

## Using the Financial Reference Guide Dashboard

The Financial Reference Guide dashboard is intended to provide users with information about the data elements contained within the KFS accounting structure. Use this dashboard to find the names or definitions of the various page selectors used on the dashboard reports. Additional information is provided via the Help screens by clicking on the “?” icon in the report sections.

Dashboard Page	Use this page for...	Additional guidelines...																		
Organizations	<p>Use this page to understand where your specific unit fits into the overall university organizational structure.</p> <p>Assists in determining if organization is parent (vs specific) for page selection purposes.</p>	<ul style="list-style-type: none"> <li>Set the Parent Org selector to the 4-character code for your unit (i.e., 6111 from example in Accounts by Organization search below)</li> <li>Click Apply.</li> <li>Use the <b>Organizations Path</b> report to see where your unit falls within the university’s organizational structure, OR</li> <li>Click on the Link button in the <b>Organizations</b> report to see the entire organization structure for your college/division.</li> </ul> <p>NOTE: Org is Active selector default is set to “Y”.</p>																		
Accounts by Organization	<p>Use this page to find the organization where a particular account lives, OR</p> <p>To obtain a complete listing of accounts in your organization, <i>including accounts with no activity posted</i>.</p>	<ul style="list-style-type: none"> <li>Clear the Parent Org Type with Name selector.</li> <li>Use the Acct and Name selector to request the particular account (i.e., G254700).</li> <li>Click Apply.</li> <li>Make note of the organization code (i.e., 6111).</li> <li>Use the organization code found on this page (6111) as selector on the Organizations page.</li> </ul> <p>NOTE: Org is Active selector default is set to “Y”.</p>																		
Account Attributes	<p>Use this page to find out the characteristics of an account, including who has fiscal responsibility for the account, the funding source (fund group) and the purpose of the account (function).</p>	<p>An account identifies a pool of funds assigned to a university organization for a specific purpose. Accounts are attached to departments or sections.</p>																		
Object Codes	<p>Use this page to find name/definition of the object codes used in KFS.</p> <p>Object codes identify the nature of each transaction. Object codes have a hierarchical structure to support financial reporting.</p> <table border="1" data-bbox="574 1058 954 1255"> <thead> <tr> <th>Basic Accounting Category</th> <th>EX-Expense</th> </tr> </thead> <tbody> <tr> <td>↑</td> <td>↑</td> </tr> <tr> <td>Object Consolidation</td> <td>SWAG-Salary &amp; Wage</td> </tr> <tr> <td>↑</td> <td>↑</td> </tr> <tr> <td>Object Level</td> <td>ACAD-AcadProf</td> </tr> <tr> <td>↑</td> <td>↑</td> </tr> <tr> <td>Object Code</td> <td>5150 - Academic Visiting</td> </tr> </tbody> </table>	Basic Accounting Category	EX-Expense	↑	↑	Object Consolidation	SWAG-Salary & Wage	↑	↑	Object Level	ACAD-AcadProf	↑	↑	Object Code	5150 - Academic Visiting	<ul style="list-style-type: none"> <li>Click in the selector box for <b>Object Cd and Name</b> to type in the 4-character object code if searching for a specific object code, OR...</li> <li>Clear the default selection to retrieve a complete listing.</li> <li>Click Apply.</li> <li>In the results/report section, set the “Select a View” option to <b>Object Code with Description</b> to find what specific object codes should be used for.</li> </ul> <p>NOTE: Select a View for “Object Code with Description” provides guidance on what to use a specific object code for.</p>				
Basic Accounting Category	EX-Expense																			
↑	↑																			
Object Consolidation	SWAG-Salary & Wage																			
↑	↑																			
Object Level	ACAD-AcadProf																			
↑	↑																			
Object Code	5150 - Academic Visiting																			
Awards	<p>Use this page to find out the primary organization for a particular sponsored project, or who the project director is;</p> <p>or to retrieve a complete listing of project accounts by OSP#.</p>	<p>Click on hyperlink OSP# (View Only) to access the Sponsored Projects Portal for additional award information.</p>																		
Basic Accounting Category	<p>Use this page to find the name of the basic accounting category codes.</p> <p>The basic accounting category is an attribute of the object code &amp; used to group object codes into the broad categories of the accounting equation:</p> <p>Assets = Liabilities + Fund Balance</p>	<p>Basic Accounting Category is the highest level of the object code reporting hierarchy:</p> <table border="1" data-bbox="1081 1453 1468 1654"> <thead> <tr> <th>Basic Accounting Category</th> <th>EX-Expense</th> </tr> </thead> <tbody> <tr> <td>↓</td> <td>↓</td> </tr> <tr> <td>Object Consolidation</td> <td>SWAG-Salary &amp; Wage</td> </tr> <tr> <td>↓</td> <td>↓</td> </tr> <tr> <td>Object Level</td> <td>ACAD-AcadProf</td> </tr> <tr> <td>↓</td> <td>↓</td> </tr> <tr> <td>Object Code</td> <td>5150 - Academic Visiting</td> </tr> <tr> <td>↓</td> <td>↓</td> </tr> <tr> <td>Sub Object Code</td> <td>Defined by department</td> </tr> </tbody> </table>	Basic Accounting Category	EX-Expense	↓	↓	Object Consolidation	SWAG-Salary & Wage	↓	↓	Object Level	ACAD-AcadProf	↓	↓	Object Code	5150 - Academic Visiting	↓	↓	Sub Object Code	Defined by department
Basic Accounting Category	EX-Expense																			
↓	↓																			
Object Consolidation	SWAG-Salary & Wage																			
↓	↓																			
Object Level	ACAD-AcadProf																			
↓	↓																			
Object Code	5150 - Academic Visiting																			
↓	↓																			
Sub Object Code	Defined by department																			
Balance Type	<p>Use this page to find out what the 2-character balance type codes mean.</p> <p>This attribute is used as a page selector on many of the transaction dashboard reports.</p>	<p>All transactions are assigned a balance type. They categorize the nature of the balance being adjusted by that particular transaction posting.</p>																		