Fiscal Administrator Approval of a Customer Request

1. The following steps should be completed by the designated Fiscal Administrator.
2. Search for and open the Customer Request requiring FA approval.
3. After reviewing the request, click on Edit to make changes to the request.
4. Access the pull-down menu in the View field and select Account Setup. (Refer to Diagrams 1-3)
5. Click the Add Link button in the Charge section of the screen.
6. Select the option to pay via Percentage Split, because OFG cannot be certain of what the total cost will be, the fixed amount option will not be accepted.
7. Click on the Next button to proceed.
8. Enter the Account Code (prefixed with MA for Manoa accounts “MA1234567” or SW for System accounts “SW1234567”), Object Code, and the Percentage amount which is located in the upper right hand corner.
9. Click the Add Account button to add more account codes.
10. Click on the Done button on both the Account Selection and the Account Setup screens when ready to finalize authorization.
11. Click on the Zoom button to change the status from Pending FA to FA Processed.
12. Click the Save button.

Diagram 1 – Accessing the Account Setup screen.

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1 Currently, this feature is simply storing account information for billable jobs. OPF Fiscal will create a JV to transfer funds. An automated billing system is scheduled in future.
2 Option for using several accounts to split the cost by specific percentages. When using multiple accounts, be sure percentage totals 100%. If using only one account, enter 100 in the Percentage field.
Diagram 2 – Specifying Account Codes to be used.

Select the Percentage Split option. This will allow you to apply 100% of the bill to one account or a combination of accounts. Example: 100% to 1234567 or 40% to 1234567 and 60% to...

The percentage must be placed here

Enter the account code or click the Zoom button to select from a list of account codes.

If account code is not listed, contact the work coordination center.

Diagram 3 – Changing status to FA Processed.

FA PROCESSED

Status

Customer Request Status

- REQUESTER
- PENDING AUTH
- FA PROCESSED
- CANCELLED

Description
- NEW CUSTOMER REQUEST
- CUSTOMER REQUEST IS AWAITING AUTHORIZATION
- CUSTOMER REQUEST HAS BEEN AUTHORIZED
- FA PROCESSED
- CANCELLED

Customer Request Status