

# Adjustment/Accrual Voucher

## Document Overview:

The Adjustment Voucher (AV) is used to recognize revenues in the period in which they are earned and expenses in the period in which they are incurred. This option does NOT have a reversal date.

The Accrual Voucher (AV) is used to post an accrual entry that will reverse in a designated future month. By selecting this option, a reversal date is required.

To do either document, click into the “Adjustment/Accrual Voucher” document. The user will be given two options, either to select adjustment or to select accrual. The default is for the adjustment document. By clicking accrual, it will allow for a reversal date. The document is set up with debit and credit fields.

## How to Complete the Document:

Complete the Document Overview section by adding a brief description of what is being done, then expand on it in the Explanation field. The Organization Document Number is an optional field and is searchable in Kualu. In the below example, the department chose to use this additional Org. Doc. # field.

The screenshot shows the 'Adjustment/Accrual Voucher' document overview. At the top right, it indicates the initiator as 'sleaming@colostate.edu' and the creation time as '01:02 PM 08/18/20...'. There are 'EXPAND ALL' and 'COLLAPSE ALL' buttons. The 'DOCUMENT OVERVIEW' section is expanded to show the 'OVERVIEW' details. The form includes a '\* Description:' field with the value '5060-adjust inventory balance to actual', an 'Explanation:' field with the value 'this is an entry', and an 'Organization Document Number:' field with the value 'B002'.

Below is an example of an “Adjustment Voucher” -- note that a reversal date is NOT requested. In this example, the inventory balance is being adjusted to the actual amount and a cost of goods sold expense is being recognized.

The screenshot shows the 'ADJUSTMENT/ACCRUAL VOUCHER DETAILS' section. It indicates the 'Adjustment/Accrual Voucher Type' is set to 'Adjustment'. Below this is the 'ACCOUNTING LINES' section, which contains a table with columns for CHART, ACCOUNT, SUB-ACCOUNT, OBJECT, SUB-OBJECT, PROJECT, ORG REF ID, DEBIT, CREDIT, LINE DESCRIPTION, and ACTIONS. The table has three rows of data, with the first row being a header row and the next two rows representing accounting entries. The first entry (line 1) shows a debit of 0.00 and a credit of 41,302.93. The second entry (line 2) shows a debit of 41,302.93 and a credit of 0.00. The totals at the bottom are 41,302.93 for both debit and credit.

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	DEBIT	CREDIT	LINE DESCRIPTION	ACTIONS
CO							0.00	0.00		+
1	CO	2137800	1510				0.00	41,302.93	General Material+Sup...	📄 🗑️
2	CO	2137800	7001				41,302.93	0.00	Cost of Sales-General	📄 🗑️
TOTALS							41,302.93	41,302.93		

Below is an example of an “Accrual Voucher” -- note that a reversal date is requested. In the below example, a department needs to accrue for and post for services billed in January 2018. This entry is accruing revenue (posting it to the proper period) and recording a receivable. It is anticipated that customers will pay in February 2018, so a reversal date of 2/1/2018 has been selected. The reversal in February will clear the receivable and increase the revenue in account 2221500 by \$330.00.

ADJUSTMENT/ACCRUAL VOUCHER DETAILS

\* Adjustment/Accrual Voucher Type:  Adjustment  Accrual

Reversal Date: 02/01/2018

---

ACCOUNTING LINES

HIDE DETAILS IMPORT LINES

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	DEBIT	CREDIT	LINE DESCRIPTION	ACTIONS
CO							0.00	0.00		+
Colorado State Unive...										
1	CO	2221500	1437				330.00		2221500-52	⚖️ 🗑️
	Colorado State Unive...	Animal Disease Labor...	Other Receivables							
2	CO	2221500	4380					330.00	2221500-52	⚖️ 🗑️
	Colorado State Unive...	Animal Disease Labor...	Other Sales+Services...							
TOTALS							330.00	330.00		

The invoice and any other support needed will be attached to the Notes and Attachments section in PDF or TIFF format.

NOTES AND ATTACHMENTS (1)

\* Note Text:

Attachment: Choose File No file chosen

Remove Attachment

ADD

POSTED TIMESTAMP	AUTHOR	NOTE TEXT	ATTACHED FILE	NOTIFICATION RECIPIENT
1 08/18/2019 01:11 PM	Leaming, Summer E	Note	KFS_Lookup.pdf (148 KB, application/pdf)	

### Document Routing:

Once the document has been submitted, it will route to needed individuals. For a normal routing process, the document will route to the fiscal officer on each account. Account departmental approvals (ORG-xxxx) will be required after Fiscal Officers have approved. Division approvals (DIV-xx) will be required on any documents that are greater than or equal to \$10,000. Campus Services approves afterwards.

Additional approvals may also be required depending on object codes used (ex. authorized business function object code 6649), sub-accounts used within the document (ex. PLANT, SPONPR, and GIFT), and Fund Groups used (ex. Fund Group A).

## Document Exceptions/Restrictions:

Below are the list of parameters related to the AV document. If the Constraint Code is “A” it means “Allowed” and if it is “D” it means “Disallowed”.

Namespace Code	Component	Application ID	Parameter Name	Parameter Description	Parameter Value	Parameter Constraint Code
KFS-FP	Auxiliary Voucher	KFS	OBJECT SUB TYPES	Object Sub-Type(s) restricted from use o...	AM;BF;CA;BU;BD;LF;LE;LA;IF;FB;CO;UO;UF;U...	D
KFS-FP	Auxiliary Voucher	KFS	ACCOUNTING PERIODS	Restricts available Accounting Period va...	AB;BB;CB	D
KFS-FP	Auxiliary Voucher	KFS	ACCOUNTING PERIOD GRACE PERIOD	Number of days, after an accounting peri...	60	A
KFS-FP	Auxiliary Voucher	KFS	OBJECT CODES	Object Code(s) restricted from use on th...	4353;6050	D
KFS-FP	Auxiliary Voucher	KFS	GLPE OFFSET OBJECT CODE	The offset object code that is used for ...	3100	A
KFS-FP	Auxiliary Voucher	KFS	REVERSAL DATE DEFAULT DAY OF THE MONTH	The day of the month that will prefill i...	01	A

Below is the explanation of these restrictions:

### Object Sub Types:

Specific Object Sub-Type levels should not be included on Adjustment Accrual Voucher documents. This document disallows the use of object codes with Object Sub-Types of:

#### Object Sub-Types

AM - Art+ Museum  
BF - Bldg + Attached/Fixture Federally Funded  
CA - Cash  
BU - Budget Only Object Codes  
BD - Building  
LF - Library Acquisition Federally Funded  
LE - Leasehold Improvements  
LA - Land  
IF - Infrastructures Reserved for CAM  
FB - Fund Balance  
CO - Capital Moveable Equipment Other Owned

#### Object Sub-Types

UO - Reserved for CAM  
UF - University Constructed Federally Funded  
UC - University Constructed  
MT - Mandatory Transfers  
NM - Non-Mandatory Transfers  
LI - Library Acquisitions  
VF - Vehicle Federal Funding  
CP - Capital Assets  
CF - Capital Moveable Equipment Federal Funded  
CM - Capital Moveable Equipment

### Accounting Periods:

Restricts available accounting period values from the drop-down list. The restrictions relate to Actual Balance (AB), Beginning Balance (BB), and Current Budget (CB).

### Object Code Restrictions:

This document disallows the use of Object Codes 4353-Program Assessment Charges and 6050-Travel Encumbrance.