KUALI JOURNAL ENTRIES

Presented by Campus Services
Campus Services

Campus Services, a financial customer services unit within Business and Financial Services, partners with the campus community by providing professional, knowledgeable and responsible business and financial solutions.
Welcome to AAR

AAR is designed to provide links to the administrative applications supported by the Information Systems Department. All available applications are accessed using the region on the right side of the page (side menu). Click the pointer next to each section to reveal additional choices. The categories at the top of the page are to provide access to additional resources.

The "Help Request or Feedback" link under the Support submenu can be used to communicate questions, suggestions or issues regarding the administrative applications supported by Information Systems in addition to any general Information Systems related questions, suggestions or issues. The Help Desk is monitored from 7:00 - 16:30 Mon-Fri by phone at 970-491-1375 or email at is_support@scheduling@mail.colostate.edu. We welcome your comments.

You may access the AAR page from the CSU A-Z Web Directory. To create AAR as a Favorite (Bookmark) for access from on campus, use this page. When accessing the AAR web page from off campus, please use the URL https://secure.colostate.edu and select the AAR menu item.
Overview

- Journal Entry Information
- Object Code Classifications
- Basics of TO/FROM
- Documentation
- General Error Correction (GEC)
- Distribution of Income and Expense (DI)
- Intra Account Adjustment (IAA)
- Importing Lines
Journal Entry Information
Journal Entry Information

Per FPI 1-5 Journal Entry Corrections

◊ Journal Entry is an accounting transaction that records the asset, liability, revenue and/or expense from a single accounting transaction

◊ Justification and Support

◊ Journal entries must provide adequate review and be fully justified.

◊ Originators must assure that entries are appropriate to account(s) receiving the funds, that costs are allowable where being charged and that adequate funding is available.

◊ Documented explanation and justification is required in order to allow subsequent reviewers the ability to evaluate the propriety of the charge.
Journal Entry Information

Journal Entry Explanation must explain:

- Why the original entry needs to be corrected, if applicable
- What is the purpose of the created document
- Why the entry is appropriate to the project or account being charged

Journal Entry Back-up

- Must include back-up certifying that the adjusted transaction is correct and appropriate
- If for a 53 account must state why it is correct and not just an attempt to use remaining funds or to move over expenditures to a federal project that has funding
- Save attachments in PDF format
Journal Entry Information

- If correction happens after an extended period of time explain why it was not corrected sooner
- If correction happens after year end explain why the correction was not made in time for year-end
Object Code Classifications
## Most Common Object Code Classifications

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Type</th>
<th>Normal Balance</th>
<th>Objects commonly used</th>
</tr>
</thead>
<tbody>
<tr>
<td>1XXX</td>
<td>Asset</td>
<td>Debit</td>
<td>Cash (1100)</td>
</tr>
<tr>
<td>2XXX</td>
<td>Liability</td>
<td>Credit</td>
<td>A/P Liability (2100)</td>
</tr>
<tr>
<td>3xxx</td>
<td>Beginning Balance</td>
<td>Credit</td>
<td>3000 Beginning Balance Upload</td>
</tr>
<tr>
<td>4XXX 9900 9904</td>
<td>Revenue</td>
<td>Credit</td>
<td>External Revenue (43xx-44xx) Internal Revenue (48xx-49xx) Transfer Income (9900, 9904-Plant)</td>
</tr>
<tr>
<td>5XXX – 6XXX 7xxx-8xxx 9902, 9905</td>
<td>Expense</td>
<td>Debit</td>
<td>Salary (5xxx), General Supplies (62xx), General Services (66xx) COGS, Equipment (7xxx-8xxx), Transfer Expense (9902, 9905-Plant)</td>
</tr>
</tbody>
</table>
Basics of To/From
To/From – The Basics

- **INCREASE** any account/classification (TO)
- **DECREASE** any account/classification (FROM)
To/From

- **Assets:**
  - *Increase* an Asset (debit) *(To)*
  - *Decrease* an Asset (credit) *(From)*

- **Liabilities:**
  - *Increase* a Liability (credit) *(To)*
  - *Decrease* a Liability (debit) *(From)*

- **Revenues:**
  - *Increase* revenue (credit) *(To)*
  - *Decrease* revenue (debit) *(From)*

- **Expenses:**
  - *Increase* an Expense (debit) *(To)*
  - *Decrease* an Expense (credit) *(From)*
**To/From Examples**

**Example:**
An expense was incorrectly charged to the wrong expense object code.

- **From:** Decrease the expense from the wrong object code (6225)
- **To:** Increase the expense to the correct object code (6601)
To/From Examples

Example:
Receipts from customers were deposited into an expense object code (6201) that should have been recorded as revenue (4380).

- **Increase** expense (To) – removing credits from an expense object code
- **Increase** revenue (To) – since an expense was booked to revenue it originally appears as a negative. By increasing the revenue it makes the net effect $0.00.
Documentation
Characteristics of a “well-documented” entry

◊ Answers the following questions:
  
  • What are you trying to correct/change/record? (Description section of KFS document)
  
  • Why are you preparing the entry? (Explanation section of KFS document)
  
  • Are the amounts substantiated/documents attached? (Notes and Attachments section of KFS document)
    • Must be saved as PDF
**Documentation**

**Description (D):** Move expenses per Dean’s request

**Explanation (E):** Expenses are being reallocated to the account where the related activity is recorded per the Dean’s request. Expenses were originally posted to the wrong activity.
Any field with an asterisk (*) must be completed

- If the field is not completed and you try to save or submit the document, an error message will be received.
- The number of errors will be displayed at the top, but scroll to the bottom for a description of the error.
Documents
At the bottom of most saved or enroute documents are the following buttons:

- **Send ad hoc request** – another person can either be added to approve, FYI, or acknowledge the document when you put their information in and hit this button (approve can only be added by the current person whose action list the document is in)
- **Save** – this lets you save your document and it will be in your action list to complete
- **Reload** – refresh to the most updated version
- **Approve** – this will approve the document and send it to the next approver
- **Disapprove** – if something is incorrect on the document and you cannot update it this button disapproves the document and will cancel the document and send an FYI notice to the creator and everyone else that approved the document
- **Close** – will close out of the document and will take you back to your previous screen
- **Copy** – this will copy the Description and accounting lines in the document, but not the explanation and attachments.
- **Recall** – Initiator can recall a document routed but not yet acted upon by others. This option is only available after a document has been submitted.
General Error Correction
General Error Correction

- Document Type ‘GEC’
- Used to correct a posting error
  - Wrong account number
  - Wrong object code
  - Wrong amount
General Error Correction

- **Org. Doc. #** – (Org=organization’s) optional user-defined document number, 8 characters.
General Error Correction

- **Reference Origin Code** – where did the document originate from? 01 will be used most often.
General Error Correction

- Reference # – Can only be alpha or numeric—no spaces or periods (8 characters)
- Line Description – optional field to further explain the particular line
General Error Correction

Notes and Attachments can be added for further documentation – must be saved as PDF
GEC Example

Invoice #812995 for PO #S010001, from Tri Star for $539 was posted to 1339270-6225 in error. It should have been posted to account 1678490-6225. Can you correct this error by using the General Error Correction?
Distribution of Income & Expense
Distribution of Income & Expense

- Document Type ‘DI’
- Use the DI document to distribute income, 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 one or more other accounts
Distribution of Income & Expense Example

The Veterinary Teaching Hospital (VTH), department 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 month of February into the appropriate revenue accounts and object codes.

<table>
<thead>
<tr>
<th></th>
<th>Account</th>
<th>Object Code</th>
<th>Amount</th>
<th>Org Ref ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>1400300</td>
<td>4380</td>
<td>$ 245,000.00</td>
<td></td>
</tr>
<tr>
<td>To:</td>
<td>1400190</td>
<td>4380</td>
<td>$ 45,000.00</td>
<td>RadThera</td>
</tr>
<tr>
<td>To:</td>
<td>1400200</td>
<td>4380</td>
<td>$ 200,000.00</td>
<td>Ultrasnd</td>
</tr>
</tbody>
</table>
Intra Account Adjustment
Intra Account Adjustment

- Document Type: IAA
- Used when account number and object code is not changing, but a sub-account and/or sub-object code need to be changed
- ADVANTAGE: Only routes to Fiscal Officer for approval
  - FAST finalization
Intra-Account Adjustment

**Document Overview**

- **Description:** Move expenses to sub-account
- **Organization Document Number:**
- **Explanation:** When document #123456789 it was not put in the Kickstart sub-account. This moves the expense to the

**Accounting Lines**

### From

<table>
<thead>
<tr>
<th>#</th>
<th>Chart</th>
<th>Account Number</th>
<th>Sub-Account</th>
<th>Object</th>
<th>Sub-Object</th>
<th>Project</th>
<th>Org Ref Id</th>
<th>Amount</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CO</td>
<td>123456789</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Colorado State University</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reference Number</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Line Description</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### To

<table>
<thead>
<tr>
<th>#</th>
<th>Chart</th>
<th>Account Number</th>
<th>Sub-Account</th>
<th>Object</th>
<th>Sub-Object</th>
<th>Project</th>
<th>Org Ref Id</th>
<th>Amount</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CO</td>
<td>123456789</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Colorado State University</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reference Number</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Line Description</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 1,234.00

- **Add:**

- **Delete:**

- **Save Inquiry:**

- **Refresh:**

- **Delete:**
Intra Account Adjustment Example

- Revenue of $2,867.00 was deposited into 2399100-4352, but should have been deposited into 2399100-INTO-4352-1FT. Can you do an IAA to move this?
Importing Lines

- Importing lines
  - Templates and instructions are available by clicking on the “?” on each document and searching for “Data Import Templates”
  - Remove the first three rows
  - Must be saved in CSV format
  - Click on “add” to import into the document
Importing Lines

.after you click on the ? a window will pop up. Search “Data Import Templates” and click on the template needed. In this case we want the DI_YEDI_IB_TF_YETF_PE_Encumbrance_Only Import template.
Importing Lines

- Once the document has been downloaded and the information input:
  - Remove the first three rows
  - Save in the CSV format
  - Click on import lines to import into the document
Questions

Erin Mercurio  491-6752
Summer Leaming  491-2801
Publina Meldrum  491-4148

http://busfin.colostate.edu/cs.aspx