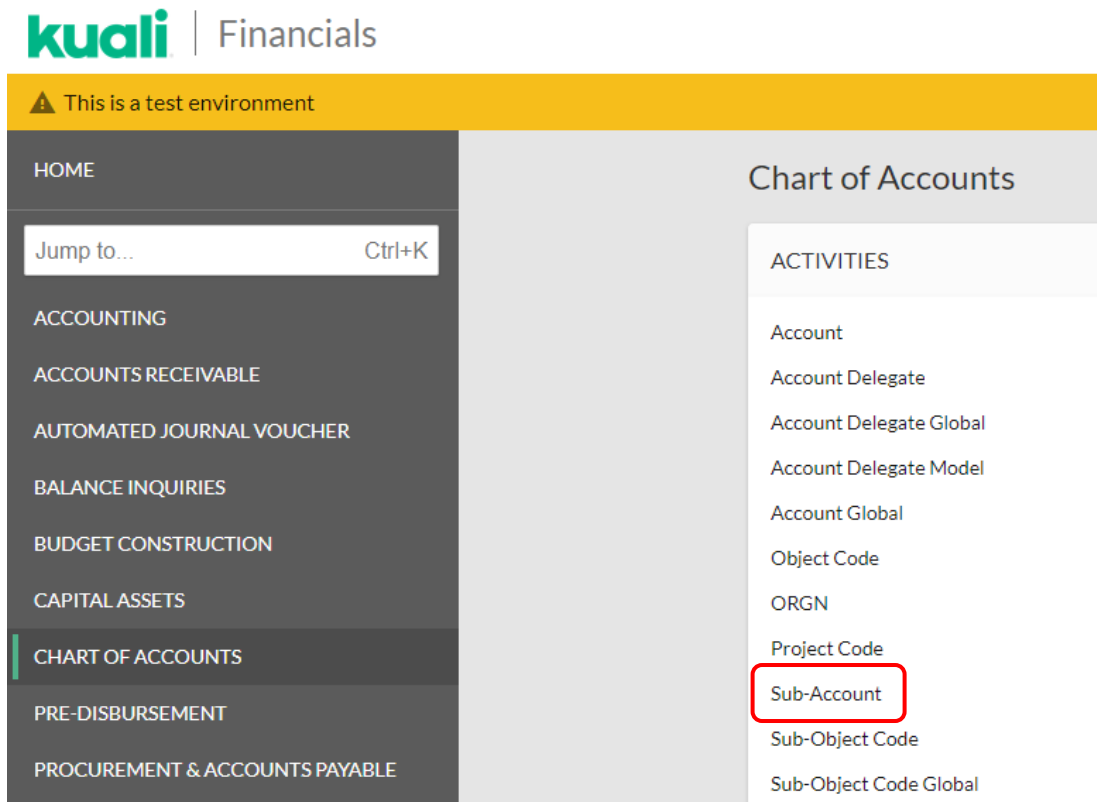


How to Create a Sub-Account

On Kualu home page in the Activities section of Chart of Accounts, select “Sub-Account” to open the Sub-Account Lookup screen.



A Sub-Account can be created either by clicking “Create New” or by Copying an existing Sub-Account and changing the information. If you are going to “Copy” a Sub-Account, enter an Account Number or use the wildcard “*” to find a similar Account.

The screenshot shows the "Sub-Account Lookup" form. At the top right, there is a "Create New" button highlighted with a red box. The form contains the following fields and controls:

- Chart Code:
- Account Number:
- Sub-Account Number:
- Sub-Account Name:
- Active Indicator: Yes No Both
- Buttons: Search, Clear, Cancel

The Sub-Account Document screen will open and you can then complete all required and necessary information. The required fields are those marked with an “*”.

The Active Indicator field will default with a checkmark.

Sub-Account Create - New

DOCUMENT OVERVIEW

OVERVIEW

*Description:
Organization Document Number:

Explanation:

EDIT SUB-ACCOUNT CODE

NEW

* Chart Code:

* Account Number:

* Sub-Account Number:

* Sub-Account Name:

Active Indicator:

* Sub-Account Type Code: EX

EDIT FINANCIAL REPORTING CODE

NEW

Financial Reporting Chart Code:

Financial Reporting Org Code:

Financial Reporting Code:

EDIT CG COST SHARING

NEW

Cost Sharing Chart of Accounts Code:

Cost Sharing Account Number:

Cost Sharing Sub-Account Number:

EDIT CG ICR

NEW

Indirect Cost Rate Id:

ICR Type Code:

Off Campus Indicator: No

INDIRECT COST RECOVERY ACCOUNTS

NOTES AND ATTACHMENTS (0)

AD HOC RECIPIENTS

Submit Save Close Cancel

NOTE: Sub-accounts can be 1-5 alpha/numeric characters in length and are chosen by the department.

Finish the document by adding notes and attaching supporting documentation.

Click Submit to route for approval.

Sub-Account – Edit

To edit or de-activate a Sub-Account, complete a Sub-Account Lookup and then click “Edit” in the Search Results:

Sub-Account Lookup

Chart Code: Account Number:

Sub-Account Number: Sub-Account Name:

Active Indicator:
 Yes No Both

Search Results

Action	Chart Code	Account Number	Sub-Account Number	Sub-Account Name	Active Indicator	Sub-Account Type Code
edit 5029	CO	2139500	DCFC	District Cooling Foothills Campus	Yes	EX

Once you are in the edit Sub-Account screen you can:

- Update the Sub-Account name, or
- De-activate the Sub-Account (uncheck the "Active Indicator" box)

Sub-Account Initiator: krisk@colostate.edu Created: 08:3

DOCUMENT OVERVIEW

OVERVIEW

* Description: Explanation:

Organization Document Number:

EDIT SUB-ACCOUNT CODE

	PREVIOUS	PROPOSED
Chart Code:	CO	CO
Account Number:	2139500	2139500
Sub-Account Number:	DCFC	DCFC
Sub-Account Name:	District Cooling Foothills Campus	<input checked="" type="checkbox"/> District Cooling Foothills Campus
Active Indicator:	Yes	<input checked="" type="checkbox"/>
Sub-Account Type Code:	EX	EX

EDIT FINANCIAL REPORTING CODE

For questions, please contact your campus services representative at http://busfin.colostate.edu/Depts/Campus_Svcs.aspx