Kuali@USC

KEW Chart of Accounts – Request new accounts and changes to accounts

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Kuali@USC — Who can access KEW?

- Accountant, SBO, or VP.
- SBO's are set up in the department table for KEW-COA using the department code. Only one SBO per department code.
- VP's are optional and are also part of the department code table.
- KEW User access request should be used to request the accountant role.
- SBO and VP should be updated whenever there is a change in the department – contact the Kuali Access Manager/team.

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- Workflow Maintenance tab>COA Maintenance Documents>Department - contains the assigned SBO and VP.

- Alpha codes are used to identify departments and they relate to the rollup program codes (org codes) used in KFS.

COA Maintenance Documents

- Account Status Code
- Delegation
- Fund Group
- Program Code
- Purpose Code
- Department

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- Accountant
  - These are the people who enter the COA documents.
  - Documents go to SBO for approval according to role qualifier, which is the department code.

- SBO – Senior Business Officer
  - Approves all COA documents.
  - Can enter and approve them.

- VP – Vice President, Dean, etc
  - Can receive ad-hoc routing of documents if they are set up in KEW with this role.

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- Not available for COA except to route the request edoc to the VP, if there is one identified.

- The Comptroller's Office will produce a different maintenance edoc to process your request and route that edoc to the request initiator and the SBO to inform them that the account has been updated in Kuali.

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Kuali@USC — Starting a Document

- Only the Accountant or the SBO can initiate a COA edoc.

- Go to the Workflow Main Menu and find the category Chart of Accounts

- Choose either new account or change to start the edoc.

Chart of Accounts

- Create New Account
- Change an Account

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Account Change

Chart of Accounts: Change Request ?

Document Overview ▾ hide

Document Overview
* **Description:** [_____]

view/edit document overview information **Number:** [_____]

Applicant Information ▾ hide

Account Identification
* **Account Number** [___] - [___] - [___]
* **Fund Group Code** [Select ▾]

Requested Changes (No Comptroller Review Required)
Department Contact Principal Name	[_____] 🔍
Fiscal Officer Principal Name	[_____] 🔍
Account Supervisor Principal Name	[_____] 🔍
Account Manager Principal Name	[_____] 🔍
Organization Code	[_____] 🔍
Home Department Code	[_____] 🔍

Requested Changes (Comptroller Review Required)
Account Name (200 chars. max.)	[_____]
Statement Name (40 chars. max.)	[_____]
Expiration Date (MM/DD/YYYY)	[_____] 📅
Account Status Code	[Select ▾]

Additional Fields
Restrictions	[_____]
School/Department Comments	[_____]

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- Description
  - This string of words becomes a searchable field when using doc search and will populate the field "Title" in the doc search.
  - You may want to include the account number or any other identifier which will help you in future searches and help you identify each of your unique requests.

- Explanation Box
  - Use the Explanation box for further information that is not available in the doc search, but is important.

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- Principal name is the shibboleth login or the USCNetID – enter the principal name or use the search icon and return value for the person you wish to enter in that field
- Contact
  - Optional, currently not used in Kuali, but may be available in Cognos ad hoc for special reporting
- Fiscal Officer
  - SBO only, this field is also used by other KFS processes
- Account Supervisor
  - Typically used for 5-accounts where the principal investigator is needed for the CORES system.
  - If you use the CORES system, enter the person responsible.
  - If you don't use the CORES system, leave this field blank.
- Account Manager
  - Financial person responsible for the account.
  - Currently not used in Kuali, but may be available in Cognos ad hoc for special reporting

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- Organization Document Number – not used
- Account Name
  - 100 characters
  - Only characters allowed are alpha numeric, numbers, periods, commas, and dashes.
- Statement Name
  - 40 characters
  - Only characters allowed are alpha numeric, numbers, periods, commas, and dashes.
- Restrictions – required
  - Please be sure to describe the type of activity that will be flowing through this account.
  - If the new account is a Gift or Endowment account the restriction must be included.
- School/Department Comments
  - a field that is open for any comment that you feel appropriate.
  - This field should be available in COGNOS Ad HOC for specialized reporting.

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- Use the Notes and Attachments tab to include any documentation required or related to the request.

- Use the same document format as you do for other edocs, the most common being PDF.

- Attachments can be viewed by anyone who is in the route log for the edoc, and by anyone in the Office of the Comptroller involved in updating the chart of accounts.

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- **Cancel** the document if you want to start over or started a new one by mistake.
- **Save** the document if you want to complete it later.
- **Close** a document that you were just viewing but do not want to make any changes or take any action.
- **Submit** the document when you are finished. SBO's will **approve** the edocs submitted by the accountants.

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- Only SBO's can approve or disapprove a KEW COA document.

- A document can be changed by the SBO prior to approving the document.

- Once disapproved, the same document cannot be changed, but it can be copied to a new document and submitted.

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- The request for a new account or change to an existing account is routed for approval to the SBO, if initiated by the accountant.

- Once approved by the department SBO, the edoc is routed to the appropriate person(s) in the Office of the Comptroller.

- The appropriate person in the Office of the Comptroller will create the Kuali account maintenance edoc.

- The request initiator and the SBO will receive the maintenance edoc ad hoc routed to them once the account has been created or the change has been updated.

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