

# Account Global

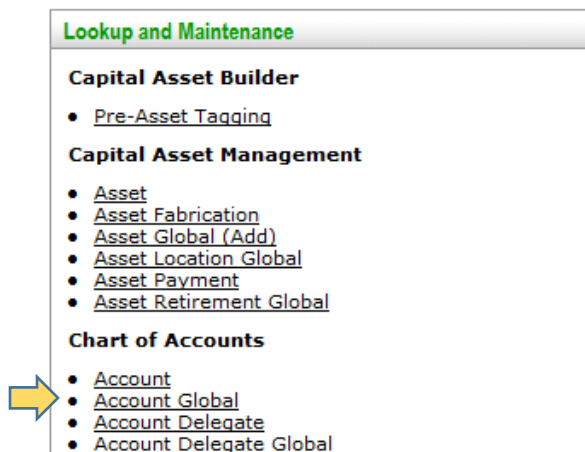
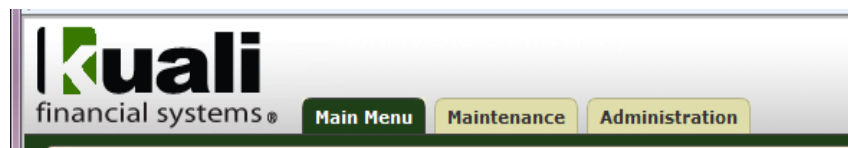
Account Global is used to assign identical attributes to multiple accounts at one time. The Account Global is most often used for updating account responsibility roles (ie. fiscal officers, account managers, or account supervisors), organization codes, or account expiration dates for multiple accounts.

The Account Global cannot be used to close accounts. To close an account, use the “Account” option under Chart of Accounts. Each account needs to be closed individually. To update Sponsored accounts (53xxxxx) you cannot use the Account Global document, you will need to go through Sponsored Programs to have the information updated.

Below we will go through the three most common uses of the Account Global document which are changing account responsibility roles (i.e. fiscal officer, account manager, or account supervisor), changing of an organization code, and creating an account expiration date for multiple accounts.

## Changing the Account Responsibility on Multiple Accounts:

Account Global may be used when a fiscal officer, account manager, or account supervisor changes on multiple accounts. The Account Global document is located on the Main Menu screen of Kualu under Chart of Accounts as shown below.



### Document Overview:

Always provide a short description and a detailed explanation of why the change is taking place. The description will state what you are doing and the explanation states why you are doing it.

Account Global <span>?</span>		Doc Nbr
		Initiator
Document Overview <span>hide</span>		
Document Overview		
* Description:	To Update Fiscal Officer on Accounts	Explanation: Summer Learning has taken over fiscal officer duties on David Leather's accounts listed below.
Organization Document Number:		

### Global Account Maintenance:

Only fill in the information that needs to be updated for the accounts selected. Any information added in this section will update for all accounts you select in the "edit list of accounts" section.

Global Account Maintenance <span>hide</span>	
New	
Fiscal Officer Principal Name:	sllearning <span>🔍</span> Learning, Summer E
Account Supervisor Principal Name:	<input type="text"/> <span>🔍</span>
Account Manager Principal Name:	<input type="text"/> <span>🔍</span>
Organization Code:	<input type="text"/> <span>🔍</span>
Sub-Fund Group Code:	<input type="text"/> <span>🔍</span>
Account Expiration Date:	<input type="text"/> <span>📅</span>
Account Postal Code:	<input type="text"/> <span>🔍</span>

### Edit List of Accounts:

Add all the accounts that have identical account attributes that need to be changed. To add multiple accounts at one time use "Look Up/Add Multiple Account Lines".

Edit List of Accounts <span>hide</span>	
New Account <span>Look Up/Add Multiple Account Lines</span>	
* Chart Code:	<input type="text"/> <span>🔍</span>
* Account Number:	<input type="text"/> <span>🔍</span>
Account Title:	<input type="text"/>
<input type="button" value="add"/>	

By using the “Look Up/Add Multiple Account Lines” option the screen below is displayed. Enter your lookup criteria by using the fields available and search. Below we are looking at all accounts this person is the fiscal officer on.

**Account Lookup**

Chart Code:	CO
Account Number:	<input type="text"/>
Account Title:	<input type="text"/>
Organization Code:	<input type="text"/>
Account Type Code:	<input type="text"/>
Sub-Fund Group Code:	<input type="text"/>
Higher Education Function Code:	<input type="text"/>
Fiscal Officer Principal Name:	daleathe
Account Supervisor Principal Name:	<input type="text"/>
Account Manager Principal Name:	<input type="text"/>
Closed?:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Both

The results below came up from the search. Select accounts by either individually checking the account number or choosing “select all” and hit “return selected”.

Viewing rows 1 to 3

Select?	Chart Code	Account Number	Account Title	Organization Code	Account Type Code	Sub-Fund Group Code	Higher Education Function Code	Fiscal Officer Name	Account Manager Name	Account Supervisor Name	Account Create Date
<input type="checkbox"/>	CO	2100100	Current Fund-Working Capital	6995	NA	RECHAR	ISD5	Leathers, David	Leathers, David	Mercurio, Erin Pillsbury	07/01/2009
<input type="checkbox"/>	CO	2100800	CEMML Research Leave	0111	NA	RECHAR	RSAZ	Leathers, David	Leathers, David	Ryan, David Patrick	03/02/2012
<input type="checkbox"/>	CO	2100900	CNHP Research Leave	0111	NA	RECHAR	RSAZ	Leathers, David	Leathers, David	Ryan, David Patrick	03/02/2012

Accounts are now populated in the account global document. You can still add any needed accounts by following the steps above. To delete an account that you selected click the “delete” button below the account.

**Edit List of Accounts**

**New Account**

\* Chart Code:

\* Account Number:

Account Title:

**Account ( CO - Colorado State University - 2100100 - Current Fund-Working Capital )**

Chart Code: CO - Colorado State University

Account Number: 2100100

Account Title: Current Fund-Working Capital

**Account ( CO - Colorado State University - 2100800 - CEMML Research Leave )**

Chart Code: CO - Colorado State University

Account Number: 2100800

Account Title: CEMML Research Leave

**Account ( CO - Colorado State University - 2100900 - CNHP Research Leave )**

Chart Code: CO - Colorado State University

Account Number: 2100900

Account Title: CNHP Research Leave

Attach any needed support in the “Notes and Attachments” section. You can also “ad hoc” any recipients that are not listed through the normal routing process. Click “submit” and fiscal officer changes will occur when the routing process completes and the document is finalized.

Ad Hoc Recipients			
<b>Person Requests:</b>			
* Action Requested	* Person	Actions	
APPROVE	<input type="text"/>	<input type="button" value="add"/>	
<b>Ad Hoc Group Requests:</b>			
* Action Requested	Namespace Code	Name	Actions
APPROVE	<input type="text"/>	<input type="text"/>	<input type="button" value="add"/>
Route Log <input type="button" value="show"/>			

### Changing an Organization Code for Multiple Accounts:

Account Global may be used when an organization code needs changed for multiple accounts.



**Lookup and Maintenance**

**Capital Asset Builder**

- [Pre-Asset Tagging](#)

**Capital Asset Management**

- [Asset](#)
- [Asset Fabrication](#)
- [Asset Global \(Add\)](#)
- [Asset Location Global](#)
- [Asset Payment](#)
- [Asset Retirement Global](#)

**Chart of Accounts**

- [Account](#)
- [Account Global](#)
- [Account Delegate](#)
- [Account Delegate Global](#)

### Document Overview:

Always provide a short description and a detailed explanation of why the change is taking place.

Account Global <input type="button" value="help"/>	Doc Nbr
	Initiator

Document Overview <input type="button" value="hide"/>	
* <b>Description:</b>	Organization Code Changes Multiple Accts
<b>Organization Document Number:</b>	<input type="text"/>
<b>Explanation:</b>	Organization code 6003 will no longer be in use. All 6003 organization codes will now change to 6024.

### Global Account Maintenance:

Only fill in the information that needs to be updated for the accounts selected.

Global Account Maintenance	
<input type="button" value="hide"/>	
<b>New</b>	
Fiscal Officer Principal Name:	<input type="text"/>
Account Supervisor Principal Name:	<input type="text"/>
Account Manager Principal Name:	<input type="text"/>
Organization Code:	6024
Sub-Fund Group Code:	<input type="text"/>
Account Expiration Date:	<input type="text"/>
Account Postal Code:	<input type="text"/>
Account City Name:	<input type="text"/>
Account State Code:	<input type="text"/>

### Edit List of Accounts:

Add all the accounts that have identical account attributes that need to be changed. To add multiple accounts at one time use "Look Up/Add Multiple Account Lines".

Edit List of Accounts	
<input type="button" value="hide"/>	
<b>New Account</b>	
* Chart Code:	<input type="text"/>
* Account Number:	<input type="text"/>
Account Title:	<input type="text"/>
<input type="button" value="add"/>	
<input type="button" value="Look Up/Add Multiple Account Lines"/>	

By using the "Look Up/Add Multiple Account Lines" option the screen below is displayed. Enter your lookup criteria by using the fields available and search.

Account Lookup	
Chart Code:	CO
Account Number:	<input type="text"/>
Account Title:	<input type="text"/>
Organization Code:	6003
Account Type Code:	<input type="text"/>
Sub-Fund Group Code:	<input type="text"/>
Higher Education Function Code:	<input type="text"/>
Fiscal Officer Principal Name:	<input type="text"/>
Account Supervisor Principal Name:	<input type="text"/>
Account Manager Principal Name:	<input type="text"/>
Closed?:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

The results below came up from the search. Select accounts by either individually checking the account number or choosing "select all" and hit "return selected".

Viewing rows 1 to 29

Select?	Chart Code	Account Number	Account Title	Organization Code	Account Type Code	Sub-Fund Group Code	Higher Education Function Code	Fiscal Officer Name	Account Manager Name	Account Supervisor Name	Account Create Date
<input type="checkbox"/>	CO	1301500	Stale Dated Checks	6003	EG	EG	ISC3	Tschirhart, Sally D	Michaud, Dorothy Gail	Ryan, David Patrick	07/01/2009
<input type="checkbox"/>	CO	1352850	Annual Audit	6003	NA	EG	ISBW	Michaud, Dorothy Gail	Michaud, Dorothy Gail	Ryan, David Patrick	07/01/2009
<input type="checkbox"/>	CO	1356510	Credit Card Expense	6003	NA	EG	ISC3	Michaud, Dorothy Gail	Michaud, Dorothy Gail	Ryan, David Patrick	07/01/2009
<input type="checkbox"/>	CO	1356520	Bank Expenses	6003	NA	EG	ISC3	Michaud, Dorothy Gail	Michaud, Dorothy Gail	Ryan, David Patrick	07/01/2009
<input type="checkbox"/>	CO	1356530	KFS Operations	6003	NA	EG	ISBW	Michaud, Dorothy Gail	Tschirhart, Sally D	Ryan, David Patrick	05/22/2012
<input type="checkbox"/>	CO	1356540	Accounts Payable	6003	NA	EG	ISBW	Loosley, James R	Loosley, James R	Ryan, David Patrick	07/01/2009
<input type="checkbox"/>	CO	1356560	Financial Reporting And Analysis	6003	NA	EG	ISBW	Michaud, Dorothy Gail	Tschirhart, Sally D	Ryan, David Patrick	07/01/2009
<input type="checkbox"/>	CO	1356580	Property Management	6003	NA	EG	QPBT	Michaud, Dorothy Gail	Zimmerer, Suzanne Debra	Ryan, David Patrick	07/01/2009
<input type="checkbox"/>	CO	1356620	Business & Financial Services	6003	NA	EG	ISBW	Ryan, David Patrick	Monahan, Valerie J	Michaud, Dorothy Gail	07/01/2009
<input type="checkbox"/>	CO	1357420	Banking Services	6003	NA	EG	ISBW	Michaud, Dorothy Gail	Michaud, Dorothy Gail	Ryan, David Patrick	07/01/2009
<input type="checkbox"/>	CO	2006003	Continuation Account - Business & Financial Services	6003	DS	SUSPEN	ISD4	Michaud, Dorothy Gail	Michaud, Dorothy Gail	Ryan, David Patrick	06/22/2009
<input type="checkbox"/>	CO	2412140	Awards/Councils	6003	NA	POOLED	ISD4	Tschirhart, Sally D	Michaud, Dorothy Gail	Ryan, David Patrick	07/01/2009
<input type="checkbox"/>	CO	2440000	Year End Hourly Accrual-Supplian	6003	NA	POOLED	AF&F	Michaud, Dorothy	Michaud, Dorothy Gail	Ryan, David Patrick	07/01/2009

Accounts are now populated. You can still add any needed accounts by following the steps above. To delete an account that you selected click the "delete" button below the account.

Edit List of Accounts ▼ hide

---

**New Account** Look Up/Add Multiple Account Lines

\* Chart Code:

\* Account Number:

Account Title:

---

▼ hide Account ( CO - Colorado State University - 7721561 - Durrell Center Revitalization 2012A Bond Cash Acct )

Chart Code: CO - Colorado State University

Account Number: 7721561

Account Title: Durrell Center Revitalization 2012A Bond Cash Acct

---

▼ hide Account ( CO - Colorado State University - 1356530 - KFS Operations )

Chart Code: CO - Colorado State University

Account Number: 1356530

Account Title: KFS Operations

---

▼ hide Account ( CO - Colorado State University - 1301500 - Stale Dated Checks )

Chart Code: CO - Colorado State University

Account Number: 1301500

Account Title: Stale Dated Checks

---

▼ hide Account ( CO - Colorado State University - 1352850 - Annual Audit )

Chart Code: CO - Colorado State University

Account Number: 1352850

Account Title: Annual Audit

---

▼ hide Account ( CO - Colorado State University - 1356510 - Credit Card Expense )

Chart Code: CO - Colorado State University

Account Number: 1356510

Account Title: Credit Card Expense

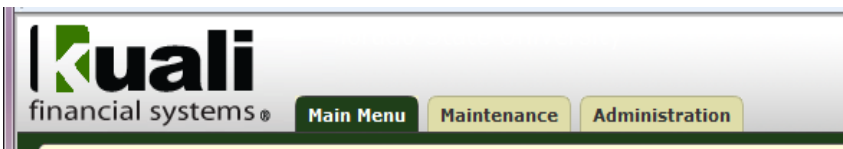
Attach any needed support in the “Notes and Attachments” section. You can also “ad hoc” any recipients that are not listed through the normal routing process. Click “submit” and organization code changes will occur when the routing process completes and the document is finalized.

Ad Hoc Recipients			
Person Requests:			
* Action Requested	* Person	Actions	
APPROVE	<input type="text"/>	<input type="button" value="add"/>	
Ad Hoc Group Requests:			
* Action Requested	Namespace Code	Name	Actions
APPROVE	<input type="text"/>	<input type="text"/>	<input type="button" value="add"/>

Route Log

### Creating an Account Expiration Date for Multiple Accounts:

Account Global may be used when an account expiration date needs to be put in for multiple accounts.



**Lookup and Maintenance**

**Capital Asset Builder**

- [Pre-Asset Tagging](#)

**Capital Asset Management**

- [Asset](#)
- [Asset Fabrication](#)
- [Asset Global \(Add\)](#)
- [Asset Location Global](#)
- [Asset Payment](#)
- [Asset Retirement Global](#)

**Chart of Accounts**

- [Account](#)
- [Account Global](#)
- [Account Delegate](#)
- [Account Delegate Global](#)

A yellow arrow points to the "Account Global" link in the Chart of Accounts section.

### Document Overview:

Always provide a short description and a detailed explanation of why the change is taking place.

Document Overview		
<input type="button" value="hide"/>		
<b>Document Overview</b>		
* Description:	<input type="text" value="To Update Account Expiration Date"/>	Explanation: <input type="text" value="To update the expiration date on accounts 2100100, 2100800, and 2100900."/>
Organization Document Number:	<input type="text"/>	

## Global Account Maintenance:

Only fill in the information that needs to be updated for the accounts selected.

Global Account Maintenance		hide
<b>New</b>		
Fiscal Officer Principal Name:	<input type="text"/>	
Account Supervisor Principal Name:	<input type="text"/>	
Account Manager Principal Name:	<input type="text"/>	
Organization Code:	<input type="text"/>	
Sub-Fund Group Code:	<input type="text"/>	
Account Expiration Date:	9/1/2013	
Account Postal Code:	<input type="text"/>	
Account City Name:	<input type="text"/>	
Account State Code:	<input type="text"/>	
Account Street Address:	<input type="text"/>	

## Edit List of Accounts:

Add all the accounts that have identical account attributes that need to be changed. To add multiple account lines quickly use “Look Up/Add Multiple Account Lines”.

Edit List of Accounts		hide
<b>New Account</b>		<a href="#">Look Up/Add Multiple Account Lines</a>
* Chart Code:	<input type="text"/>	
* Account Number:	<input type="text"/>	
Account Title:	<input type="text"/>	
		<input type="button" value="add"/>

In this example we have added the accounts individually to the document by typing them into the “account number” box below and clicking “add”.

New Account		Look Up/Add Multiple Account Lines
* Chart Code:	CO - Colorado State University	
* Account Number:	<input type="text"/>	
Account Title:	<input type="text"/>	
		<input type="button" value="add"/>
<b>Account ( CO - Colorado State University - 2100100 - Current Fund-Working Capital )</b>		
Chart Code:	CO - Colorado State University	
Account Number:	2100100	
Account Title:	Current Fund-Working Capital	
		<input type="button" value="delete"/>
<b>Account ( CO - Colorado State University - 2100800 - CEMML Research Leave )</b>		
Chart Code:	CO - Colorado State University	
Account Number:	2100800	
Account Title:	CEMML Research Leave	
		<input type="button" value="delete"/>
<b>Account ( CO - Colorado State University - 2100900 - CNHP Research Leave )</b>		
Chart Code:	CO - Colorado State University	
Account Number:	2100900	
Account Title:	CNHP Research Leave	
		<input type="button" value="delete"/>



Attach any needed support in the “Notes and Attachments” section. You can also “ad hoc” any recipients that are not listed through the normal routing process. Click “submit” and expiration dates will show when the routing process completes and the document is finalized.

Ad Hoc Recipients			
<b>Person Requests:</b>			
* Action Requested	* Person	Actions	
APPROVE ▾	<input type="text"/>	<input type="button" value="add"/>	
<b>Ad Hoc Group Requests:</b>			
* Action Requested	Namespace Code	Name	Actions
APPROVE ▾	<input type="text"/>	<input type="text"/>	<input type="button" value="add"/>
Route Log <input type="button" value="SHOW"/>			
<input type="button" value="submit"/> <input type="button" value="save"/> <input type="button" value="close"/> <input type="button" value="cancel"/>			

If you have any questions regarding this process please contact your Campus Services Representative. The list can be found at <http://busfin.colostate.edu/cs.aspx>.