

UConn | Office of Budget and Planning

New Accounts or Edits FAQ

What is an account creation or edit eDoc?

Account creations or edits are electronic documents (eDocs) that create new accounts or changes attributes in an existing account.

How do I create a new account in KFS?

The recommended way to create a new account in KFS is to use the “copy” function. First, search for an account via the following path in KFS: Main Menu > Lookup and Maintenance > Chart of Accounts > Account. Once you have found the account, click “copy” on the left side of the screen next to the account you would like to start with and an eDoc for a new account will be initiated. Here you can change adjust account attributes in the right column of the eDoc to be most appropriate for the new account you are creating.

How do I change Fiscal Officer, Account Supervisor, or Account Manager on an account?

Account responsibility on an account can be changed using the account “edit” function. To do this, search for an account via the following path in KFS: Main Menu > Lookup and Maintenance > Chart of Accounts > Account. Once you have found the account, click “edit” on the left side of the screen next to the account you would like to edit and an eDoc to edit the account will be initiated. Here you can change the netID of the role that needs updating on the right side of the screen.

Why am I receiving a message that I cannot close an account?

An account can be closed when there is no beginning balance (object codes 3000, 3100 or 3150), assets, liabilities or encumbrances. To check these balances, use the Available Balances Lookup in KFS (ensure “Object Code Grouping” is marked “Exclude” to view these specific object codes). If there is a balance that had rolled over from the prior FY, that balance will need to be transferred out of that account, and the account can then be closed the following FY when there is no balance rolled forward. Additionally, you cannot close an account from July 1st through the “final close” of the previous fiscal year, which usually occurs at the end of August.

What is the difference between an expired account and a closed account?

When an account is close, no further transactions can occur on the account. When an account is expired, KFS business rules may allow certain types of transactions to occur, usually requiring specific permission and a manual override. For both account expirations and closed accounts, a continuation account must be entered. The continuation account will be the account used if any future transactions inadvertently attempt to use the closed or expired account (unless the permission and manual override is chosen for the expired account).