There are multiple Financial Processing Documents that book journal entries in Kuali. 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 Kuali the fields that need to be completed automatically open so one does not have to click show on each line.

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.

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 users 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.
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 Kuali:
  - 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
• 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.

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.

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.
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.

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.

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.