**Document Overview:**

The Distribution of Income & Expense (DI) is a document used to distribute the income or 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 other accounts. It can also be used to move income, expenses, assets and liabilities to other sub-accounts, object codes, or sub-object codes.

**How to Complete the Document:**

The Distribution of Income & Expense (DI) document can be found by clicking on the Accounting Tab on the side menu. Another option would be to type in “Distribution of Income and Expense” into the “Jump To” search on the side menu.

In the Accounting Lines section, information is input into the “From” and “To” sections of the document to distribute income, expenses, assets or liabilities to the appropriate accounts. Make sure to click on **+** to add an accounting line to the document. In the example below, the revenue was received in account 2605001, and then distributed to account 2606290 and object code 6684. Deposits are then moved to the Deposit Holding Account through the A/R billing process.
Any support will need to be added in PDF format to the Notes and Attachments section.

Document Routing:

This document routes to Fiscal Officers for each account used in the document, the organization accounting approver for each account number used. Once those have approved, this document routes to Campus Services for final approval.
Document Exceptions/Restrictions:

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

<table>
<thead>
<tr>
<th>Namespace Code</th>
<th>Component</th>
<th>Application ID</th>
<th>Parameter Name</th>
<th>Parameter Description</th>
<th>Parameter Value</th>
<th>Parameter Constraint</th>
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<tbody>
<tr>
<td>KFS-PP</td>
<td>DistributionOfIncomeAndExpense</td>
<td>KFS</td>
<td>ELECTRONIC FUNDS DOCUMENT DESCRIPTION</td>
<td>The wording that should go in the description...</td>
<td>Electronic Payment Claim</td>
<td>A</td>
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<td>KFS-PP</td>
<td>DistributionOfIncomeAndExpense</td>
<td>KFS</td>
<td>OBJECT CODES</td>
<td>Object Code(s) restricted from use on th...</td>
<td>4353;6050</td>
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<td>KFS-PP</td>
<td>DistributionOfIncomeAndExpense</td>
<td>KFS</td>
<td>OBJECT SUB TYPES</td>
<td>Object Sub-Type(s) restricted from use on...</td>
<td>FB;IN;MT;NM;CI;CE;BU;FR;SL</td>
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</tr>
</tbody>
</table>

The object codes 4353 and 6050 are restricted from use on the Distribution of Income and Expense document.

The DI does not allow the use of object codes that report the following Object Sub-Type Codes:

- FB - Fund Balance
- IN - Revenue Cash
- MT - Mandatory Transfers
- NM - Non-Mandatory Transfers
- CI - Cost Recovery Income
- CE - Cost Recovery Expense
- BU - Budget Only Object Codes
- FR - Fringe
- SL - Salary