Overview of Document Layout

There are multiple Financial Processing Documents that book journal entries in Kuali. The basic layout is the same, but each document has its own unique attributes. Below is an overview of those with similar fields (Document Overview, Accounting Lines, General Ledger Pending Entries, Ad Hoc Recipients, and Route Log). Clicking the "show" button allows you to see the detail within the document. When opening a document in Kuali the fields that need to be completed automatically open so one does not have to click show on each line.

DOCUMENT OVERVIEW	∨
ACCOUNTING LINES ❷ Import Templates	∨
ACCOUNTING LINES FOR CAPITALIZATION	∨
CREATE CAPITAL ASSETS	∨
MODIFY CAPITAL ASSETS	∨
GENERAL LEDGER PENDING ENTRIES	∨
NOTES AND ATTACHMENTS (0)	∨
AD HOC RECIPIENTS	∨
ROUTE LOG	∨

The Document Header is in the top right corner and at a minimum will have the **Document Number** that is specific to only this document. In this example the document number is 20110293. The **Status** shows if the document is initiated, saved, submitted, or final. If the document is in the initiated status, and is never saved or submitted, then the document number will not be searchable because it was never saved or submitted. Document numbers are given in sequential order, but if one is never saved that number is never used or searchable. The **Initiator** is the EID of the person who created the document. **Created** is the date and time the document was created/opened.

Doc Nbr : 20110293
Initiator : cschunte@colostate.edu
Status : INITIATED
Created : 10:14 AM 08/18/2019

In the **Document Overview section**, the **Description** field is the only required section to be completed and is denoted by the asterisk. It is recommended to complete both the Description and Explanation fields because the **Description** explains what is being done, while the **Explanation** describes why it is being done. The **Organization Document Number** is an optional field that can be used to add more detail to the document or to log one's own documents. The **Accounting Period** will automatically default to the current month except at year-end when there is a drop-down window to select Fiscal Year End or the new Fiscal Year. This field appears on July 1st and is open for about a week for all of campus.

OVERVIEW

*Description: TEST

Organization Document Number:

Explanation: Explain why the document is being created

The accounting lines will be in either a **From** and **To** section or a **Debit** and **Credit** section (depending on the document being created). The **From** section will decrease the amount in an account and object code and the **To** section will increase the amount in an account and object code. The only time the "From=decrease" and "To=increase" rule of thumb is not the case, is for a Transfer of Funds document. Fields within the **Accounting Lines** section:

- **Chart**: Also called Chart Code is a required field and denotes what campus or reporting organization the accounting line is for. The valid **Chart Codes** are:
  - o BG – CSU Board of Governors (System Office)
  - o CO – Colorado State University (Fort Collins)
  - o CR – CSU Reporting Chart (this is only for consolidated reporting)
  - o GC – Global Campus
  - o GR – CSU Global Reporting Chart (for use by BFS only)
  - o OT – CSU OPEB Trust (only BFS and Central use this)
  - o PB – CSU Pueblo
- **Account Number**: Account Number (required) and is where the transaction will post
- **Sub-Account**: Sub-Account (optional) is helpful in reporting for certain colleges/departments. A Sub-Account must already be created for this field to be used, but is up to the department (no financial statement impact)
- **Object**: Object is the financial classification type (1xxx – asset, 2xxx – liability, 3xxx – beginning balance, 4xxx – revenue, 5xxx – salary, 6xxx – expenses, etc.)
- **Sub-Object**: Sub-Object (optional field) is helpful in reporting for certain colleges/departments. A Sub-Object must already be created for this account and object code in order to be used, but is up to the department (no financial statement impact)
- **Project**: Optional an only if applicable
- **Org Ref Id**: Optional and only if applicable
- **Amount**: Amount (required) is the dollar amount that you are recording to each account and object code
- **Reference Origin Code**: This is a required field on some documents and it specifies the source of the transaction -
  - o 01: KFS
  - o A2: Aries A/R (feeds from Banner)
  - o A3: Campus Loan Manager (feeds from the collection's system)
  - o A5: CSU Cashiers
  - o A6: BFS Enterprise Feeds
  - o A7: ICR Encumb (Indirect Cost Recovery Encumbrance)
  - o AA: Admissions Authorize.Net Revenue
  - o AE: Admissions Electronic Checks
  - o C1: Central Receiving
  - o D1: Diagnostic Lab
  - o F1: Facilities
  - o G1: CSU Global NetSuite
  - o IL: Facilities
  - o IR: KFS

- o   MF: ICRPRJE (Indirect Cost Recovery Prorates)
- o   NF: Nominal Pending
- o   P2: Payroll Adjustments
- o   P4: Payroll Salary
- o   PF: Pending Entries
- o   Q1: CSUP Accounts Receivable (from AIS)
- o   Q2: CSUP Payroll (from AIS)
- o   S1: VP Research
- o   T1: Telecom
- o   V1: Vet Hospital
- o   VZ: Verizon
- **Reference Number**: Required on some document types is a reference to a document number, invoice number, etc. There can be no special characters or spaces in this field.
- **Line Description**: This optional field allows for further description of the line being entered

When all the necessary items are input, the ![+] icon must be clicked to add the line. Once the icon is clicked another blank line appears above the line you just added. The added line will have a number next to it. In this case it would be the first line so it would have a 1.

The **General Ledger Pending Entries** section shows the debit and credit entries that are pending, but the entry must be **SAVED** first. Once the entry is fully approved and is in a **Final** status, this section will not have any entries (since the entry is no longer Pending).

GENERAL LEDGER PENDING ENTRIES

Seq #	Fiscal Year	Chart	Account	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2020	CO	1357020	-----	6201	---	----------	GEC	AC	EX	11,000.00	C
2	2020	CO	1357020	-----	1100	---	----------	GEC	AC	AS	11,000.00	D
3	2020	CO	1355020	-----	6201	---	----------	GEC	AC	EX	11,000.00	D
4	2020	CO	1355020	-----	1100	---	----------	GEC	AC	AS	11,000.00	C

The **Notes and Attachments** section allows additional notes and support to be attached. When attaching support, a note also needs to be entered, and the Add button must be clicked. Once a note is

added it cannot be deleted by the user. It is highly recommended to attach support for your entries. Attachments must be saved as a PDF file in order to be accessed via KFS in the future.

The **Ad Hoc Recipients** section allows a document to be routed to a specified user to Approve, Complete, FYI or Acknowledge when the specified user is not on the current route log. If Approve is selected from the dropdown, it routes to that user first before the next person on the route log. If Acknowledge or FYI is selected it does not hold up the approval process. A document can become final when this is selected. Ad Hoc Complete is done when the user wants to send the KFS document to another authorized user to complete some part of the document. The Add button must be clicked for the ad hoc to process to occur.

The **Route Log** section shows the Title, Type, Initiator, Route Status and Nodes along with the workflow of where the document started, who has approved, and who still needs to approve. Documents route based on (but not limited to) document type, dollar amount, object code, ad hoc, etc.

The **Action** buttons at the bottom of the screen can vary depending on the document and your permissions. The buttons that are the most common are **Submit**, **Save**, **Close**, **Cancel**, and **Copy**. **Submit** routes the document for approval, **Save** keeps the document in the user's Action List until submitted or cancelled, **Close** takes the user to the Home Screen and closes the document, **Cancel** deletes the saved status and cancels the document, and **Copy** creates a copy of the document (without the explanation or notes and attachments).

| Submit | Save | Reload | Close | Cancel | Copy |