

KUALI JOURNAL ENTRIES

Presented by
Campus Services

Log in to KFS – Training Environment



Non-production Applications

Test

- [ARIES/Banner](#)
- [Time Clock](#)
- [Vista Plus](#)

Training

- [Kuali Financial System](#)
- [Kuali Research \(KR\)](#)



Application Systems

- Applications Manager
- ARIES/Banner
- ARIESweb
- Conflict of Interest (COI)
- Data Access Request
- ETHORITY
- FAMIS Self-Service
- HR System
- I-9 System
- Kuali Financial System (KFS)
- Kuali Research (KR)
- Talent Management System
- Time Clock
- Vista Plus

Non-production Applications

- Non-production Applications



Campus Services

Campus Services, a financial customer services unit within Business and Financial Services, partners with the campus community by providing professional, knowledgeable and responsible business and financial solutions.

Website: http://busfin.colostate.edu/Depts/Campus_Svcs.aspx

Overview

- ❖ Adjustment/ Accrual Voucher
- ❖ Pre-Encumbrance/ Automatic Encumbered PO's
- ❖ Transfer Of Funds

ADJUSTMENT/ ACCRUAL VOUCHER

Accrual Accounting:

- ▶ The term *accrual* refers to any individual entry recording revenue or expense in the absence of a cash exchange
- ▶ Accruals are recorded on the transaction date
- ▶ Transaction date is when a financial event occurs whether or not cash is exchanged
 - ▶ Services are performed (diagnostic testing)
 - ▶ Product is sold (books)
 - ▶ Inventory is received
- ▶ CSU's fiscal year is July 1st - June 30th

Accruals - Assets

- ▶ Prepaid Expenses (Object Code 1740)
 - ▶ Service contracts
 - ▶ Registration Expenses
 - ▶ Airline tickets for next year's travel
 - ▶ Note: This would reduce your current year expense and move the expense to the next fiscal year
- ▶ Other Receivables (Object Code 1437)
 - ▶ Lab test work complete for external client, but revenue not received by June 30th
 - ▶ New Student Orientation attended in June, but money not received until after June 30th

Accruals - Liabilities

- ▶ Unearned Revenue (Object Code 2590)
 - ▶ Revenue received in FY17, but earned in FY18
 - ▶ Sports/Youth camps paid in advance for next fiscal year
 - ▶ Special Course Fees paid in June for summer semester ending in August
 - ▶ Football season tickets sold in June
- ▶ Year-end Payables (Object Code 2103)
 - ▶ Expense incurred in FY17, but not paid until FY18
 - ▶ Travel occurred June 23rd - June 30th, but Travel Reimbursement not issued until July
 - ▶ Service Agreement for FY17, not paid until FY18

Accrual Method - Revenue Example #1

Account 2205000 receives an order to test a soil sample on April 30th. The test results are completed and the customer invoiced on May 31st for \$200 and the customer pays on July 3rd. What document(s) would be used, and when would this revenue be recognized?

Accrual Method - Expense Example #2

Account 1356570 entered into a 12 month service agreement in the amount of \$12,000 from April 1- March 31, and was booked in full to object code 6601.
What document(s) will be used and what fiscal year will this be recognized in?

Accrual Method - Travel Example #3

- ▶ An individual traveled from June 24th - June 30th, and have not turned in their receipts, so a AV must be done for account 1356570. Per the TA they had the following expenses:
 - ▶ Airfare purchased on the ghostcard in May for \$350
 - ▶ Per diem of \$217
 - ▶ Parking of \$50
 - ▶ Mileage of \$38.50
 - ▶ Hotel of \$275.50

Pre-Encumbrance/ Automatic
Encumbered PO's

Pre- Encumbrance

- ▶ Document Type 'PE'
- ▶ Earmark funds for which unofficial commitments have already been made.
- ▶ Set aside future expense that might not already be encumbered
- ▶ All pre-encumbrances need to be disencumbered via automatic reversal or manual adjustment (disencumbrance) which must reference the PE document number

Pre - Encumbrance Example

- ▶ Department 1501 will be submitting a Disbursement Voucher for \$700 to be paid to the Music Store (the vendor) who will be the music service provider for the College's commencement exercises on May 13, 2016. The account number is 1322700, and the object code for the expense is 6601. We want to earmark the \$700 now (in April).

Pre-Encumbrance Example

Document Overview ▼ hide

Document Overview

* Description: Music Store Pre-Encumbrance	Explanation: Pre-Encumbrance for The Music Store who will be the music service provider for commencement exercises.
Organization Document Number: <input type="text"/>	

Financial Document Detail

* Accounting Period: APR. 2016	Total Amount: 700.00
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Pre-Encumbrance Details ▼ hide

Pre-Encumbrance Details

Reversal Date: 05/13/2016 <input type="text"/>
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Accounting Lines ▼ hide

Accounting Lines hide detail

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	CO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	add
	Line Description								
1	CO <small>Colorado State University</small>	1322700 <small>CHHS Operating Expenditures</small>	<input type="text"/>	6601 <small>General Services</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	700.00	delete bal inquiry refresh
	Line Description								
								Total: 700.00	
Disencumbrance import lines									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	CO <small>Colorado State University</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	add
	* Reference Number								
	Line Description								
								Total: 0.00	

Disencumbrance

- ▶ Document Type 'PE'
- ▶ Reference # required- must use the Kuali # of the original encumbrance
- ▶ Document is created the same as a Pre-Encumbrance, only use the Disencumbrance line

Disencumbrance Example

On February 20, 2016, \$500.00 was encumbered on Account 2702200-6201 with document 2508773. The supplies have been received and this amount needs to be disencumbered since a reversal date was never selected.

Automatic Encumbrances

Automatic Encumbrances

- ▶ Requisition is created
- ▶ PO creates after Requisition is final
 - ▶ Encumbrance is automatically booked when PO is final
- ▶ Payment Request is done to pay vendor
 - ▶ If final box is not checked then only the amount paid will be reversed
- ▶ For outstanding Encumbrances related to POs contact Procurement to remove
- ▶ Travel Authorizations
- ▶ Travel Reimbursement
- ▶ Salary

Transfer of Funds

What is Transfer of Funds?

Transfer of Funds (TF) document is used to transfer funds (cash) between accounts.

If expenses are incurred in Account A, but Account B wants to cover a portion, a GEC will need to be done to move the expenses to Account B, and not a Transfer of Funds.

We will also cover:

- ▶ Which accounts are allowed to transfer funds between each other
- ▶ Types of Transfer
- ▶ Which object codes to use
- ▶ When to move budget and when to move cash

Transfer of Funds (TF) Overview

There are two types of transfers:

- ▶ Mandatory
 - ▶ Non-mandatory
-
- Mandatory transfers required to meet contractual agreements
 - Example: Bond Payments
 - Non Mandatory transfers are not required by any external agreements and are the most commonly used throughout the university.
 - Example: Plant Funds for construction and TOF between sub-fund groups

Non-Mandatory Transfer Object Codes

Non-Mandatory Transfers: Non-Plant Funds

The following object codes are used for non-mandatory fund transfers, excluding Plant Funds:

- Object Code: 9900 (Income)
- Object Code: 9902 (Expense)

Non-Mandatory Transfers: Plant Funds

Plant Fund transfers are transfers of cash for a capital project. Cash is moved from a department account into a Plant Fund account.

Plant fund object codes are:

- Object code 9904 (To- Income)
- Object code 9905 (From -Expense)

When to move budget and when to move cash

BA document should be used to move funds within the same subfunds for budget based accounts, and not the Transfer of Funds document

- ▶ EG, RARSP, PVM, CSFS, EXPSTA, EXTEN

*****Follow the Transfer of Funds Matrix when creating TOF documents*****

Transfer of Funds Matrix:

http://busfin.colostate.edu/Forms/CampusSvcs/Transfer_of_Funds_Matrix.pdf#zoom=100

	Subfunds	State Appropriated Funding						Auxiliary & Self-Funding Activities		Restricted Funding	Student Loans	Fund	Capital Projects	Reserve Fund	Capital Assets
		EG	PVM	EXPSTA	EXTEN	CSFS	RARSP	COURSE	ATHLET	Includes subfunds: ATHLET, AUX, CONFER, CONTED, CSFSSF, DCESUP, ENTERP, EXPSF, EXTSF, GENOP, INSURE, INTLPR, ONLPL, PVMSF, RECHAR ² , SPWIP, STUORG, WIP	Includes subfunds: AARA, COSFA, DIRLN, EXPRHF, EXPRHM, EXPRMC, EXTR, EXTREF, EXTRRR, EXTRSK, FEDSFA, FRP, GIFT, HEAFOR, PVMFED, PVMSTA, SLICE, SPONPR, WATER, WORKST	LOANS	ENDOW	Includes subfunds: AEP, CPAD, CPLB, CPOTH, CPRR	Includes subfunds: BOG, CSUSDR, RESERV
F R O M	EG	BA-IS	BA-IS	BA-IS	BA-IS	BA-IS			Scholarships	Only ONLPL allowed			Yes	Yes	
	PVM	BA-IS	BA-IS	BA-IS	BA-IS	BA-IS							Yes	Yes	
	EXPSTA	BA-IS	BA-IS	BA-IS	BA-IS	BA-IS							Yes	Yes	
	EXTEN	BA-IS	BA-IS	BA-IS	BA-IS	BA-IS							Yes	Yes	
	CSFS	BA-IS	BA-IS	BA-IS	BA-IS	BA-IS							Yes	Yes	
	RARSP									ENTERP-RBRF Lease & Bond Payments			Yes	Yes	
	COURSE												TECH ⁴		
	ATHLET												Yes		
	Auxiliary & Self-Funding Activities												Yes	Yes	Yes
	CONFER ³	Yes	Yes	Yes	Yes	Yes			Yes	Yes					
	Restricted Funds												Yes		
	53 Sweep Process							OSP ¹							
	LOANS														
	ENDOW														
	Capital Projects	Yes	Yes	Yes	Yes	Yes	Yes	TECH ⁴	Yes	Yes	Yes			Yes	
Reserve Fund	Yes	Yes	Yes	Yes	Yes	Yes						Yes			

Any exceptions to this matrix must be formally requested by department(s) with detailed justification. Each request must be reviewed on a case-by-case basis by both Business & Financial Services and Office of Budgets to determine if allowable.

Reference FPI 3-1 on Business & Financial Services website for detailed information for each Fund Group/Sub Fund.

[FPI 3-1](#)

Matrix purpose:

Yes	Allows transfer of funds documents. Departments have ability to initiate action via a KFS TF document without Business & Financial Services Campus and Office of Budgets preapproval.
BA-IS	Indicates a Budget Adjustment (BA) document will need to be processed and the associated Income Stream (IS) entry will automatically be made.
	Unallowed transfer of funds.
	Subset of Subfunds that are allowed on an exceptional basis as noted.
¹	Transfers initiated by Office of Sponsored Programs (OSP)
²	When deficits occur in the RECHAR (21 accounts) often these are cleared by transfer of funds (TOF). In the case a deficit needs to be cleared in one of these funds before submitting a TOF document it must be approved by Campus Services. When approved, attach the approval email to the TOF so the reviewers know it has been approved. In all other cases the Transfer of Funds document would follow this matrix.
³	Upon completion of a Conference, Conference Services closes accounts and moves remaining balance to the department/college where the person responsible for the conference resides.
⁴	Only 259xxxx accounts in the COURSE subfund are allowed to have plant transfers that relate to upgrades to their technology fees. SCF accounts 250xxxx-2589999 are not allowed to transfer to a plant account.

The Transfer of Funds (TF) document is used to transfer funds (cash) between accounts.

Transactions

Accounts Receivable

- [Cash Control](#)
- [Customer Credit Memo](#)
- [Customer Invoice](#)
- [Customer Invoice Writeoff](#)
- [Customer Invoice Writeoff Lookup](#)
- [Payment Application](#)

Budget Construction

- [Budget Construction Selection](#)

Financial Processing

- [Advance Deposit](#)
- [Adjustment/Accrual Voucher](#)
- [Budget Adjustment](#)
- [Cash Receipt](#)
- [Disbursement Voucher](#)
- [Distribution of Income and Expense](#)
- [General Error Correction](#)
- [Indirect Cost Adjustment](#)
- [Internal Billing](#)
- [Internal Order](#)
- [Pre-Encumbrance](#)
- [Intra-Account Adjustment](#)
- [Single-Sided Budget Adjustment](#)
- [Transfer of Funds](#)
- [Work Order Authorization](#)

Purchasing/Accounts Payable

- [Contract Manager Assignment](#)
- [Payment Request](#)
- [Receiving](#)
- [Requisition](#)
- [Shop Catalogs](#)
- [Vendor Credit Memo](#)

Travel

- [Travel Arranger](#)
- [Travel Authorization](#)
- [Travel Reimbursement](#)

Administrative Transactions

Capital Asset Builder

- [Capital Asset Builder AP Transactions](#)
- [Capital Asset Builder GL Transactions](#)

Capital Asset Management

- [Asset Manual Payment](#)
- [Barcode Inventory Process](#)
- [Asset Year End Depreciation](#)

Financial Processing

- [Cash Management](#)
- [General Ledger Correction Process](#)

Custom Document Searches

Financial Transactions

Accounts Receivable

- [Customer Invoices](#)
- [Customer Credit Memos](#)
- [Customer Invoice Writeoffs](#)
- [Cash Controls](#)
- [Payment Applications](#)

Capital Asset Management

- [Asset Maintenance](#)

Effort Certification

- [Effort Certification](#)

Financial Processing

- [Disbursement Vouchers](#)

Purchasing/Accounts Payable

- [Electronic Invoice Reiects](#)
- [Payment Requests](#)
- [Purchase Orders](#)
- [Receiving](#)
- [Requisitions](#)
- [Vendor Credit Memos](#)

Travel

- [Travel Authorization](#)
- [Travel Reimbursement](#)

Lookup and Maintenance

Capital Asset Builder

- [Pre-Asset Tagging](#)

Capital Asset Management

- [Asset](#)
- [Asset Fabrication](#)
- [Asset Global \(Add\)](#)
- [Asset Location Global](#)
- [Asset Payment](#)
- [Asset Retirement Global](#)

Chart of Accounts

- [Account](#)
- [Account Global](#)
- [Account Delegate](#)
- [Account Delegate Global](#)
- [Account Delegate Model](#)
- [Account Delegate Global From Model](#)
- [Object Code](#)
- [Object Code Global](#)
- [Organization](#)
- [Project Code](#)
- [Sub Account](#)

Balance Inquiries

General Ledger

- [Available Balances](#)
- [Balances by Consolidation](#)
- [Cash Balances](#)
- [General Ledger Balance](#)
- [General Ledger Entry](#)
- [General Ledger Pending Entry](#)
- [Open Encumbrances](#)

Reports

Accounts Receivable

- [Billing Statement](#)
- [Customer Aging Report](#)
- [Customer Invoice](#)

Effort Certification

- [Duplicate Certifications Report](#)
- [Effort Certification Extract Build](#)
- [Outstanding Certifications by Chart/Org/Report](#)
- [Outstanding Certifications By Report](#)

General Ledger

- [Trial Balance](#)

1099 Process

Record Maintenance

- [Payer](#)
- [Payee](#)
- [Payment](#)
- [Process Extract History](#)
- [Payee 1099 Forms](#)
- [1099 Exception Report](#)

Transfer of Funds Example #1

- ▶ Account 2100100 is currently in deficit by \$4,321 and has approval from Campus Services to be subsidized by account 1356570. A Transfer of Funds needs to be created to move the funds.

Transfer of Funds Example #2

- ▶ Account 1356570 is funding a bathroom remodel of \$5,000 and needs to move funds to account 7749729.

Questions?

Erin Mercurio	491-6752
Summer Leaming	491-2801
Publina Meldrum	491-4148

http://busfin.colostate.edu/Depts/Campus_Svcs.aspx