

Distribution of Income & Expense (DI)

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 is located under the Quali Main Screen.

Transactions

Accounts Receivable

- [Cash Control](#)
- [Customer Credit Memo](#)
- [Customer Invoice](#)
- [Customer Invoice Writeoff](#)
- [Customer Invoice Writeoff Lookup](#)
- [Payment Application](#)

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](#)
- [Indirect Cost Adjustment](#)
- [Internal Billing](#)
- [Internal Order](#)
- [Pre-Encumbrance](#)
- [Intra-Account Adjustment](#)
- [Single Sided Budget Adjustment](#)
- [Transfer of Funds](#)
- [Work Order Authorization](#)

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. 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.

Distribution Of Income And Expense ?

Document Overview ▼ hide

Document Overview	
* Description: CSU Housing Deposit 12/20/17	Explanation: Distribute Credit Card Batch Payments for CSU Housing Deposit Merchant to Deposits Clearing Account. Deposits are then moved to the Deposit Holding Account through the A/R billing process.
Organization Document Number:	
Financial Document Detail	
Total Amount: 4,550.00	

Accounting Lines ▼ hide

Accounting Lines ? hide detail									
From									
* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
CO Colorado State University	2605001 Student Housing System Revenue Fund		1630 Miscellaneous Service Clearing				4,550.00		
Line Description									
							Total: 4,550.00		
To									
* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
CO Colorado State University	2606290 Administration - Residence Life		6684 Credit Card Clearing				4,550.00		
Line Description									
							Total: 4,550.00		

Any support will need to be added in PDF format to the Notes and Attachments section.

Notes and Attachments						
	Posted Timestamp	Author	* Note Text	Attached File	Notification Recipient	Actions
add:			<input type="text"/>	Choose File No file chosen <input type="button" value="CANCEL"/>		<input type="button" value="add"/>
1	12/28/2017 09:45 AM	Irvin, Laura L	copied from document 14284580		<input type="text"/>	<input type="button" value="delete"/> <input type="button" value="send"/>
2	12/28/2017 09:45 AM	Irvin, Laura L	Settlement Report	2017_1220.pdf (74 KB, application/pdf)	<input type="text"/>	<input type="button" value="delete"/> <input type="button" value="send"/>

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.

Route Log refresh						
ID: 14284588 ▼ hide						
Title		Distribution Of Income And Expense - CSU Housing Deposit 12/20/17				
Type	Distribution Of Income And Expense	Created	09:45 AM 12/28/2017			
Initiator	Irvin, Laura L	Last Modified	01:10 PM 12/28/2017			
Route Status	FINAL	Last Approved	01:10 PM 12/28/2017			
Node(s)	CampusServiceReviewer	Finalized	01:10 PM 12/28/2017			
Actions Taken ▼ hide						
▼ hide	Action	Taken By	For Delegator	Time/Date	Annotation	
	COMPLETED	Irvin, Laura L	Greenberg, Nancy Carol	09:46 AM 12/28/2017		
	<input type="button" value="show"/>	Action	Requested Of	Time/Date	Annotation	
		APPROVE	Greenberg, Nancy Carol	09:46 AM 12/28/2017	KFS-SYS Fiscal Officer CO 2605001	
		APPROVE	ORG-8045	09:56 AM 12/28/2017	KFS-SYS Accounting Reviewer CO 99999999 DI 8045 0	
		APPROVE	ORG-8032	09:56 AM 12/28/2017	KFS-SYS Accounting Reviewer CO 99999999 DI 8032 0	
▼ hide	APPROVED	Portillos, Shirley J		09:56 AM 12/28/2017		
	<input type="button" value="show"/>	Action	Requested Of	Time/Date	Annotation	
		APPROVE	Portillos, Shirley J	09:46 AM 12/28/2017	KFS-SYS Fiscal Officer CO 2606290	
▼ hide	APPROVED	Meldrum, Publina P		01:10 PM 12/28/2017		
	<input type="button" value="show"/>	Action	Requested Of	Time/Date	Annotation	
		APPROVE	CampusServices	09:56 AM 12/28/2017	KR-WKFLW CampusServiceReviewer	

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”.

<u>Namespace Code</u>	<u>Component</u>	<u>Application ID</u>	<u>Parameter Name</u>	<u>Parameter Description</u>	<u>Parameter Value</u>	<u>Parameter Constraint</u>
KFS-FP	DistributionOfIncomeAndExpense	KFS	ELECTRONIC FUNDS DOCUMENT DESCRIPTION	The wording that should go in the descri...	Electronic Payment Claim	A
KFS-FP	DistributionOfIncomeAndExpense	KFS	OBJECT_CODES	Object Code(s) restricted from use on th...	4353;6050	D
KFS-FP	DistributionOfIncomeAndExpense	KFS	OBJECT_SUB_TYPES	Object Sub-Type(s) restricted from use o...	FB;IN;MT;NM;CI;CE;BU;FR;SL	D

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