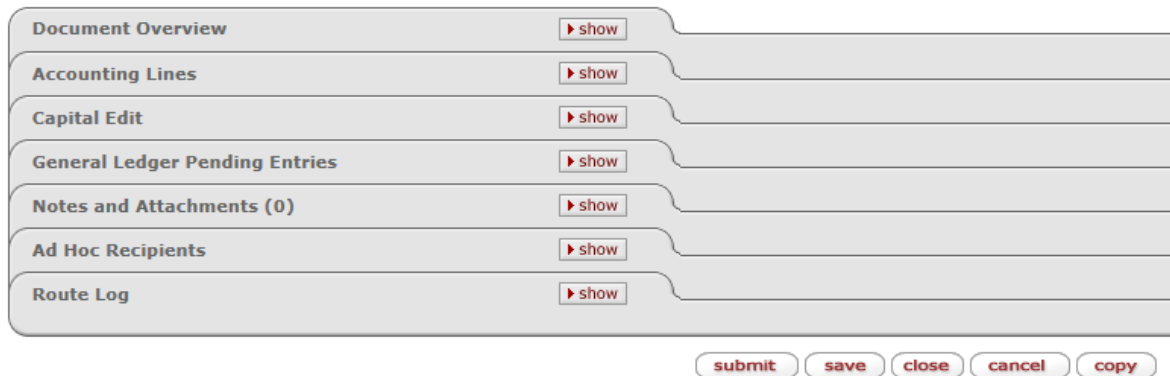


Overview of Document Layout

There are multiple Financial Processing Documents that book journal entries in Quali. The basic layout is the same, but each document has its own unique attributes. Below is an overview of those with similar fields (Document Overview, Accounting Lines, General Ledger Pending Entries, Ad Hoc Recipients, and Route Log). Clicking the “show” button allows you to see the detail within the document. When opening a document in Quali the fields that need to be completed automatically open so one does not have to click show on each line.



The screenshot shows a document overview interface. It consists of a list of sections, each with a 'show' button to its right. The sections are: Document Overview, Accounting Lines, Capital Edit, General Ledger Pending Entries, Notes and Attachments (0), Ad Hoc Recipients, and Route Log. Below the list is a row of five action buttons: submit, save, close, cancel, and copy.

The Document Header is in the top right corner and at a minimum will have the Document Number that is specific to only this document. In this example the document number is 14166744. The Status shows if the document is initiated, saved, submitted, or final. If the document is in the initiated status, and is never saved or submitted, then the document number will not be searchable because it was never saved or submitted. Document numbers are given in sequential order, but if one is never saved that number is never used or searchable. The initiator is the EID of the person who created the document. Created is the date and time the document was created/opened.

Doc Nbr:	14166744	Status:	INITIATED
Initiator:	epillsbu@colostate.edu	Created:	08:25 AM 12/11/2017

In the Document Overview section, the Description field is the only required section to be completed. This is denoted by the asterisk. It is recommended to complete the Description and Explanation. The Description explains what is being done, while the Explanation describes why it is being done. The Organization Document Number is an optional field that can be used to add more detail to the document or to log one's own documents. In Campus Services, Campus Services Provider is abbreviated to CSP, and the user's first initial is used and sequential numbering for each year (i.e. CSP E001). The Accounting Period will automatically default to the current month except at year-end when there is a drop down window to select Fiscal Year End or the new Fiscal Year. This appears on July 1st and is open for about a week for all of campus.

Document Overview		▼ hide	
Document Overview			
* Description:	Correcting document 2172457	Explanation:	Document 2172457 used the incorrect account number, and this is moving the funds from account 1300000 to
Organization Document Number:			
Financial Document Detail			
* Accounting Period: JAN 2014			Total Amount:

The accounting lines will be denoted by either a From and To section or a Debit and Credit section. The From section is to decrease the amount in an account and object code. The To section is to increase the amount in an account and object code. The only time this is not the case is for a Transfer of Funds document. Remember that an asterisk means the field is required. Below is detail on the sections within the accounting lines:

- Chart: Also called Chart Code, denotes what campus the accounting line is for. Below is the list of Chart Codes in Quali:
 - BG – CSU Board of Governors (System Office)
 - CO – Colorado State University (Fort Collins)
 - CR – CSU Reporting Chart (this is only for consolidated reporting)
 - GC – Global Campus
 - GR – CSU Global Reporting Chart (for use by BFS only)
 - OT – CSU OPEB Trust (only BFS and Central use this)
 - PB – CSU Pueblo
- Account Number: the account the transaction will post to
- Sub-Account: a sub-account must already be created for this to be used, this is not required, but is up to the department (no financial statement impact)
- Object: the object code is what type of classification this should be (1xxx – asset, 2xxx – liability, 3xxx – beginning balance, 4xxx – revenue, 5xxx – salary, 6xxx – expenses, etc.)
- Sub-Object: a sub-object code must already be created for this account and object code to be used, this is not required, but is up to the department (no financial statement impact)
- Project: Only if applicable (this is a searchable field)
- Org Ref Id: Only if applicable (this is a searchable field)
- Amount: the amount that should be charged to each account and object code
- Reference Origin Code: specifies the source of the transaction
 - 01: KFS
 - A2: Aries A/R (feeds from Banner)
 - A3: Campus Loan Manager (feeds from the collection's system)
 - A5: CSU Cashiers
 - A6: BFS Enterprise Feeds
 - A7: ICR Encumb (Indirect Cost Recovery Encumbrance)
 - AA: Admissions Authorize.Net Revenue
 - AE: Admissions Electronic Checks
 - C1: Central Receiving
 - D1: Diagnostic Lab
 - F1: Facilities
 - G1: CSU Global NetSuite
 - IL: Facilities
 - IR: KFS
 - MF: ICRPRJE (Indirect Cost Recovery Prorates)
 - NF: Nominal Pending

- P2: Payroll Adjustments
- P4: Payroll Salary
- PF: Pending Entries
- Q1: CSUP Accounts Receivable (from AIS)
- Q2: CSUP Payroll (from AIS)
- S1: VP Research
- T1: Telecom
- V1: Vet Hospital
- VZ: Verizon
- Reference Number: can reference a document number, invoice number, etc. There can be no special characters or spaces.
- Line Description: gives further description on the line item

When all the necessary items are input, the add button must be clicked. Once the add button is clicked, another blank line appears above the added line. The added line will have a number next to it. In this case it would be the first line so it would have a 1.

Accounting Lines ▼ hide

Accounting Lines hide detail

From import lines

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
	CO Colorado State University	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	
add:	* Reference Origin Code	* Reference Number	Line Description						<input type="button" value="add"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>						

To import lines

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
	CO Colorado State University	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	
add:	* Reference Origin Code	* Reference Number	Line Description						<input type="button" value="add"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>						

The General Ledger Pending Entries Screen will show the debit and credit only after the document has been saved. Once it has been final, then this screen will not have any entries as it only shows the pending entry.

General Ledger Pending Entries ▼ hide

Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2014	BG	1101601	----	6615	---	-----	IO	AC	EX	200,000.00	D
2	2014	BG	1101601	----	1100	---	-----	IO	AC	AS	200,000.00	C

The Notes and Attachments section allows additional notes and support to be attached. If attaching support, then a note also needs to be entered, and the add button clicked. Once a note is added it cannot be deleted by the user.

Notes and Attachments (0) ▼ hide

	Posted Timestamp	Author	* Note Text	Attached File	Actions
add:			<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="add"/>

Ad Hoc Recipients allows a document to route to a user for approval who is not on the current route log. If Approve is selected from the dropdown, it routes to that user first before the next person on the route log. If Acknowledge or FYI is selected it does not hold up the approval process. A document can become final when this is selected. The add button must be clicked for the ad hoc to process.

Ad Hoc Recipients hide

Ad Hoc Recipients

Person Requests:

* Action Requested	* Person	Actions
APPROVE	<input type="text"/>	add

Ad Hoc Group Requests:

* Action Requested	Namespace Code	Name	Actions
APPROVE	<input type="text"/>	<input type="text"/>	add

Route Log shows where the document started, who has approved, and who still needs to approve. Documents route on a set routing based on, but not limited to document type, dollar amount, object code, ad hoc, etc.

Route Log hide Backdoor Id epillsbu is in use refresh

ID: 2663434 hide

Title	Internal Order - test		
Type	Internal Order	Created	03:42 PM 10/29/2013
Initiator	Mercurio, Erin Pillsbury	Last Modified	04:11 PM 10/29/2013
Route Status	SAVED	Last Approved	
Node(s)	AdHoc	Finalized	

Actions Taken hide

Action	Taken By	For Delegator	Time/Date	Annotation
SAVED	Mercurio, Erin Pillsbury		04:11 PM 10/29/2013	

Pending Action Requests hide

Action	Requested Of	Time/Date	Annotation
IN ACTION LIST COMPLETE	Mercurio, Erin Pillsbury	04:11 PM 10/29/2013	

Future Action Requests hide

Action	Requested Of	Time/Date	Annotation
PENDING APPROVE	Mullen, Bridget	01:53 PM 01/07/2014	KFS-SYS Fiscal Officer BG 1101601
PENDING APPROVE	ORG-0001	01:53 PM 01/07/2014	KFS-SYS Accounting Reviewer 0001 BG 1000 99999999 IO
PENDING APPROVE	DIV-AA	01:53 PM 01/07/2014	KFS-SYS Accounting Reviewer AA BG 10000 NONE 99999999 IO
PENDING APPROVE	IO-241	01:53 PM 01/07/2014	KR-WKFLW InternalSupplier 241

The buttons at the bottom can vary depending on the document. The buttons that are the most common are submit, save, close, cancel, or copy the document. Submit will have it route for approval, save will save the document in the user's action list until submitted or cancelled. Close will close the document screen and take the user to the main menu. Cancel will cancel the document and delete the saved status of the document. Copy will copy the document, but not copy over the explanation or notes and attachments.

