

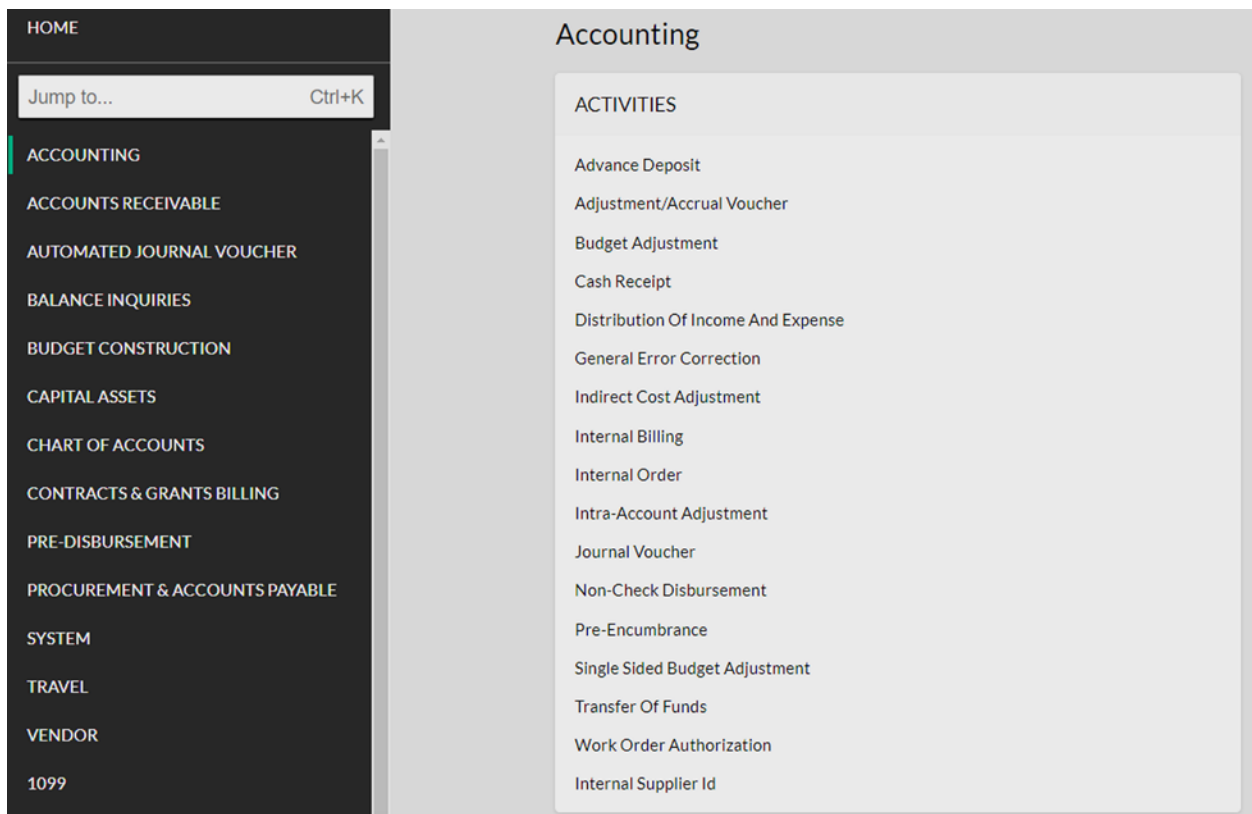
Distribution of Income & Expense (DI)

Document Overview:


The Distribution of Income & Expense (DI) is a document used to distribute the income or 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 other accounts. It can also be used to move income, expenses, assets and liabilities to other sub-accounts, object codes, or sub-object codes.

How to Complete the Document:

The Distribution of Income & Expense (DI) document can be found by clicking on the Accounting Tab on the side menu. Another option would be to type in “Distribution of Income and Expense” into the “Jump To” search on the side menu.



In the Accounting Lines section, information is input into the “From” and “To” sections of the document to distribute income, expenses, assets or liabilities to the appropriate accounts. Make sure to click on

 to add an accounting line to the document. In the example below, the revenue was received in account 2605001, and then distributed to account 2606290 and object code 6684. Deposits are then moved to the Deposit Holding Account through the A/R billing process.

Distribution Of Income And Expense

Doc Nbr: 20110309 Status: SAVED
 Initiator: swaro@colostate.edu Created: 11:34 AM 08/18/2019

EXPAND ALL COLLAPSE ALL

DOCUMENT OVERVIEW

OVERVIEW

*Description: CSU Housing Deposit
 Organization Document Number:
 Explanation: This is a test

FINANCIAL DOCUMENT DETAIL

Total Amount: 4,550.00

ACCOUNTING LINES Import Templates

FROM

HIDE DETAILS IMPORT LINES

*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"/>	
1 CO Colorado State University	2605001 Student Housing System Revenu...	<input type="text"/>	1630 Miscellaneous Service Clearing	<input type="text"/>	<input type="text"/>	<input type="text"/>	4,550.00	<input type="text"/>	
TOTAL:							4,550.00		

TO

HIDE DETAILS IMPORT LINES

*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"/>	
1 CO Colorado State University	2606290 Administration - Residence Life	<input type="text"/>	6684 Credit Card Clearing	<input type="text"/>	<input type="text"/>	<input type="text"/>	4,550.00	<input type="text"/>	
TOTAL:							4,550.00		

Any support will need to be added in PDF format to the Notes and Attachments section.

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 11:20 AM	Swaro, John Joseph	packing slip	KFS_Lookup.pdf (148 KB, application/pdf)	<input type="text"/>

Document Routing:

This document routes to Fiscal Officers for each account used in the document, the organization accounting approver for each account number used. Once those have approved, this document routes to Campus Services for final approval.

Backdoor Id swaroj@colostate.edu is in use refresh

Route Log

ID: 20110309 hide

Title	Distribution Of Income And Expense - CSU Housing Deposit		
Type	Distribution Of Income And Expense		
Initiator	Swaro, John Joseph	Created	11:34 AM 08/18/2019
Route Status	ENROUTE	Last Modified	11:38 AM 08/18/2019
Node(s)	Account	Last Approved	
		Finalized	

Actions Taken hide

Action	Taken By	For Delegator	Time/Date	Annotation
SAVED	Swaro, John Joseph		11:35 AM 08/18/2019	
COMPLETED	Swaro, John Joseph		11:38 AM 08/18/2019	

Pending Action Requests hide

Action	Requested Of	Time/Date	Annotation
IN ACTION LIST APPROVE	Gardner, Helena Lonie	11:38 AM 08/18/2019	KFS-SYS Fiscal Officer CO 2606290
IN ACTION LIST APPROVE	Greenberg, Nancy Carol	11:38 AM 08/18/2019	KFS-SYS Fiscal Officer CO 2605001

Future Action Requests hide

Action	Requested Of	Time/Date	Annotation
PENDING APPROVE	ORG-8045	11:38 AM 08/18/2019	KFS-SYS Accounting Reviewer CO 99999999 DI 8045 0
PENDING APPROVE	ORG-8032	11:38 AM 08/18/2019	KFS-SYS Accounting Reviewer CO 99999999 DI 8032 0
PENDING APPROVE	CampusServices	11:38 AM 08/18/2019	KR-WKFLW CampusServiceReviewer

Document Exceptions/Restrictions:

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

Namespace Code	Component	Application ID	Parameter Name	Parameter Description	Parameter Value	Parameter Constraint
KFS-FP	DistributionOfIncomeAndExpense	KFS	ELECTRONIC FUNDS DOCUMENT DESCRIPTION	The wording that should go in the descri...	Electronic Payment Claim	A
KFS-FP	DistributionOfIncomeAndExpense	KFS	OBJECT CODES	Object Code(s) restricted from use on th...	4353;6050	D
KFS-FP	DistributionOfIncomeAndExpense	KFS	OBJECT SUB TYPES	Object Sub-Type(s) restricted from use o...	FB;IN;MT;NM;CI;CE;BU;FR;SL	D

The object codes 4353 and 6050 are restricted from use on the Distribution of Income and Expense document.

The DI does not allow the use of object codes that report the following Object Sub-Type Codes:

- FB - Fund Balance
- IN - Revenue Cash
- MT - Mandatory Transfers
- NM - Non-Mandatory Transfers
- CI - Cost Recovery Income
- CE - Cost Recovery Expense
- BU - Budget Only Object Codes
- FR - Fringe
- SL - Salary