

Example #1 Internal Order – Event Planning

The Dean’s Office for Agriculture has received invoice number 1049869 for the room and refreshments for the Strategic Initiatives meeting in the Lory Student Center (Internal Supplier: LORY STU CTR EVENT PLANNING). The charges total \$110.50, and will be charged to account 1671910, and object code 6649.

Click on the “Internal Order” document on the main menu screen of Kualu.

Enter the description, “1101 LSC Event Planning (Abott)”, the Explanation, “Invoice 1049869 room & refreshments for the Strategic Initiative meeting”, and select the Internal Supplier “LSC STU CTR EVENT PLANNING.” Enter the Buyer Accounting Lines, as you are the buyer. So account number 1671910, object code 6649, in the amount of \$110.50. Do not forget to hit the “add” button.

In the Notes and Attachments Section you can add further clarification, and the invoice for this event. When the document is done, hit “submit.”

Internal Order ?

Doc Nbr: 2806975 Status: INITIATED
Initiator: sleaming Created: 09:54 AM 03/13/2

expand all collapse all
* required field

Document Overview ▼ hide

Document Overview

| | |
|---|---|
| * Description: 1101 LSC Event Planning (Abott) | Explanation: Invoice 1049869 Room & Refreshments for the Strategic Initiative meeting. |
| Organization Document Number: <input type="text"/> | |

Financial Document Detail

| | |
|--|---|
| | Total Amount: <input type="text"/> |
|--|---|

Internal Order Details ▼ hide

Internal Supplier

*** Internal Supplier:** LORY STU CTR EVENT PLANNING ▼

Buyer Accounting Lines ▼ hide

Accounting Lines ? hide detail

import lines

| | * Chart | * Account Number | Sub-Account | * Object | Sub-Object | Project | Org Ref Id | * Amount | Actions |
|-------------------------|---|---|----------------------|--|----------------------|----------------------|----------------------|----------------------|---|
| add: | CO ▼ | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00 | add |
| Line Description | | | | | | | | | |
| 1 | CO ▼ <small>Colorado State University</small> | 1671910 🔍 <small>Deans Office Operating</small> | <input type="text"/> | 6649 🔍 <small>Authorized Business Function</small> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 110.50 | delete bal inquiry refresh |
| Line Description | | | | | | | | | |
| | | | | | | | | Total: 110.50 | |

Items ▶ show

General Ledger Pending Entries ▶ show

Notes and Attachments (0) ▶ show

Ad Hoc Recipients ▶ show

Route Log ▶ show

submit save close cancel copy

NOTE: You are unable to enter the Income amount because that will be routed to the Supplier to fill out. This has to be approved by the Buyer, before the Supplier is able to enter their information.

EXAMPLE #2 Internal Order – Office Supplies

Allison Hall orders office supplies from the Internal Supplier: BOOKSTORE SUPPLIES in the total amount of \$80.87, for office supplies for the Allison Hall Office Manager. The account that will be charged is 2605690, object code 6208.

After you have selected the Internal Order document, enter the Description, “Office Supplies”, Explanation, “Office Supplies for Allison Hall Office Manager,” and the Internal Supplier, “BOOKSTORE-SUPPLIES.” To enter the expense, type in the account number, 2605690 and the object code 6208, for the total amount of \$80.87.

In the Notes and Attachments Section you can add further clarification, and the invoice for this event. When the document is done, hit “submit.”

Document Overview ▼ hide

| Document Overview | |
|---------------------------------------|---|
| * Description: Office Supplies | Explanation: Office Supplies for Allison Hall Office Manager |
| Org. Doc. #: | |

Financial Document Detail Total Amount: 80.87

Internal Order Details ▼ hide

Internal Supplier

* **Internal Supplier:** BOOKSTORE-SUPPLIES

Buyer Accounting Lines ▼ hide

| Accounting Lines hide detail | | | | | | | | | |
|---|--|---|-------------|--|------------|---------|------------|----------|-----------------------|
| Expense import lines | | | | | | | | | |
| | * Chart | * Account Number | Sub-Account | * Object | Sub-Object | Project | Org Ref Id | * Amount | Actions |
| add: | CO <small>Colorado State University</small> | | | | | | | 0.00 | add |
| 1 | CO <small>Colorado State University</small> | 2605690 <small>Allison Hall - R.L.- Hall Staff & Admin</small> | | 6208 <small>Office Supplies</small> | | | | 80.87 | delete bal inquiry |
| Total: 80.87 | | | | | | | | | |

Items ▶ show

General Ledger Pending Entries ▶ show

Notes and Attachments (0) ▶ show

Ad Hoc Recipients ▶ show

Route Log ▶ show

submit save reload close cancel copy

EXAMPLE #3 Internal Billing – Charges between departments

The Bakeshop is charging the Lory Student Center Catering for services rendered from 9/16-10/15. The income will go into the Dining Services Bakeshop account 2605310 and object code 4900 for \$335.10 and \$230.75. The expenses will go to the Lory Dining Services – Catering account 2603340 and object code 7002, with a sub-object code BAK in the total amount of \$565.85.

On the main menu screen of Kualii, on the far left side, select “Internal Billing.”

Next, enter in the Description, “Bakeshop Charges/CA 9/16-10/15”, Explanation, “Bakeshop charges to Lory Student Center Catering 9/16-10/15”, and the Accounting Period will automatically fill in with the current month and year, unless it is yearend. Then enter the Income Account lines, 2605310-4900 for \$335.10 and 2605310-4900 for \$230.75, and last the Expense lines for 2603340-7002-BAK for \$565.85.

Attach any supporting documentation or to further give explanation, add that in the Notes and Attachments Section. When the document is completed, hit submit.

Document Overview ▼ hide

Document Overview

| | |
|--|--|
| * Description: Bakeshop Charges/CA 9/16-10/15 | Explanation: Bakeshop Charges to Lory Student Center Catering 9/16-10/15 |
| Organization Document Number: <input type="text"/> | |

Financial Document Detail

Total Amount: 565.85

Accounting Lines ▼ hide

Accounting Lines hide detail

| Income | | | | | | | | | |
|----------------------|---------------------------------|-------------------------------------|----------------------|--------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------------------|
| | * 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 | |
| Line Description | | | | | | | | | |
| <input type="text"/> | | | | | | | | | |
| | CO Colorado State University | 2605310 Dining Services Bakeshop | <input type="text"/> | 4900 Interauxiliary Credits | <input type="text"/> | <input type="text"/> | <input type="text"/> | 335.10 | delete bal inquiry refresh |
| 1 | Line Description | | | | | | | | |
| <input type="text"/> | | | | | | | | | |
| | CO Colorado State University | 2605310 Dining Services Bakeshop | <input type="text"/> | 4900 Interauxiliary Credits | <input type="text"/> | <input type="text"/> | <input type="text"/> | 230.75 | delete bal inquiry refresh |
| 2 | Line Description | | | | | | | | |
| <input type="text"/> | | | | | | | | | |
| | | | | | | | | Total: 565.85 | |

| Expense | | | | | | | | | |
|----------------------|---------------------------------|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------------------|
| | * 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 | |
| Line Description | | | | | | | | | |
| <input type="text"/> | | | | | | | | | |
| | CO Colorado State University | 2603340 Lory Dining Services - Catering | <input type="text"/> | 7002 Cost of Food | BAK BAKERY | <input type="text"/> | <input type="text"/> | 565.85 | delete bal inquiry refresh |
| 1 | Line Description | | | | | | | | |
| <input type="text"/> | | | | | | | | | |
| | | | | | | | | Total: 565.85 | |

Example #4 – Internal Billing – Refund

A refund needs to be issued for an item that was originally ordered and paid for, but is not available, and the substitute item was \$21.30 less than the original item. The income needs to be reversed out of 2603450-4804 for \$21.30, and the expense needs to be reversed out of account 1337000-6649 for \$21.30.

In the Internal Billing document, enter the description, “Refund difference between products”, the explanation, “Refund for difference between item originally ordered, but none available. Item was substituted. Register Receipt 9754, Register 22, \$20.67.” Then enter the Income account 2603450-4804 in the amount of \$(21.30), and the expense account 1337000-6649 in the amount of \$(21.30). Make sure to include the negative brackets. When the document is ready, hit “submit.”

Internal Billing ?

Doc Nbr: 2806977 Status: INITIATED
Initiator: sleaming Created: 10:11 AM 03/13/2

expand all collapse all
* required field

Document Overview ▼ hide

Document Overview

*** Description:**

Organization Document Number:

Explanation:

Financial Document Detail

Total Amount: (21.30)

Accounting Lines ▼ hide

Accounting Lines ?
hide detail

Income
import lines

| | * Chart | * Account Number | Sub-Account | * Object | Sub-Object | Project | Org Ref Id | * Amount | Actions |
|-------------------------|--|---|----------------------|---|----------------------|----------------------|----------------------|----------|--|
| add: | CO <small>Colorado State University</small> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00 | |
| Line Description | | | | | | | | | |
| <input type="text"/> | | | | | | | | | |
| Total: (21.30) | | | | | | | | | |
| 1 | | | | | | | | | |
| | CO <small>Colorado State University</small> | 2603450 <small>Bookstore Supplies</small> | <input type="text"/> | 4804 <small>Interdepartment Supplies</small> | <input type="text"/> | <input type="text"/> | <input type="text"/> | (21.30) | <div style="font-size: 0.7em; margin: 2px;">delete</div> <div style="font-size: 0.7em; margin: 2px;">bal inquiry</div> <div style="font-size: 0.7em; margin: 2px;">refresh</div> |
| Line Description | | | | | | | | | |
| <input type="text"/> | | | | | | | | | |
| Total: (21.30) | | | | | | | | | |
| Expense | | | | | | | | | |
| add: | | | | | | | | | |
| | CO <small>Colorado State University</small> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00 | |
| Line Description | | | | | | | | | |
| <input type="text"/> | | | | | | | | | |
| Total: (21.30) | | | | | | | | | |
| 1 | | | | | | | | | |
| | CO <small>Colorado State University</small> | 1337000 <small>College Academic Administration</small> | <input type="text"/> | 6649 <small>Authorized Business Function</small> | <input type="text"/> | <input type="text"/> | <input type="text"/> | (21.30) | <div style="font-size: 0.7em; margin: 2px;">delete</div> <div style="font-size: 0.7em; margin: 2px;">bal inquiry</div> <div style="font-size: 0.7em; margin: 2px;">refresh</div> |
| Line Description | | | | | | | | | |
| <input type="text"/> | | | | | | | | | |
| Total: (21.30) | | | | | | | | | |

Items ▶ show

Accounting Lines for Capitalization ▶ show

Example #5 Distribution of Income and Expense

The Veterinary Teaching Hospital (VTH) dept. 1620 records revenue for its Veterinary Diagnostic Imaging (VDI) service in a subsystem which uploads the total amount into the VTH revenue holding account (1400300). An entry needs to be made to distribute the VDI revenue for the prior month into the appropriate revenue accounts and object codes.

In the Distribution of Income and Expense Document enter:

Description: VDI Income for September

Explanation: Distribute revenue from the holding account to various areas for the month of September

Accounting Period: Automatically filled unless YE

| From Account/Obj | From Amount | Org Ref ID | To Account/Obj | To Amounts |
|------------------|--------------|------------|----------------|--------------|
| 1400300-4380 | \$245,000.00 | | | |
| | | RadThera | 1400700-4380 | \$45,000.00 |
| | | Ultrasnd | 1400200-4380 | \$200,000.00 |

| Document Overview | |
|---|---|
| * Description: VDI Income for September | Explanation: Distribute revenue from the holding account to various areas for the month of September. |
| Organization Document Number: | |
| Financial Document Detail | |
| Total Amount: 245,000.00 | |

| Accounting Lines | | | | | | | | | |
|--------------------|---------|------------------|-------------|----------|------------|---------|------------|------------|----------------------------------|
| Accounting Lines ? | | | | | | | | | |
| From | | | | | | | | | |
| | * Chart | * Account Number | Sub-Account | * Object | Sub-Object | Project | Org Ref Id | * Amount | Actions |
| add: | CO | | | | | | | 0.00 | |
| Line Description | | | | | | | | | |
| add | | | | | | | | | |
| 1 | CO | 1400300 | | 4380 | | | | 245,000.00 | bal inquiry refresh delete |
| Line Description | | | | | | | | | |
| Total: 245,000.00 | | | | | | | | | |
| To | | | | | | | | | |
| | * Chart | * Account Number | Sub-Account | * Object | Sub-Object | Project | Org Ref Id | * Amount | Actions |
| add: | CO | | | | | | | 0.00 | |
| Line Description | | | | | | | | | |
| add | | | | | | | | | |
| 1 | CO | 1400700 | | 4380 | | | RadThera | 45,000.00 | bal inquiry refresh delete |
| Line Description | | | | | | | | | |
| 2 | CO | 1400200 | | 4380 | | | Ultrasnd | 200,000.00 | bal inquiry refresh delete |
| Line Description | | | | | | | | | |
| Total: 245,000.00 | | | | | | | | | |

Example #6 Distribution of Income and Expense

The Veterinary Teaching Hospital (VTH) dept. 1620 receives an invoice for COGS for Pharmacy and Central Supply for September. An entry needs to be made to distribute the VTH expenses to the appropriate Cost of Goods Sold object codes.

Description: COGS entry for September

Explanation: COGS for Pharmacy and Central Supply for September

| From Account/Obj | From Amount | To Account/Obj | To Amounts | Description |
|------------------|-------------|----------------|-------------|-----------------------------|
| 1420600-1591 | \$92,703.14 | 1420600-7001 | \$92,703.14 | Pharmacy and Central Supply |
| 1420620-1592 | \$36,515.94 | 1420620-7001 | \$36,515.94 | Pharmacy and Central Supply |

Click Save (this will be needed for Example #7 and Example #8)

Document Overview hide

Document Overview

* Description: COGS Entry for September Explanation: COGS for Pharmacy and Central Supply for September

Organization Document Number:

Financial Document Detail

Total Amount: 129,219.08

Accounting Lines hide

Accounting Lines hide detail

From import lines

| | * Chart | * Account Number | Sub-Account | * Object | Sub-Object | Project | Org Ref Id | * Amount | Actions |
|-------------------|---------------------------------|---------------------------------------|-------------|--|------------|---------|------------|-----------|----------------------------------|
| add: | CO Colorado State University | | | | | | | 0.00 | |
| Line Description | | | | | | | | | |
| add | | | | | | | | | |
| 1 | CO Colorado State University | 1420600 VTH Pharmacy/Usage | | 1591 Supply Inventory Contra-Pharmacy | | | | 92,703.14 | bal inquiry refresh delete |
| Line Description | | | | | | | | | |
| 2 | CO Colorado State University | 1420620 VTH Central Services/Usage | | 1592 Supply Inventory Contra-Central | | | | 36,515.94 | bal inquiry refresh delete |
| Line Description | | | | | | | | | |
| Total: 129,219.08 | | | | | | | | | |

To import lines

| | * Chart | * Account Number | Sub-Account | * Object | Sub-Object | Project | Org Ref Id | * Amount | Actions |
|-------------------|---------------------------------|---------------------------------------|-------------|-------------------------------|------------|---------|------------|-----------|----------------------------------|
| add: | CO Colorado State University | | | | | | | 0.00 | |
| Line Description | | | | | | | | | |
| add | | | | | | | | | |
| 1 | CO Colorado State University | 1420600 VTH Pharmacy/Usage | | 7001 Cost of Sales-General | | | | 92,703.14 | bal inquiry refresh delete |
| Line Description | | | | | | | | | |
| 2 | CO Colorado State University | 1420620 VTH Central Services/Usage | | 7001 Cost of Sales-General | | | | 36,515.94 | bal inquiry refresh delete |
| Line Description | | | | | | | | | |
| Total: 129,219.08 | | | | | | | | | |

Example #7 Posting Documents FAQ – Option 1

1. After inputting your accounts and amounts from Example #6, click the save button.
2. Open the General Ledger Pending Entries tab to review the accounts/objects that will be debited and credited.
3. Note the D/C column. D=debit, C=credit.
4. You will notice that the system automatically creates offsetting entries to 1100 Cash.
5. If your document is not resulting in the correct debits and credits, revise your document accordingly and review the pending entries again. Continue to revise and review until the correct debits and credits are displayed.

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 | CQ | 1420600 | ----- | 1591 | --- | ----- | DI | AC | AS | 92,703.14 | C |
| 2 | 2014 | CQ | 1420600 | ----- | 1100 | --- | ----- | DI | AC | AS | 92,703.14 | D |
| 3 | 2014 | CQ | 1420620 | ----- | 1592 | --- | ----- | DI | AC | AS | 36,515.94 | C |
| 4 | 2014 | CQ | 1420620 | ----- | 1100 | --- | ----- | DI | AC | AS | 36,515.94 | D |
| 5 | 2014 | CQ | 1420600 | ----- | 7001 | --- | ----- | DI | AC | EE | 92,703.14 | D |
| 6 | 2014 | CQ | 1420600 | ----- | 1100 | --- | ----- | DI | AC | AS | 92,703.14 | C |
| 7 | 2014 | CQ | 1420620 | ----- | 7001 | --- | ----- | DI | AC | EE | 36,515.94 | D |
| 8 | 2014 | CQ | 1420620 | ----- | 1100 | --- | ----- | DI | AC | AS | 36,515.94 | C |

Notes and Attachments (0)
▶ show

Ad Hoc Recipients
▶ show

Route Log
▶ show

submit save reload close cancel copy

Example #8 Posting Documents FAQ – Option 2

1. After inputting your accounts and amounts from Example #6, click the save button.
2. Click close.
3. Go to the Balance Inquiries section of the KFS Main Menu.
4. Select either the Available Balances or the General Ledger Balance lookup.
5. On the 'Include Pending Ledger Entry' question choose "All"
6. View the pending entries.
7. If your document is not resulting in the correct debits and credits, revise your document accordingly and review the pending entries again. Continue to revise and review until the correct debits and credits are displayed.