

KUALI JOURNAL ENTRIES

Presented by
Campus Services

Log in to KFS – Training Environment

Administrative Applications and Resources

[Home](#) [Reporting](#) [Research](#)



Non-production Applications

Test

- [ARIES/Banner](#)
- [Time Clock](#)
- [Vista Plus](#)

Training

- [Kuali Financial System](#)
- [Kuali Research \(KR\)](#)

▾ Application Systems

Applications Manager
ARIES/Banner
ARIESweb
Conflict of Interest (COI)
Data Access Request
ETHORITY
FAMIS Self-Service
HR System
I-9 System
Kuali Financial System (KFS)
Kuali Research (KR)
Talent Management System
Time Clock
Vista Plus

▾ Non-production Applications

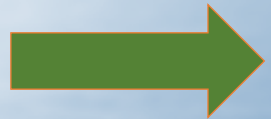
[Non-production Applications](#)

Overview

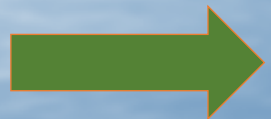
- Journal Entry Information
- Basics of TO/FROM accounting in Kualiti Financial System (KFS)
- General Error Correction (GEC)
- Distribution of Income and Expense (DI)
- Intra Account Adjustment (IAA)
- Adjustment/ Accrual Voucher (AV)
- Pre-encumbrance/ Automatic Encumbrances
- Dis-encumbrance
- Transfer of Funds (TOF)
- Importing Lines

JOURNAL ENTRY INFORMATION

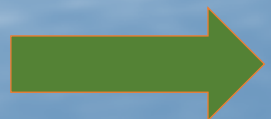
Per FPI 1-5 a Journal Entry is defined as an accounting transaction that records the asset, liability, revenue and/or expense from a single accounting transaction.



Journal entries must provide adequate review and be fully justified.



Journal entry back-up must include support certifying that the adjusted transaction is correct and appropriate. All the support must be attached in a PDF or TIFF format.





If correction happens after year end, a note must be added to explain why the correction was not made in time for year-end.



BASICS OF TO/FROM

GIVE TO OR INCREASE ANY ACCOUNT/CLASSIFICATION TYPE

TAKE FROM OR DECREASE ANY ACCOUNT/CLASSIFICATION TYPE

THE NORMAL BALANCE FOR THE ACCOUNT/CLASSIFICATION TYPE WILL DETERMINE IF THE ENTRY IS A DEBIT OR A CREDIT

Assets/ Expense	
Debits	Credits
	
Increase	Decrease

Liability/ Revenue	
Debits	Credits
	
Decrease	Increase

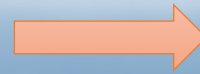
Account type	Normal Balance	Increase	Decrease
Asset	Debit	Debit	Credit
Expense	Debit	Debit	Credit
Liability	Credit	Credit	Debit
Revenue/Income	Credit	Credit	Debit

BASICS OF TO/FROM

Assets:

Increase an Asset (debit) (To)

Decrease an Asset (credit) (From)



Account type	Normal Balance	Increase	Decrease
Asset	Debit	Debit	Credit

Liabilities:

Increase a Liability (credit) (To)

Decrease a Liability (debit) (From)



Account type	Normal Balance	Increase	Decrease
Liability	Credit	Credit	Debit

Revenues:

Increase revenue (credit) (To)

Decrease revenue (debit) (From)



Account type	Normal Balance	Increase	Decrease
Revenue/Income	Credit	Credit	Debit

Expenses:

Increase an Expense (debit) (To)

Decrease an Expense (credit) (From)



Account type	Normal Balance	Increase	Decrease
Expense	Debit	Debit	Credit

TO/FROM EXAMPLES

Example:

An expense was incorrectly charged to the wrong expense object code.

- **FROM:** Decrease (CR) the expense from the wrong object code (6225)
- **TO:** Increase (DR) the expense to the correct object code (6601)

ACCOUNTING LINES [Import Templates](#)

FROM

HIDE DETAILS IMPORT LINES

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	* REF ORIGIN CODE	* REF NUMBER	LINE DESCRIPTION	ACTIONS
CO	1339270 Estep UIRS		6225 Computer Hardware/...				539.00	01	S010001		+

TO

HIDE DETAILS IMPORT LINES

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	* REF ORIGIN CODE	* REF NUMBER	LINE DESCRIPTION	ACTIONS
CO	1339270 Estep UIRS		6601 General Services				539.00	01	S010001		+

TO/FROM EXAMPLES

Example:

Receipts from customers were accidentally deposited into an expense object code (OC6201) as a CR. It should have been recorded as revenue (OC4380). To correct this error, you need to:

- **Increase (DR)** expense – to remove the credits from the expense object code (OC6201) so this goes in the **TO** section
- **Increase (CR)** revenue – to record the revenue this also goes in the **TO** section
- We still have a balanced entry even though both lines are in the **TO** section because one line is a DR and the other is a CR

TO

HIDE DETAILS

IMPORT LINES

*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	*AMOUNT	*REF ORIGIN CODE	*REF NUMBER	LINE DESCRIPTION	ACTIONS
CO							0.00				
1 Colorado State University	2702300 Division Of Student Affairs...		6201 General Supplies				100.00	01	01	correction	
2 Colorado State University	2702300 Division Of Student Affairs...		4380 Other Sales+Services-Auxi...				100.00	01	01	correction	

TOTAL: 200.00

GENERAL ERROR CORRECTION

kuali | Financials Action List Doc Search

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HOME

Jump to... Ctrl+K

ACCOUNTING ←

ACCOUNTS RECEIVABLE

AUTOMATED JOURNAL VOUCHER

BALANCE INQUIRIES

BUDGET CONSTRUCTION

CAPITAL ASSETS

CHART OF ACCOUNTS

PRE-DISBURSEMENT

PROCUREMENT & ACCOUNTS PAYABLE

SYSTEM

TRAVEL

VENDOR

1099

BFS ADMINISTRATION

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- Advance Deposit
- Adjustment/Accrual Voucher
- Budget Adjustment
- Cash Receipt
- Distribution Of Income And Expense
- General Error Correction
- Indirect Cost Adjustment
- Internal Billing
- Internal Order
- Intra-Account Adjustment
- Non-Check Disbursement
- Pre-Encumbrance
- Single Sided Budget Adjustment
- Transfer Of Funds
- Work Order Authorization

REFERENCE

- KFS Training Guides

GENERAL ERROR CORRECTION

- Document Type 'GEC'
- The General Error Correction Document is used to correct entries that have already posted to the General Ledger.
- It is used to correct a posting error that has:
 - Wrong account number
 - Wrong object code
 - Wrong amount



If you are correcting just the sub-account or sub-object code, please use Intra Account Adjustment Document.

GEC EXAMPLE:

- Invoice #812995 for PO #S010001 (KFS doc #28651234), 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?

GENERAL ERROR CORRECTION

Description Field

Explanation Field

Organization Document Number Field – This is a searchable field. It is optional and user-defined with a maximum of 10 characters.

General Error Correction ⓘ

Doc Nbr : 20646494 Status : INITIATED
Initiator : jborja10@colostate.edu Created : 12:06 PM 10/23/2019

EXPAND ALL COLLAPSE ALL

DOCUMENT OVERVIEW ^

OVERVIEW

*Description :

Explanation :

Organization Document Number :

FINANCIAL DOCUMENT DETAIL

Total Amount :

GENERAL ERROR CORRECTION

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

ACCOUNTING LINES [Import Templates](#)

FROM

HIDE DETAILS IMPORT LINES

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	* REF ORIGIN CODE	* REF NUMBER	LINE DESCRIPTION	ACTIONS
CO ▾	1339270 Estep UIRS	<input type="text"/>	6225 Computer Hardware/...	<input type="text"/>	<input type="text"/>	<input type="text"/>	539.00	01	S010001	<input type="text"/>	

TO

HIDE DETAILS IMPORT LINES

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	* REF ORIGIN CODE	* REF NUMBER	LINE DESCRIPTION	ACTIONS
CO ▾	1339270 Estep UIRS	<input type="text"/>	6601 General Services	<input type="text"/>	<input type="text"/>	<input type="text"/>	539.00	01	S010001	<input type="text"/>	

GENERAL ERROR CORRECTION

- **Reference #** – KFS Doc # you are correcting. This can only be alpha or numeric–no spaces or periods (8 characters)
- **Line Description** – optional field to further explain the particular line

ACCOUNTING LINES [Import Templates](#)

FROM HIDE DETAILS IMPORT LINES

*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	*AMOUNT	*REF ORIGIN CODE	*REF NUMBER	LINE DESCRIPTION	ACTIONS
CO ▾	1339270 Estep UIRS	<input type="text"/>	6225 Computer Hardware/...	<input type="text"/>	<input type="text"/>	<input type="text"/>	539.00	01	S010001	<input type="text"/>	

TO HIDE DETAILS IMPORT LINES

*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	*AMOUNT	*REF ORIGIN CODE	REF NUMBER	LINE DESCRIPTION	ACTIONS
CO ▾	1339270 Estep UIRS	<input type="text"/>	6601 General Services	<input type="text"/>	<input type="text"/>	<input type="text"/>	539.00	01	S010001	<input type="text"/>	

GENERAL ERROR CORRECTION

- Attach appropriate support under Notes and Attachments section of the document.
- Support must substantiate the amount you are correcting.
- All the support must be saved in PDF or TIFF format

DOCUMENT OVERVIEW ▼

ACCOUNTING LINES 🔗 Import Templates ▼

ACCOUNTING LINES FOR CAPITALIZATION ▼

CREATE CAPITAL ASSETS ▼

MODIFY CAPITAL ASSETS ▼

GENERAL LEDGER PENDING ENTRIES ▼

NOTES AND ATTACHMENTS (0) ▲

* Note Text :

Attachment : No file chosen

AD HOC RECIPIENTS ▼

ROUTE LOG ▼

GENERAL ERROR CORRECTION

- Click SAVE
- Check General Ledger Pending Entries tab to see what the DR and CR are and if your GEC is going to correct the error

DOCUMENT OVERVIEW ∨

ACCOUNTING LINES 🔗 Import Templates ∨

ACCOUNTING LINES FOR CAPITALIZATION ∨

CREATE CAPITAL ASSETS ∨

MODIFY CAPITAL ASSETS ∨

GENERAL LEDGER PENDING ENTRIES ∨

NOTES AND ATTACHMENTS (0) ∧

* Note Text :

Attachment : No file chosen

AD HOC RECIPIENTS ∨

ROUTE LOG ∨

DISTRIBUTION OF INCOME & EXPENSE

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Back Door ID

HOME

Jump to... Ctrl+K

- ACCOUNTING
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- AUTOMATED JOURNAL VOUCHER
- BALANCE INQUIRIES
- BUDGET CONSTRUCTION
- CAPITAL ASSETS
- CHART OF ACCOUNTS
- PRE-DISBURSEMENT
- PROCUREMENT & ACCOUNTS PAYABLE
- SYSTEM
- TRAVEL
- VENDOR
- 1099
- BFS ADMINISTRATION

Accounting

ACTIVITIES

- Advance Deposit
- Adjustment/Accrual Voucher
- Budget Adjustment
- Cash Receipt
- Distribution Of Income And Expense**
- General Error Correction
- Indirect Cost Adjustment
- Internal Billing
- Internal Order
- Intra-Account Adjustment
- Non-Check Disbursement
- Pre-Encumbrance
- Single Sided Budget Adjustment
- Transfer Of Funds
- Work Order Authorization

REFERENCE

KFS Training Guides

DISTRIBUTION OF INCOME & EXPENSE

- Document Type 'DI'
- Purpose of the DI document is to distribute the income/expense and assets/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

DI EXAMPLE

- For Career Center, merchant credit card payments are distributed on a daily basis and are reflecting in KFS object code 6684 (account number 2699000) in the amount of \$1,100. These payments need to move to revenue object code 4389. Can you complete this entry?

INTRA ACCOUNT ADJUSTMENT

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HOME

Jump to... Ctrl+K

ACCOUNTING

ACCOUNTS RECEIVABLE

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- Work Order Authorization

REFERENCE

KFS Training Guides

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** needs to be added/removed/changed.
- Advantage of using an IAA Doc: Only routes to Fiscal Officer for approval. Quick finalization of the document.

IAA EXAMPLE

- Revenue of \$1500 was deposited into 1478122-4401 sub account 2FRWK but should have been deposited into sub account “1 CLIN”.
- An IAA document has been started below. It has two lines in the FROM section because there were two entries that used the wrong sub account of “2FRWK”.
- How do we finish the IAA to correct the sub account to be “1 CLIN”?

Intra-Account Adjustment ⓘ

Doc Nbr : 14160551 Status : FINAL
Initiator : dmichele@colostate.edu Created : 01:48 PM 12/08/2017

[EXPAND ALL](#) [COLLAPSE ALL](#)

DOCUMENT OVERVIEW ^

OVERVIEW

* Description : move revenue to correct subaccount

Organization Document Number :

Explanation : Move department registration fee for special events to 1CLIN. Revenue should have been split on original cash receipt documents.

ACCOUNTING LINES ^

FROM [HIDE DETAILS](#)

*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	*AMOUNT	*REF NUMBER	LINE DESCRIPTION	ACTIONS
							0.00			
1	CO Colorado State University	1478122 DCS - Special Events	2FRWK Frank Workshop Course	4401 Other Sales+Services-Ed...			1,000.00	12850777	Vet Study Groups - FRANK 1.0-2.0 Jun17	
2	CO Colorado State University	1478122 DCS - Special Events	2FRWK Frank Workshop Course	4401 Other Sales+Services-Ed...			500.00	12929533	Veterinary Study Groups -inv VCPE 071817	
TOTAL:							1,500.00			

IAA EXAMPLE

FROM

HIDE DETAILS IMPORT LINES

	*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	*AMOUNT	*REF NUMBER	LINE DESCRIPTION	ACTIONS
	CO Colorado State University							0.00			+
1	CO Colorado State University	1478122 DCS - Special Events	2FRWK Frank Workshop Course	4401 Other Sales+Services-Ed ...				1,000.00	12850777	Vet Sudy Groups	⚖️ ↻ 🗑️
2	CO Colorado State University	1478122 DCS - Special Events	2FRWK Frank Workshop Course	4401 Other Sales+Services-Ed ...				500.00	12929533	Veterinary Study	⚖️ ↻ 🗑️

TOTAL: 1,500.00

TO

HIDE DETAILS IMPORT LINES

	*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	*AMOUNT	*REF NUMBER	LINE DESCRIPTION	ACTIONS
	CO Colorado State University							0.00			+
1	CO Colorado State University	1478122 DCS - Special Events	1CLIN Clinical Sciences	4401 Other Sales+Services-Ed ...				1,000.00	12850777	Vet Sudy Groups	⚖️ ↻ 🗑️
2	CO Colorado State University	1478122 DCS - Special Events	1CLIN Clinical Sciences	4401 Other Sales+Services-Ed ...				500.00	12929533	Veterinary Study	⚖️ ↻ 🗑️

TOTAL: 1,500.00

IAA EXAMPLE – ROUTE LOG

- The IAA only routes to the Fiscal Officer for approval.
- If a GEC document was used to make this correction instead of the IAA document, it would have route to several individuals and have take much longer for the document to get finalized.

ROUTE LOG

Route Log

refresh

ID: 24891674

hide

Title	Intra-Account Adjustment - Move revenue to correct sub account		
Type	Intra-Account Adjustment	Created	09:16 AM 05/05/2021
Initiator	King, Kristine Anna	Last Modified	09:19 AM 05/05/2021
Route Status	SAVED	Last Approved	
Node(s)	AdHoc	Finalized	

Actions Taken

hide

Action	Taken By	For Delegator	Time/Date	Annotation
SAVED	King, Kristine Anna		09:19 AM 05/05/2021	

Pending Action Requests

hide

Action	Requested Of	Time/Date	Annotation
show IN ACTION LIST COMPLETE	King, Kristine Anna	09:19 AM 05/05/2021	

Future Action Requests

hide

Action	Requested Of	Time/Date	Annotation
show PENDING APPROVE	Bradley, D Michele	09:21 AM 05/05/2021	KFS-SYS Fiscal Officer CO 1478122

ADJUSTMENT/ ACCRUAL VOUCHER

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ACCOUNTING

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Non-Check Disbursement

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REFERENCE

KFS Training Guides

ACCRUAL ACCOUNTING:

- The term *accrual* refers to any individual entry recording revenue or expense in the absence of a cash exchange
- Accruals are recorded on the transaction date
- Transaction date is when a financial event occurs whether or not cash is exchanged
 - Services are performed (diagnostic testing)
 - Product is sold (books)
 - Inventory is received
- CSU's fiscal year is July 1st – June 30th

ACCRUALS - ASSETS

- Prepaid Expenses (Object Code **1740**)
 - Service contracts
 - Registration Expenses
 - Airline tickets for next year's travel
 - Note: This would reduce your current year expense and move the expense to the next fiscal year
- Other Receivables (Object Code **1437**)
 - Lab test work complete for external client, but cash not received by June 30th
 - New Student Orientation attended in June, but money not received until after June 30th

ACCRUALS - LIABILITIES

- Unearned Revenue (Object Code **2590**)
 - Revenue received in FY21, but earned in FY22
 - Sports/Youth camps paid in advance for next fiscal year
 - Special Course Fees paid in June for summer semester ending in August
 - Football season tickets sold in June
- Year-end Payables (Object Code **2103**)
 - Expense incurred in FY21, but not paid until FY22
 - Travel occurred June 23rd – June 30th, but Travel Reimbursement not issued until July
 - Service Agreement for FY21, not paid until FY22

ACCRUAL METHOD EXAMPLE

- Account 1356570 entered into a 12 month service agreement in the amount of \$12,000 from April 1– March 31, and was booked in full to object code 6601. What document(s) will be used and what fiscal year will this be recognized in?

PRE-ENCUMBRANCE/ AUTOMATIC ENCUMBERED PO'S

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Action List Doc Search

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REFERENCE

KFS Training Guides

PRE- ENCUMBRANCE

- Document Type 'PE'
- Earmark funds for which unofficial commitments have already been made.
- Set aside future expense that might not already be encumbered
- All pre-encumbrances need to be disencumbered via automatic reversal or manual adjustment (disencumbrance) which must reference the PE document number

PRE – ENCUMBRANCE EXAMPLE

- Department 1501 will be submitting a Disbursement Voucher for \$700 to be paid to the Music Store (the vendor) who will be the music service provider for the College's commencement exercises on May 13, 2021. The account number is 1322700, and the object code for the expense is 6601. We want to earmark the \$700 now (in May).

PRE-ENCUMBRANCE EXAMPLE

DOCUMENT OVERVIEW

OVERVIEW

* Description:

Organization Document Number:

Explanation:

FINANCIAL DOCUMENT DETAIL

Total Amount: 700.00

PRE-ENCUMBRANCE DETAILS

Reversal Date:

ACCOUNTING LINES Import Templates

ENCUMBRANCE

HIDE DETAILS IMPORT LINES

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	LINE DESCRIPTION	ACTIONS
<input type="text" value="CO"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text"/>	
1 <input type="text" value="CO"/> Colorado State University	<input type="text" value="1322700"/> CHHS Operating Expenditures	<input type="text"/>	<input type="text" value="6601"/> General Services	<input type="text"/>	<input type="text"/>	<input type="text" value="01"/>	<input type="text" value="700.00"/>	<input type="text"/>	

TOTAL: 700.00

DISENCUMBRANCE

- Document Type 'PE'
- Reference # required- must use the
- Kualiti # of the original encumbrance
- Document is created the same as a Pre-Encumbrance, only use the Disencumbrance line

DISENCUMBRANCE EXAMPLE

- On February 20, 2021, \$500.00 was encumbered on Account 2702200-6201 with document 2508773. The supplies have been received and this amount needs to be disencumbered since a reversal date was never selected

DISENCUMBRANCE EXAMPLE

PRE-ENCUMBRANCE DETAILS

Reversal Date: 

ACCOUNTING LINES Import Templates

ENCUMBRANCE

HIDE DETAILS

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	LINE DESCRIPTION	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	<input type="text"/>	
							TOTAL:	0.00	

DISENCUMBRANCE

HIDE DETAILS

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	* REF NUMBER	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	<input type="text"/>	
1	CO Colorado State University	2702200 Ram Welcome:College Orientation	6201 General Supplies	<input type="text"/>	<input type="text"/>	01	500.00	2508773	
							TOTAL:	500.00	

AUTOMATIC ENCUMBRANCES

- ▶ Requisition is created
- ▶ PO creates after Requisition is final
 - ▶ Encumbrance is automatically booked when PO is final
- ▶ Payment Request is done to pay vendor
 - ▶ If final box is not checked then only the amount paid will be reversed
- ▶ For outstanding Encumbrances related to POs contact Procurement to remove
- ▶ Travel Authorizations
- ▶ Travel Reimbursement
- ▶ Salary

TRANSFER OF FUNDS

The screenshot shows the Kuali Financials interface. At the top left is the 'kuali | Financials' logo. To the right are links for 'Action List', 'Doc Search', and a user profile icon. Below the logo is a yellow banner with a warning icon and the text 'This is a test environment'. On the right side of the banner is a 'Back Door ID' input field. A dark grey sidebar on the left contains a 'HOME' button and a 'Jump to...' search box with 'Ctrl+K' shortcut. Below the search box is a list of menu items: ACCOUNTING, ACCOUNTS RECEIVABLE, AUTOMATED JOURNAL VOUCHER, BALANCE INQUIRIES, BUDGET CONSTRUCTION, CAPITAL ASSETS, CHART OF ACCOUNTS, PRE-DISBURSEMENT, PROCUREMENT & ACCOUNTS PAYABLE, SYSTEM, TRAVEL, VENDOR, 1099, and BFS ADMINISTRATION. The 'ACCOUNTING' item is highlighted with a green vertical bar. The main content area is titled 'Accounting' and contains two panels. The left panel, 'ACTIVITIES', lists various accounting transactions, with 'Transfer Of Funds' circled in red. The right panel, 'REFERENCE', contains a link for 'KFS Training Guides'.

kuali | Financials Action List Doc Search JA

⚠ This is a test environment Back Door ID

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ACCOUNTING

ACCOUNTS RECEIVABLE

AUTOMATED JOURNAL VOUCHER

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- Transfer Of Funds**
- Work Order Authorization

REFERENCE

- KFS Training Guides

PURPOSE OF TRANSFER OF FUNDS DOCUMENT

Transfer of Funds (TF) document is used to transfer funds (cash) between accounts.

If expenses are incurred in Account A, but Account B wants to cover a portion, a GEC will need to be done to move the expenses to Account B, and not a Transfer of Funds.

We will also cover:

- Which accounts are allowed to transfer funds between each other
- Types of Transfer
- Which object codes to use
- When to move budget and when to move cash

Transfer of Funds (TF) Overview

Mandatory

Non Mandatory

Mandatory Transfers required to meet contractual agreements.
Example: Bond Payments

Currently these types of transfers will only be made by Business and Financial Services

Non-Mandatory Transfers: **Non-Plant Funds**
The following object codes are used for non-mandatory fund transfers, excluding Plant Funds

Object Code: 9900 (Income)

Object Code: 9902 (Expense)

Non-Mandatory Transfers: **Plant Funds**
Plant Fund transfers are transfers of cash for a capital project. Cash is moved from a department account into a Plant Fund Account.

Plant fund object codes are:

Object Code 9904 (TO – Income)

Object Code 9905 (FROM – Expense)

WHEN TO MOVE BUDGET AND WHEN TO MOVE CASH

BA document should be used to move funds within the same subfunds for budget based accounts, and not the Transfer of Funds document

- EG, RARSP, PVM, CSFS, EXPSTA, EXTEN

*****Follow the Transfer of Funds Matrix when creating TOF documents******

Transfer of Funds Matrix is located in Campus Services Website. Please use the link below to access the TOF Matrix:

http://busfin.colostate.edu/Forms/CampusSvcs/Transfer_of_Funds_Matrix.pdf#zoom=100

TRANSFER OF FUNDS MATRIX

		State Appropriated Funding						Auxiliary & Self-Funding Activities		Restricted Funding	Student Loans	Fund	Capital Projects	Reserve Fund	Capital Assets	
Subfunds		EG	PVM	EXPSTA	EXTEN	CSFS	RARSP	COURSE	ATHLET	Includes subfunds: ATHLET, AUX, CONFER, CONTED, CSFSSF, DCESUP, ENTERP, EXPSF, EXTSF, GENOP, INSURE, INTLPR, ONLPL, PVMMSF, RECHAR ² , SPWIP, STUORG, WIP	Includes subfunds: AARA, COSFA, DIRLN, EXPRHF, EXPRHM, EXPRMC, EXTR, EXTREF, EXTRRR, EXTRSK, FEDSFA, FRP, GIFT, HEAFOR, PVMFED, PVMSTA, SLICE, SPONPR, WATER, WORKST	LOANS	ENDOW	Includes subfunds: AEP, CPAD, CPLB, CPOTH, CPRR	Includes subfunds: BOG, CSUSDR, RESERV	Includes subfunds: CAPAUX, CAPGEN
F R O M	EG	BA-IS	BA-IS	BA-IS	BA-IS	BA-IS			Scholarships	Only ONLPL allowed			Yes	Yes		
	PVM	BA-IS	BA-IS	BA-IS	BA-IS	BA-IS							Yes	Yes		
	EXPSTA	BA-IS	BA-IS	BA-IS	BA-IS	BA-IS							Yes	Yes		
	EXTEN	BA-IS	BA-IS	BA-IS	BA-IS	BA-IS							Yes	Yes		
	CSFS	BA-IS	BA-IS	BA-IS	BA-IS	BA-IS							Yes	Yes		
	RARSP									ENTERP-RBRF Lease & Bond Payments				Yes	Yes	
	COURSE													TECH ⁴		
	ATHLET													Yes		
	Auxiliary & Self-Funding Activities													Yes	Yes	Yes
	CONFER ³	Yes	Yes	Yes	Yes	Yes			Yes	Yes						
	Restricted Funds													Yes		
	53 Sweep Process							OSP ¹								
	LOANS															
	ENDOW															
Capital Projects	Yes	Yes	Yes	Yes	Yes	Yes	Yes	TECH ⁴	Yes	Yes	Yes			Yes		
Reserve Fund	Yes	Yes	Yes	Yes	Yes	Yes	Yes						Yes			

Any exceptions to this matrix must be formally requested by department(s) with detailed justification. Each request must be reviewed on a case-by-case basis by both Business & Financial Services and Office of Budgets to determine if allowable.

Reference FPI 3-1 on Business & Financial Services website for detailed information for each Fund Group/Sub Fund.

[FPI 3-1](#)

Matrix purpose:

Yes	Allows transfer of funds documents. Departments have ability to initiate action via a KFS TF document without Business & Financial Services Campus and Office of Budgets preapproval.
BA-IS	Indicates a Budget Adjustment (BA) document will need to be processed and the associated Income Stream (IS) entry will automatically be made.
	Unallowed transfer of funds.
	Subset of Subfunds that are allowed on an exceptional basis as noted.
¹	Transfers initiated by Office of Sponsored Programs (OSP)
²	When deficits occur in the RECHAR (21 accounts) often these are cleared by transfer of funds (TOF). In the case a deficit needs to be cleared in one of these funds before submitting a TOF document it must be approved by Campus Services. When approved, attach the approval email to the TOF so the reviewers know it has been approved. In all other cases the Transfer of Funds document would follow this matrix.
³	Upon completion of a Conference, Conference Services closes accounts and moves remaining balance to the department/college where the person responsible for the conference resides.
⁴	Only 259xxxx accounts in the COURSE subfund are allowed to have plant transfers that relate to upgrades to their technology fees. SCF accounts 250xxxx-2589999 are not allowed to transfer to a plant account.

- Below is an example of Transfer of Funds document moving funds to the Plant Account
- Important: Always make sure there is adequate funds in the debit (From) account (the account providing the funds) to cover the transfer.

Transfer Of Funds ?

Doc Nbr : 14325881
 Initiator : bcwebste@colostate.edu

Status : FINAL
 Created : 04:38 PM 01/04/2018

EXPAND ALL
COLLAPSE ALL

DOCUMENT OVERVIEW ^

OVERVIEW

* Description : Project #171218A - Lounge Paint/Fan

Organization Document Number :

Explanation :

FINANCIAL DOCUMENT DETAIL

Total Amount : 1,458.01

ACCOUNTING LINES ? Import Templates

^

FROM HIDE DETAILS

	* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	LINE DESCRIPTION	ACTIONS
								0.00		
1	CO Colorado State University	1323620 Occupational Therapy		9905 Plant Sub Funds Transfer EX				1,458.01	171218A	
TOTAL:								1,458.01		

TO

HIDE DETAILS

*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	*AMOUNT	LINE DESCRIPTION	ACTIONS
							0.00		
1 CO Colorado State University	7749777 FY18 < \$25K Remodel Proj...		9904 Plant Sub Funds Transfer IN		171218A 171218A OCC THERAPY 1...		1,458.01	171218A	
TOTAL:							1,458.01		

GENERAL LEDGER PENDING ENTRIES

NOTES AND ATTACHMENTS (2)

* Note Text:

Attachment:

No file chosen

	POSTED TIMESTAMP	AUTHOR	NOTE TEXT	ATTACHED FILE	NOTIFICATION RECIPIENT	ACTIONS
1	01/04/2018 04:40 PM	Webster, Elizabeth	Quote	Facilities_Student Lounge Paint and Fan_171218A.pdf (152 KB, application/pdf)	<input type="text"/> <input type="button" value="Q"/>	<input type="button" value="Send"/>
2	01/05/2018 05:56 AM	Pearsons, Kimberly A	TO		<input type="text"/> <input type="button" value="Q"/>	<input type="button" value="Send"/>

AD HOC RECIPIENTS

ROUTE LOG

TRANSFER OF FUNDS DOCUMENT

- Below is an example of returning unused funds from a Plant Fund account

OVERVIEW

* Description : 170616C NAT RES 327 PAINT/CARPET
Organization Document Number : 13828281

Explanation : RETURN CONTINGENCY; PROJECT 170616C NAT RES 327 PAINT & CARPET - WALLNER

FINANCIAL DOCUMENT DETAIL

Total Amount : 191.21

ACCOUNTING LINES [Import Templates](#)

FROM

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	LINE DESCRIPTION	ACTIONS
							0.00		
1	CO Colorado State University	7749777 FY18 < \$25K Remodel Proj...	9904 Plant Sub Funds Transfer IN		170616C 170616C NATURAL RES 3...	13828281	191.21	170616C NAT RES 327 PAINT/CARPET	HIDE DETAILS
TOTAL:							191.21		

TO

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	LINE DESCRIPTION	ACTIONS
							0.00		
1	CO Colorado State University	1319000 Departmental Academic Ad...	9905 Plant Sub Funds Transfer EX		170616C 170616C NATURAL RES 3...	13828281	191.21	170616C NAT RES 327 PAINT/CARPET	HIDE DETAILS
TOTAL:							191.21		



Negative amounts are not allowed in TOF document. Instead use the “Error Correction” button at the bottom of the original TOF document screen to reverse the document. If the full amount is not being reversed then create a new TOF document to reverse (flip) the TO and FROM and the amount you want to be reversed.

TRANSFER OF FUNDS DOCUMENT

Below Budget Adjustment (BA) document is processed to give account 1300480 spending authority.

Budget Adjustment ?

Doc Nbr : 14002465

Status : FINAL

Initiator : kkahler@colostate.edu

Created : 10:01 AM 11/20/2017

Corrected by Document Id : 14291473

DOCUMENT OVERVIEW ▼

ACCOUNTING LINES ? [Import Templates](#) ▲

FROM/DECREASE HIDE DETAILS

*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	LINE DESCRIPTION	CURRENT AMT	BASE AMT	ACTIONS
								0.00	0	

Monthly Lines Show

TO/INCREASE HIDE DETAILS

*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	LINE DESCRIPTION	CURRENT AMT	BASE AMT	ACTIONS
								0.00	0	

Monthly Lines Show

1	CO Colorado State University	1300480 Chemistry Misc Revenue...	4374 Budgeted Transfers IN				13624406	297.30	0	
										Monthly Lines Show
2	CO Colorado State University	1338370 Chemistry Csurf Royalty ...	6200 Budget Other Operating...				13624406	297.30	0	
										Monthly Lines Show



Please always reference original Transfer Of Funds document number in the BA document when increasing the spending authority.

IMPORTING LINES

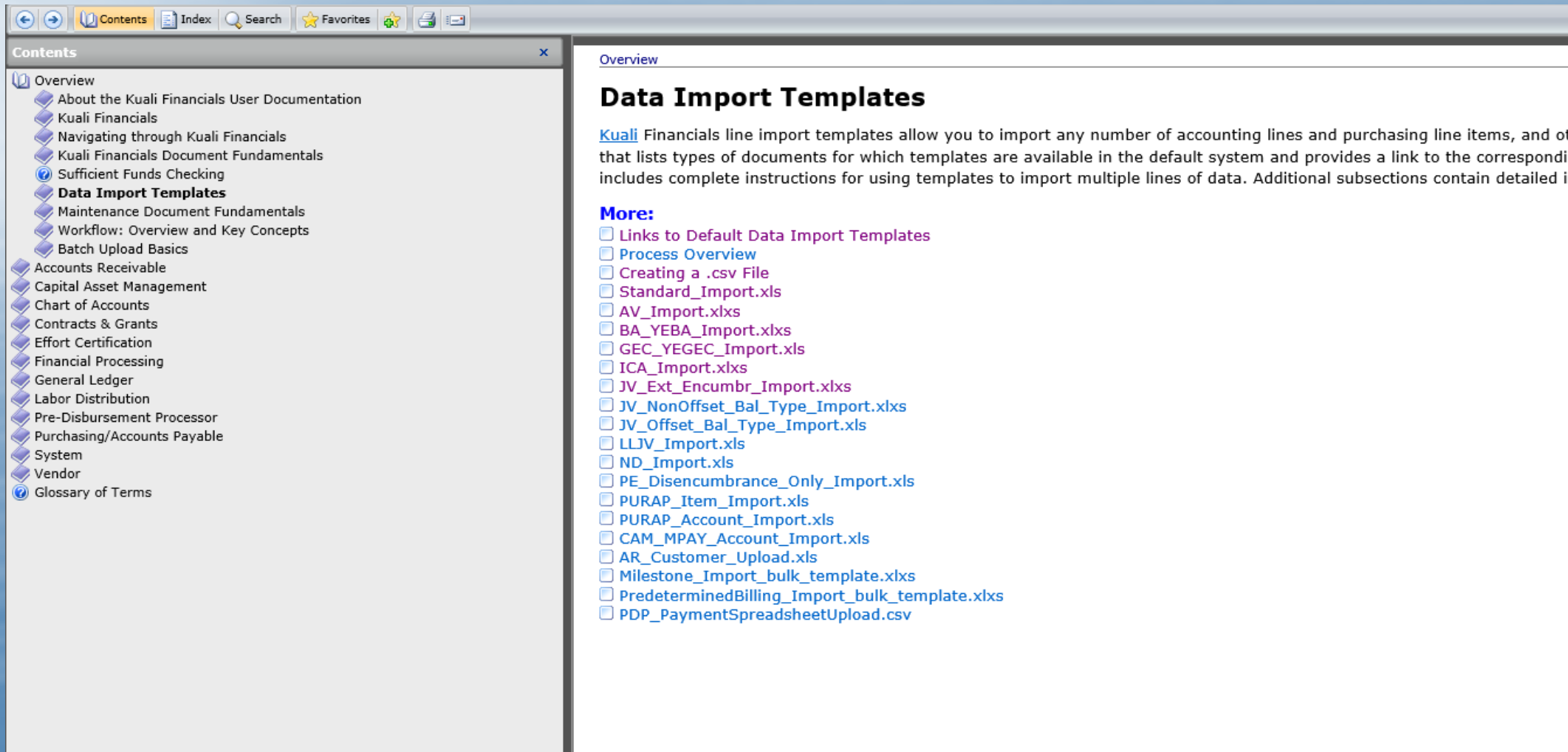
- ▶ Importing lines
 - ▶ Templates and instructions are available by clicking on the “?” on each document and searching for “Data Import Templates”
 - ▶ Remove the first three rows
 - ▶ Must be saved in CSV format
 - ▶ Click on “add” to import into the document

ACCOUNTING LINES ? Import Templates



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_YETTF_PE_Encumbrance_Only Import template.



The screenshot shows a web application interface. On the left is a 'Contents' sidebar with a tree view of navigation items. The 'Data Import Templates' item is selected and highlighted in blue. The main content area on the right is titled 'Data Import Templates' and contains an overview section and a list of links under a 'More:' heading.

Contents Sidebar:

- Overview
- About the Kualo Financials User Documentation
- Kualo Financials
- Navigating through Kualo Financials
- Kualo Financials Document Fundamentals
- Sufficient Funds Checking
- Data Import Templates**
- Maintenance Document Fundamentals
- Workflow: Overview and Key Concepts
- Batch Upload Basics
- Accounts Receivable
- Capital Asset Management
- Chart of Accounts
- Contracts & Grants
- Effort Certification
- Financial Processing
- General Ledger
- Labor Distribution
- Pre-Disbursement Processor
- Purchasing/Accounts Payable
- System
- Vendor
- Glossary of Terms

Main Content Area: Data Import Templates

Overview

[Kualo](#) Financials line import templates allow you to import any number of accounting lines and purchasing line items, and other documents that lists types of documents for which templates are available in the default system and provides a link to the corresponding documentation. This section includes complete instructions for using templates to import multiple lines of data. Additional subsections contain detailed information on how to use the templates.

More:

- [Links to Default Data Import Templates](#)
- [Process Overview](#)
- [Creating a .csv File](#)
- [Standard_Import.xls](#)
- [AV_Import.xlsx](#)
- [BA_YEBA_Import.xlsx](#)
- [GEC_YEGEC_Import.xls](#)
- [ICA_Import.xlsx](#)
- [JV_Ext_Encumbr_Import.xlsx](#)
- [JV_NonOffset_Bal_Type_Import.xlsx](#)
- [JV_Offset_Bal_Type_Import.xls](#)
- [LLJV_Import.xls](#)
- [ND_Import.xls](#)
- [PE_Disencumbrance_Only_Import.xls](#)
- [PURAP_Item_Import.xls](#)
- [PURAP_Account_Import.xls](#)
- [CAM_MPAY_Account_Import.xls](#)
- [AR_Customer_Upload.xls](#)
- [Milestone_Import_bulk_template.xlsx](#)
- [PredeterminedBilling_Import_bulk_template.xlsx](#)
- [PDP_PaymentSpreadsheetUpload.csv](#)


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


ACCOUNTING LINES ⓘ Import Templates ^

FROM/DECREASE HIDE DETAILS **IMPORT LINES**

*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	LINE DESCRIPTION	CURRENT AMT	BASE AMT	ACTIONS
CO ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0	

Monthly Lines Show

TO/INCREASE HIDE DETAILS **IMPORT LINES**

*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	LINE DESCRIPTION	CURRENT AMT	BASE AMT	ACTIONS
CO ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0	

Monthly Lines Show

QUESTIONS?

Kris King	491-6752
Summer Leaming	491-2801

Campus Services email: bfs_campus_services@Mail.ColoState.EDU

Campus Services website: http://busfin.colostate.edu/Depts/Campus_Svcs.aspx