

Transferring UH Revolving Accounts at RCUH to UH Q&A - March 2023 Updates

Current RCUH Revolving Accounts: Project Status

1. Are all of the existing revolving accounts at RCUH being transferred to UH KFS SRRC accounts?

All RCUH Revolving Accounts must either be closed (see question #3) or transferred to a KFS SRRC account.

Transition Timeline

2. Will a new Revolving Account Service Order Request need to be approved prior to the current account expiration date?

No. All RCUH Revolving accounts that are transferred to a KFS SRRC account will have an initial expiration date of December 31, 2023. Since the procedures to establish or renew accounts are currently being developed, a 6-month transition period will be automatically approved for accounts being transferred. The current Revolving Account Service Order Request process will be replaced by a new proposal process, which should be available by June 2023. Detailed instructions will be provided once the process has been finalized.

3. Will a closeout service order be required in order to close the RCUH Revolving Account at RCUH?

If you do not need a KFS SRRC account to replace your current RCUH Revolving Account, a closeout service order must be submitted to RCUH as soon as possible in accordance with the [RCUH Policies and Procedures 1.330 Revolving Account Termination](#).

If you plan to have a KFS SRRC account created, OVPRI will work directly with RCUH to process the transfer. Since we intend to handle the transfer centrally, we are working out a process to avoid requiring a closeout service order but we may need to contact the FA / PI if specific issues arise. Additional information will be forthcoming.

4. Who will be responsible to create the new KFS SRRC account?

The initial accounts will be created centrally by OVPRI. FAs on existing RCUH Revolving accounts will receive an email in early March 2023 with a list of their current accounts. FAs should confirm with their PIs on whether a KFS SRRC account will be required. Information about credit card merchant account requirements and account attributes should also be provided to OVPRI by responding to the email. OVPRI anticipates creating the accounts in April 2023.

5. How will balances (i.e. cash, equipment, accounts receivable) be transferred from RCUH to UH?

OVPRI will work with RCUH to transfer balances centrally but we may need to contact the FA / PI if specific issues arise.

6. When can we begin processing transactions in KFS?

Projects can begin using the new KFS SRRC account beginning July 1, 2023. Accounts will initially be established without a budget. The FA / project personnel will be responsible for entering a budget in KFS once the account proposal has been approved. As indicated above, accounts will have an initial expiration date of 12/31/2023.

Payroll / Payroll Timelines

7. *If we have RCUH / UH employees that are paid from the revolving accounts, will there be something set up to not disrupt their payroll while the transfers are occurring?*

(Response updated) The KFS SRRC account will replace the RCUH Revolving Fund account. The FA/PI must submit an updated RCUH ePAF or UH PNF in accordance with established deadlines below in order to prevent any payroll disruptions.

- [RCUH 2023 HR Personnel Action and Payroll Calendar](#)
- [UH Payroll Deadlines \(Lag\)](#)
- [UH Payroll Deadlines \(After-the-Fact\)](#)

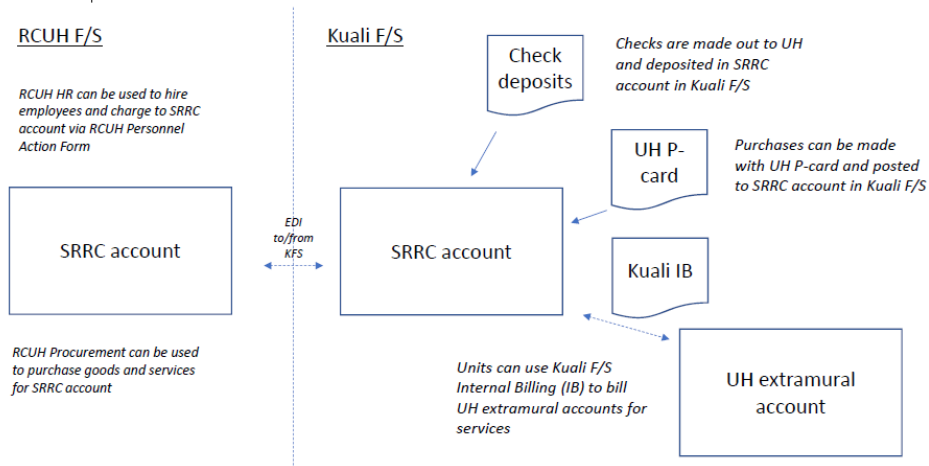
We are working with RCUH to ensure that the accounts will be available for PAFs and that the accounts will be included in the electronic data feed like extramural accounts.

Service Orders to RCUH

8. *Will I need to complete a new Revolving Account Service Order Request for my new KFS SRRC account?*

Once your new KFS SRRC account has been established by the OVPRI, procurement and payroll transactions can be processed through RCUH starting on July 1, 2023 similar to how transactions are processed on extramural projects.

New Process



Please note that there will not be a service order for you to complete, since the entire budget/balance of your newly established account will remain in KFS.

For any RCUH procurement and/or human resources transactions that you will be processing via the RCUH financial system, you will need to input your relevant account numbers, similar to how you process your extramural account transactions. An EDI feed will transfer information from the RCUH financial system to KFS so that your account information in KFS will be accurate and timely.

Accounting

9. During this transition period, how do I change the account numbers on existing POs and contracts?

Please complete a PO Change Form to change the relevant account numbers on existing POs; new contracts do not need to be executed for existing agreements. Similarly, for HR/Payroll actions, the KFS SRRC account will need to be provided to RCUH HR or UH Payroll ***in accordance with deadlines to prevent any disruptions*** (please see pertinent deadlines above, under “Payroll/Payroll Timelines”).

10. What type of account will be created in KFS?

A special fund account (2xxxxxx) citing 304S-2157 HRS “University of Hawaii auxiliary enterprises special fund” as the legal authority will be established in KFS. The SubFund Group Code for these accounts will be SRRC “Special Fund Research Recharge Center”. Other standard attributes will be included in the instructions.

Working Capital Reserves

11. Will there be guidance on how the 60-day working capital reserves will be computed?

Yes, we are currently working on updating our policies and procedures which will include guidelines for computing the 60-day working capital reserves. We plan to have a third-party consultant review these guidelines before finalizing.

Rate setting

12. Will there be guidance on how to establish rates in order to meet the 60-day working capital reserve limit?

Yes, a rate template is being developed with the assistance of a third-party consultant. We intend to have a template available by June.

invoicing / Billing / Credit Cards

13. Will invoices be done through KFS?

(Response updated) Projects will be responsible for invoicing external customers. The University of Hawaii should be named as the payee, beginning with the June 2023 invoices. Internal Billing (IB) or

Service Billing (SB) should be used to charge UH customers in KFS. Checks from external customers will be deposited into the UH General Account using the KFS Advance Deposit (AD) e-doc.

A “Procedural Guidance” with links to relevant policies and procedures is being finalized and will be posted on the ORS website’s Service Center page.

14. Can we collect income using credit cards?

Yes, UH credit cards can be used to collect income. UH AP 8.710 “Credit Card Administration”, including Appendix B (Participation and Change Request Form) should be reviewed. The UH Treasury Office (uh-treasury@lists.hawaii.edu) should be contacted for questions regarding credit cards.

15. Can we use Paypal with our my new UH KFS SRRC Account to collect revenues?

No. Please note that UH does not use PayPal to collect revenues.

16. How do I process credit card transactions from my new UH KFS SRRC Account?

If your project collects revenue via credit card processing, please respond to the March 2023 email from ORS Compliance. This will help to identify your project as requiring assistance from UH Treasury to set-up your credit card process prior to July 1, 2023, to ensure that you can continue to collect revenues via credit cards in your new KFS SRRC account. Please note that if you do not begin this process timely, delays or disruption in collecting credit card revenue may occur.

17. What is the process to collect revenue via credit card transactions from my new UH KFS SRRC account?

You will need to identify (via your response to the March 2023 email) how you’re currently processing credit card transactions and that will help determine what your plan will be going forward. To prepare for this transition, please review the [UH APM on Credit Cards, AP 8.710, Credit Card Administration, including the Appendix B \(Participation and Change Request Form\)](#).

Your project will need to complete and submit Appendix B to UH Treasury to request the establishment of a UH merchant account.

If your project requires an ecommerce account, please note that UH uses Touchnet, which will require the department to set-up its website incorporating Touchnet.

18. Who do I contact at Treasury with questions about this process?

If have specific questions, please contact uh-treasury@lists.hawaii.edu as soon as possible.

19. Will there be any training about this process?

UH Treasury will conduct training, hopefully in April 2023.

Income Agreements

20. If my project enters into income agreements, who will be responsible to review and execute such agreements?

The UH Office of Research Services (ORS) will be responsible to review and execute such agreements. A template is being drafted and will be made available on the Service Center page.