



ACCOUNTING AND KUALI FOR NON-ACCOUNTANTS

**Presented by:
Campus Services**

CAMPUS SERVICES

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

OVERVIEW

Accounting - Definition, Primary Objective, and Users

Governing Bodies and Accounting Principles

Accounting Elements – Assets, Liabilities, Fund Balance, Revenue and Expenses

Accrual Accounting

Kuali Object Code Review

Debits and Credits / Kuali “FROM” and “TO”

CSU Fund Groups and Sub-funds

Kuali Overview

Calculating Account Balance

Responsibilities and Approvals in Kuali

Transfer of Funds – Things to Know

ACCOUNTING OVERVIEW

Definition and Primary Objective of Accounting

Accounting - A systematic and comprehensive manner of recording financial transactions

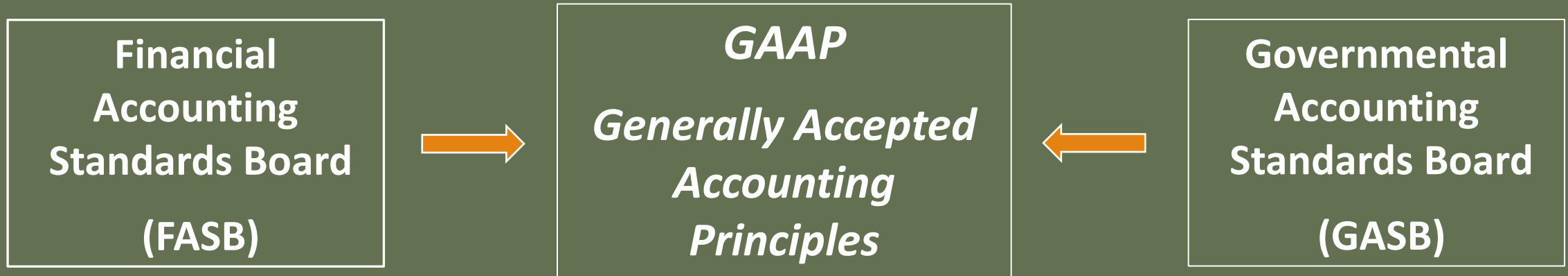


Accounting provides financial information to users to support decision-making



Users include BOG, leadership, investors/lenders, suppliers, grantors, students & families, state & federal governments, employees and general public

Governing Bodies and Principles



Revenue Principle: Revenue is recognized at the point of sale or when the services are complete

Expense Principle: Expense is recognized at the time when goods are received, or services are performed

Matching Principle: Revenue generated & expenses incurred must match in the same fiscal year (FY) (Accrual Accounting)

Consistency: Ability to compare reports from one FY to another, using the same assumptions across periods

Relevance: Financial statements are useful and timely

Reliability: Financial statements are verifiable

Comparability: Accounting information can be compared to other colleges and universities

ACCOUNTING ELEMENTS



Assets:

Resources that CSU owns and that provide future economic benefit

- Claim on Cash (OC1100)
- Prepaid expenses (OC1740)
- Receivables (OC14XX)
- Inventories (OC15XX)
- Equipment (OC18XX)

Liabilities:

Obligations against CSU's assets

- Accounts Payable (OC2101)
- Year End Payable (OC2103)
- Unearned Revenue (OC2590)

Expenses:

Actual costs as the result of ongoing operations

- Salaries and Fringe (OC5XXX)
- Supplies (lab & office) (OC62XX)
- Services – Repairs, maintenance, other (OC66XX)

Revenue:

Actual income as the result of ongoing operations

- External Revenue (OC43XX-44XX)
- Internal Revenue (OC48XX)
- Gifts (OC41XX)
- Tuition and Fee Revenue (OC43XX)

ACCRUAL ACCOUNTING

ACCRUAL ACCOUNTING

Accrual Method

**Used by governments, higher ed,
private industry and others):**

Revenue is recorded when goods are sold
or when the service is complete.

Expenses are recorded when the goods or
services are received.

Governments are required to follow GASB standards; therefore,
CSU is required to use the **Accrual Accounting** method.

Accruals - Assets

Accruals - Liabilities

Prepaid Expenses (OC1740)

- Service contracts purchased for future years
- Registration expense for conference in next fiscal year (FY)
- Airline tickets for travel in next FY
- Note: Recording a Prepaid reduces current year expense and moves the expense to the next fiscal year.

Other Receivables (OC1437)

- Lab tests completed for external client before June 30th but pmt not yet received from client
- Services completed for external client before June 30th but pmt not yet received from client
- Note: When you record a receivable you also increase your revenue

Unearned Revenue (OC2590)

- Revenue received in FY23, but not earned until FY24
- 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 (OC2103)

- Expense incurred in FY23, but not paid until FY24
- Travel occurred June 23rd – June 30th, but Travel Reimbursement not issued until July
 - Services received in FY23 but not paid until FY24

KUALI OBJECT CODES

KUALI OBJECT CODE CLASSIFICATIONS & ACCOUNTING ELEMENTS

KFS Object Code Classification	Accounting Element Type	Object Code Normal Balance	Object Codes Commonly Used
1XXX	Asset	Debit	Claim on Cash (OC1100) Receivables (OC14xx) Capital Assets (OC18xx)
2XXX	Liability	Credit	Accounts Payable (OC21xx)
3xxx	Beg. Fund Balance	Credit	Beginning Fund Balance (OC3000)
4XXX 9900 9904	Revenue	Credit	External Revenue (OC43xx-44xx) Internal Revenue (OC48xx-49xx) Transfer Income (OC9900, 9904-Plant)
5XXX – 6XXX 7xxx-8xxx 9902, 9905	Expense	Debit	Salary & Fringe (OC5xxx) General Supplies (OC62xx) General Services (OC66xx) COGS, Equipment (OC7xxx-8xxx) Transfer Expense (OC9902, 9905-Plant)

DEBITS AND CREDITS / KUALI “FROM” AND “TO”

Debits and Credits – The Balancing Act



Debits and Credits represent the two sides of each accounting transaction

Must be at least one Debit and one Credit in every transaction for a balanced equation

In Kuali, most documents have “FROM” and “TO” sections rather than showing “Debits” or “Credits”. Kuali did this to make it easier for non-accountant users

BASICS OF KUALI “FROM/TO” ACCOUNTING

FROM → WILL DECREASE ANY ACCOUNT/OBJECT CODE

TO → WILL INCREASE ANY ACCOUNT/OBJECT CODE



The “key” to knowing if a FROM or TO entry will be a Debit or a Credit, is to know what the Normal Balance is for the Accounting Element Type(s) (Object Code) that you are affecting

Assets/ Expense	
Debits	Credits
↑	↓
Increase	Decrease

Liability/ Revenue	
Debits	Credits
↓	↑
Decrease	Increase

Acctg. Element	Normal Balance	Increase	Decrease
Asset	Debit	Debit	Credit
Expense	Debit	Debit	Credit
Liability	Credit	Credit	Debit
Revenue/Income	Credit	Credit	Debit

BASICS OF KUALI “FROM/TO” ACCOUNTING

ASSETS

Increase Asset → Debit or “To” entry

Decrease Asset → Credit or “From” entry



Element Type	Normal Balance	Increase	Decrease
Asset	Debit	Debit	Credit

LIABILITIES

Increase a Liability → Credit or “To” entry

Decrease a Liability → Debit or “From” entry



Element Type	Normal Balance	Increase	Decrease
Liability	Credit	Credit	Debit

REVENUES

Increase a Revenue → Credit or “To” entry

Decrease a Revenue → Debit or “From” entry



Element Type	Normal Balance	Increase	Decrease
Revenue/Income	Credit	Credit	Debit

EXPENSES

Increase an Expense → Debit or “To” entry

Decrease an Expense → Credit or “From” entry



Element Type	Normal Balance	Increase	Decrease
Expense	Debit	Debit	Credit

KUALI "FROM/TO" EXAMPLE #1

An expense was incorrectly charged to the wrong Account. To correct the account, we need to enter a GLT and select the incorrect line(s) to return to the "FROM" section and then do a "Copy All" to create the "TO" section where we correct the Account #

FROM: **Decreases** the expense from the wrong account #2001490

TO: **Increases** the expense to the correct account #5317039

ACCOUNTING LINES

FROM

HIDE DETAILS

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	REF ORIGIN CODE	REF NUMBER	LINE DESCRIPTION	ACTIONS
1 CO Colorado State Uni...	2001490 Continuation Acco...		6601 General Services				1,965.60	01	30535042	MATRIX DESIGN GROUP	

TOTAL: 1,965.60

TO

HIDE DETAILS

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	REF ORIGIN CODE	REF NUMBER	LINE DESCRIPTION	ACTIONS
1 CO Colorado State Uni...	5317039 Peeble's Meadow J...		6601 General Services				1,965.60	01	30535042	MATRIX DESIGN GROUP	

TOTAL: 1,965.60

KUALI "FROM/TO" EXAMPLE #1 CONTINUED

An expense was incorrectly charged to the wrong account. To correct the account # we created a GLT:

FROM: **Decrease** the expense from the incorrect account #2001490

TO: **Increase** the expense to the correct account #5317039

CHECK GL PENDING ENTRIES TAB ON THE GLT BEFORE YOU SUBMIT

This tab shows that Acct 2001490 OC6601 will be credited "C" in last column and Acct 5317039 OC6601 will be debited "D"

Your entry will **decrease** the expense on account #2001490 and **increase** the expense on account #5317039

GENERAL LEDGER PENDING ENTRIES

GENERAL LEDGER PENDING ENTRIES

Seq #	Fiscal Year	Chart	Account	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2023	CO	2001490	----	6601	---	-----	GLT	AC	EX	1,965.60	C
2	2023	CO	2001490	----	1100	---	-----	GLT	AC	AS	1,965.60	D
3	2023	CO	5317039	----	6601	---	-----	GLT	AC	EX	1,965.60	D
4	2023	CO	5317039	----	1100	---	-----	GLT	AC	AS	1,965.60	C

KUALI "FROM/TO" EXAMPLE #1 CONTINUED

CHECK GENERAL LEDGER BALANCE TO MAKE SURE THE GLT DOES WHAT YOU NEED IT TO DO

Open the General Ledger Balance screen and input the Account #2001490 and OC6601

- Do not select "Include Pending Ledger Entry" "All" button & click search – Look at the balance
- Select "Include Pending Ledger Entry" "All" & click search – Did the balance **decrease** by the amount of the GLT? YES!

Include Pending Ledger Entry:

No Approved All

Search

Clear

Cancel

Search Results

1-1 of 1

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Beginning Balance Line Amount	Beginning Cumulative Balance Amount	Account Line Annual Balance Amount
2023	CO	2001490	*ALL*	6601	*ALL*	AC	*ALL*	0.00	0.00	1,965.60

Include Pending Ledger Entry:

No Approved All

Search

Clear

Cancel

Search Results

1-1 of 1

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Beginning Balance Line Amount	Beginning Cumulative Balance Amount	Account Line Annual Balance Amount
2023	CO	2001490	*ALL*	6601	*ALL*	AC	*ALL*	0.00	0.00	0.00

Include Pending Ledger Entry:

No Approved All

Search

Clear

Cancel

Search Results

1-1 of 1

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Beginning Balance Line Amount	Beginning Cumulative Balance Amount	Account Line Annual Balance Amount
2023	CO	5317039	*ALL*	6601	*ALL*	AC	*ALL*	0.00	10,565.62	2,402.40

Include Pending Ledger Entry:

No Approved All

Search

Clear

Cancel

Search Results

1-1 of 1

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Beginning Balance Line Amount	Beginning Cumulative Balance Amount	Account Line Annual Balance Amount
2023	CO	5317039	*ALL*	6601	*ALL*	AC	*ALL*	0.00	10,565.62	4,368.00

Repeat both steps to check Acct #5317039 OC6601 – Did the GLT **increase** the expense on Acct #5317039 OC6601? YES!

KUALI "FROM/TO" EXAMPLE #2

We need to do a Final Revenue Distribution to charge expense to Acct 1204100 OC6601 and to give revenue to Accts 1262700 & 1264000 in OC4800. All lines will be in the TO section of the DI

TO: **Increase** (debit) the expense on Acct 1204100 OC6601 \$33,024.20

TO: **Increase** (credit) the revenue on Acct 1262700 OC4800 \$25,538.92

TO: **Increase** (credit) the revenue on Acct 1264000 OC4800 \$7,458.28

FROM

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	LINE DESCRIPTION
								0.00
TOTAL:							0.00	

TO

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	LINE DESCRIPTION
								0.00
1	CO Colorado State University	1204100 Liberal Arts	6601 General Services	422 Course Distribution/Dept Share			33,024.20	FA22 FINAL REVENUE DISTRIBUTION
2	CO Colorado State University	1262700 Music, Theatre & Dance	4800 Interdepartment Credits				25,538.92	FA22 FINAL REVENUE DISTRIBUTION
3	CO Colorado State University	1264000 Music Therapy Masters Program	4800 Interdepartment Credits				7,485.28	FA22 FINAL REVENUE DISTRIBUTION
TOTAL:							66,048.40	

GENERAL LEDGER PENDING ENTRIES

GENERAL LEDGER PENDING ENTRIES

Seq #	Fiscal Year	Chart	Account	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2023	CO	1204100	----	6601	422	-----	DI	AC	EX	33,024.20	D
2	2023	CO	1204100	----	1100	---	-----	DI	AC	AS	33,024.20	C
3	2023	CO	1262700	----	4800	---	-----	DI	AC	IC	25,538.92	C
4	2023	CO	1262700	----	1100	---	-----	DI	AC	AS	25,538.92	D
5	2023	CO	1264000	----	4800	---	-----	DI	AC	IC	7,485.28	C
6	2023	CO	1264000	----	1100	---	-----	DI	AC	AS	7,485.28	D

KUALI "FROM/TO" EXAMPLE #2 - CONTINUED

CHECK GENERAL LEDGER BALANCE TO MAKE SURE THE DI DOES WHAT YOU NEED IT TO DO

Did the DI: **Increase** (debit) the expense on Acct 1204100 OC6601 \$33,024.20? Yes!
Increase (credit) the revenue on Acct 1262700 OC4800 \$25,538.92? Yes!
Increase (credit) the revenue on Acct 1264000 OC4800 \$7,458.28?

Include Pending Ledger Entry:

No Approved All

Search Clear Cancel

Search Results

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Beginning Balance Line Amount	Beginning C
2023	CO	1204100	*ALL*	6601	*ALL*	AC	*ALL*	0.00	

July 0.00 October 38,687.38 January 0.00

2023	CO	1204100	6601	422	AC	EX	07	DI	01	30468417	FA22 FINAL REVENUE DISTRIBUTION	33,024.20 D	01/06/2023						PENDING
------	----	---------	------	-----	----	----	----	----	----	----------	---------------------------------	-------------	------------	--	--	--	--	--	---------

Include Pending Ledger Entry:

No Approved All

Search Clear Cancel

Search Results

1-1 of 1

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Beginning Balance Line Amount	Beginning Cumulative Balance Amount	Account Line Annual Balance Amount
2023	CO	1262700	*ALL*	4800	*ALL*	AC	*ALL*	0.00	0.00	95,687.23

No Approved All

Search Clear Cancel

Search Results

1-1 of 1

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Beginning Balance Line Amount	Beginning Cumulative Balance Amount	Account Line Annual Balance Amount
2023	CO	1262700	*ALL*	4800	*ALL*	AC	*ALL*	0.00	0.00	121,226.15

CSU FUND GROUPS AND SUB-FUNDS

CSU Sub-Fund Types

Activities are assigned to Fund Groups based on the type of activity involved.

Sub-Funds further categorize and define the funds based on the type, purpose or source of funds that are found in the account.



Some commonly used Sub-Funds include:

EG – 13XXXXX : Appropriated funds related to Instruction and Administration.

RARSP – 16XXXXX: Allocations to departments of F&A costs is received in the RARSP fund accounts to encourage and support research and scholarly activities.

CONTED & DCESUP – 12xxxxx: These funds used to account for revenue and expenses related to providing continuing education

RECHAR – 21xxxxx: The purpose of these funds is to provide internal services to the University. Requires an approved business plan and billing rates.

GENOP – 22xxxxx: The purpose of these funds is to sell goods and services to students, faculty, staff and the external community

SPONPR – 53xxxxx: The purpose of these funds is to record federal, state and private contracts and grants.

Gift – 64xxxxx: Revenue is limited to gifts and investment income earned on accumulated gifts.

Plant – 77xxxxx: Used for construction related projects on campus. Facilities will be involved whenever 77 accounts are used.

KUALI FINANCIAL SYSTEM

KUALI FINANCIAL SYSTEM



DEVELOPED BY AND FOR
HIGHER EDUCATION



CONSOLIDATED
FINANCIAL SYSTEM



ELECTRONIC ROUTING
APPROVAL PROCESS
(ROUTE LOG)



BUILT IN CHECKS AND
BALANCES THUS
REDUCING MISTAKES



CREATES AN AUDIT
TRAIL



KUALI (KFS) IS THE
SYSTEM OF RECORD

KUALI – HOME SCREEN

The screenshot shows the KUALI Home Screen. On the left is a dark sidebar with navigation options. The main content area is titled 'Home' and contains a 'Message of the Day' section with a text box, a 'Favorites' section with a grid of links, and a user profile section at the bottom.

Home Button: Callout pointing to the home icon in the sidebar.

Message of the Day: Callout pointing to the title of the message box.

Action List & Doc Search Buttons: Callout pointing to the 'Action List' and 'Doc Search' items in the sidebar.

Bookmarked Favorites: Callout pointing to the 'Favorites' section title.

Side Menu has Tabs for Different Activities: Callout pointing to the 'More Items' dropdown in the sidebar.

Refresh Navigation: Callout pointing to the user profile 'Kristine King' in the sidebar.

Message of the Day (Text):
Due to performance issues, Kualico recommends that users needing to complete multi month per diem Travel Authorizations do so by completing one month per document. Doing multi months on one Travel Authorization will lock the document down and not open in workflow. Code is being reviewed to determine if this can be enhanced to allow multi months.
*Due to performance issues, import templates on Financial Processing documents should be limited to 400 lines. Kualico has confirmed each file should contain no more than 400 lines.
*There have been reports of error message on the actions list BASE:/index.html. To fix this error users must clear caching on the page. Please perform this action on the action list page. Ctrl+Shift+r. In addition, users need to click the Refresh Navigation link located under their name (lower left hand side of the Nav bar). This will clear the cache of any URLs with kr in them. If you do not do this, you may see Our Apologies when trying to access some links.

Favorites (Grid):

Account	Balances by Consolidation	General Ledger Pending Entry	Organization
Adjustment/Accrual Voucher	Distribution Of Income And Expense	General Ledger Transfer	Person
Automated Journal Vouchers Types	General Ledger Balance	Group	
Available Balances	General Ledger Entry	Object Code	

SIDE MENU

This is where you will find the Accounting Activity documents

KUALI FINANCIALS

- Home
- Action List
- Doc Search
- Reports
- Jump to... Ctrl+K
- 1099
- Accounting**
- Accounts Receivable
- Automated Journal Voucher
- Balance Inquiries
- BFS ADMINISTRATION
- Budget Construction

Accounting

Activities

- Adjustment/Accrual Voucher
- Advance Deposit
- Budget Adjustment
- Cash Receipt
- Distribution Of Income And Expense
- General Ledger Transfer
- Indirect Cost Adjustment
- Internal Billing
- Internal Order
- Non-Check Disbursement
- Pre-Encumbrance
- Transfer Of Funds
- Year End Journal Voucher

Reference

- Capital Asset Guide- GEC and DI
- KFS Training Guides

“JUMP TO” SEARCH FEATURE

KUALI FINANCIALS

Home

Action List

Doc Search

Reports

Jump to... **Ctrl+K**

1099

Accounting

Accounts Receivable

Automated Journal Voucher

Balance Inquiries

BFS ADMINISTRATION

Budget Construction

+7 More Items

Home

Message of the Day

Due to performance issues...

*Due to performance issues...

*There have been reports...

Adjustment/Accrual Voucher

Automated Journal Voucher

Available Balances

Start typing the name of the document or activity and it will auto populate the list of clickable items

req

Requisition

Requisition Source

Recurring Payment Frequency

Purchase Order Quote List

Purchase Order Quote Status

Delivery Required Date Reason

Purchase Order Quote Language

Special Circumstances Question

↑ ↓ to navigate ↩ to select **ctrl** ↩ to open in a new tab **esc** to dismiss

do so by completing one month per document. Doing multi months... can be enhanced to allow multi months.

is confirmed each file should contain no more than 400 lines.

the page. Please perform this action on the action list page.

(Nav bar). This will clear the cache of any URLs with kr in them. If you

g Entry Organization

er Person

“Jump To” is an easy way to find a document or activity if you don’t know which tab it “lives” in

Open this from anywhere by typing **Ctrl+K**

“MY FAVORITES” FEATURE

KUALI FINANCIALS

- Home
- Action List
- Doc Search
- Reports
- Jump to... Ctrl+K
- 1099
- Accounting
- Accounts Receivable
- Automated Journal Voucher
- Balance Inquiries
- BFS ADMINISTRATION

Accounting

Activities

- Adjustment/Accrual Voucher
- Advance Deposit
- Budget Adjustment
- Cash Receipt
- Distribution Of Income And Expense

Capital Asset Guide- GEC and DI
KFS Training Guides

Favorites

Account	Balances by Consolidation	General Ledger Pending Entry	Organization
Adjustment/Accrual Voucher	Distribution Of Income And Expense	General Ledger Transfer	Person
Automated Journal Vouchers Types	General Ledger Balance	Group	
Available Balances	General Ledger Entry	Object Code	

Callout 1: To add an item to “Favorites” hover over the item and click the heart icon outline

Callout 2: If the heart icon is filled in, it is already on your “favorites” list

Callout 3: Add or Delete a favorite by clicking on the Configure icon and select or deselect the item(s)

Callout 4: To remove a favorite hover over the item in the “Favorites” section and click the “x” when it appears

ACTION LIST

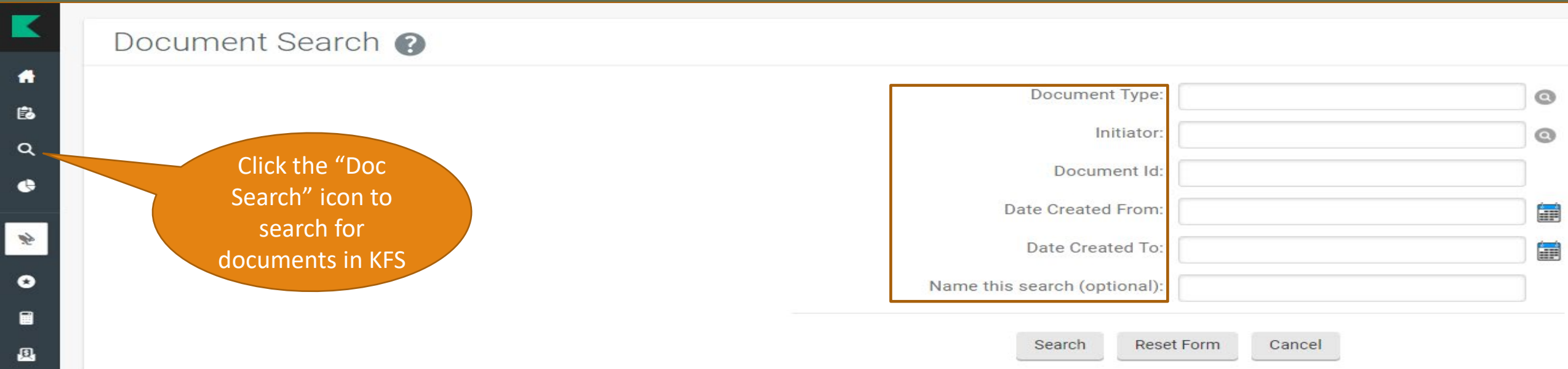
Click any
"Header" title
to sort the
action list

Click "Preferences"
to change the
appearance of your
action list

Action List										
Action List Outbox										1-39 of 39
Search Results										
Id	Type	Title	Route Status	Action Requested	Initiator	Delegator	Date Created	Last Approved Date	Group Request	Log
30069102	Account	Edit Account - Closing Account	ENROUTE	APPROVE	Stark, Adam J.		11:08 AM 11/08/2022	03:30 PM 12/30/2022	CampusServices	View
30413359	Account	New Account - Create Reserve Acct for DoIT	ENROUTE	APPROVE	Gustison, Barbara J.		12:16 PM 12/15/2022	09:18 AM 12/16/2022	CampusServices	View
30423223	Account Global	New AccountGlobal - Update Fiscal Officer	ENROUTE	APPROVE	Perrotin, Martha Cecilia		10:26 AM 12/16/2022	01:28 PM 01/06/2023	CampusServices	View
30423322	Account Global	New AccountGlobal - Update Fiscal Officer	ENROUTE	APPROVE	Perrotin, Martha Cecilia		10:37 AM 12/16/2022	01:29 PM 01/06/2023	CampusServices	View
30423356	Account Global	New AccountGlobal - Update Fiscal Officer	ENROUTE	APPROVE	Perrotin, Martha Cecilia		10:42 AM 12/16/2022	01:29 PM 01/06/2023	CampusServices	View
30454953	Adjustment/Accrual Voucher	Adjustment/Accrual Voucher - PSC prepaid memberships	ENROUTE	APPROVE	Brennan, Timothy		10:28 AM 12/20/2022	08:52 PM 01/03/2023	CampusServices	View
30462678	Distribution Of Income And Expense	Distribution Of Income And Expense - Garfield AmeriCorps member fees 22-23	ENROUTE	APPROVE	Farrand, Carla Renee		05:24 PM 12/20/2022	04:17 PM 01/06/2023	CampusServices	View
30465422	General Ledger Transfer	General Ledger Transfer - Transfer expenses to correct account	ENROUTE	APPROVE	Griffin, Cathy A.		01:12 PM 12/21/2022	12:12 PM 01/06/2023	CampusServices	View

- List of documents awaiting your action (Approve, Acknowledge, FYI or Complete)
- Click on Document ID # to open the document, review, and take action
- The "Action Requested" column indicates what action you need to take (Approve, Acknowledge, FYI or Complete)

DOCUMENT SEARCH OPTIONS



The screenshot shows a web application interface for document search. On the left is a dark sidebar with several icons, including a magnifying glass. A callout bubble points to this icon with the text: "Click the 'Doc Search' icon to search for documents in KFS". The main content area is titled "Document Search" with a help icon. Below the title is a search form with the following fields: "Document Type:" (text input with search icon), "Initiator:" (text input with search icon), "Document Id:" (text input), "Date Created From:" (calendar icon), "Date Created To:" (calendar icon), and "Name this search (optional):" (text input). Below the form are three buttons: "Search", "Reset Form", and "Cancel".

- Search by Document ID #
- Search by Document Type using the document short name like GLT, DI, PO, PREQ, etc
- Search by Initiator
- If not searching on a Document ID# use Date fields to limit search (avoid long running queries)

DOCUMENT TYPE SHORT NAMES FOR SEARCHING

- Account - ACCT
- Accrual/Adjustment Voucher - AV
- Advance Deposit - AD
- Budget Adjustment - BA
- Cash Receipts - CR
- Disbursement Voucher - DV
- Distribution of Income/Expense - DI
- General Ledger Transfer - GLT
- Internal Billing - IB
- Internal Order - IO
- Payment Request - PREQ
- Pre-Encumbrance - PE
- Purchase Order - PO
- Transfer of Funds - TF
- Travel Authorization - TA
- Travel Reimbursement - TR
- Effort Certification - ECD
- Asset Maintenance - CAMM

CALCULATING AVAILABLE BALANCE

Budget-based vs Cash-based (Self Funded) Accounts

Budget Based Accounts

EG (13 Accounts)

RARSP (16 Accounts)

CSFS (19 Accounts)

EXTEN (Some 17 Accounts)

PVM (Some 14 Accounts)

Budget-based Accts: Calculate available balance by using the Balances by Consolidation screen

$\text{Budget} - \text{Actuals} - \text{Encumbrances} = \text{Available Balance}$

Self Funded Accounts

GENOP (22 Accounts)

DCESUP (12 Accounts)

CONTED (12 Accounts)

ONLPL (12 Accounts)

AUX (26 Accounts)

ATHLET (26 Accounts)

Cash Based (Self-Funded) Accts: Calculate available using the Available Balances screen

$\text{Assets} - \text{Liabilities} = \text{Available Balance}$ or
 $\text{Beg Fund Bal} + \text{Rev} - \text{Exp} = \text{Available Balance}$

Budget-based accounts:
Use Balances by Consolidation

Cash-based (Self-Funded) accounts:
Use Available Balances

The screenshot displays the KUALI FINANCIALS application interface. On the left is a dark sidebar with a navigation menu. The 'Balance Inquiries' item at the bottom of the sidebar is highlighted with a yellow box. Two yellow arrows originate from this box and point to the 'Available Balances' and 'Balances by Consolidation' items in the 'Balance Inquiries' dropdown menu on the right. The dropdown menu is titled 'Balance Inquiries' and contains a sub-section 'Activities' with the following items: Available Balances, Balances by Consolidation, Cash Balances, General Ledger Balance, General Ledger Entry, General Ledger Pending Entry, and Open Encumbrances.

KUALI FINANCIALS

- Home
- Action List
- Doc Search
- Reports
- Jump to... Ctrl+K
- 1099
- Accounting
- Accounts Receivable
- Automated Journal Voucher
- Balance Inquiries**

Balance Inquiries

Activities

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

Available Balance
*Cash-based (self funded)
accounts*

Balance by Consolidation
Budget-based accounts

Displays balances by account and object code.

Calculate balances in Cash-based (Self Funded) accounts one of two ways:

Displays the total income and total expenses in an account, rolled up by a consolidation code.

Calculate the available balance in Budget-based accounts as follows:

Assets
- Liabilities
Available Balance

OR

Beginning Fund Balance
+ Revenues
- Expenses
+ Transfers In
- Transfers Out

Ending Fund (Available) Balance

Budget Amount
- Actuals Amount
- Encumbrances Amount
Ending Fund (Available) Balance

Available Balances Example – Can you determine the available balance in self-funded account 223300?

Available Balances Lookup ⓘ

* Fiscal Year: ⓘ

* Chart Code: ⓘ

* Account Number: ⓘ

Sub-Account Number: ⓘ

Object Code: ⓘ

Sub-Object Code: ⓘ

Consolidation Option: Consolidation Detail Exclude Sub-Accounts

Include Pending Ledger Entry: No Approved All

Search Results

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Actuals Amount
2022	CO	2203002	*ALL*	1100	*ALL*	0.00	53,112.39
2022	CO	2203002	*ALL*	3000	*ALL*	0.00	11,843.04
2022	CO	2203002	*ALL*	4380	*ALL*	90,000.00	45,000.00
2022	CO	2203002	*ALL*	6200	*ALL*	81,081.00	0.00
2022	CO	2203002	*ALL*	6202	*ALL*	0.00	620.51
2022	CO	2203002	*ALL*	6602	*ALL*	0.00	1,196.00
2022	CO	2203002	*ALL*	9000	*ALL*	8,919.00	0.00
2022	CO	2203002	*ALL*	9550	*ALL*	0.00	78.12
2022	CO	2203002	*ALL*	9551	*ALL*	0.00	121.70
2022	CO	2203002	*ALL*	9905	*ALL*	0.00	1,714.32

Assets (1xxx) = \$53,112.39
 - Liabilities (2xxx) = \$0
 Available Balance = \$53,112.39



Calculate the Available Fund Balance by:

Beginning FB (3000)	\$11,843.04
+ Revenues (4XXX)	+ 45,000.00
- Expenses (5XXX-9XXX)	- <u>3,730.65</u>
Ending FB	\$53,112.39

Balance By Consolidation Example – Can you determine the available balance in Budget Based account 1356570?

Ending FB
(Available) =
Total Budget –
Total Actuals –
Encumbrances

Budget \$255,903.00
- Actuals - 92,450.33
- Encumbrances - 151,050.00

Ending Available FB \$12,402.67

Balances By Consolidation Lookup ?

* Fiscal Year:

* Chart Code:

* Account Number:

Sub-Account Number:

Consolidation Option:
 Consolidation
 Detail
 Exclude Sub-Accounts

Include Cost Share Sub-Accounts:
 Include
 Exclude

Include Pending Ledger Entry:
 No
 Approved
 All

Search Results

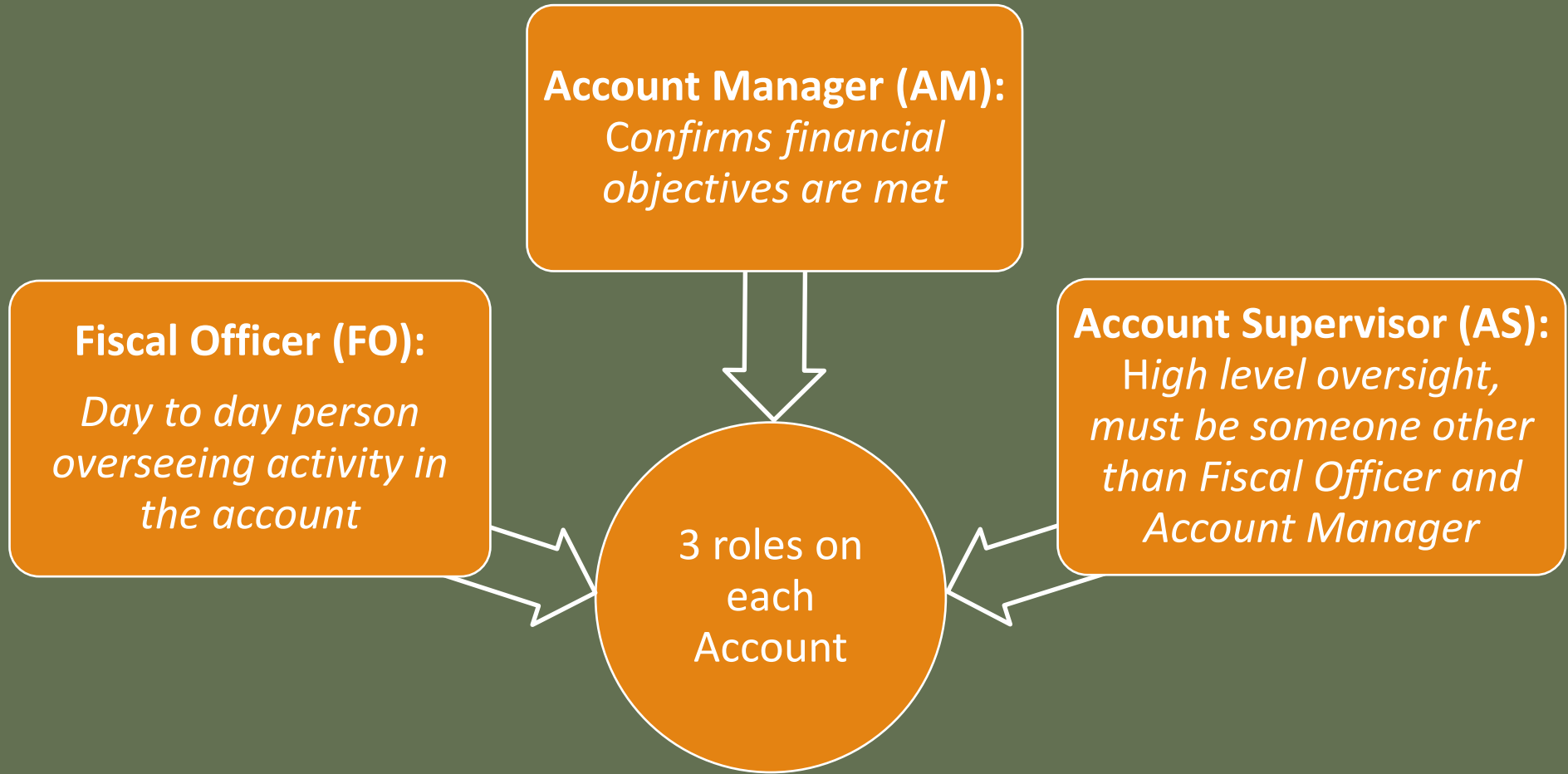
Fiscal Year	Chart Code	Account Number	Sub-Account Number	Reporting Sort Code	Consolidation Code	Lookup By Level	Budget Amount	Actuals Amount	Encumbrance Amount
22	CO	1356570	*ALL*	B	CMPN	Drill Down	254,203.00	73,251.92	151,050.00
22	CO	1356570	*ALL*	B	GENX	Drill Down	1,700.00	198.41	0.00
22	CO	1356570	*ALL*	B	CPTL	Drill Down	0.00	19,000.00	0.00

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

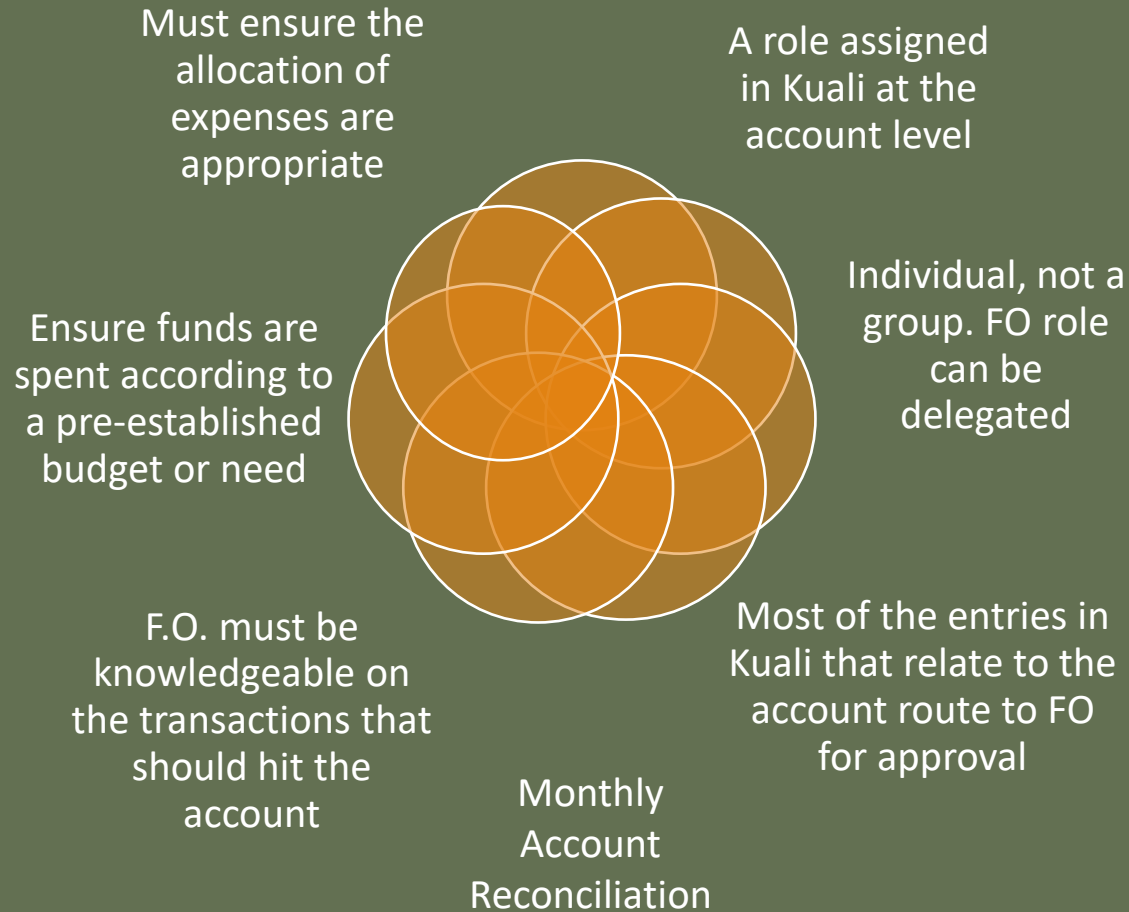
Totals

Type	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
Income	0.00	0.00	0.00	0.00
Income From Transfers	0.00	0.00	0.00	0.00
Total Income	0.00	0.00	0.00	0.00
Expense	255,903.00	92,450.33	151,050.00	12,402.67
Expense From Transfers	0.00	0.00	0.00	0.00
Total Expense	255,903.00	92,450.33	151,050.00	12,402.67
Available Balance				12,402.67

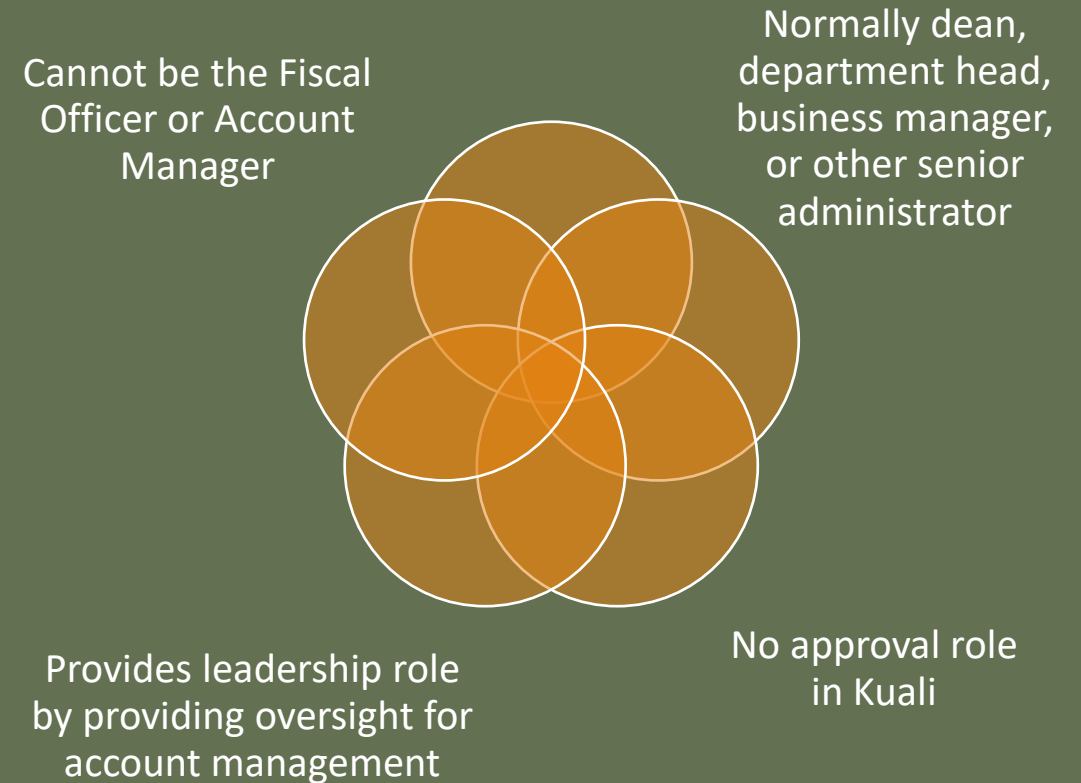
RESPONSIBILITIES AND APPROVALS



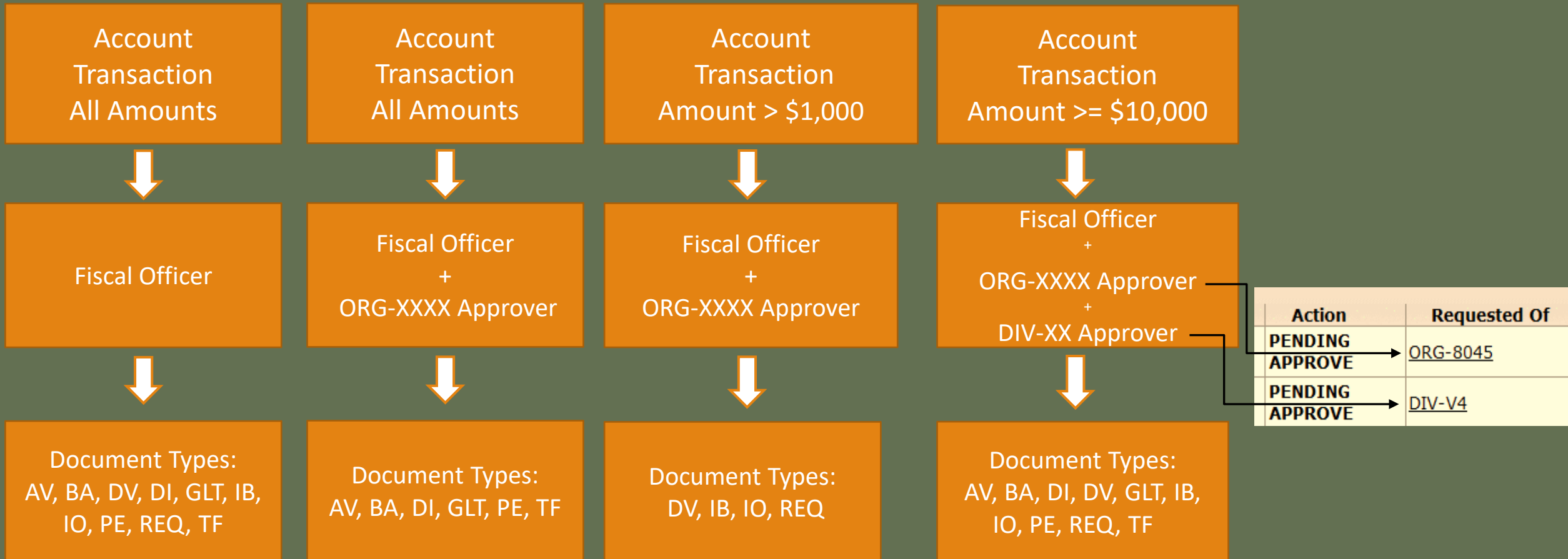
Fiscal Officer (FO) Responsibilities



Account Supervisor (AS) Responsibilities



DOCUMENT APPROVAL LIMITS



Account Transaction
All Amounts



Fiscal Officer



Document Types:
AV, BA, DV, DI, GLT, IB,
IO, PE, REQ, TF

Account Transaction
All Amounts



Fiscal Officer
+
ORG-XXXX Approver



Document Types:
AV, BA, DI, GLT, PE, TF

Account Transaction
Amount > \$1,000



Fiscal Officer
+
ORG-XXXX Approver



Document Types:
DV, IB, IO, REQ

Account Transaction
Amount >= \$10,000



Fiscal Officer
+
ORG-XXXX Approver
+
DIV-XX Approver



Document Types:
AV, BA, DI, DV, GLT, IB,
IO, PE, REQ, TF

Higher Approver Levels

Organization (ORG-XXXX)

Approver

a.k.a. Department Approver

Multiple people can be in an ORG group

Only 1 person in the ORG-XXXX group needs to approve the document

ORG approval is granted via [Application for Signature Authorization](#) form

ORG approver is normally a business manager, department manager, or other senior administrator

Division (DIV-XX) Approver

Multiple people can be in a DIV-XX group

Only 1 person in the DIV-XX group needs to approve the document

DIV approver access is granted via [Application for Signature Authorization](#) form

DIV approver is typically a dean, department head, or other senior administrator

Individual can be in both the ORG and DIV-XX roles for smaller departments, but should not be the Fiscal Officer

TRANSFER OF FUNDS DOCUMENT

TRANSFER OF FUNDS – THINGS TO KNOW

Fiscal Officer Responsibility on TF Docs before you approve them

- Check Available Balance w/the pending TF
- If account is in deficit – add note about when and how the deficit will be cleared

Attachments – make sure all attachments are correct and match the amount of the TF

“FROM” and “TO” on TF Docs – this works different from other documents

- “FROM” is the account you are taking funds from (Debit to Transfer Expense OC9902 or OC9905)
- “TO” is the account you are moving funds to (Credit Transfer Income OC9900 or OC9904)
- The Transfer OCs have to match up OC9902 with OC9900 and OC9905 with OC9904

[Transfer of Funds Matrix](#) – Matrix identifying allowable/dis-allowable transfers between sub-funds

RESOURCES

[CSU Financial Rules](#)

[CSU FPIs – Financial Procedure Instructions](#)

[Object Code Cheat Sheet](#)

[Object Code Listing with Definitions](#)

[Transfer of Funds Matrix](#)

CAMPUS SERVICES REPRESENTATIVES

Kris King, Manager – 491-6752

Hayley Barnes – 491-7766

Jim McKune – 491-4148

Jocelyn Florez – 491-2801

Thank you for listening!
Any questions?

