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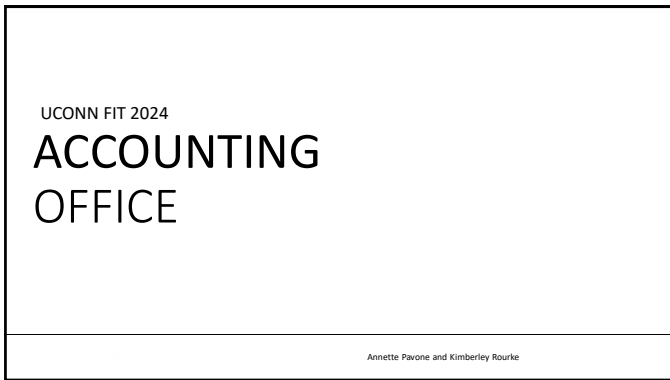
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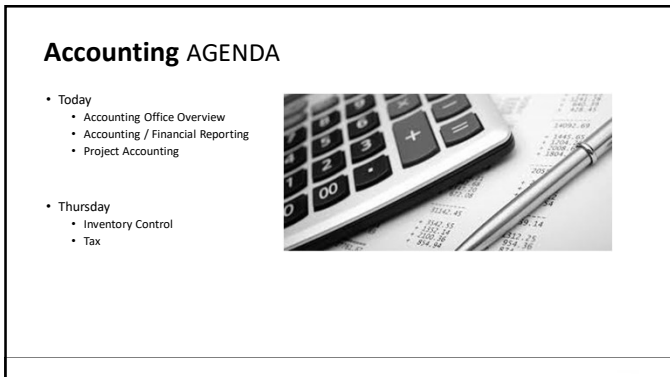
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### ACCOUNTING OFFICE – WHO ARE WE?

Four Major Areas

Area	Manager	Emails
Accounting / Financial Reporting	Stacy Russolino, CPA	stacy.russolino@uconn.edu
Project Accounting	Kimberley Rourke	kimberley.rourke@uconn.edu
Inventory Control and Capitalization	Annette Pavone, CPA	annette.pavone@uconn.edu
Office of Cost Analysis	Clarissa Girasoli, CPA, MBA	clarissa.girasoli@uconn.edu

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### ACCOUNTING OFFICE – WHO ARE WE?

18 Total Staff Members	355 Total combined years of Accounting/ Inventory Experience	
20 Average: 20 years experience	 Located in the Budds Building, 2 <sup>nd</sup> floor, (3 staff at UPDC)	 <a href="http://accountingoffice.uconn.edu">accountingoffice.uconn.edu</a>

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### ACCOUNTING OFFICE – WHO ARE WE?

Executive Vice President for Finance and Chief Financial Officer Jeff Geoghegan, CPA
AVP of Financial Operations and Controller Margaret McCarthy, MBA
Accounting Office Lori-Anne Hansen, CPA Associate Controller and Director of Accounting

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### ACCOUNTING / FINANCIAL REPORTING AGENDA

- Accounting Policies / Influences
- Roles and Responsibilities
- Financial Reporting
- Chart of Accounts
- General Ledger Balance Inquiries
- Financial Processing eDocs
- When Things Go Wrong
- Fiscal Officers and Delegations
- An Overview of Capital Projects

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### LEARNING OBJECTIVE #1

- Understand the roles and responsibilities of the Accounting Office
- Understand that everything you do affects the integrity of the University's accounting records

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### ACCOUNTING OFFICE POLICIES

#### Financial Statements and Financial Reports

The Accounting Office is responsible for ensuring that the financial statements of the University, as well as all financial reports produced by the Accounting Office and provided to internal or external parties of the University, are presented fairly in all material respects, and that they represent the financial position of the University in conformity with accounting principles generally accepted in the United States of America (GAAP) and the Governmental Accounting Standards Board (GASB). Fiscal staff are responsible for applying proper accounting principles which is the basis for accurate financial reporting.

#### Integrity of Accounting Transactions

#### Chart of Accounts Maintenance Policy

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**ACCOUNTING OFFICE POLICIES**

Financial Statements and Financial Reports
Integrity of Accounting Transactions
The Accounting Office is responsible for ensuring that all departments follow basic accounting principles when processing accounting entries, and have proper supporting documentation and approval. <u>All submissions of accounting entries by departments must be reviewed and approved by the Accounting Office to ensure they follow basic accounting principles.</u>
Chart of Accounts Maintenance Policy

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**ACCOUNTING OFFICE POLICIES**

Financial Statements and Financial Reports
Integrity of Accounting Transactions
Chart of Accounts Maintenance Policy
The Accounting Office is responsible for ensuring the proper recording and classification of all revenues, expenses, assets, liabilities and fund balances. The Accounting Office will ensure the proper recording and classification by properly maintaining the Chart of Accounts of the General Ledger and overseeing account setup and the assignment of attributes to accounts. <u>All submissions by departments to the Accounting Office to change attributes on accounts or to set up new accounts must be reviewed and approved by the Accounting Office.</u>

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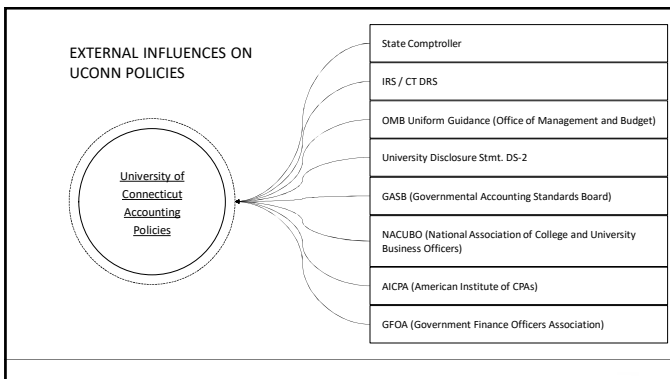
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<b>ROLES AND RESPONSIBILITIES</b>	
<p><b>? What Can You Expect from Accounting?</b></p> <ul style="list-style-type: none"> <li>• Information on Accounting policies and procedures</li> <li>• Information on financial processing eDocs in KFS</li> <li>• Guidance on proper object code use</li> <li>• Assistance when setting up new accounts</li> <li>• Specific referrals to appropriate areas when best received from another source</li> </ul>	<p><b>? What Does Accounting Expect from You?</b></p> <ul style="list-style-type: none"> <li>• Routine monitoring of KFS accounts</li> <li>• Notifying the Accounting Office of irregularities</li> <li>• An understanding of what you are approving</li> <li>• Utilizing the proper eDocs / procedures when:               <ul style="list-style-type: none"> <li>- Initiating general ledger transactions</li> <li>- Opening new accounts</li> <li>- Attaching backup to transactions</li> </ul> </li> </ul>

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<p><b>ACCOUNTING AND FINANCIAL REPORTING</b></p> <ul style="list-style-type: none"> <li>• Financial reporting           <ul style="list-style-type: none"> <li>- Annual Comprehensive Financial Report</li> <li>- Other external reporting</li> </ul> </li> <li>• Oversight of the KFS general ledger</li> <li>• Chart of Account Maintenance           <ul style="list-style-type: none"> <li>- New accounts</li> <li>- Object code oversight</li> </ul> </li> <li>• Review of certain financial processing eDocs</li> <li>• Payroll accounting</li> <li>• Foundation / scholarship accounting</li> <li>• Debt and internal loan accounting</li> </ul>	<p><b>Annual Comprehensive Financial Report</b> FOR THE YEAR ENDED JUNE 30, 2023 <small>Included as an Exempted Fund of the State of Connecticut</small></p> <p><b>UConn</b> UNIVERSITY OF CONNECTICUT</p>
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	<p><b>LEARNING OBJECTIVE #2</b></p> <ul style="list-style-type: none"> <li>• Understand the basic structure of UConn's Chart of Accounts and the significance of certain key attributes as they relate to day-to-day processing</li> </ul>
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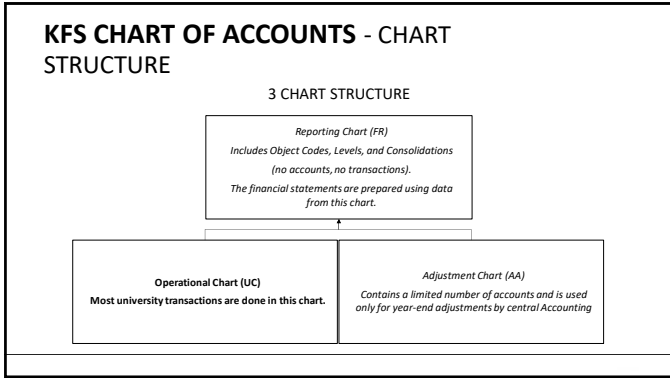
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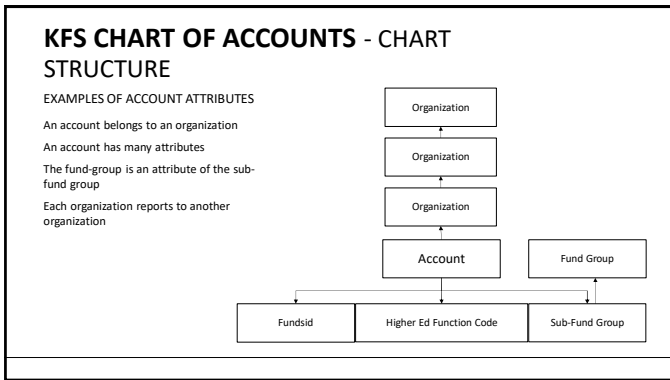
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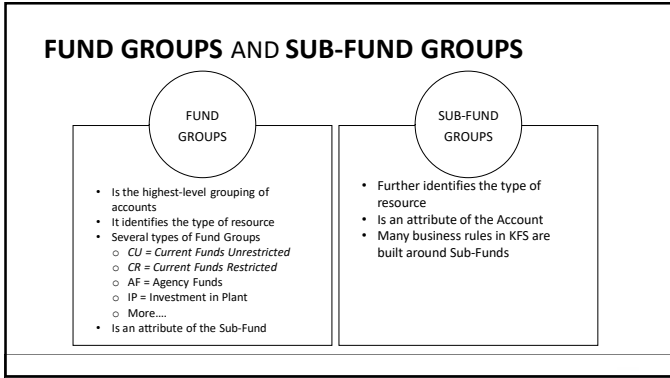
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**CU = CURRENT FUNDS UNRESTRICTED**  
**SUB-FUNDS:**

OPAUX	Operating Fund – Auxiliary Enterprise
OPOTF	Operating Fund – Non-State/Tuition Fiscal Accounts
OPOTP	Operating Fund – Non-State Tuition Project Accounts
OPTUI	Operating Fund – State/Tuition Funded 2-L
UNRSF	Unrestricted Sponsored Programs Fiscal Accounts
UNRSP	Unrestricted Sponsored Programs Project Accounts

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**CR = CURRENT FUNDS RESTRICTED**  
**SUB-FUNDS:**

RFNDA	Restricted Foundation – Auxiliary
RFNDO	Restricted Foundation – Other Operating
RSFAD	Restricted – Financial Aid
RSNSF	Restricted – Non-Sponsored Programs Fiscal Accounts
RSNSP	Restricted – Non-Sponsored Programs Project Accounts
RSTSP	Restricted – Sponsored Programs
CWST	College Work Study

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 **LEARNING OBJECTIVE #3**

- List the various types of accounts and describe how they are funded and used.

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### FISCAL VS. PROJECT ACCOUNT

Fiscal Account - Revenues and expenses are closed out to fund balance at the end of the each fiscal year (June 30). Each fiscal year has a new budget, and revenues and expenses start at zero.

OPAUX	Operating Fund – Auxiliary Enterprise
OPOTF	Operating Fund – Non-State/Tuition <i>Fiscal</i> Accounts
OPTUI	Operating Fund – State/Tuition Funded
UNRSF	Unrestricted Sponsored Programs <i>Fiscal</i> Accounts
RFNDA	Restricted Foundation – Auxiliary
RFNDO	Restricted Foundation – Other Operating
RSNSF	Restricted – Non-Sponsored Programs <i>Fiscal</i> Accounts

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### FISCAL VS. PROJECT ACCOUNT

Project Account – Accounts close out to fund balance every year, but revenues and expenses are carried forward to the next year and are listed as Contracts and Grants Beginning Balances.

OPOTP	Operating Fund – Non-State Tuition <i>Project</i> Accounts
UNRSP	Unrestricted Sponsored Programs <i>Project</i> Accounts
RSFAD	Restricted – Financial Aid
RSNSP	Restricted – Non-Sponsored Programs <i>Project</i> Accounts
RSTSP	Restricted – Sponsored Programs
PLEQP	UConn 2000 Bond-Funded Accounts
PLUNR	Unrestricted Plant

Year	Month	Balance	Year	Month	Balance
July	0.00	October	0.00	January	0.00
August	0.00	November	0.00	February	0.00
September	0.00	December	0.00	March	0.00
				Year-End	0.00

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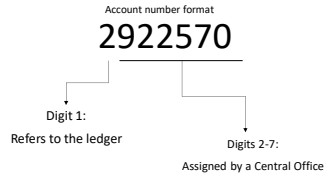
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### ACCOUNT STRUCTURE



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<b>ACCOUNT STRUCTURE - LEDGERS</b>			
LEDGER 1 Current Unrestricted Revenue	LEDGER 2 Current Unrestricted Expenses	LEDGER 3 Unrestricted Auxiliary Enterprises	LEDGER 4 Unrestricted Non-Auxiliary Services
LEDGER 5 Restricted Federally Sponsored Grants & Contracts	LEDGER 6 Other Restricted Grant, Contracts, Gifts, etc.	LEDGER 7 Plant Funds Construction and Capital Equipment	LEDGER 9 Agency, Debt, Assets, Endowments, Bank Accounts, Clearing Accounts

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<b>LEDGER 1 – REVENUE ACCOUNTS</b>	
	• Sub-funds: OPTUI, OPOTF
	• Current unrestricted revenue accounts - examples:
	– Tuition & Fee Revenue
	– General University Fee (GUF) Revenue
	– Other Fees
	– Investment Income
	– Certain Credit and Non-Credit Programs Revenue
	*Most departments do not use Ledger 1

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<b>LEDGER 2 – UNIVERSITY SUPPORTED</b>	
	• Sub-fund: OPTUI
	• Current unrestricted expense accounts are primarily related to tuition funded accounts
	• Usually for departmental operating funds

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	<b>LEDGER 3 – AUXILIARY ENTERPRISE</b>
	• Sub-fund: OPAUX
	• Unrestricted revenues & expenses
	• Examples include:
	– Residence Halls
	– Dining Services
	– Athletics
	– Rental Activities

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	<b>LEDGER 4 – REVENUE &amp; EXPENSE</b>
	• Unrestricted revenue & expenses
	• Multiple sub-funds: UNRSP, UNRSF, OPOTF, OPOTF, RSNSP, PLUNR, etc.
	• Self-supporting accounts
	– Service Centers
	– Unrestricted gifts
	– Overhead accounts
	• Unrestricted Plant Fund accounts
	– Funded from non-bond fund accounts for certain construction
	– Academic Renovations/Task Labor
	– Facilities Operations

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	<b>LEDGER 5 – FEDERALLY SPONSORED GRANTS &amp; CONTRACTS</b>
	• Multiple sub-funds: RSTSP, RSNSF, RSNSP, RSFAD
	• Restricted expense accounts
	– Generally research grants
	– CWS (College Work Study) grants
	– Most accounts are administered by Sponsored Programs Services (SPS)
	– Accounts are generally project accounts
	– Expenditure budgets should not exceed anticipated revenue

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<b>LEDGER 6 – STATE, LOCAL GRANTS, CONTRACTS, GIFTS</b>	
• Multiple sub-funds: RFNDA, RNFD0, RSNSF, RSNSP, RSTSP	
• Restricted grant, contract & gift expense accounts	
– State, local, private grants & contracts	
– Restricted gifts	
– Foundation accounts	
– Many accounts administered by Sponsored Programs Services	
– Accounts are generally project accounts	
– Expense budgets should not exceed anticipated revenue	

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<b>LEDGER 7 – PLANT FUNDS</b>	
• Multiple sub-funds: PLBND, PLEQP, PLREV, PLUNR	
• Bond Funded Including:	
– Capital equipment accounts (770xxxx)	
– Construction accounts	
– Administered by Plant Funds Unit with University Planning, Design and Construction (UPDC)	
• Project accounts	

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<b>LEDGER 9</b>	
• Fixed Asset Tracking – Total cost and depreciation	
• Debt Accounts – Bonds, internal loans	
• Student loans	
• Endowments	
• Agency Accounts - Cash we hold on behalf of another entity; tax accounts; liability object code only	
• Bank accounts	
• Clearing accounts	
• Old "FRS GL" accounts	

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ACCOUNT ATTRIBUTES													
Chart Code	Account Number	Account Name	Bank Code	Fund SID	Organization Code	Higher Education Function Code	Reports To Organization Code	Account Type Code	Fund Group Code	Sub-Fund Group Code	Fiscal Officer Name	Account Supervisor Name	Account Manager Name
61	2022222	Accounting	11	1111000	1100	0200	1100	00	00	0000	Shirley Lynn Stone J	Wendy Margaret A	Heather Lindberg J
Reporting		Business Rules			Workflow			Other					
<ul style="list-style-type: none"> <li>Internal or External</li> </ul>		<ul style="list-style-type: none"> <li>Global Object Edit                             <ul style="list-style-type: none"> <li>Sub-fund / object code allowable combinations</li> </ul> </li> <li>Certain transfer rules</li> </ul>			<ul style="list-style-type: none"> <li>Fiscal Officer</li> <li>Organization Review</li> <li>SPS Routing</li> </ul>			<ul style="list-style-type: none"> <li>Guidelines and purpose</li> <li>Location</li> </ul>					

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ACCOUNT ATTRIBUTES				
Attributes	Reporting	Business Rules	Responsibility	Workflow
Chart Code	X	X		
Account Number	X			
Bank Code	X			
Fundsid	X			
Org Code	X	X	X	
Account Type	X		X	
Fund Group	X	X		
Sub-Fund Group	X	X		X
Higher Ed Function Code	X			
Fiscal Officer	X		X	X
Account Supervisor	X		X	X (on Grant accounts)
Account Manager	X		X	

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REQUESTING NEW (NON-GRANT) ACCOUNTS	
<ul style="list-style-type: none"> <li>We recommend copying an existing account with similar attributes</li> <li>Is a new account necessary? Can sub-accounts be used instead?</li> </ul>	
The Guidelines and Purpose tab	Account Expense Guidelines <ul style="list-style-type: none"> <li>What kind of expenses?</li> </ul>
	Account Income Guidelines <ul style="list-style-type: none"> <li>What kind of income?</li> <li>Funded from another account, outside source, etc.?</li> </ul>
	Account Purpose <ul style="list-style-type: none"> <li>What function does it support? (Instruction, research, academic support, student services, etc.)</li> </ul>
	Helps the Chart Manager assign the correct attributes such as the Higher Education Function Code
	Future reference for your department

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### ACCOUNT ATTRIBUTES, CONT.

- The higher education function code defines the type of expense
- Is an attribute of the account
- Is detailed in the financial statements

Higher Education Function Code:

#### NOTE 15. OPERATING EXPENSES BY FUNCTIONAL CLASSIFICATION

The table below details the University's operating expenses by functional classification for the year ended June 30, 2023 (amounts in thousands):

	Salaries and Wages	Fringe Benefits	Supplies and Other Expenses	Utilities	Depreciation and Amortization	Scholarships and Fellowships	Total
Instruction	\$ 308,164	\$ 104,219	\$ 27,290	\$ 13	\$ -	\$ 149	\$ 441,925
Research	66,541	16,039	36,457	2	-	886	121,925
Public service	28,289	10,319	12,097	-	-	296	50,992
Academic support	79,885	31,459	44,154	-	-	118	156,016
Student services	27,082	11,277	9,746	4	-	16	48,125
Institutional support	44,803	16,876	19,353	-	-	1	81,095
Operations and maintenance	33,228	6,172	55,070	19,758	-	-	114,228
Depreciation and amortization	-	-	-	-	139,628	-	139,628
Scholarships and fellowships	46	15	442	-	-	32,286	32,799
Auxiliary enterprises	105,163	58,832	77,585	7,975	-	194	241,549
<b>Total</b>	<b>\$ 695,524</b>	<b>\$ 247,699</b>	<b>\$ 284,148</b>	<b>\$ 27,852</b>	<b>\$ 139,628</b>	<b>\$ 33,945</b>	<b>\$ 1,428,262</b>

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### HIGHER EDUCATION FUNCTION CODE

- There are 9 major categories, and several sub-categories
- Example: Academic Support

#### Academic Support

The academic support classification includes expenses incurred to provide support services for the institution's primary programs of instruction, research, and public service.

Ancillary Support includes expenses for organized activities that provide support services to the three primary programs of instruction, research, and public service, but are not appropriately classified in those functions.

KFS Code	Higher Education Function Name
431B	Libraries
420A	Museums
430A	Audiovisual Services
44DA	IT Support
45DA	Department Administration - Ancillary Support
46DA	Academic Administration
47DA	Course Development
48DA	Personnel Development

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### SUB-ACCOUNTS

- Used to further define activity within an account
- Spans multiple object codes
- Can be applied to budgets, actuals and encumbrances
- Attributes are the same as the main account
- Code is alpha-numeric up to 5 characters

Can be used with			
Core-CT Payroll	Peoplesoft Student	HuskyBuy	Concur

- Set up in KFS first

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### SUB-ACCOUNTS EXAMPLE

- The Asian American Cultural Center would like to track income and expense for various activities
- The sub-account captures income and expenses across all object codes

Account Number	Sub-Account Number	Sub-Account Name
4152-450	25ANN	25th Anniversary expenses
4152-450	AAASI	Expenses for Events with AAASI
4152-450	AACOM	Asian American Off-campus Expenses
4152-450	AAFSA	AsAm Faculty & Staff expenses
4152-450	AHHO	Asian American Heritage Observance
4152-450	ALUM	Alumni-related expenses
4152-450	AMP	Acclimation Mentoring Program
4152-450	ANITE	Asian Nite
4152-450	COOH	Cultural Center Open House
4152-450	CHAI	Chai Time expenses

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### SUB-ACCOUNTS EXAMPLE, CONT.

Available Balances Lookup

Exclude  Include  Exclude  Include  Exclude  Include

Account	Object Code	Account Number	Sub-Account Number	Current Balance	Budget Amount	Actual Amount	Encumbrance Amount	Balance
Revenue	AAAS	AAAS	AAAS	0.00	0.00	0.00	0.00	0.00
Revenue	AAAS	AAAS	AAAS	0.00	0.00	0.00	0.00	0.00
Revenue	AAAS	AAAS	AAAS	0.00	0.00	0.00	0.00	0.00

A balance inquiry can be filtered to show activity for each sub-account:

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### LEARNING OBJECTIVE #4

- Understand KFS object code structure, and the importance of proper object code usage

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### OBJECT CODE STRUCTURE

<b>1xxx</b> Assets	<b>2xxx</b> Liabilities	<b>3xxx</b> Fund Balance / Transfers	<b>4xxx</b> Revenues / Indirect Cost Revenue
<b>5xxx</b> Expenses – Personal Services (Salaries & Fringe)	<b>6000 to 9999</b> <ul style="list-style-type: none"> <li>• General and Other Expenses (Including Capital)</li> <li>• Indirect Cost Expense</li> </ul>		

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### OBJECT CODE STRUCTURE

Object codes are grouped into *Levels*

- Budgets can be created at Levels
- Examples:
  - PERM (Permanent and Continuing Salaries)
  - ANCR (Animal Care)
  - DUES (Dues and Memberships)
  - RENT (Rentals and Leases)
  - SERV (Services)

Object code *Levels* are grouped into *Consolidations*

- KFS Inquiry: *Balances by Consolidation*
- Examples:
  - REVN
  - CMPN
  - BENE
  - GENX

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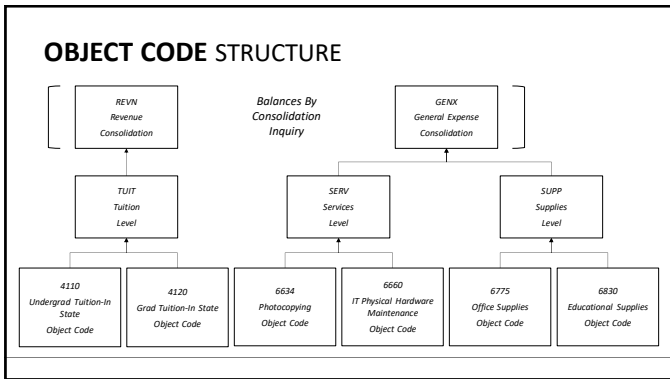
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### SUB-OBJECT CODES

- Used to further define object codes
  - Type of revenue
  - Type of expense
  - Asset or liability
- Can be used within all accounts in an organization
- Different accounts / organizations can have different sub-object codes for the same object code
- Code is alpha-numeric up to 3 characters
- Can be used with
  - HuskyBuy
  - Concur
- Set up in KFS first

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### SUB-OBJECT CODE EXAMPLE

- Athletics needs to track different types of medical services for student athletes
- Object code: 6632 Medical Services

Chart Code	Account Number	Object Code	Sub-Object Code	Sub-Object Code Name
UC	1122280	6632	ANIS	Anesthesia
UC	1122280	6632	BEH1	Behavioral Health
UC	1122280	6632	BIS	Bone Scan
UC	1122280	6632	CAF	Card Scan
UC	1122280	6632	COJ	Consultation
UC	1122280	6632	DEI	Dental Injury
UC	1122280	6632	DEJ	Routine Dental
UC	1122280	6632	DME	Durable Medical Equipment
UC	1122280	6632	DXT	Diagnostic Test
UC	1122280	6632	ERF	Emergency Room Facility
UC	1122280	6632	ERP	Emergency Room Physician
UC	1122280	6632	IFE	Service Fee
UC	1122280	6632	HSE	Student Health Services Fee

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### PROPER USE OF OBJECT CODES

- Accurate financial reporting
- Correct categorization of equipment
  - Capital equipment and software
  - Controllable property
- Will have implications for tax reporting (1099 reporting - vendors)
- On grant accounts: determines allowable costs / affects overhead calculation
- Budget-to-actual variances (at object codes or levels)
- Year-to-year variance analysis: could signal inaccuracies or inconsistencies
- Use the *Object Code Description Guides* for guidance
- Guides can be found on the UConn Knowledgebase:  
<https://kb.uconn.edu/space/FPB/10947395672/Object+Code+Descriptions>

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**Knowledge Check**

Quick Quiz 1

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**Question #1**

Object codes that begin with 4 are \_\_\_\_\_ object codes.

- a. Asset
- b. Liability
- c. Revenue
- d. Expense

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**Question #2**

A(n) \_\_\_\_\_ account carries forward income and expense for the duration of the account's activity.

- a. Project
- b. Fiscal
- c. 2-Ledger
- d. Agency

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**Question #3**

The Higher Education Function Code

is an attribute of a/an \_\_\_\_\_

- a. Fund Group
- b. Sub-Fund Group
- c. Account
- d. Object Code

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**Question #4**

The proper use of object codes is important because they affect \_\_\_\_\_

- a. The grant overhead calculation
- b. The categorization and capitalization of equipment
- c. Financial reporting
- d. 1099 reporting
- e. All of the above

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**LEARNING OBJECTIVE #5**

- Have a basic understanding of the KFS General Ledger Balance Inquiries

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### KFS GENERAL LEDGER BALANCE INQUIRIES

REFERENCE	
Available Balances	Allows for drilldown into eDocs
Balances by Consolidation	Includes entries initiated / saved today
Cash Balances	Inquiries do not allow for Parent Org reporting (not hierarchical)
Current Account Balance	Results may be limited to 3,500 records
General Ledger Balance	Object code names are not visible
General Ledger Entry	
General Ledger Pending Entry	
Open Encumbrances	

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### KFS BALANCE INQUIRIES

Balance Inquiry	What Does it Show?	Notes
<b>Available Balances</b>	Displays available balances by account, by object code	Budget – Actuals – Encumbrances = Variance Use radio buttons to adjust view. Includes fund balance calculation.
<b>Balances By Consolidation</b>	Total income and total expenses on an account, rolled up on a consolidation code	Highest level view of an account's balances. No balance sheet amounts.
<b>Cash Balances Lookup</b>	Object code 1100 (cash)	Beginning Cash + Change in Cash = Available Cash
<b>Current Account Balances</b>	How much is available to spend based on Budget Available Balance or Cash Expenditure Authority	Will never have all columns populated. The "Budget Record Level Code" field on an account determines which columns are populated.

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### KFS BALANCE INQUIRIES, cont.

Balance Inquiry	What Does it Show?	Notes
<b>General Ledger Balance</b>	Displays month-by-month views by object code. Can show accumulated balances.	Drills down into GL Entry Lookup. Can retrieve different balance types by changing the Balance Type Code.
<b>General Ledger Entry</b>	Displays transactional detail in an account	Defaults to the current fiscal period. Use * to get entire fiscal year. Use object code fields to limit results. (>5000, etc.)
<b>General Ledger Pending Entry</b>	Displays transactional detail for pending (not final/posted) entries	Can choose Approved or All (enroute / saved)
<b>Open Encumbrances</b>	Displays open encumbrances on an account	Lists object code, document number (PO number) and vendor.

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## LEARNING OBJECTIVE #6

- Understand the difference between the General Ledger and the Labor Ledger

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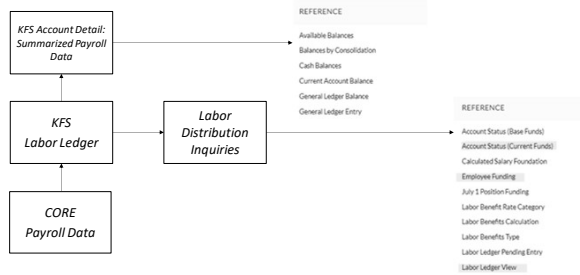
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## LABOR LEDGER vs. GENERAL LEDGER



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## KFS LABOR LEDGER INQUIRIES

Balance Inquiry	What Does it Show?	Notes
Account Status (Current Funds)	Lists all employees charged to a particular account.	This lookup is performed at the account level.
Employee Funding	Lists all accounts and amounts for a particular employee.	This lookup is performed at the six-digit employee number level. No drill-down is available.
Labor Ledger View	Lists all accounts and amounts for a particular employee. Also displays the amount information by month.	Also performed at the six-digit employee number level. The look is similar to the "General Ledger Balance Inquiry" (month by month). Drill down is available.

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### LEARNING OBJECTIVE #7

Know how to choose the proper Financial Processing eDoc for various transactions and understand how each affects account balances.

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### WHICH KFS eDOC SHOULD I USE?

I Want to....	Use this eDoc	Short Name	Notes
Make changes in coding (account, object code, sub-account, etc.) on a previous transaction.	General Ledger Transfer	GLT	The initiator is prompted to find the existing transaction that needs re-coding. Cannot be used to correct budget amounts. Only current year fiscal year transactions can be re-coded from fiscal accounts.
Make an adjustment to the general ledger when the GLT is not appropriate	Distribution of Income and Expense	DI	Use when the transaction amount is calculated, when there is an asset or liability object code, or in a fiscal account for prior year transactions.
Transfer cash between accounts	Transfer of Funds	TF	Transfers are only allowed between similar accounts (rules are sub-fund based)

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### WHICH KFS eDOC SHOULD I USE? (CONT.)

I Want to....	Use this eDoc	Short Name	Notes
Bill for goods or services provided by one university department to another	Internal Billing	IB	Reflects income to the provider and expense to the customer. Routes to the FO on the expense side of the transaction.
Regularly bill for goods or services provided by one university department to another	Service Billing	SB	Does not route for approval. Must have Service Biller role in KFS. Based on a formal agreement between service provider and the department being billed.
Move student salary/fringe expenditures from one account to another	Salary Expense Transfer	ST	ONLY to be used for Student Payroll (object codes 5240, 5245, 5370). Users can only move expenses from accounts they have access to. (Most other salary moves require a Smart HR transaction).

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### LEARNING OBJECTIVE #8

- Know how to correct mistakes in the general ledger when they occur.



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### MAKING CORRECTIONS

#### Method #1: "Recall" Button

- Certain Financial Processing eDocs display the Recall Button at the bottom of the eDoc after submission, but before anyone takes action on the eDoc
- Use this if you notice an error after clicking "submit"

- 2 options:
- Recall to action list (to make corrections)
- Recall and cancel



#### Method #2: Error Correction Button

#### Method #3: General Ledger Transfer eDoc (GLT)

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### MAKING CORRECTIONS, CONT.

#### Method #1: "Recall" Button

#### Method #2: Error Correction Button

- Certain Financial Processing eDocs display the Error Correction Button at the bottom of the eDoc after achieving FINAL status
- Use this if *all* or most of an eDoc is incorrect, and if in the same fiscal year
- Clicking "error correction" will initiate a new eDoc which is an exact reversal of the original eDoc

- The new eDoc will route for approval, and will display a link to the original eDoc on the document header:

Doc Nbr : 10674844 Status : ENCLITE Corrects Document Id : 10641925  
Initiator : cr130001 Created : 11:53 AM 01/29/2021

- The original eDoc will show that it has been corrected:

Doc Nbr : 10641925 Status : FINAL  
Initiator : cr130001 Created : 10:28 PM 11/10/2020 Corrected by Document Id : 10674844

#### Method #3: General Ledger Transfer eDoc (GLT)

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### MAKING CORRECTIONS, CONT.

Method #1: "Recall" Button	
Method #2: Error Correction Button	
Method #3: General Ledger Transfer eDoc (GLT)	Cannot be used to correct:
<ul style="list-style-type: none"> <li>Use this when the "error correction" button is unavailable, or not appropriate:             <ul style="list-style-type: none"> <li>The original eDoc contains several lines, and only 1 or a few are incorrect</li> <li>The original transaction is not a KFS eDoc</li> </ul> </li> <li>Allows you to select lines from the general ledger to correct them</li> <li>Corrects <i>Actual</i> balances only</li> </ul>	<ul style="list-style-type: none"> <li>Transactions with asset or liability object codes (Use the DI)</li> <li>Prior year transactions in Fiscal Accounts (Use the DI)</li> <li>Transactions from certain eDocs:             <ul style="list-style-type: none"> <li>Budget transactions</li> <li>Salary Expense Transfer</li> </ul> </li> <li>To correct these eDocs, use the error correction button, or another eDoc of the same type</li> </ul>

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### LEARNING OBJECTIVE #9

- Understand the responsibilities of a KFS Fiscal Officer
- Have an understanding of how fiscal officer delegations work, and the importance of setting them up

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### FISCAL OFFICER ROLE

- The Fiscal Officer (FO) provides the day-to-day oversight on how the funds of an account are spent and managed
- The FO is the one individual who must approve nearly all documents relating to their accounts.
- Although an FO can delegate responsibility, they should not make someone a primary delegate for all eDoc types on a permanent basis
- Accounts should be updated *before* an FO is expected to leave the university
  - An Account Edit can be done for one or a few accounts
  - The Accounting Office can do an Account Global for multiple accounts



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**FISCAL OFFICER ROLE, CONT.**

Roles & Responsibilities

The FO should have the authority and knowledge to ensure that:

- Funds are budgeted appropriately
- Funds are spent according to fiscal policy and in alignment with the account purpose
- Processes and controls are in place
- Assets are safeguarded
- Transactions are recorded properly
- The account is reconciled monthly
- Expenditures are in conformity with the budget
- Appropriate budget changes have been made to reflect changes in the original budget

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**FISCAL OFFICER DELEGATIONS – WHY DELEGATE?**

DELEGATION

- The Accounting Office recommends that all accounts have at least 1 secondary delegate in case a fiscal officer is unable to approve transactions (vacations, emergencies)
- It is recommended that a fiscal officer delegates "UP" to a supervisor, or to members of a central business office
- A fiscal officer can delegate to other staff members, but the FO is ultimately responsible for the account and the delegate's actions
  - Be sure that the delegate is someone you trust
  - Consider adding a maximum dollar amount threshold
- Delegations are sometimes used to divide workload in high volume areas by eDoc type

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**DELEGATIONS: PRIMARY VS. SECONDARY**

Primary Delegate	Secondary Delegate
<ul style="list-style-type: none"> <li>• Only 1 primary delegate is allowed for each eDoc type</li> <li>• A primary delegate gets eDocs in their main action list</li> <li>• A fiscal officer must filter for items assigned to a primary delegate</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple secondary delegates are allowable</li> <li>• A secondary delegate must filter for eDocs within their action list</li> <li>• A fiscal officer still receives items in their action list, even if there is a secondary delegate</li> </ul>

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**KFDM DELEGATION REPORTS**

**KFDM reports on delegations:**

- Account Delegations Summary – who are the delegates on my accounts?
- Missing Account Delegations – which of my accounts have no delegations?

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**DELEGATIONS: A FEW THINGS MORE...**

- Delegations can be set up with:
  - Account Delegate eDoc (for one account, one delegate, one eDoc type)
  - Account Delegate Global eDoc (for several accounts, multiple delegates, multiple eDoc types)
- An Account Delegate Global eDoc inactivates all existing delegations
- If a delegate initiates an eDoc that would typically route to the fiscal officer, that step will be eliminated. The delegate acts as FO.

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**DELEGATIONS: A FEW THINGS MORE... CONT.**

- If the FO on an account is changed, delegates do not get updated/eliminated
- Delegations only apply to future transactions
- New accounts will not have delegations automatically assigned
- Using an Account Delegate Model can make complicated delegations easier to set up
- Delegations set up in KFS will transfer into HuskyBuy

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### LEARNING OBJECTIVE #10

- Understand when you might have a capital project that requires a special process

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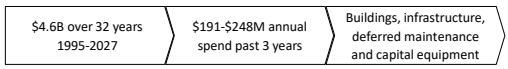
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### UCONN 2000 CAPITAL IMPROVEMENT PROGRAM



- Hartford Downtown Relocation - \$140M
- South Campus Residence Hall - \$ 215M
- Athletics District Development - \$96.6M
- STEM Research Center-Science 1 - \$220M
- Gant Building STEM Renovations - \$170M
- Supplemental Utility Plant - \$67M
- Hockey Arena - \$70M
- UCH – Cadaver Lab Renovation - \$1.8M
- UCH – Clinic Building - \$97M
- UCH – Main Building Renovation - \$119.5M

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### WHAT IS A CAPITAL PROJECT?

Projects increase the capacity, life or operating efficiency of the asset.

- New buildings
- Building additions
- Infrastructure/utility repairs and upgrades
- Building system upgrades or improvements
- Major equipment purchases
- Major renovations and/or major repairs or replacements
- Cost is \$100,000 or more




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### Examples of capital projects you may encounter:

- Renovation of office space in a building
- Teaching or research lab renovations
- New dining services such as a café
- Building electrical upgrades
- Fire alarm and life safety upgrades and improvements
- Athletic facility improvements/upgrades or new facilities
- Greenhouse improvements




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### WHAT IS NOT A CAPITAL PROJECT?

- Day-to-day maintenance and ordinary repairs/preventative maintenance
- Replacement of parts, systems or components ("replace in kind")
- Other activities needed merely to preserve the asset
- Equipment purchases not requiring installation services or the renovation of space for the installation
- Projects that do not meet the capitalization threshold of \$100,000 including design, construction, moving and FF&E costs




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### Examples of maintenance (non-capital) projects you may encounter:

- Replace in-kind flooring and carpet replacements
- Paving and milling of streets and parking lots
- Roof maintenance
- General landscaping
- Stair and sidewalk repairs
- Painting or refurbishing offices




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**STARTING A CAPITAL PROJECT: INITIAL REQUEST**

To initiate a project, go to [www.updc.uconn.edu](http://www.updc.uconn.edu) and navigate to the Project Intake webform under "Faculty and Staff", then "Start a Project"



*Please ensure that the Dean, Associate Dean or Director approves of the request before submitting to UPDC*

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**UConn Knowledge Base – Kual Financials**

- Go to: [kb.uconn.edu](http://kb.uconn.edu)
- Finance, Payroll & Budget
- Kual Financials
- Updated regularly
- Powerful search engine
- Many other topics
- Demo

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**Knowledge Check**

Quick Quiz 2

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**Question #5**

If you notice that a financial processing eDoc is incorrect right after submitting it, and nobody has taken action on it, you can use the \_\_\_\_\_ button to put it back in your action list or cancel it.

- a. Submit
- b. FYI
- c. Recall
- d. Acknowledge

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**Question #6**

The Salary Expense Transfer (ST) eDoc can only be used to move \_\_\_\_\_ payroll.

- a. Student
- b. Faculty
- c. Special
- d. Classified

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**Question #7**

To set up a delegation on several accounts, use the \_\_\_\_\_ eDoc.

- a. Account Global
- b. Account Delegate
- c. Account Delegate Model
- d. Account Delegate Global

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**Question #8**

The \_\_\_\_\_ is ultimately responsible for the actions of an account delegate.

- a. Account Supervisor
- b. Fiscal Officer
- c. Accounting Office

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**Question #9**

What is the minimum threshold for an initiative to be considered a capital project?

- a. \$1,000,000
- b. \$500,000
- c. \$100,000

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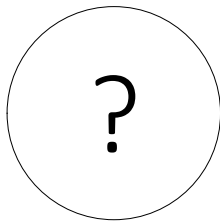
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**QUESTIONS**



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