KUALI Documents

Internal Order
Internal Billing
Distribution of Income & Expense

Presented by 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.
Campus Services

Website:
http://busfin.colostate.edu/cs.aspx
Log in to KFS – Training Environment
What is correct and complete documentation?

Why & When do we use each document?

Internal Order Document

Internal Billing Document

Distribution of Income & Expense Document
Characteristics of a “well–documented” Document

- Answers the following questions:
  - What are you trying to record?
  - Why are you preparing the entry?
  - Are the amounts substantiated/documents attached?
A. Video Production Costs
B. Video production costs for opening video for Behavioral Sciences Building grand opening.

A. Lory Student Center Catering Services
B. Catering services for ‘Grill the Buffs’ event

A. Vehicle Reservation
A. Key Card Request
B. Department key card order #2011 REC 04

A. Sep10 CEMML color copies
B. CEMML color copies from GIS lab for Sep10.

A. RECHAR Account Internal Revenue
B. Data analysis for use of clicker in classroom by consultant, Jim zumBrunnen
Distribution of Income & Expense Documentation

A. Distribution of Conference/Program Registration Income
B. Distributing deposits paid to Pingree Park in advance of conferences to Pingree Park revenue now that the conferences are concluded.

A. Credit Card Deposit
B. Transfer Credit Card deposits to credit card clearing and revenue object codes.

A. Honorariums for course lectures
B. Funds transferred from course subaccounts to individual subaccounts for honorariums.
Internal Order
Internal Order

- Document Type ‘IO’
- One-time orders for goods or services typically provided by one university department to another university department. However, there are exceptions when one account provides goods or services to another account within the same department
- Used for pre-authorized orders
Internal Order – Buyer

- Buyer initiates IO
- Buyer selects supplier from drop down list
- Buyer inputs items, quantities, account, object, amount
- Valid expense object codes:
  - 62XX (Supplies), 66XX (Services), & 70XX (Cost of Goods Sold)
  - 15XX (Inventory)
  - Plant Accounts use 8800-8955
  - Motor Pool uses 600X, 601X, 607X, 608X
After buyer has approved the document, it will appear on sellers action list

Seller inputs their revenue account, object code, amount

Revenue Object code must be a valid on-campus revenue code (48XX or 49XX)
Internal Order

Exercises
#1 & #2
Internal Billing
### Transactions

#### 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
- Invoicing/Post Adjustments
- Internal Bills
- Internal Order
- Pre-Encumbrance
- Transfer of Funds
- Work Order Authorization

#### Purchasing/Accounts Payable
- Bulk Receipt
- Contract Manager Assignment
- Payment Request
- Receiving
- Requisition
- Shop Catalog
- Vendor Credit Memo

### Custom Document Searches

#### Financial Transactions

#### Capital Asset Management
- Asset Management

#### Financial Processing
- Disbursement Voucher

#### Purchasing/Accounts Payable
- Electronic Invoice Rejests
- Payment Requests
- Purchase Orders
- Receiving
- Requisitions
- Vendor Credit Memos

### Balance Inquiries

- General Ledger
  - Available Balances
  - Balances by Consolidation
  - Each Balances
  - General Ledger Balance
  - General Ledger Entry
  - General Ledger Pending Entry
  - Open Encumbrances

#### 1099 Process

- Record Maintenance
  - Payroll
  - Payroll System Extract History
  - Payroll 1099 Form
  - 1099 Exemption Report

### 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
- Journal Voucher
- Non-Check Disbursement
- Service Billing

#### Check Reconciliation
- Check Reconciliation
- Reconciliation Report

#### Automated Journal Vouchers
- Automated Journal Voucher Scales
- Automated Journal Voucher Types
Internal Billing

- Document Type ‘IB’
- Used to bill for repetitive goods or services provided by one university department to another university department, reflecting income to the provider (supplier) and expense to the customer (buyer)
- Method to bill, with a pre-arranged agreement
- Record billings within your own department
- Document creator (supplier) needs to know both income and expense accounts and object codes
Internal Billing

- This document CAN be used to record a credit between departments or colleges.
- This document is NOT used to record the transfer of capital equipment between university accounts.
- This document is NOT used to make a correction to an account/object code or object code mistake.
Internal Billing

- Negative accounting line amounts ARE allowed
- There must be at least one completed accounting line in the Income section and one completed accounting line in the Expense section
- The total in the Income section must equal the total in the Expense section in the Accounting Lines tab
- Revenue Object code must be a valid on-campus revenue code (47XX (Facilities), 48XX or 49XX)
Internal Billing

Exercises
#3 & #4
Distribution of Income & Expense
# Distribution of Income and Expense

- General Error Correction
- Indirect Cost Adjustment
- Internal Billing
- Inter-Order
- Pre-Encumbrance
- Transfer of Funds
- Work Order Authorization

# Purchasing/Accounts Payable

- Bulk Receiving
- Contract Manager Assignment
- Payment Request
- Receiving
- Requisition
- Shop Cations
- Vendor Credit Memo

# 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
  - Journal Voucher
  - Non-Check Disbursement
  - Service Billing
- Check Reconciliation
  - Check Reconciliation
  - Reconciliation Report
- Automated Journal Vouchers
  - Automated Journal Vouchers Sales
  - Automated Journal Vouchers Voucher

# Custom Document Searches

## Financial Transactions

- Capital Asset Management
  - Asset Maintenance
- Financial Processing
  - Disbursement Voucher
- Purchasing/Accounts Payable
  - Electronic Invoice Rejects
  - Payment Requests
  - Purchase Orders
  - Receiving
  - Requisitions
  - Vendor Credit Memos

# Lookup and Maintenance

## Capital Asset Builder

- Pre-Asset Tagging

## Financial Processing

- Disbursement Voucher Travel Company

## Vendor

- Vendor
  - Vendor Contracts
Distribution of Income & Expense

- Document Type ‘DI’
- Use the DI document to distribute income, expense, assets or liabilities from a holding account to one or more appropriate account(s) when one account has incurred expenses or received income on behalf of one or more other accounts.
Distribution of Income & Expense

- Importing lines
  - Templates and instructions are available by clicking on the on each document and choosing the Accounting Line Import Templates
  - Remove the first two rows
  - Must be saved in CSV format
  - Click on “add” to import into the document
Distribution of Income

Exercises
#5 & #6
How do I know my document posted the way I think it should?

• To determine if your transaction is posting to your accounts correctly you can do 2 things:
  • Save and view General Ledger Pending Entries or
  • Save and view account in Available Balances
Posting Documents

Exercises
#7 & #8
Questions

Contact your Campus Service Representative with Kuali questions

Valerie Monahan, Manager  491–3001
Heidi Barclay            491–4148
Erin Mercurio           491–6752
David Leathers          491–5509