

EXAMPLE #1

General Error Correction

A faculty member in the Mathematics Dept 1874 has two accounts, an EG Fund (FRS 13 fund) and a RARSP fund (FRS 16 fund) account. Invoice # 812995 for PO # S010001, from Tri Star for \$539 was posted to the faculty members EG fund account 1339270-6225 (Kuali account and object #) in error. It should have been posted to his/her RARSP fund account, 1678490-6225 (Kuali account and object #).

Description: Correction of Tri Star invoice. Ref#: S010001 Org Ref ID: 812995

From: 13 To: 16

EXAMPLE # 2

Adjustment Voucher

At the end of each year, departments are required to conduct a physical inventory count of their consumable inventories. This entry is adjusting (reducing) the inventory balance to the actual amount and recognizing cost of goods sold for Dept 5060.

FRS Debit Account	Amount	Description	FRS Credit Account	Trans Date
213760-1810	41,302.93	INV ADJ	021376-1510	6/30/2009

To reduce the inventory balance, you need to credit the account/object code 021376-1510 (FRS) which is the inventory account and debit account 213760-1810 (FRS) which is the cost of sales account.

Description: Inv Adj. Org Ref ID: Leave Blank

Debit: 2137600 1810(FRS) 7001 Credit: 2137600 1510

EXAMPLE #3

Accrual Voucher

Department 1680 has an independent A/R system and needs to accrue for and post May sales of \$53,715.50. For accrual transactions of this nature, you would debit a receivable account and credit sales. This entry is accruing revenue (posting it to the proper period) and recording a receivable. Because it is an accrual for the current month of May, the entry will be reversed in June. Only the FRS account is given (Lookup)

FRS Debit Account	Amount	Description	FRS Credit Account	REF 1	Trans Date
221710-1437	53,715.50	A/R May, 2009	221710-0600	D001680	5/27/2009

FRS account 022171-1437 is the receivable account and 221710-4380 is the sales/revenue account.

Description: May Sales Original Ref ID: D001680

Reversal: June 1st

Example #4

Pre-encumbrance

Dept. 1501 will be submitting an AFE (check requisition) to be paid to the **Music Store** (the vendor) who will be the music service provider for the College's commencement exercises on Friday, May 15, 2009. It will be expensed to account 132270 (FRS)/1322700 (Kuali).

Account Object	Explanation	Vendor	Expense
1322700/6601	Music for CAHS spring '09 commencement ceremony	The Music Store	700.00

Description: Music Store

Reversal Date: May 31, 2009

Example #5

Distribution of Income/Expense

The Veterinary Teaching Hospital (VTH) dept 1620 records revenue for its Veterinary Diagnostic Imaging (VDI) service in a sub-system which uploads the total amount into the VTH revenue holding account (1400300). An entry needs to be made to distribute the VDI revenue for the month of March into the appropriate revenue accounts and object codes.

From Account/Object Code	From Amount	Trans Date	Ref. Number	To Account/Obj	To Amounts	Description
1400300/4380	\$245,000.00	3/31/09	033109	1400190/4380	\$45,000	RadThera
				1400200/4380	\$200,000.00	Ultrasnd

Description: VDI/Income Dsitrib. March

Example #1

General Error Correction [?](#)

Doc Nbr:	333412	Status:	INITIATED
Initiator:	hbarclay	Created:	03:18 PM 04/23/2005

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* required field

Document Overview [hide](#)

Document Overview

* Description:	Correction of Tri Star Invoice 812995	Explanation:	Remove Tri Star Invoice off of account 1678490-6225 and move it to 1339270-6225 per Professor
Org. Doc. #:	812995		

Financial Document Detail

	Total Amount: 539.00
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Accounting Lines [hide](#)

[hide detail](#) [import lines](#)

From		* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
									0.00		
add:	* Reference Origin Code	* Reference Number		Line Description							add
		* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
1	CO	1339270	RETENTION PACKAGE FOR DP. ESTEP FOR POST DOC SALARY AND TRAVEL EXPENSES		6225	COMPUT HARD/SOFTWARE			539.00		
	Colorado State University										
	* Reference Origin Code	* Reference Number		Line Description							del inquiry delete
	01	S010001		Correction of Tri Star Invoice 812995							
									Total: 539.00		

To		* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
									0.00		
add:	* Reference Origin Code	* Reference Number		Line Description							add
		* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
1	CO	1678490	RETENTION PACKAGE FOR DP. ESTEP FOR POST DOC SALARY AND TRAVEL EXPENSES		6225	COMPUT HARD/SOFTWARE			539.00		
	Colorado State University										
	* Reference Origin Code	* Reference Number		Line Description							del inquiry delete
	01	S010001		Correction of Tri Star Invoice 812995							
									Total: 539.00		

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Logged in User: stschir

Adjustment/Accrual Voucher [?](#)

Doc Nbr:	459776	Status:	SAVED
Initiator:	stschir	Created:	12:01 PM 04/19/20

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* required field

Document Overview [hide](#)

Document Overview	
* Description: 5060-adjust inventory balance to actual	Explanation: This entry is adjusting the inventory balance to the actual amount and recognizing cost of goods sold for
Org. Doc. #:	
Financial Document Detail	
Total Amount: 41,302.93	

Adjustment/Accrual Voucher Details [hide](#)

* Accounting Period:	JUNE 2009
* Adjustment/Accrual Voucher Type:	<input checked="" type="checkbox"/> Adjustment <input type="checkbox"/> Accrual

Accounting Lines [hide](#)

										hide detail
										import lines
	* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Debit	Credit	Actions
add:								0.00	0.00	add
1	CO Colorado State University	2137600 CSFS SHOP OPERATIONS & INVENTORY		7001 COST OF SALES-GENL				41,302.93	0.00	bal inquiry delete
2	CO Colorado State University	2137600 CSFS SHOP OPERATIONS & INVENTORY		1510 GEN MAT + SUPPLIES				0.00	41,302.93	bal inquiry delete
								Debit Total: 41,302.93 Credit Total: 41,302.93		

General Ledger Pending Entries [hide](#)

Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc. Type Code	Balance Type	Obj. Type	Amount	D/C
1	2009	CO	2137600	----	7001	---	-----	AVAD	AC	ES	41,302.93	D
2	2009	CO	2137600	----	1510	---	-----	AVAD	AC	AS	41,302.93	C

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Example #3

Adjustment/Accrual Voucher [?](#)

Doc Nbr:	333420	Status:	ENROUTE
Initiator:	daleatha	Created:	03:42 PM 04/23/2009

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Document Overview [hide](#)

Document Overview	
* Description:	May Sales
Org. Dec. #:	D001680
Explanation:	
Financial Document Detail	
Total Amount: 53,715.50	

Adjustment/Accrual Voucher Details [hide](#)

Adjustment/Accrual Voucher Details	
* Accounting Period:	MAY 2009
* Adjustment/Accrual Voucher Type:	Accrual (AVAE)
Reversal Date:	Jun 1, 2009

Accounting Lines [hide](#)

	* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Debit	Credit	Actions
1	CQ Colorado State University	2217100 EQUINE REPRODUCTION-COMMERCIAL		1437 OTHER RECEIVABLES				53,715.50	0.00	
2	CQ Colorado State University	2217100 EQUINE REPRODUCTION-COMMERCIAL		4380 OTHER SALES + SERVIC				0.00	53,715.50	
								Debit Total: 53,715.50	Credit Total: 53,715.50	

General Ledger Pending Entries [hide](#)

Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc. Type Code	Balance Type	Obj. Type	Amount	D/C
1	2009	CQ	2217100	----	1437	---	-----	AVAE	AC	AS	53,715.50	D
2	2009	CQ	2217100	----	4380	---	-----	AVAE	AC	IC	53,715.50	C

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Example #4

Doc Nbr:	333421	Status:	SAVED
Initiator:	jinman	Created:	03:42 PM 04/23/2009

Pre-Encumbrance

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Document Overview

Document Overview

* Description:	Music Store Pre encumbrance Example #4	Explanation:	Demonstration entry - Music for CAHS Spring '09 commencement ceremony
Org. Doc. #:			

Financial Document Detail

Total Amount:	700.00
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Pre-Encumbrance Details

Pre-Encumbrance Details

Reversal Date:	05/31/2009
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Accounting Lines

Encumbrance									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:								0.00	add
1	CO Colorado State University	1322700 AHS OPERATING EXPENDITURES		6601 GENERAL SERVICES				700.00	add inquiry delete
								Total: 700.00	

Disencumbrance

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
add:								0.00		
	* Reference Number									add
								Total: 0.00		

General Ledger Pending Entries

General Ledger Pending Entries

Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc. Type Code	Balance Type	Obj. Type	Amount	D/C
1	2009	CQ	1322700	----	6601	---	-----	PE	PE	EX	700.00	D
2	2009	CQ	1322700	----	9890	---	-----	PE	PE	FB	700.00	C

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Example #5

Distribution Of Income And Expense ?

Doc Nbr:	333415	Status:	SAVED
Initiator:	ymonahan	Created:	03:22 PM 04/23/2009

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Document Overview ▼ hide

Document Overview	
* Description: VDI Income Distrib March	Explanation: Distribute VDI revenue for the month of March into the appropriate revenue and object codes
Org. Doc. #:	

Financial Document Detail

Total Amount: 245,000.00

Accounting Lines ▼ hide

hide detail									
import lines									
From									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		0.00	add
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	CO Colorado State University	1400300 <input type="text"/> VETERINARY TEACHING HOSPITAL REVENUE	<input type="text"/>	4380 <input type="text"/> OTHER SALES + SERVIC	<input type="text"/>	<input type="text"/>		245,000.00	bal inquiry delete
Total: 245,000.00									
To									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		0.00	add
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	CO Colorado State University	1400190 <input type="text"/> RADIATION THERAPY REVENUE	<input type="text"/>	4380 <input type="text"/> OTHER SALES + SERVIC	<input type="text"/>	<input type="text"/>	RADTHERA	45,000.00	bal inquiry delete
2	CO Colorado State University	1400200 <input type="text"/> VETERINARY DIAGNOSTIC IMAGING REVENUE	<input type="text"/>	4380 <input type="text"/> OTHER SALES + SERVIC	<input type="text"/>	<input type="text"/>	ULTRSND	200,000.00	bal inquiry delete
Total: 245,000.00									

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General Ledger Pending Entries ▼ hide

General Ledger Pending Entries ↕

Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc. Type Code	Balance Type	Obj. Type	Amount	D/C
1	2009	CQ	1400300	----	4380	---	-----	DI	AC	IN	245,000.00	D
2	2009	CQ	1400300	----	1100	---	-----	DI	AC	AS	245,000.00	C
3	2009	CQ	1400190	----	4380	---	-----	DI	AC	IN	45,000.00	C

Example #5 Continued

4	2009	CQ	1400190	----	1100	---	-----	DI	AC	AS	45,000.00	D
5	2009	CQ	1400200	----	4380	---	-----	DI	AC	IN	200,000.00	C
6	2009	CQ	1400200	----	1100	---	-----	DI	AC	AS	200,000.00	D

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