

Intra-Account Adjustment:

Document Overview:

Intra-Account Adjustment (IAA) is a document used when the account number and object code does not need changing, but only a sub-account and/or sub-object code needs to be changed.

How to Complete the Document:

The Intra-Account Adjustment (IAA) document is located under the Kualii 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](#)

Complete the Document Overview section by adding a brief description of what you are doing, then expand on it in the Explanation field.

The Accounting Lines section is where the user inputs the account, object code, and the change needed for the sub-account and/or sub-object code.

Document Overview hide

Document Overview

* Description: Add INTO sub-account
 Organization Document Number: Explanation: Add INTO sub-account to document #13624496

Accounting Lines hide

Accounting Lines hide detail

From	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	CO Colorado State University	1300390 Miscellaneous Revenue - Non Exempt		4437 Other Receivables				70,195.49	
	* Reference Number	* Line Description							
	13624496	Q1 INTO Admin Fee							
2	CO Colorado State University	1300390 Miscellaneous Revenue - Non Exempt		4401 Other Sales+Services-Ed Activities				70,195.49	
	* Reference Number	* Line Description							
	13624496	Q1 INTO Admin Fee							
								Total: 140,390.98	
To	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	CO Colorado State University	1300390 Miscellaneous Revenue - Non Exempt	INTO INTO Admin Fee	4437 Other Receivables				70,195.49	
	* Reference Number	* Line Description							
	13624496	Q1 INTO Admin Fee							
2	CO Colorado State University	1300390 Miscellaneous Revenue - Non Exempt	INTO INTO Admin Fee	4401 Other Sales+Services-Ed Activities				70,195.49	
	* Reference Number	* Line Description							
	13624496	Q1 INTO Admin Fee							
								Total: 140,390.98	

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

Notes and Attachments (1) hide

Notes and Attachments

	Posted Timestamp	Author	* Note Text	Attached File	Notification Recipient	Actions
add:				Choose File No file chosen CANCEL		add
1	10/16/2017 11:18 AM	Peterson, Bethany	support	Doc 13667281_support.pdf (351 KB, application/pdf)		delete send

Document Routing: This document only routes to the Fiscal Officer on the account because this only allows sub-accounts and/or sub-object codes to be changed, added, or deleted and has no financial statement impact.

Route Log hide

Route Log refresh

ID: 13667281 hide

Title	Intra-Account Adjustment - Add INTO sub-account		
Type	Intra-Account Adjustment	Created	11:08 AM 10/16/2017
Initiator	Peterson, Bethany	Last Modified	02:55 PM 10/16/2017
Route Status	FINAL	Last Approved	02:55 PM 10/16/2017
Node(s)	Account	Finalized	02:55 PM 10/16/2017

Actions Taken hide

Action	Taken By	For Delegator	Time/Date	Annotation
SAVED	Peterson, Bethany		11:13 AM 10/16/2017	
COMPLETED	Peterson, Bethany		11:19 AM 10/16/2017	
APPROVED	Nielsen, Angela C.		02:55 PM 10/16/2017	
Action	Requested Of	Time/Date	Annotation	
APPROVE	Nielsen, Angela C.	11:19 AM 10/16/2017	KFS-SYS Fiscal Officer CO 1300390	
APPROVE	Nielsen, Angela C.	11:19 AM 10/16/2017	KFS-SYS Fiscal Officer CO 1300390	
APPROVE	Nielsen, Angela C.	11:19 AM 10/16/2017	KFS-SYS Fiscal Officer CO 1300390	
APPROVE	Nielsen, Angela C.	11:19 AM 10/16/2017	KFS-SYS Fiscal Officer CO 1300390	

Future Action Requests show

Additional Document Information:

The IAA document only allows the same dollar amount to be moved between the same accounts and object code, where only the sub-account or sub-object code is being added, deleted, or changed. The document will allow you to do different accounts and object codes as long as the same amount is moved to the same account and object code. Below is an example of how to do this:

Intra-Account Adjustment	Doc Nbr: 13638940	Status: ENROUTE
	Initiator: bethanvp@colostate.edu	Created: 08:46 AM 01/18/20

[expand all](#) [collapse all](#)
* required field

Document Overview ▼ hide

Document Overview

* Description: test	Explanation:
Organization Document Number:	

Accounting Lines ▼ hide

Accounting Lines [hide detail](#)

From									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	CO Colorado State University	2600010 Athletics Revenue		4380 Other Sales+Services-Auxiliary/Self-Fund				10.00	
	* Reference Number	Line Description							
1									
2	CO Colorado State University	2600010 Athletics Revenue		4387 Conference Revenue	01 MWC Distribution			10.00	
	* Reference Number	Line Description							
1									
Total: 20.00									
To									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	CO Colorado State University	2600010 Athletics Revenue		4380 Other Sales+Services-Auxiliary/Self-Fund	21 Miscellaneous Revenue			10.00	
	* Reference Number	Line Description							
1									
2	CO Colorado State University	2600010 Athletics Revenue		4387 Conference Revenue	02 NCAA Distribution			10.00	
	* Reference Number	Line Description							
1									
Total: 20.00									

Below is an example of an entry that cannot be done on an IAA, but on a General Error Correction as the dollar amount is changing between accounts/object codes:

1 error(s) found on page. expand all collapse all * required field

Document Overview hide

Document Overview

* Description: test Explanation:

Organization Document Number:

Accounting Lines hide

Errors found in this Section:

- The Account/Object code combination must balance for each side of the transaction on this document. Adjustments to account numbers and/or object codes, must be processed on a General Error Correction eDoc

Accounting Lines hide detail

From	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	CO Colorado State University	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="button" value="import lines"/>
	* Reference Number	Line Description							<input type="button" value="add"/>
1	CO Colorado State University	2600010 Athletics Revenue	<input type="text"/>	4380 Other Sales+Services-Auxiliary/Self-Fund	<input type="text"/>	<input type="text"/>	<input type="text"/>	20.00	<input type="button" value="bal inquiry"/> <input type="button" value="refresh"/> <input type="button" value="delete"/>
	* Reference Number	Line Description							<input type="button" value="add"/>
2	CO Colorado State University	2600010 Athletics Revenue	<input type="text"/>	4387 Conference Revenue	01 M/WC Distribution	<input type="text"/>	<input type="text"/>	10.00	<input type="button" value="bal inquiry"/> <input type="button" value="refresh"/> <input type="button" value="delete"/>
	* Reference Number	Line Description							<input type="button" value="add"/>
Total: 30.00									
<hr/>									
To	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	CO Colorado State University	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="button" value="import lines"/>
	* Reference Number	Line Description							<input type="button" value="add"/>
1	CO Colorado State University	2600010 Athletics Revenue	<input type="text"/>	4380 Other Sales+Services-Auxiliary/Self-Fund	21 Miscellaneous Revenue	<input type="text"/>	<input type="text"/>	10.00	<input type="button" value="bal inquiry"/> <input type="button" value="refresh"/> <input type="button" value="delete"/>
	* Reference Number	Line Description							<input type="button" value="add"/>
2	CO Colorado State University	2600010 Athletics Revenue	<input type="text"/>	4387 Conference Revenue	02 NCAA Distribution	<input type="text"/>	<input type="text"/>	20.00	<input type="button" value="bal inquiry"/> <input type="button" value="refresh"/> <input type="button" value="delete"/>
	* Reference Number	Line Description							<input type="button" value="add"/>
Total: 30.00									

Document Exceptions/Restrictions:

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

Namespace Code	Component	Application ID	Parameter Name	Parameter Description	Parameter Value	Parameter Constraint
KFS-FP	Intra-Account Adjustment	KFS	OBJECT_SUB_TYPES	Object Sub-Type(s) restricted from use o...	AB;BU;CA;FB;FP;FR;MT;NM;SL	D
KFS-FP	Intra-Account Adjustment	KFS	OBJECT_TYPES	Allowed object type code(s) for use on t...	IN;EX;AS;IC;LI;ES	A

The IAA disallows the use of object codes that report the Object Sub-Type Codes:

- AB - Compensated Absences
- BU - Budget Only Object Codes
- CA - Cash

- FB - Fund Balance
- FP - Fringe Pool
- FR - Fringe
- MT - Mandatory Transfers
- NM - Non-Mandatory Transfers
- SL - Salary