
Correct Object Codes Restr Rev	0401	2019-10	7022363	AVAD	15-Apr-2019	15-Apr-2019	-	GA0129
Correct Object Codes Restr Rev	0401	2019-10	7032341	AVAD	26-Apr-2019	26-Apr-2019	-	GA0132

What is a Sub Fund Group Code?

- Subset of a fund
- Specified on the account level
- Routes KFS document to central admin
- Can only use specific account ranges
- Managed by central administration

What is a Sub Fund Group Code?

Account Lookup ?

Search Tip: Place an * before/after a word or phrase for which you are searching.

Chart Code:	<input type="text" value="01"/>
Account Number:	<input type="text" value="1182000"/>
Account Name:	<input type="text"/>
Organization Code:	<input type="text"/>
Account Type Code:	<input type="text"/>
Sub-Fund Group Code:	<input type="text"/>
Fiscal Officer Principal Name:	<input type="text"/>
Capital Project Number:	<input type="text"/>
Fringe Reimbursable Code:	<input type="text"/>
Income Stream Account Number:	<input type="text"/>
Closed?:	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

You have entered the primary key for this table (Chart Code, Account Number) in the search criteria. Since these fields can be used to uniquely identify a row in this table, the other search criteria entered will be ignored.

One item retrieved.

Actions	Chart Code	Account Number	Account Name	Organization Code	Account Type Code	Sub-Fund Group Code	Fiscal Officer Name	Closed?	Account Manager Name	Account Create Date	Account Expiration Date
edit copy	01	1182000	FINANCE ADMINISTRATION	1150501	51	401100	Dworkis, Paul	No	Dworkis, Paul	11/01/1999	

Export options: CSV | spreadsheet | XML

What is a Sub Fund Group Code?

First two digits = fund

40=E&G/Auxiliary 47=Endowment

43= Restricted 48=Plant

46=Loan 49=Agency

402115

What is a Sub Fund Group Code?

Third digit = support indicator

40**2**115

1=state support

3=dedicated funds

2=self support

4=non budgeted

What is a Sub Fund Group Code?

Fourth digit = campus code

402**1**15

- 1= University of MD College Park (UMCP)
- 4= University of MD Eastern Shore (UMES)
- 7= Center for Environmental Science (UMCES)
- 8= University System of Maryland (USM)

What is a Sub Fund Group Code?

Last two digits = sequential numbers
used to further break down the sub-fund
groups

4021 **15**

Learning Objective 3

Locate transactional information after it has posted.

Account Data - KFS Web

Account Income Statement

Account Parameters

Overview: Account

Fiscal Period 2

Chart: 01 - College Park (UM)

Account: 1182000 - FINANCE ADMINISTRATION

1182000 [submit](#) [manage](#)

Chart: 01	Account: 1182000 - FINANCE ADMINISTRATION	Fiscal Officer: DWORK15,PAULS
Account Closed: N	Unit: 1150501-VPAF-Finance Administration	Manager: DWORK15,PAULS
Continue Account: - - -	Purpose: Purpose tbd	Project Director: -
Start Date: 1-November-1999	Account Type: 51 - General Administration	Fund Group: 40 - Current Funds Unrestricted - E&G
End Date:	Higher Ed Function: 0601 - Institutional Support	SubFund Group: 401100 - State Operating
Source: -	Year End Proc Code: F	Indirect Cost % Rate: 0.00

Account Data - Balance Inquiries

Balance Inquiries

General Ledger

- [Available Balances](#)
- [Balances by Consolidation](#)
- [Cash Balances](#)
- [General Ledger Balance](#)
- [General Ledger Balance By BankCode](#)
- [General Ledger Entry](#)
- [General Ledger Pending Entry](#)
- [Open Encumbrances](#)
- [Encumbrances By Commitment](#)
- [Encumbrances By Commitment/Account](#)
- [Encumbrances By Commitment/Account/Object Code](#)

Account Data - General Ledger Balance Inquiry

* Fiscal Year: 2019

* Chart Code: 01

* Account Number: 1182000

Sub-Account Number:

Object Code:

Sub-Object Code:

Balance Type Code: AC

Object Type Code:

Consolidation Option: Consolidation Detail Exclude Sub-Accounts

View Option: Monthly Accumulate

Include Pending Ledger Entry: No Approved All

26 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Beginning Balance Line Amount	Contracts Grants Beginning Balance Amount	Account Line Annual	
2019	01	1182000	*ALL*	0221	*ALL*	AC	*ALL*	0.00	0.00		
				July	2,660,619.00	October	0.00	January	0.00	April	0.00
				August	0.00	November	0.00	February	0.00	May	0.00
				September	0.00	December	0.00	March	0.00	June	0.00
								Year End	0.00		

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Beginning Balance Line Amount	Contracts Grants Beginning Balance Amount	Account Line Annual	
2019	01	1182000	*ALL*	1013	*ALL*	AC	*ALL*	0.00	0.00		
				July	90,030.74	October	120,041.04	January	0.00	April	0.00
				August	120,041.04	November	0.00	February	0.00	May	0.00
				September	120,041.04	December	0.00	March	0.00	June	0.00
								Year End	0.00		

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Beginning Balance Line Amount	Contracts Grants Beginning Balance Amount	Account Line Annual	
2019	01	1182000	*ALL*	2072	*ALL*	AC	*ALL*	0.00	0.00		
				July	5,100.00	October	0.00	January	0.00	April	0.00
				August	0.00	November	0.00	February	0.00	May	0.00

Account Data – Document Search











Kuali
Financial systems

Main Menu Maintenance Administration

action list **doc search** KFS Web kualifinancial

Document Search ? detailed search superuser search clear saved searches Searches

Search Tip: Place an * before/after a word or phrase for which you are searching.

Document Type:	<input type="text"/>	 
Initiator:	<input type="text"/>	 
Document Id:	<input type="text"/>	
Date Created From:	<input type="text"/>	
Date Created To:	<input type="text"/>	
Document Description:	<input type="text"/>	
Organization Document Number:	<input type="text"/>	
Chart Code:	<input type="text"/>	
Organization Code:	<input type="text"/>	
Account Number:	<input type="text"/>	
Ledger Document Type:	<input type="text"/>	
Total Amount:	<input type="text"/>	
Search Result Type:	<input checked="" type="radio"/> Document Specific Data <input type="radio"/> Workflow Data	
Name this search (optional):	<input type="text"/>	

Please take the Survey

www.surveymonkey.com/r/JT56TH7



FINANCE

CONTROLLER

Office of the Controller

301 405-2584

controller@umd.edu