

Date: May 9, 2023  
To: Fiscal Administrators and Administrative Staff  
From: Revolving Fund Committee  
Subject: RCUH Revolving Account close out process for accounts being transferred to a KFS Special Fund Research Recharge Center (SRRC) Account

In order to facilitate the transfer of RCUH Revolving accounts to KFS SRRC accounts, please complete the following:

1. Payroll - For RCUH employees, please submit an ePAF with the new KFS SRRC account after **July 1, 2023 but no later July 12, 2023** to ensure that payroll is charged to the proper account. The 7/7/2023 RCUH payroll will post to the RCUH Revolving account but all subsequent payrolls should be posting to the new KFS SRRC account. For UH employees, please submit an ePNF by **11:00am on June 14, 2023**. The 7/5/2023 UH payroll should be charged to the new KFS SRRC account.
2. Payments pending in the RCUH system on your RCUH Revolving accounts should be finalized prior to **June 30, 2023**. Payments after 6/30/2023 can still be made through RCUH but should be charged to the new KFS SRRC account even if the goods / services received date is prior to 6/30/2023. In order to ensure that the proper account is charged, please either delete outstanding encumbrances or process a Purchase Order Change Form (POCF) once the RCUH Financial system opens in FY2024 but no later than **July 27, 2023**.
3. Deficits must be cleared prior to **June 30, 2023**. The KFS SRRC account will not be activated until the deficit on the RCUH Revolving account is cleared.
4. Please notify your customers that all remittances made after 6/30/2023 should be issued to the University of Hawaii and not to the RCUH. We encourage you to update payee information beginning with your June invoices. A sample notice is attached. Refer to [AP 8.701, Receipting and Depositing Funds Received by the University](#) for procedures on receipting, depositing, recording, reconciling and safeguarding of funds received. If payments are received electronically, please provide your customers with the Electronic Funds Transfer (EFT) Form (attached) as needed. In accordance with [AP 8.702, III.C.2.](#), you must notify the UH Treasury Office when new EFT agreements are established. The remitter should provide identifying information with the payment in order for the UH Treasury Office to identify and route the EFT payment notifications to the proper department for recording. For questions, please contact the UH Treasury Office at [uh-treasury@lists.hawaii.edu](mailto:uh-treasury@lists.hawaii.edu).
5. For petty cash funds – please either close out the fund as soon as possible or update the petty cash fund at RCUH to reflect your new KFS SRRC account.
6. For travel reimbursements made after 6/30/2023, please charge the KFS SRRC account even if the RCUH Revolving account was used on the initial travel request.
7. Property – In lieu of the annual inventory certification, RCUH will be sending out an SPO-26 (Transfer of Property) for to each project. The signed form and decals should be returned to RCUH as soon as possible. The Capital Asset Accounting Office (CAAO) will record assets in the KFS Capital Asset system.

The new KFS SRRC accounts are being created centrally. All of the users in the KFS workflow will receive an acknowledge action. The FA/FO on the account will receive an action notification. RCUH will work with ORS to transfer cash balances to your new KFS SRRC account. **Please note that except for the 6/30/2023 RCUH payroll posting on 7/7/2023 your current RCUH Revolving Account will be frozen for all new transactions effective July 1, 2023.** For questions, please email [orscomp@hawaii.edu](mailto:orscomp@hawaii.edu).

Attachments



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## SYSTEM

TO: *Customer Name* (Customers of RCUH Revolving Account Projects)

FROM: University of Hawaii (UH)  
Office of the Vice President for Research and Innovation

SUBJECT: Change in Payee

Effective **July 1, 2023**, the University of Hawaii will be assuming the accounting for RCUH Revolving accounts. As such, payments made on or after July 1, 2023 should be made to the "University of Hawaii". Payments made to the "Research Corporation of the University of Hawaii" after July 1, 2023 may be delayed.

Please mail payments and related correspondence to:

*Insert Contact Name*  
*Insert Address 1*  
*Insert Address 2*  
*Insert Address 3*

Please use the information provided on the attached to process electronic payments made on or after **July 1, 2023**.

## University of Hawaii Electronic Funds Transfer Form

This form is used for Electronic Funds Transfer (EFT) payments to the University of Hawai'i. The addendum record must contain payment related information including, but not limited to, the name of the university department to be credited and invoice number.

1. Complete Remitter and University Campus/Department information.
2. Fax EFT form to Treasury Office, fax number 956-2148.

Remitter Information	
Remitter Name	ACH Format <input type="checkbox"/> CCD+ <input checked="" type="checkbox"/> CTX
Address	
City, State, Zip	
Contact Person Name	Telephone Number
Date	Fax Number

University Information	
Name <b>Univ of Hawai'i -</b>	Taxpayer ID No. <b>99-6000354</b>
Department Address	
City, State, Zip	
Contact Person Name	Telephone Number

Financial Institution Information	
Name <b>Bank of Hawaii</b>	
Address <b>P. O. Box 2900</b>	
City, State, Zip <b>Honolulu, HI 96846</b>	
ACH Coordinator Name	Telephone Number
Nine Digit Routing Transit Number <b>1 2 1 3 0 1 0 2 8</b>	SWIFT <b>BOHIUS77</b>
Depositor Account Title <b>University of Hawaii General Account</b>	
Depositor Account Number <b>0001-055569</b>	
Type of Account <b>Checking</b>	
Signature of Authorized Treasury Office Official	Telephone Number