

Adjustment/Accrual Voucher

Document Overview:

The Adjustment Voucher (AV) is used to recognize revenues in the period in which they are earned and expenses in the period in which they are incurred. This option does NOT have a reversal date.

The Accrual Voucher (AV) is used to post an accrual entry that will reverse in a designated future month. By selecting this option, a reversal date is required.

To do either document, click into the “Adjustment/Accrual Voucher” document. The user will be given two options, either to select adjustment or to select accrual. The default is for the adjustment document. By clicking accrual, it will allow for a reversal date. The document is set up with debit and credit fields.

How to Complete the Document:

Complete the Document Overview section by adding a brief description of what is being done, then expand on it in the Explanation field. The Org. Doc. # is an optional field, and is searchable in Quali. In the below example, the department chose to use this additional Org. Doc. # field.

▼ hide

Document Overview	
<p>* Description: <input style="width: 90%;" type="text" value="5060-adjust inventory balance to actual"/></p> <p>Org. Doc. #: <input style="width: 80%;" type="text" value="B002"/></p>	<p>Explanation: <div style="border: 1px solid #ccc; padding: 2px; min-height: 40px;">This entry is adjusting the inventory balance to the actual amount and recognizing cost of goods sold.</div></p>

Below is an example of an “adjustment voucher” note that a reversal date is NOT requested. In this example, the inventory balance is being adjusted to the actual amount and a cost of goods sold expense is being recognized.

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Adjustment/Accrual Voucher Details										
<p>* Adjustment/Accrual Voucher Type: <input checked="" type="radio"/> Adjustment <input type="radio"/> Accrual</p>										
Accounting Lines										
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:	CO ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		0.00	0.00	add
1	CO ▼ <small>Colorado State University</small>	2137600 <small>Csfs Shop Operations & Inventory</small>	<input type="text"/>	1510 <small>Gen Mat + Supplies</small>	<input type="text"/>	<input type="text"/>		0.00	41,302.93	delete bal inquiry
2	CO ▼ <small>Colorado State University</small>	2137600 <small>Csfs Shop Operations & Inventory</small>	<input type="text"/>	7001 <small>Cost Of Sales-Genl</small>	<input type="text"/>	<input type="text"/>		41,302.93	0.00	delete bal inquiry
								Debit Total: 41,302.93		Credit Total: 41,302.93

Below is an example of an “accrual voucher” note that a reversal date is requested. In the below example, a department needs to accrue for and post for services billed in January 2018. This entry is accruing revenue (posting it to the proper period) and recording a receivable. It is anticipated that customers will pay in February 2018, so a reversal date of 2/1/2018 has been selected. The reversal in February will clear the receivable and increase the revenue in account 2221500 by \$330.00.

* Adjustment/Accrual Voucher Type: Accrual (AVAE)								
Reversal Date: Feb 1, 2018								
Accounting Lines ▼ hide								
Accounting Lines hi								
* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Debit	Credit
11 CO Colorado State University	2221500 Animal Disease Laboratory Perdiem Account-External		1437 Other Receivables				330.00	0.00
Line Description								
2221500-52								
12 CO Colorado State University	2221500 Animal Disease Laboratory Perdiem Account-External		4380 Other Sales+Services-Auxiliary/Self-Fund				0.00	330.00
Line Description								
2221500-52 Mazumdar Shaw - Athre								
							Debit Total: 330.00	Credit Total: 330.00

The invoice and any other support needed will be attached to the Notes/Attachments section in PDF or TIFF format.

Notes and Attachments (1) ▼ hide					
Notes and Attachments					
Posted Timestamp	Author	* Note Text	Attached File	Notification Recipient	Actions
add:		<input type="text"/>	<input type="text"/> Browse... CANCEL		<input type="button" value="add"/>
1	01/04/2018 03:52 PM	Leaming, Summer E	Invoice Invoice.pdf (871 KB, application/pdf)	<input type="text"/>	<input type="button" value="delete"/> <input type="button" value="send"/>

Document Routing:

Once the document has been submitted, it will route to needed individuals. For a normal routing process, the document will route to the fiscal officer on each account. Account departmental approvals (ORG-xxxx) will be required after Fiscal Officers have approved. Division approvals (DIV-xx) will be required on any documents that are greater than or equal to \$10,000. Campus Services approves afterwards.

Additional approvals may also be required dependent on object codes used (ex. authorized business function object code 6649), sub-accounts used within the document (ex. PLANT, SPONPR, and GIFT), and Fund Groups used (ex. Fund Group A).

Document Exceptions/Restrictions:

Below are the list of parameters related to the IB document. If the Constraint Code is “A” it means “Allowed” and if it is “D” it means “Disallowed”.

Namespace Code	Component	Application ID	Parameter Name	Parameter Description	Parameter Value	Parameter Constraint Code
KFS-FP	Auxiliary Voucher	KFS	OBJECT SUB TYPES	Object Sub-Type(s) restricted from use o...	AM;BF;CA;BU;BD;LF;LE;LA;IF;FB;CO;UO;UF;U...	D
KFS-FP	Auxiliary Voucher	KFS	ACCOUNTING PERIODS	Restricts available Accounting Period va...	AB;BB;CB	D
KFS-FP	Auxiliary Voucher	KFS	ACCOUNTING PERIOD GRACE PERIOD	Number of days, after an accounting peri...	60	A
KFS-FP	Auxiliary Voucher	KFS	OBJECT CODES	Object Code(s) restricted from use on th...	4353;6050	D
KFS-FP	Auxiliary Voucher	KFS	GLPE OFFSET OBJECT CODE	The offset object code that is used for ...	3100	A
KFS-FP	Auxiliary Voucher	KFS	REVERSAL DATE DEFAULT DAY OF THE MONTH	The day of the month that will prefill i...	01	A

Below is the explanation of these restrictions:

Object Sub Types:

Specific Object Sub-Type levels should not be included on Adjustment Accrual Voucher documents. This document disallows the use of object codes with Object Sub-Types of:

Object Sub-Types

AM - Art+ Museum
 BF - Bldg+Attached/Fixture Federally Funded
 CA - Cash
 BU - Budget Only Object Codes
 BD - Building
 LF - Library Acquisition Federally Funded
 LE - Leasehold Improvements
 LA - Land
 IF - Infrastructures Reserved for CAM
 FB - Fund Balance
 CO - Capital Moveable Equipment Other Owned

Object Sub-Types

UO - Reserved for CAM
 UF - University Constructed Federally Funded
 UC - University Constructed
 MT - Mandatory Transfers
 NM - Non-Mandatory Transfers
 LI - Library Acquisitions
 VF - Vehicle Federal Funding
 CP - Capital Assets
 CF - Capital Moveable Equipment Federal Funded
 CM - Capital Moveable Equipment

Accounting Periods:

Restricts available accounting period values from the drop-down list. The restrictions relate to Actual Balance (AB), Beginning Balance (BB), and CG Beginning Balance (CB).

Object Code Restrictions:

This document disallows the use of Object Codes 4353-Program Assessment Charges and 6050-Travel Encumbrance.