

New Account Notices

When SPA processes a KFS Account edoc, an Acknowledge item will be sent to the KFS Fiscal Officer and Account Supervisor’s action list. No action is required on behalf of the Fiscal Officer or Account Supervisor, the Acknowledge is just an FYI.

SPA will continue to send out an email notice to the PI, the Lead Org Department, and the Lead Org Unit with the same account summary information. Those emails are typically sent out the day after the account is established.

For more information regarding the Kualu Action List, please see the [Action List in KFS Job Aid](#).

New Account eDocs

When SPA sets up a new account, we copy an existing account number within the Lead Org Department to reduce the amount of information that needs to be entered. Therefore, when you open the KFS edoc, you will see an “Original” and a “New Copy”. The “Original” is the account SPA copied and should be disregarded. The “New Copy” is your new account information.

Original	New Copy
Chart Code: IS	Chart Code: IS
Account Number: 4702809	Account Number: 4702811
Account Name: FOSU13001-HDFS-HONG	Account Name: FOSU14001-HDFS-HONG
Organization Code: 10388	Organization Code: 10388
Campus Code: IS - ISU MAIN CAMPUS	Campus Code: IS - ISU MAIN CAMPUS
Account Effective Date: 07/01/2012	Account Effective Date: 06/26/2013
Account Expiration Date:	Account Expiration Date:

Copied Account

New Account

For more information on KFS Accounts, please see the Understanding Accounts and Sub-Accounts Job Aid.

KFS Account Effective Date – It’s Not the Project Start Date

Due to system constraints between KFS and the data warehouse, KFS accounts cannot be set up with future effective dates. Therefore, SPA accountants will enter the date they set up the account as the effective date. The official project start date will be listed on the New Account email notice and in eData reports.

Budget Adjustment (BA) eDocs

When SPA processes a budget, we enter a Budget Adjustment edoc which then sends an Acknowledge item to the KFS Fiscal Officer and Account Supervisor’s action list. No action is required on behalf of the Fiscal Officer or Account Supervisor, the Acknowledge is just an FYI. If you have any questions about the amounts in the budget categories, please contact your SPA Accountant.

In addition, KFS requires there to be a "From" account number and a "To" account number on every budget entered. When SPA enters a budget, we use an offset account (400-99-99) on the "From" side which essentially represents the budget coming from the sponsor.

For additional information about BA edocs, please see the [BA Quick Reference Guide](#).

NOTE: SPA Accountants are the only people who should process a BA edoc on sponsored programs accounts.