Chart of Accounts Attributes

General Account Info Tab	
Chart Code (required)	Two digit code campus affiliation code. Operational campus chart codes: HA, HI, HO, KA, KU, LE, MA, MU, WI, WO. Administration campus chart codes: CC, SW.
Account Number (required)	Seven digit numeric account code used to identify an operational unit. The first digit of the account number provides visual recognition of the funding source.
Account Name (required)	Familiar title used to describe the account.
Account Street Address (required)	Street address where the account is managed.
Account City Name(required)	City where the account is managed.
Account State Code (required)	Code for the state where the account is managed.
Account Postal Code (required)	Postal code where the account is managed.
Account Off Campus Indicator (optional)	Selected when account activities occur off-campus.
Account Effective Date (required)	Date when the account became effective. (An account can be used on financial transactions before its effective date.)
Account Expiration Date (optional)	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 and cannot be before the account effective date. If it is not blank, the continuation Chart of Accounts code and continuation account number are both required.
Continuation Chart of Accounts Code (optional)	Code is required when the account has an expiration date. Enter the chart code for the continuation account or select the magnifying glass to search.
Continuation Account Number (optional)	Account code is required if the account has an expiration date. Enter a continuation account that accepts transactions which are being processed on the account after the account expiration date, or select the magnifying glass to search.
Closed? (optional)	Select the check box if the account is closed; clear the check box if the account 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 system supervisor.

Closed Date (optional)	Date account is closed.
Last Update Date	Date of last update
Additional Account Info Tab	
Account Purpose Text (required)	Text describing the overall purpose of the account and the function it supports.
Higher Education Function Code (required)	Code to classify the purpose of the account. Enter directly or search using the Higher Education Function Code lookup. The code indicates whether the activities associated with the account are for purposes such as instruction, research, etc.
Revenue Function Code (required)	Code that represents the major funding source of the account. Enter code or search using the Revenue Function Code lookup.
NSF Survey Code (required)	Code used for the reporting of current fund expenditures for separately budgeted research and development (including indirect costs) by field of science and engineering (14xx) as well as for non-science and non-engineering fields (15xx) which is used for reporting to the National Science Foundation. Enter code or search using NSF Survey Code lookup.
Account Type Code (required)	Code used to group accounts for reporting purposes. Enter code or search using Account Type Code lookup.
Sub-Fund Group Code (required)	Code that designates the type or purpose of the funds that are found in the account. Examples are: research and training revolving funds (RTRF), general operating, expense (GEXP), federal sponsored projects (FSPON1). Enter code or search using the Sub-Fund Group Code lookup.
Account Restricted Status Code (required)	Code indicates whether the funds in the account are: T = temporarily restricted, R = restricted or U = unrestricted. If the status is ‘T’ then an account restricted status date is required. If the sub-fund associated with the account has a restricted status code, then the field will be pre-filled and will not be editable. If the code on the sub-fund is blank, the Restricted Status Code field must be completed.
Account Restricted Status Date (optional)	If the Account Restricted Status Code is ‘T’ enter date when the funds are targeted to become unrestricted.
Interest Income Chart (optional)	Chart Code of account where interest income or expense (negative cash balance accounts) from pool investment and checking account will be posted. Enter

	code or search.
Interest Income Account Number (optional)	Account where interest income or expense (negative cash balance accounts) from pool investment and checking account will be posted. Enter account number or search.
Budget and Sufficient Funds Tab	
UH Fund-Appropriation (required)	Code that identifies the specific sources, major functions and purposes of University funds. Enter code or search. The next four account attributes are linked to this code and will be automatically assigned.
SSF Fund-Appropriation (assigned)	Summary Sufficient Fund Appropriation
DAGS Fund-Appropriation (assigned)	Code that identifies the specific sources, major functions and purposes of University funds at the State of Hawaii.
Legal Authority (assigned)	Authority assigned to a UH Fund Appropriation.
Depository of Funds (assigned)	Code that identifies where funds are held: 1=funds held in State Treasury, 2=funds held in UHGA, 3=others, 4=fixed asset account.
Budget Plan ID (required)	Identifies the budgetary units which funds are allocated and controlled for internal management reporting purposes.
Funding Year (optional)	Year funds are appropriated, awarded or granted.
Funding Year End Date (optional)	Date a funding period ends or when funds will lapse, if applicable.
Budget Record Level Code (required)	Code that indicates budget recording strategy for the account. 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.’
Account Sufficient Funds Code (required)	Code that indicates what level the account is going to be checked for sufficient funds in the transaction processing environment. A=Account C=Consolidation L=Level O=Object Code H=Cash N=No checking

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.
External Encumbrances Sufficient Funds Indicator (optional)	Select the check box if external encumbrances are included in the account's calculation of sufficient funds. Clear the check box if they are not. Note: This functionality does not currently exist and selecting the check box will not control the inclusion or exclusion of the accounts from the sufficient funds calculation.
Internal Encumbrances Sufficient Funds Indicator (optional)	Select the check box if internal encumbrances are included in the account's calculation of sufficient funds. Clear the check box if they are not. Note: This functionality does not currently exist and selecting the check box will not control the inclusion or exclusion of the accounts from the sufficient funds calculation.
Pre-Encumbrance Sufficient Funds Indicator (optional)	Select the check box if pre-encumbrances are included in the account's calculation of sufficient funds. Clear the check box if they are not. Note: This functionality does not currently exist and selecting the check box will not control the inclusion or exclusion of the accounts from the sufficient funds calculation.
Account Responsibility Tab	
Campus Code (required)	Code that identifies the physical campus on which the account is located. Enter code or search.
Organization Code (required)	Code that identifies the organization owner of the account. Enter code or search.
FO Code (required)	Three digit FO code associated with an account.
Fiscal Officer Principal Name (required)	The individual who is responsible for the fiscal management of the account. Enter name or search.
Account Supervisor Principal Name (required)	The account supervisor oversees the management of the account at a higher level than the fiscal officer. The account supervisor rarely receives any direct requests for action from the KFS. The account supervisor cannot also be the fiscal officer or the account manager. Enter name or search.
Account Manager Principal Name (required)	The account manager is responsible for ensuring that funds are spent and managed according to the goals, objectives, budgets, and mission of the organization. Enter name or search.
User Defined Optional Tab	
User Rollup Code 1	User-defined code used for grouping accounts for

(optional)	reporting.
User Rollup Code 2 (optional)	User-defined code used for grouping accounts for reporting.
User Rollup Code 3 (optional)	User-defined code used for grouping accounts for reporting.
RCUH Reference (optional)	Enter RCUH related information
Capital/UBS Project Tab	UBS=University Bond System
University Revenue-Undertakings Fund (optional)	Indicates whether the account is categorized as a revenue-undertakings fund.
Reporting Type Code (optional)	Indicates if an account is part of the UBS for financial reporting.
Capital-UBS Project Code (optional)	Identifies the capital or UBS project.
Capital-UBS Project Code (optional)	Breakdown of the capital or UBS project.
Bond Series Code (optional)	Identifies the bond series and where the funds are held (UHGA or other).
Funding Type Code (optional)	Identifies the type of bond issued or type of account.
Central Office Defined Tab	
Account Fringe Benefit (optional)	Select the check box if this account accepts fringe benefit expenses 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 fringe benefit charges should be posted.
Non-imposed Fringe Indicator (assigned)	Indicator of whether the account pays for fringe benefits or the State of Hawaii pays for fringe benefits. The indicator is assigned by the UH Fund-Appropriation.
Fringe Benefit Chart of Accounts Code (optional)	Chart code for the fringe benefit account, if the account does not accept fringe benefits.
Fringe Benefit Account Number (optional)	Account number for the fringe benefit account, if the account does not accept fringe benefits.
COA Crosswalk Identifier (view only)	The crosswalk identifier is from the conversion of accounts from the legacy system.
FMIS GL Accounts (view only)	The FMIS GL Account is from the conversion of accounts from the legacy system
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. Note: The functionality in the Capital Assets Management system (CAM) module uses this information to capitalize construction related costs.
Building Code	Required per above. Enter building code or select.
Contracts and Grants Tab	
Proposal Number (optional)	When creating a new proposal KFS will generate a proposal number to populate this field. To search for existing proposal enter proposal number.
Contract Control Chart of Accounts Code (optional)	Chart of Accounts Code that the Contract Control Account belongs to. Required if the fund group code or sub-fund group code identifies the account as a Contracts and Grants account, otherwise not allowed. Enter code or select. Note: An account can be referenced as its own control account.
Contract Control Account Number (optional)	Required if the fund group code or sub-fund group code identifies the account as a Contracts and Grants account, otherwise not allowed. Enter the primary spending authority account for a contract that has been assigned multiple accounts in the system or select. This is the one account that most reporting is based on. It represents more fully than any other account the full functionality of the project and its corresponding expenditures and revenues.
Account Status Code (optional)	Indicates whether an account is in Advance, Open, (primarily) Closed, Final, or other status. Certain transactions cannot be initiated for accounts in Closed of Final status.
Payment Method Code (optional)	Indicates whether payment is received on a cost reimbursable, letter of credit, fixed price, or other basis.
Pre Award Flag (optional)	Indicates whether pre-award costs were authorized, by the sponsor directly or via institutional authority granted UH by the sponsor, for a Contracts and Grants account.
Account Indirect Cost Recovery Type Code (optional)	Basis to which the Indirect Cost Rate is applied such as Total Direct Cost, Modified Total Direct Cost, etc.
Indirect Cost Rate (optional)	Three digit code indicating the Indirect Cost Rate percentage.
IDC Waiver Flag (optional)	Indicates whether Indirect Cost is waived (Chancellor or authorized representative’s waiver).
Indirect Cost Recovery Chart of Account Number (optional)	Two digit Chart Code to which indirect cost (IDC) is recorded.
Indirect Cost Recovery Account Number (optional)	Account to which IDC revenue is recorded.

Program Income Flag (optional)	Indicates whether program income is generated.
Cost Sharing Requirement Flag (optional)	Indicates whether cost sharing is required. Accounts with cost sharing requirement = yes require establishment of the cost sharing subaccount.
Sub-Recipient Monitoring Flag (optional)	Indicates whether sub-recipient monitoring is required.
Expanded Authority Flag (optional)	Indicates whether UH has Federal expanded/institutional authority granted by the sponsor for the Contracts and Grants account.
OTTED Project Flag (optional)	Indicates accounts subject to Office of Technology Transfer and Economic Development review.
CFDA Number (optional)	Federal Catalog of Federal Domestic Assistance number for Contracts and Grants accounts with Federal appropriated funds, including federal flow-through awards.
Financial Reporting Code (optional)	Primarily used to indicate financial report type required for Contract and Grants accounts. During OMB's Uniform Guidance (UG), 12/26/2014(2 CFR 200 et al) transition, for awards which subject to UG, this is used to indicate whether it is fully (UG), or partially (UGP) subject to the provisions of UG.
CG Account Responsibility ID (optional)	Two digit code representing the responsible Office of Research Services Contracts and Grants Accountant.
Special Conditions (optional)	Special conditions per award document including report due dates, special invoicing instructions, and closeout requirements.
LOC Document Number (optional)	Optional Federal Contract and Grants account LOC reference number when an additional reference is needed for draw request identification.