Job Aid: Creating and Editing a Sub-Account

**Purpose:** The purpose of this job aid is to help you create and edit a Sub-Account in KFS. A Sub-Account is created by the user to define an optional part of the Account and can be used for tracking detailed financial activities. For step-by-step instructions, please refer to the Quick Reference Guide: Creating and Editing a Sub-Account.

In this job aid, you will learn about:

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**Sub-Account Attributes**
The Sub-Account takes on most of the attributes of the Account to which it belongs, including Fund Group, Sub-Fund Group, and people connected to the Account. The table below lists and describes the properties associated with Creating and Editing a Sub-Account. Required fields are denoted by an asterisk (*) in the table and in KFS:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Overview tab</strong></td>
<td></td>
</tr>
<tr>
<td>Description*</td>
<td>A brief description of the Sub-Account.</td>
</tr>
<tr>
<td>Explanation*</td>
<td>The business purpose of this transaction. Although completing the Explanation is not required in KFS, it is required by the Controller’s Department.</td>
</tr>
<tr>
<td>Organization Document Number</td>
<td>This item is not needed to edit a Sub-Account but can be used for departmental reference.</td>
</tr>
<tr>
<td><strong>Edit Sub-Account Code</strong></td>
<td></td>
</tr>
<tr>
<td>Chart Code*</td>
<td>IS – Iowa State University is the code by default. Must be all CAPS with no punctuation or spaces.</td>
</tr>
<tr>
<td>Account Number*</td>
<td>The existing Account Number on which the Sub-Account is created.</td>
</tr>
<tr>
<td>Sub-Account Number*</td>
<td>The 6-character code which defines the Sub-Account.</td>
</tr>
<tr>
<td>Sub-Account Name*</td>
<td>The 6-digit number that identifies the Sub-Account.</td>
</tr>
<tr>
<td>Active Indicator</td>
<td>This box is checked by default if Sub-Account is active but can be made inactive when closing a sub-account.</td>
</tr>
<tr>
<td>Sub-Account Type Code</td>
<td>“EX” should appear in this space by default.</td>
</tr>
</tbody>
</table>
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Suspense Sub-Accounts
If a transaction does not include a sub-account, the transaction will post in eData without a sub-account. Users can identify these transactions in eData as those posting to a Null sub-account. For more information, please refer to the eData Reporting Help: Generating Sub-Account Reports.

Creating a New Sub-Account
To create a new sub-account, go to the KFS Main Menu and Chart of Accounts.

1. Login into AccessPlus with your University ID and Password.
2. Click uBusiness then select KFS.
3. Click Sub-Account located under Chart of Accounts.
4. Click on Create New in the upper right hand corner.
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5. Type in the Description and Description in the Document Overview tab. 

   Note: While Explanation is not marked with an asterisk (*), this field is required by the Controller’s Department.


7. Enter the Account Number.

8. Enter a Sub-Account Number.

9. Enter a Sub-Account Name using all CAPS, up to 40 characters.

10. Leave the Active Indicator checked.

11. Click save then Submit to route the eDoc to the Fiscal Officer for approval.

Copying a Sub-Account
The copy function provides a shortcut to creating a new Sub-Account by allowing you to copy an existing Sub-Account that is similar to the one you want to create. You can use the Sub-Account Lookup to find the Sub-Account you wish to copy and the copy link on the left side of the row.
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When the copy Sub-Account screen opens up, you will see a split screen with the copied Sub-Account on the left and a semi-complete Sub-Account on the right. You can make changes on the right to create your new Sub-Account.

Editing or Closing a Sub-Account
You can also edit or close an existing Sub-Account:

1. Login into AccessPlus with your University ID and Password.
2. Click uBusiness then select KFS.
3. Click Sub-Account located under Chart of Accounts.
4. Enter the Account Number and on the Sub-Account Lookup screen.
5. Click Search to return a list of this Account’s Sub-Accounts.
6. Click Edit next to the Sub-Account you want to edit or close.
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7. Type in the Description and Explanation in the Document Overview tab.

8. Enter or Edit the Sub-Account Name in ALL CAPS on the New side of Edit Sub-Account Code tab.

9. Uncheck the Active Indicator box if you want to deactivate or close the Sub-Account.

10. Click Submit to route the eDoc to the Fiscal Officer for approval.

**Route Log**
The Route Log is the last tab on the Sub-Account screen:

Once a transaction is successfully submitted, it is sent to the assigned Fiscal Officer(s) on the Account. The Route Log allows the user to see the Route Status and where the eDoc is in the approval process.