Sub-Account Create Exercises

The Sub-Account Maintenance document is used to define an optional part of the accounting string that allows tracking of financial activity within a particular account at a finer level of detail. Instead of associating budget, actual income and expenses, and encumbrances with an account, you can specify a sub-account within that account to apply these entries. Sub-accounts are often used to help track expenses when several different activities may be funded by the same account.

I. KFS Sub-Account Search Exercises
   From the Main Menu, Lookup and Maintenance Group

   **Lookup and Maintenance**

   **Chart of Accounts**

   - Account
   - Account Global
   - Account Delegate
   - Account Delegate Global
   - Account Delegate Model
   - Account Delegate Global From Model
   - Object Code
   - Object Code Global
   - Organization
   - Organization Review
   - Project Code
   - **Sub-Account**
   - Sub-Object Code
   - Sub-Object Code Global

   **Click on Sub-Account**

   **Click on [create new]** (upper right corner)

   a. **Document Overview tab** input a description for your sub-account create.

   b. **Edit Sub-Account Code tab**

      Chart Code
      Input CO (or find your chart from the search icon 🕵️‍♀️)
Account number
Enter the account number on which you wish to create the sub-account or search for it from the Account lookup. If you wish to use the same sub-account code on several accounts, you need to process an additional document for each additional account on which you wish to use that sub-account.

Sub-Account Number
Enter the code to define the sub-account. This is the code to be entered in the sub-account field of the Accounting Lines tab of financial documents. This field is 1 to 5 characters, and may be alpha or numeric.

Sub-Account Name
Enter the descriptive name. This name appears on the Accounting Lines tab in financial documents as well as in searches and reports. This field is up to 40 alpha/numeric characters.

Active Indicator
Select the check box if the sub-account is active. Clear the check box if it is inactive.

c. Edit Financial Reporting Code tab
d. Edit CG Cost Sharing tab
e. Edit CG ICR tab
These tabs should be ignored. These are features we are not initially using at CSU.

f. Notes and Attachments tab optional, input a note or attachment
g. Ad Hoc Recipients tab
If you wish, you may route your document to someone not in the normal approval routing.

Click on the submit button to route your document.

h. Route Log
Your document will route to the fiscal officer that you input on the account responsibility tab for approval.