UMD Accounting Practices

for Unrestricted Funds



A comprehensive review of the basic components of KFS financial transactions.

KFS Financial Transactions



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Accounting is the language of business.

— Warren Buffet

Today's Learning Objectives

- 1. Understand and identify unrestricted accounts.
- 2. Understand and the basic components of a KFS financial transaction, including accounts, object codes and sub-fund groups.



3. Learn how to locate and review transactions after they have posted.



CELL PHONES: Please put them away during the session.

If you have a compelling need to <u>check</u> messages, please do so discretely under the table. If you must <u>respond</u> to something, please step outside as a courtesy to your fellow participants.

ACTION IDEA LIST

Write down every idea you hear today that you believe will give you a better understanding of KFS and the UM accounting system. What's the most important thing I've learned? How will I put it into ACTION at work?



Learning Objective 1: At the end of this segment, you will be able to identify an unrestricted account, and take steps to decide if a new account should be unrestricted or restricted.

What is an unrestricted account?

Unrestricted Account	Restricted Account
Funds can be from any source (state, other departments, outside source).	Funds are <i>usually</i> from an outside source.
The organization receiving the funds (UMD) determines how and where the funds will be used.	Non-UMD sponsor requires that funds can only be used for a specific purpose or department.

Is my KFS account restricted or unrestricted?

UMD's Unrestricted Accounts	UMD's Restricted Accounts
Account number begins with: 0, 1, 2, 3, 6, 7, 8 or 9	Account number begins with: 4 or 5
KFS Account Restricted Status Code = U - Unrestricted	KFS Account Restricted Status Code = T – Temporarily Restricted
Fund = 40 Auxiliary/E&G 46 Loan 47 Endowment 48 Plant or 49 Agency	Fund = 43 Restricted
Sub-fund group code begins with 40, 46, 47, 48 or 49 (e.g. 401100).	Sub-fund group code begins with 43 (e.g. 433115)

What is a sponsored account?

Sponsored accounts are restricted accounts. All sponsored accounts are restricted, but all restricted accounts are not sponsored. Sponsored accounts are administered by ORA and SPAC. See ORA's definition below:

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/ORA%20Sponsored%20Handbook.1.11.19.pdf).

What is a C&G account?

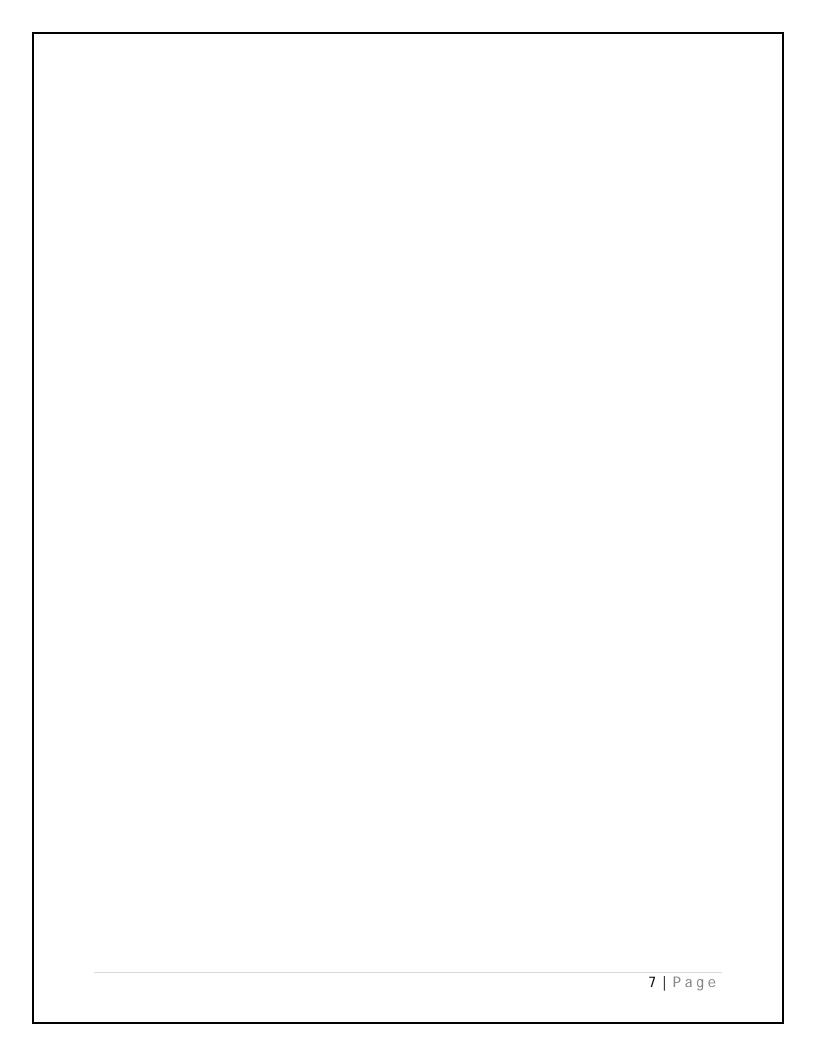
Contract or grant accounts, as determined by their funding.

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 restricted or unrestricted???

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.



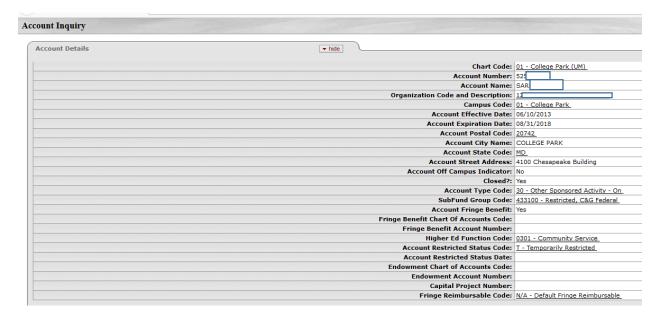
Exercise - Identifying an unrestricted account

Which of these accounts are unrestricted?

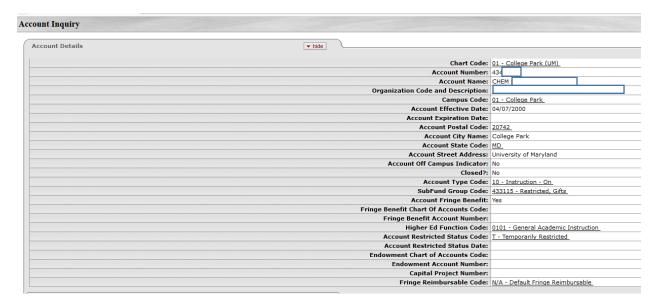
1182000 Finance Administration 2931000 DRIF General

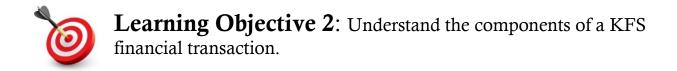
4340195 General Gifts 5230500 NSF Project

Is this account restricted or unrestricted? Is it a sponsored project?



Is this account restricted or unrestricted? Is it a sponsored project?

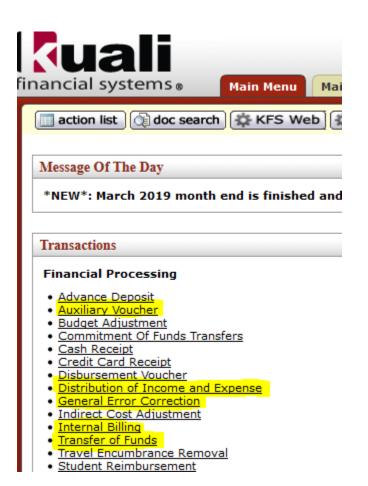




What is a KFS financial transaction?

KFS financial transactions include:

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



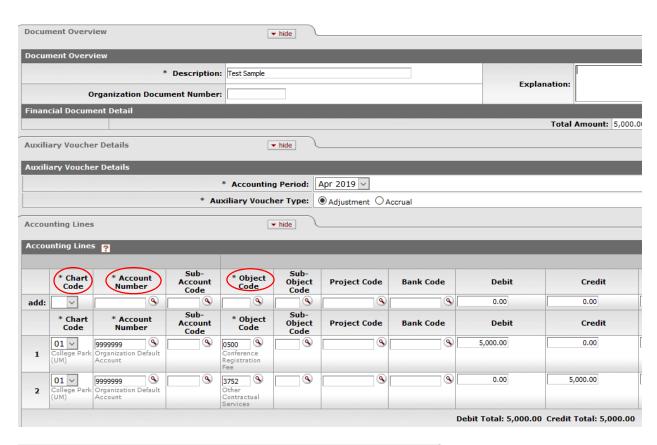
Administrative Transactions Capital Asset Builder Asset Builder AP Transactions Asset Builder GL Transactions Capital Asset Management Asset Manual Payment Barcode Inventory Process Effort Certification Effort Certification Recreate Financial Processing General Ledger Correction Process Central Admin Form GAAP Chart Central Admin Journal Form Journal Voucher Journal Voucher

Non-Check Disbursement

Service Billing

Components of a KFS Financial Transaction

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



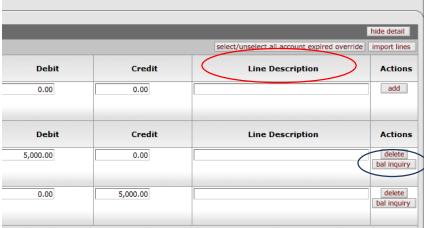


Chart (Campus) Code

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

01= University of MD College Park (UMCP)

04= University of MD Eastern Shore (UMES)

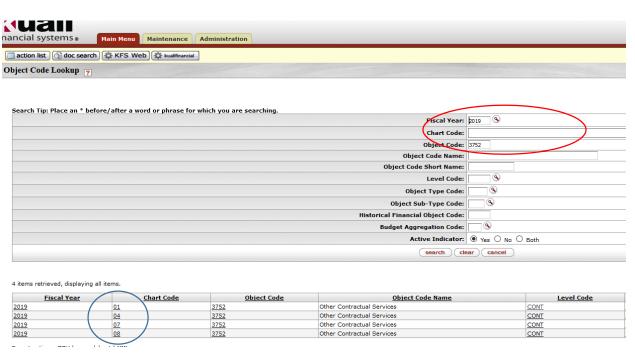
07= Center for Environmental Science (UMCES)

08= University System of Maryland (USM)

20= UM Consolidated Reporting

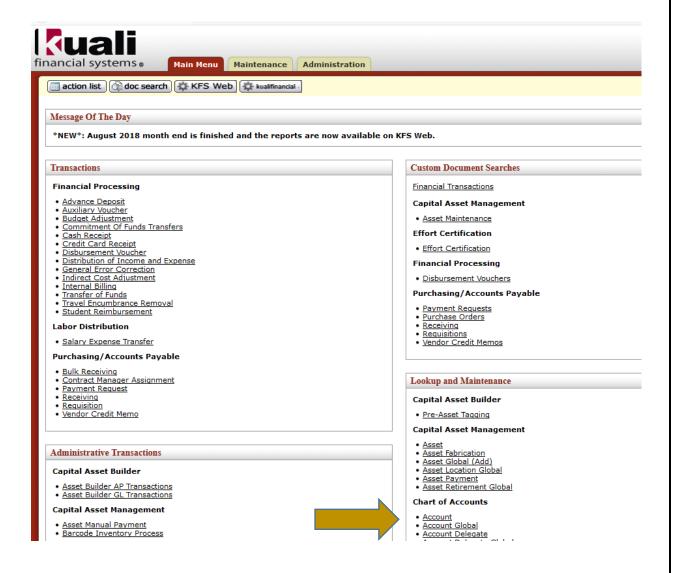
21= UM State Reporting

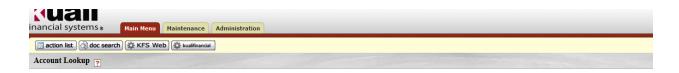
What happens if I don't enter my chart code??

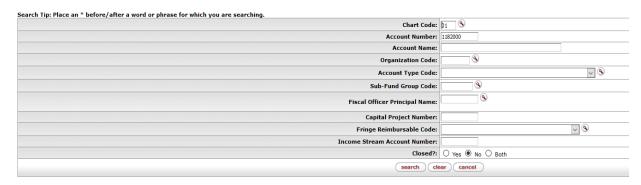


Account Number and Account/Organization Hierarchy

- 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
- 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



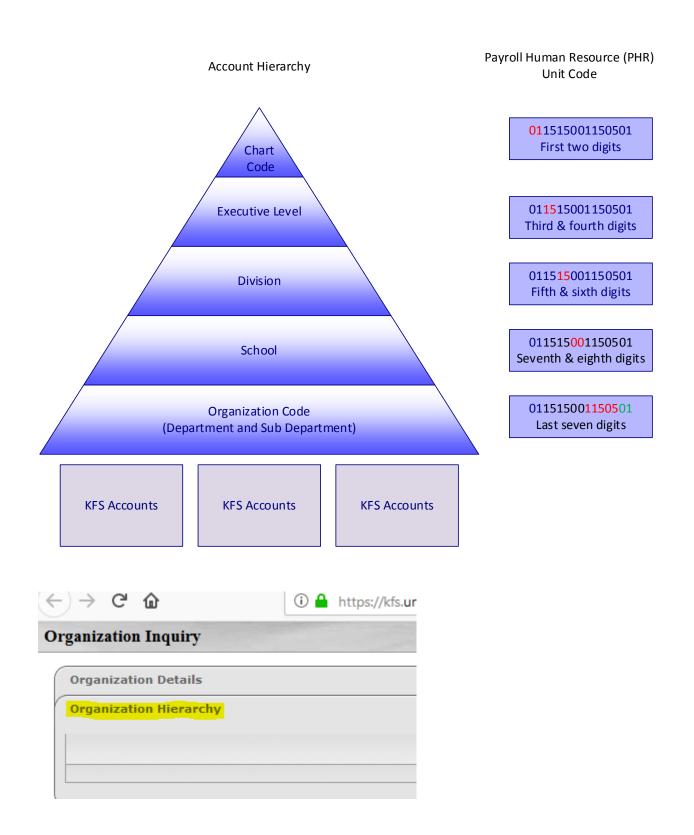




You have entered the primary key for this table (Chart Code, Account Number) in the search criteria. Since these fields can be used to uniquely identify a row in this table, the other search criteria entered will be ignored.

One	item re	etrieved.										
Ac	tions	Chart Code	Account Number		Organization Code	Account Type Code	Sub-Fund Group Code	Fiscal Officer Name	Closed?	Account Manager Name	Account Create Date	Account Expiration <u>Date</u>
edit	copy	01	1182000	FINANCE ADMINISTRATION	1150501	<u>51</u>	401100	Dworkis, Paul	No	Dworkis, Paul	11/01/1999	

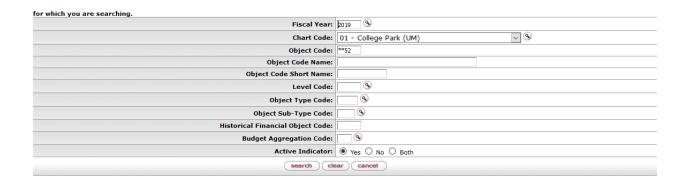
Export ontions: CSV I spreadsheet I XMI



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

Object Code

- Determines expense, income, asset or liability in financial transactions (object type code)
- Created/managed by central administration
- Sometimes routes KFS transactions
- Determines KFS financial transaction form
- Similar to chart of accounts
- All object codes will hit either the income statement or balance sheet

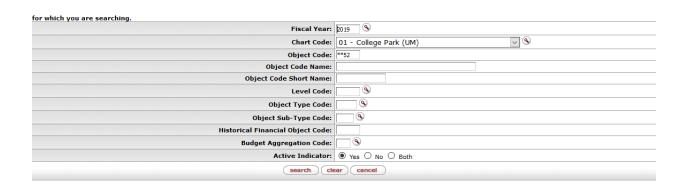


Object Code	Object Code Name	Level Code	Object Type Code
0852	ICA Guarantees (Away)	AUXR	IN
3552	Chilled Water	OPMA	EX
3752	Other Contractual Services	CONT	EX
3952	Other Supplies and Materials	SUPP	EX
4352	Livestock	EQPO	EX
5152	Proj Acct Cont Contg	LNST	EX
6352	Award Collected	AREC	AS
<u>6752</u>	Livestock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

Object Types

- Attribute of the object code, used for financial reporting
- Determine which financial statement data appears on
- Most commonly used object types:

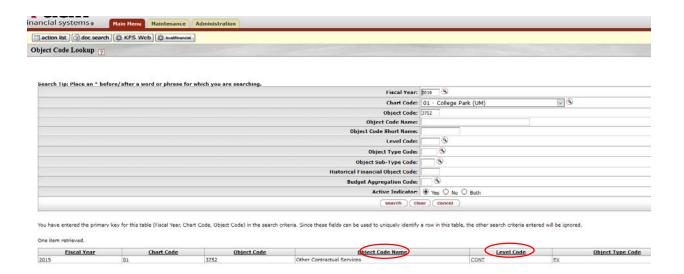
Revenue IN (Income Statement)
Expense EX (Income Statement)
Asset AS (Balance Sheet)
Liability LI (Balance Sheet)



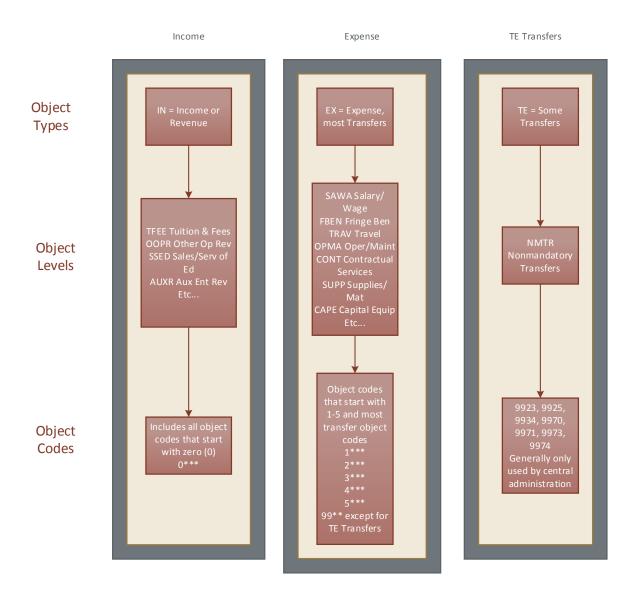
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6752	Livestock	CPAN	<u>AS</u>
<u>7852</u>	Payroll Deductions Payable	APAL	Ц
9952	Nonmandatory Transfer Plant Projects	NMTR.	EX

Object Level

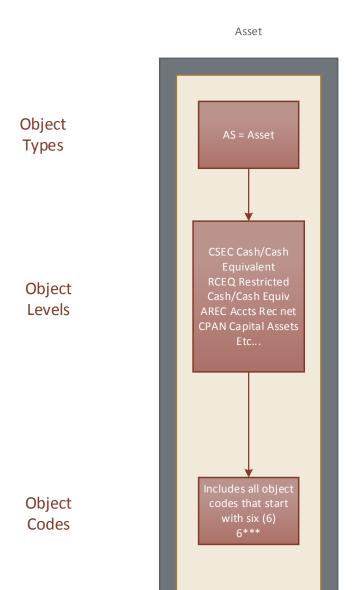
- Also an attribute of the object code, used for financial reporting
- Group or category of object codes
- Created and managed by central administration
- Determines placement of transactions on financial statements
- Categories can be seen in the Income Statement/Balance Sheet section of the account overview in KFS Web.

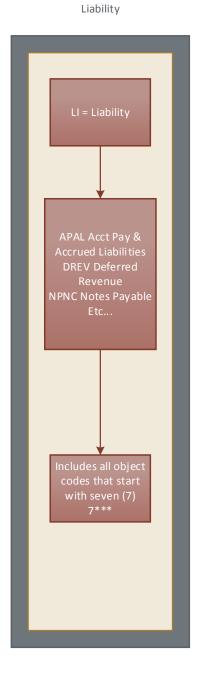


Income Statement Object Codes



Balance Sheet Object Codes





Restrictions on Income Statement Object Codes (for unrestricted accounts)

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

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 for unrestricted accounts (Generally not used by departments for KFS transactions)

6*** Assets	6100 = claim on cash – do not use Cash, accounts receivable, etc. Should not be used in place of an income or expense **Generally 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 **Generally not used for KFS transactions
8*	Encumbrances, Net Position **Generally not used for KFS transactions

Exercise – Choosing an Object Code

Where can you find a list of available object codes?

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

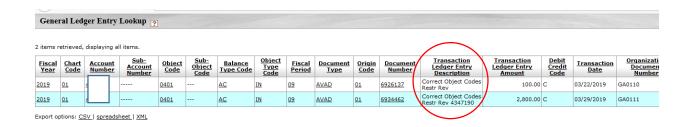
Object Code	Object Code Name	Level Code	Object Type Code
3000	Operating Expenses Pool	POOL	EX
3100	Technical and Special Fees Pool	TSPF	EX
3110	Honorariums	TSPF	EX
3120	Outside Consultants	TSPF	EX
3130	Research Study Grant	TSPF	EX
3135	Research Study Payments - non-monetary	TSPF	EX
3136	IMPREST - Research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

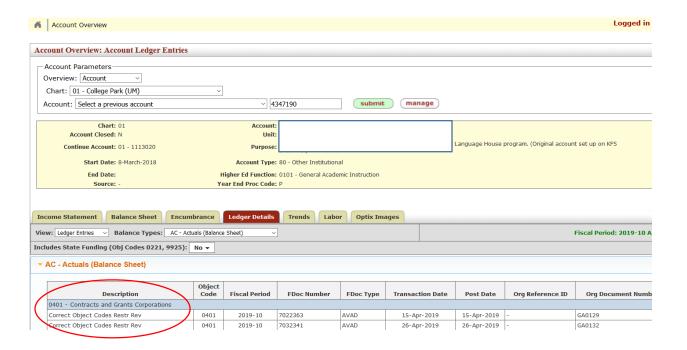
Which of these object codes can be used for a check deposit?

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

Line Description

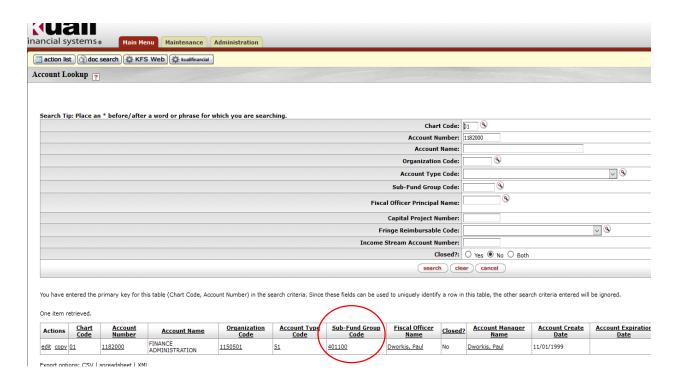
- Do I need a line description?
- Where does it show up?





Sub-fund Group Code

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



What is a sub-fund group code?

First two digits = fund

402115

40=E&G/Auxiliary 47=Endowment

43= Restricted

48=Plant

46=Loan

49=Agency

Third digit = support indicator

402115

1=state support 3=dedicated funds

2=self support 4=non budgeted

Fourth digit = campus code

402115

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)

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

402115



Learning Objective 3: At the end of this segment, you will know how to locate transactional information after it has posted.

Balance Inquiries

Balance Inquiries General Ledger

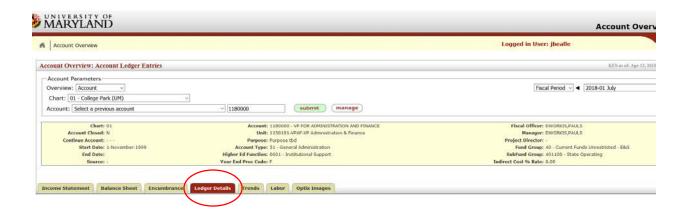
- General Ledger
- Available Balances
 Balances by Consolid:
- Balances by Consolidation
- Cash Balances
- General Ledger Balance
- General Ledger Balance By BankCode
- General Ledger Entry
- General Ledger Pending Entry
- Open Encumbrances
- Encumbrances By Commitment
- Encumbrances By Commitment/Account
- Encumbrances By Commitment/Account/Object Code

Main Menu Maintenance Administration action list doc search KFS Web kualifinancial General Ledger Balance Lookup 👨 * Fiscal Year: 2019 9 * Chart Code: * Account Number: Sub-Account Number: **Object Code:** 9 Sub-Object Code: 9 Balance Type Code: AC Object Type Code: Consolidation O Detail O Exclude Sub-Accounts Consolidation Option: Amount View Option:

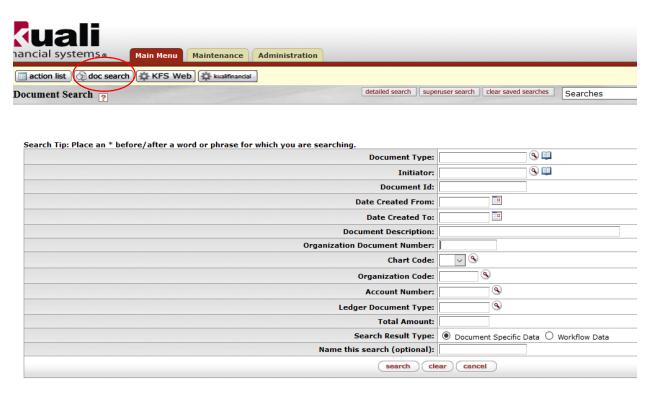
Monthly O Accumulate Include Pending Ledger Entry:

● No ○ Approved ○ All search clear cancel

KFS Web - Account Overview



Document Search



Please let us know what you think....

Please take the survey at: www.surveymonkey.com/r/JT56TH7

Thank you!