



ACCOUNTING AND KUALI FOR NON-ACCOUNTANTS

Presented by:
Campus Services

CAMPUS SERVICES

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

OVERVIEW

Accounting Meaning, and Objectives

Accounting Principles and Governing Bodies

Accounting Elements – Assets, Liabilities, Fund Balance, Revenue and Expenses

Debits and Credits

Kuali Object Code Review

Entering Kuali Documents

Accrual Accounting

CSU Sub funds

Calculating Balances

Reviewing Balances in Kuali

Kuali Overview

Responsibilities and Approvals in Kuali

ACCOUNTING OVERVIEW

Meaning and Objectives of Accounting

Accounting is a systematic and comprehensive manner of recording financial transactions.



The objective of accounting is to provide information to users for decision-making. But, who exactly are these "users of financial statements"? What information do they need?



The users of accounting information include: the owners and investors, management, suppliers, lenders, employees, customers, the government, and the general public.

Governing Principles and Bodies

GAAP: Generally Accepted Accounting Principles

GASB: Governmental Accounting Standards Board

FASB: Financial Accounting Standards Board



Revenue Principle: Revenue is recognized at the point of sale or when the services you provide are complete

Expense Principle: Expense is recognized at the time when goods are received, or services are performed

Matching Principle: Revenue generated and expenses incurred must match within the same fiscal year(FY)
(Accrual Accounting)

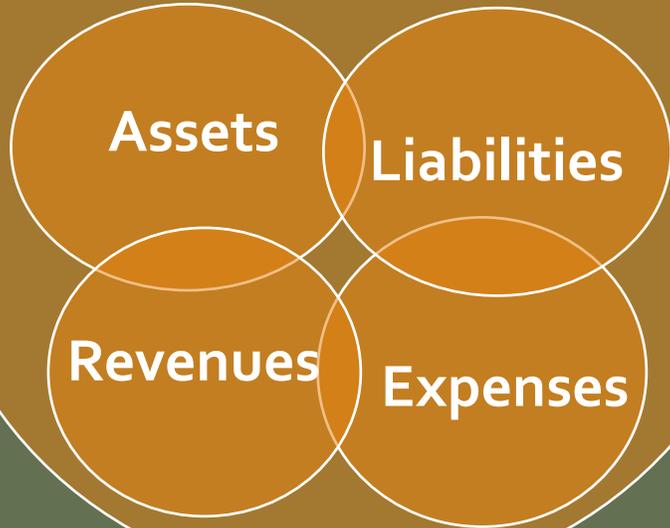
Consistency: Ability to compare reports from one FY to another, using the same assumptions across periods

Relevance: Financial statements are useful and timely

Reliability: Financial statements are verifiable

Comparability: Accounting information can be compared to other colleges and universities

Accounting Elements:



Assets:

Resources that CSU owns and that provide future economic benefit

- Prepaid expenses (1740)
- Receivable (14XX)
- Inventories (15XX)
- Equipment (18XX)

Liabilities:

Obligation against CSU's assets for past events

- Accounts Payable (2101)
- Unearned Revenue (2590)

Expenses:

Actual costs as the result of ongoing operations

- Salaries and Fringe (5xxx)
- Supplies (lab & office) (62xx)
- Repairs & Maintenance (66xx)

Revenues:

Actual cash or cash equivalent as the result of ongoing operations

- External Sales (43XX-44XX)
- Internal Revenues (48XX)
- Gifts (41xx)
- Tuition and Fees (43xx)

ACCOUNTING ELEMENTS & KUALI OBJECT CODE CLASSIFICATIONS

KFS Object Code Classification	Acctg Element Type	Object Code Normal Balance	Object Codes Commonly Used
1XXX	Asset	Debit	Cash (1100) Receivables (14xx) Capital Assets (18xx)
2XXX	Liability	Credit	Accounts Payable (21xx)
3xxx	Beginning Balance	Credit	Beginning Fund Balance (3000)
4XXX 9900 9904	Revenue	Credit	External Revenue (43xx-44xx) Internal Revenue (48xx-49xx) Transfer Income (9900, 9904-Plant)
5XXX – 6XXX 7xxx-8xxx 9902, 9905	Expense	Debit	Salary & Fringe (5xxx) General Supplies (62xx) General Services (66xx) COGS, Equipment (7xxx-8xxx) Transfer Expense (9902, 9905-Plant)

Debits and Credits – The Balancing Act



Debits and Credits represent the two sides of each transaction in a double entry accounting system

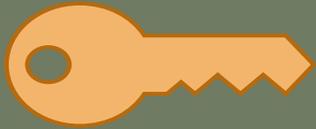
Must be at least one Debit (D) and one Credit (C) in every transaction to keep the accounting equation in balance

In Kuali, most documents show a "FROM" and "TO" rather than a "Debit" or "Credit" to make it easier for non-accountant users

BASICS OF KUALI "FROM/TO" ACCOUNTING

FROM → WILL DECREASE ANY ACCOUNT/OBJECT CODE

TO → WILL INCREASE ANY ACCOUNT/OBJECT CODE



What is the "key" to knowing if a FROM or TO will be a Debit or a Credit?

Determined by the Normal Balance of Account Type (Object Code Type)

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 KUALI "FROM/TO" ACCOUNTING

ASSETS

Increase an Asset → Debit or To
Decrease an Asset → Credit or From



Account type	Normal Balance	Increase	Decrease
Asset	Debit	Debit	Credit

LIABILITIES

Increase a Liability → Credit or To
Decrease a Liability → Debit or From



Account type	Normal Balance	Increase	Decrease
Liability	Credit	Credit	Debit

REVENUES

Increase a Revenue → Credit or To
Decrease a Revenue → Debit or From



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

EXPENSES

Increase an Expense → Debit or To
Decrease an Expense → Credit or From



Account type	Normal Balance	Increase	Decrease
Expense	Debit	Debit	Credit

KUALI "FROM/TO" EXAMPLE #1

An expense was incorrectly charged to the wrong expense object code 6225. To correct the object code, we need to enter the following:

FROM: **Decrease** the expense from the wrong object code (OC 6225)

TO: **Increase** the expense to the correct object code (OC 6601)

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							0.00				+	
Colorado State ...												
1	CO	1339270	6225				539.00	01	1234567		⚖️ ↻ 🗑️	
Colorado State ...	Estep UIRS		Computer Hard...									
							TOTAL:	539.00				
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		6601				539.00	01	1234567		+	
Colorado State ...	Estep UIRS		General Services									
1	CO										⚖️ ↻ 🗑️	
Colorado State ...												

KUALI "FROM/TO" EXAMPLE #2

Receipts from customers were deposited (Credited) into an expense object code (OC 6201) that should have been recorded as revenue (OC 4380). To correct the error we need to enter the following:

TO: Increase (Debit) the expense to remove the credits (OC 6201)

TO: Increase (Credit) the revenue to the correct object code (OC 4380)

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 Colorado State ...							0.00						
1 Colorado State ...	2702200 Ram Welcome:C...		4380 Other Sales+Ser...				100.00	01	1234567				
2 Colorado State ...	2702200 Ram Welcome:C...		6201 General Supplies				100.00	01	1234567				
							TOTAL:	200.00					

ACCRUAL ACCOUNTING

TWO ACCOUNTING METHODS

Cash

Cash (i.e. Personal Bank Account):

Income is recorded when cash/check is received.
Expenses are recorded when the vendor is paid.

Accrual

Accrual (Governments, Higher Ed, Businesses):

Income is recorded when the sale occurs.
Expenses are recorded when the goods or services are received (and used).

GASB establishes accounting and financial reporting standards for government units. Governments are required to follow GASB standards; therefore, CSU is required to use the **Accrual Accounting** method.

Accruals - Assets

Accruals - Liabilities

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

Unearned Revenue (Object Code 2590)

- Revenue received in FY22, but earned in FY23
- 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

Other Receivables (Object Code 1437)

- Lab test work complete for external client, but revenue not received by June 30th
- New Student Orientation attended in June, but money not received until after June 30th

Year-end Payables (Object Code 2103)

- Expense incurred in FY22, but not paid until FY23
- Travel occurred June 23rd – June 30th, but Travel Reimbursement not issued until July
 - Service Agreement for FY23, not paid until FY22

CSU SUB-FUND TYPES

CSU Sub-Fund Types

Activities are assigned to a **Fund Groups** based on the type of activity involved.

Sub-funds further categorize and define the funds based on the type, purpose or source of funds that are found in the account.



Some commonly used sub-funds include:

EG Fund – 13XXXXX : Appropriated funds related to Instruction and Administration.

RARSP Fund – 16XXXXX: Allocations to departments of F&A costs is received in the RARSP fund accounts to encourage and support research and scholarly activities.

CONTEd & DCESUP Fund – 12xxxxx: These funds used to account for revenue and expenses related to providing continuing education

RECHAR Funds– 21xxxxx: The purpose of these funds is to provide internal services to the University. Requires an approved business plan and billing rates.

GENOP Funds– 22xxxxx: The purpose of these funds is to sell goods and services to students, faculty, staff and the external community

SPONPR Funds – 53xxxxx: The purpose of these funds is to record federal, state and private contracts and grants.

Gift Funds – 64xxxxx: Revenue is limited to gifts and investment income earned on accumulated gifts.

Plant Funds– 77xxxxx: Used for construction related projects on campus. Facilities will be involved whenever 77 accounts are used.

CALCULATING AVAILABLE BALANCES

Budget vs Self Funded (Cash)

Budget Based Accounts

EG (13 Accounts)

RARSP (16 Accounts)

CSFS (19 Accounts)

EXTEN (Some 17 Accounts)

PVM (Some 14 Accounts)

Budget Based Accts: Calculate available balance based off of Budget (e.g. Education and General funds).

$\text{Budget} - \text{Actual} - \text{Encumbrances} = \text{Available Balance}$

Self Funded Accounts

GENOP (22 Accounts)

DCESUP (12 Accounts)

CONTED (12 Accounts)

ONLPL (12 Accounts)

AUX (26 Accounts)

ATHLET (26 Accounts)

Self-Funded (Cash Based) Accts: Calculate available balance based off of fund balance.

$\text{Assets (1xxx)} - \text{Liabilities (2xxx)} = \text{Available Balance}$

Budget Based Accounts:
Use Balances by Consolidation

Self-Funded (Cash) Based Accounts:
Use Available Balances

The screenshot displays the KUALI FINANCIALS application interface. On the left is a dark sidebar with a navigation menu. The 'Balance Inquiries' item at the bottom of the sidebar is highlighted with a yellow border. Two yellow arrows originate from this item and point to the 'Available Balances' and 'Balances by Consolidation' options in the 'Balance Inquiries' sub-menu on the right. The sub-menu is titled 'Balance Inquiries' and contains a section for 'Activities' with the following items: Available Balances, Balances by Consolidation, Cash Balances, General Ledger Balance, General Ledger Entry, General Ledger Pending Entry, and Open Encumbrances.

KUALI FINANCIALS

- Home
- Action List
- Doc Search
- Reports
- Jump to... Ctrl+K
- 1099
- Accounting
- Accounts Receivable
- Automated Journal Voucher
- Balance Inquiries**

Balance Inquiries

Activities

- Available Balances
- Balances by Consolidation
- Cash Balances
- General Ledger Balance
- General Ledger Entry
- General Ledger Pending Entry
- Open Encumbrances

Available Balance
Self funded cash based accounts

Balance by Consolidation
Budget based accounts

Displays balances by account and object code.
Calculate balances in Self funded (cash based) accounts one of two ways:

Displays the total income and total expenses in an account, rolled up by a consolidation code.
Calculate the available balance in budget based accounts.

Assets
- Liabilities
Available Balance

OR

Beginning Fund Balance
+ Revenues
- Expenses
+ Transfers In
- Transfers Out

Ending Fund (Available) Balance

Budget Amount
- Actuals Amount
- Encumbrances Amount
Ending Fund (Available) Balance

Available Balances Example – Can you determine the available balance in self-funded account 2233300?

Available Balances Lookup

* Fiscal Year:

* Chart Code:

* Account Number:

Sub-Account Number:

Object Code:

Sub-Object Code:

Consolidation Option: Consolidation Detail Exclude Sub-Accounts

Include Pending Ledger Entry: No Approved All

Assets (1xxx) = \$53,112.39
 - Liabilities (2xxx) = \$0
 Available Balance = \$53,112.39



Search Results

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Actuals Amount
2022	CO	2203002	*ALL*	1100	*ALL*	0.00	53,112.39
2022	CO	2203002	*ALL*	3000	*ALL*	0.00	11,843.04
2022	CO	2203002	*ALL*	4380	*ALL*	90,000.00	45,000.00
2022	CO	2203002	*ALL*	6200	*ALL*	81,081.00	0.00
2022	CO	2203002	*ALL*	6202	*ALL*	0.00	620.51
2022	CO	2203002	*ALL*	6602	*ALL*	0.00	1,196.00
2022	CO	2203002	*ALL*	9000	*ALL*	8,919.00	0.00
2022	CO	2203002	*ALL*	9550	*ALL*	0.00	78.12
2022	CO	2203002	*ALL*	9551	*ALL*	0.00	121.70
2022	CO	2203002	*ALL*	9905	*ALL*	0.00	1,714.32

Calculate the Available Fund Balance by:

Beginning FB (3000)	\$11,843.04
+ Revenues (4XXX)	+ 45,000.00
- Expenses (5XXX-9XXX)	- 3,730.65
Ending FB	\$53,112.39

Balance By Consolidation Example – Can you determine the available balance in Budget Based account 1322000?

Balances By Consolidation Lookup ⓘ

* Fiscal Year: ⓘ

* Chart Code: ⓘ

* Account Number: ⓘ

Sub-Account Number: ⓘ

Consolidation Option:
 Consolidation Detail Exclude Sub-Accounts

Include Cost Share Sub-Accounts:
 Include Exclude

Include Pending Ledger Entry:
 No Approved All

Ending FB
(Available) =
Total Budget –
Total Actuals –
Encumbrances

Budget \$255,903.00
 - Actuals - 92,450.33
 - Encumbrances - 151,050.00
 Ending Available FB \$12,402.67

Search Results

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Reporting Sort Code	Consolidation Code	Lookup By Level	Budget Amount	Actuals Amount	Encumbrance Amount
22	CO	1356570	*ALL*	B	CMPN	Drill Down	254,203.00	73,251.92	15,000.00
22	CO	1356570	*ALL*	B	GENX	Drill Down	1,700.00	198.41	
22	CO	1356570	*ALL*	B	CPTL	Drill Down	0.00	19,000.00	

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

Totals

Type	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
Income		0.00	0.00	0.00
Income From Transfers		0.00	0.00	0.00
Total Income		0.00	0.00	0.00
Expense	255,903.00	92,450.33	151,050.00	12,402.67
Expense From Transfers	0.00	0.00	0.00	0.00
Total Expense	255,903.00	92,450.33	151,050.00	12,402.67
Available Balance				12,402.67

Note that Kuali Cloud shows the Available Balance (KFS doesn't)

KUALI FINANCIAL SYSTEM

OVERVIEW OF THE KUALI FINANCIAL SYSTEM



DEVELOPED BY AND
FOR HIGHER
EDUCATION



CONSOLIDATED
FINANCIAL SYSTEM



ELECTRONIC ROUTING
APPROVAL PROCESS
(ROUTE LOG)



BUILT IN CHECKS AND
BALANCES THUS
REDUCING MISTAKES



CREATES AN AUDIT
TRAIL



KUALI (KFS) IS THE
SYSTEM OF RECORD

KUALI – THE OVERVIEW

This is a test environment

Back Door ID Login

KUALI FINANCIALS

Home

Home

Action List

Doc Search

Reports

Jump to... Ctrl+K

1099

Accounting

Accounts Receivable

Automated Journal Voucher

Balance Inquiries

BFS ADMINISTRATION

Budget Construction

Capital Assets

Chart of Accounts

CSU TEMP

Procurement & Accounts Pa...

+3 More Items

KK Kristine King

Help

About

Collapse Navigation

Home Button

Bookmarked Favorites

Action List and Doc Search Buttons

Side Menu

Home

Favorites

Account	General Ledger Balance	Group	Person
Available Balances	General Ledger Entry	Object Code	
Balances by Consolidation	General Ledger Transfer	Organization	

SIDE MENU FEATURE

⚠ This is a test environment Back Door ID

KUALI FINANCIALS

- Home
- Action List
- Doc Search
- Reports
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- 1099
- Accounting**
- Accounts Receivable
- Automated Journal Voucher
- Balance Inquiries
- BFS ADMINISTRATION
- Budget Construction

Accounting

Reference

- Capital Asset Guide- GEC and DI
- KFS Training Guides

Activities

- Adjustment/Accrual Voucher
- Advance Deposit
- Budget Adjustment
- Cash Receipt
- Distribution Of Income And Expense
- General Ledger Transfer
- Indirect Cost Adjustment
- Internal Billing
- Internal Order
- Non-Check Disbursement
- Pre-Encumbrance
- Transfer Of Funds
- Year End Journal Voucher

This is where you will find the Accounting Activity documents

"JUMP TO" SEARCH FEATURE

⚠ This is a test environment

KUALI FINANCIALS

- Home
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- Doc Search
- Reports
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- BFS ADMINISTRATION

Accounting

Reference

Capital Asset Guide- G
KFS Training Guides

Activities

Shop

Shop Catalogs

Disbursement Voucher Travel Company

↑ ↓ to navigate ↩ to select **ctrl** ↩ to open in a new tab **esc** to dismiss

Open this from anywhere by typing Ctrl+K

"Jump To" is an easy way to find an item in Kuali

"MY FAVORITES" FEATURE



Add a document to favorites by hovering over the document found in Activities and click the heart.

This is a test environment Back Door ID

KUALI FINANCIALS

- Home
- Action List
- Doc Search

Accounting

Reference
Capital Asset Guide- GEC and DI
KFS Training Guides

Activities

Adjustment/Accrual Voucher
Advance Deposit

Delete a favorite by hovering over the item in the favorites menu and click the "x".

Add or Delete a favorite by clicking on the Configure Icon and select or deselect the item(s).

This is a test environment Back Door ID

KUALI FINANCIALS

- Home
- Action List
- Doc Search
- Reports

Home

Favorites			
Account	General Ledger Balance	Group	Person
Available Balances	General Ledger Entry	Object Code	
Balances by Consolidation	General Ledger Transfer	Organization	

ACTION LIST

Click into
"Preferences"
to change how
your action list
looks

Action List

preferences refresh filter help desk action list login

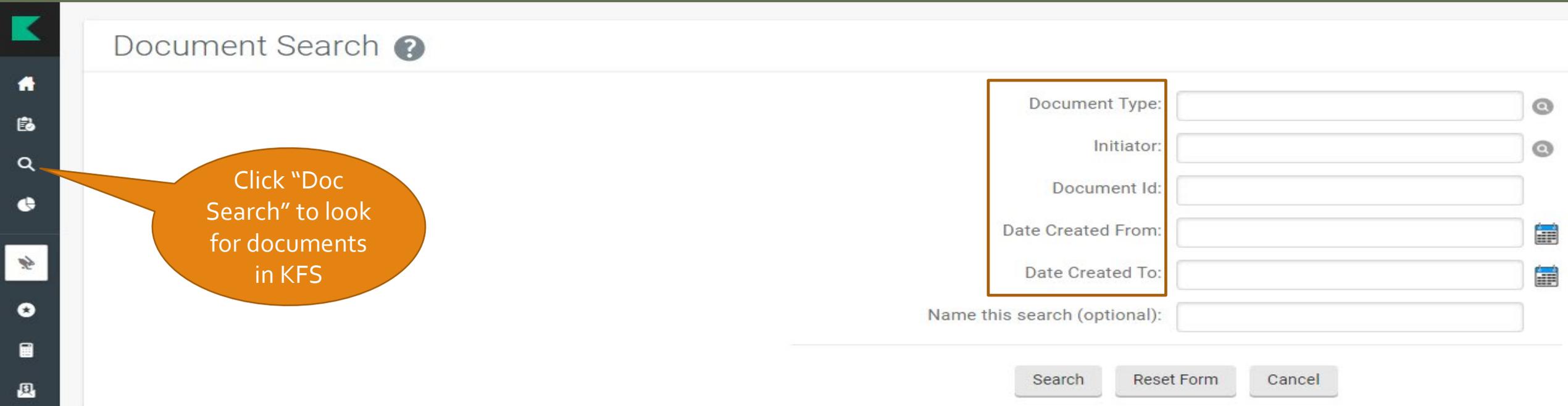
Action List | [Outbox](#)

80 items retrieved, displaying 1 to 50. [First/Prev] 1, 2 [Next/Last]

<u>Id</u>	<u>Type</u>	<u>Title</u>	<u>Route Status</u>	<u>Action Requested</u>	<u>Initiator</u>	<u>Delegator</u>	<u>Date Created</u>	<u>Last Approved Date</u>	<u>Group Request</u>	<u>Log</u>
20592204	Transfer Of Funds	Transfer Of Funds - F&A Distribution FY19	ENROUTE	APPROVE	MEDINA, GINGER L		09:58 AM 09/25/2019	08:21 AM 12/17/2019	CampusServices	
20868481	General Error Correction	General Error Correction - Chargeback adjustments 2019-12-10	ENROUTE	APPROVE	Lavin, Lucinda		11:25 AM 10/21/2019	06:35 AM 12/13/2019	CampusServices	
21109716	Transfer Of Funds	Transfer Of Funds - TF FROM ASG TO SOF	ENROUTE	APPROVE	LOWELL, SARAH R		10:13 AM 11/13/2019	04:47 PM 12/04/2019	CampusServices	
21112979	General Error Correction	General Error Correction - CORRECT OBJECT CODE PRESIDENT'S OFFICE	ENROUTE	APPROVE	ZORDEL-CASAREZ, SHELBY B		12:21 PM 11/13/2019	10:24 AM 12/18/2019	CampusServices	

- Action List is where you will review and approve documents awaiting your approval before finalizing. You can also acknowledge, FYI, or Complete documents that are in the action list.
- Sort by underlined column headers by clicking on them
- Click on Document ID to get into the document for review/approval
- If the "Group Request" column is blank, the document is only in your Action List. If a group is listed, the document is sitting in multiple action lists

DOC SEARCH OPTION



Document Search ?

Click "Doc Search" to look for documents in KFS

Document Type: 

Initiator: 

Document Id:

Date Created From: 

Date Created To: 

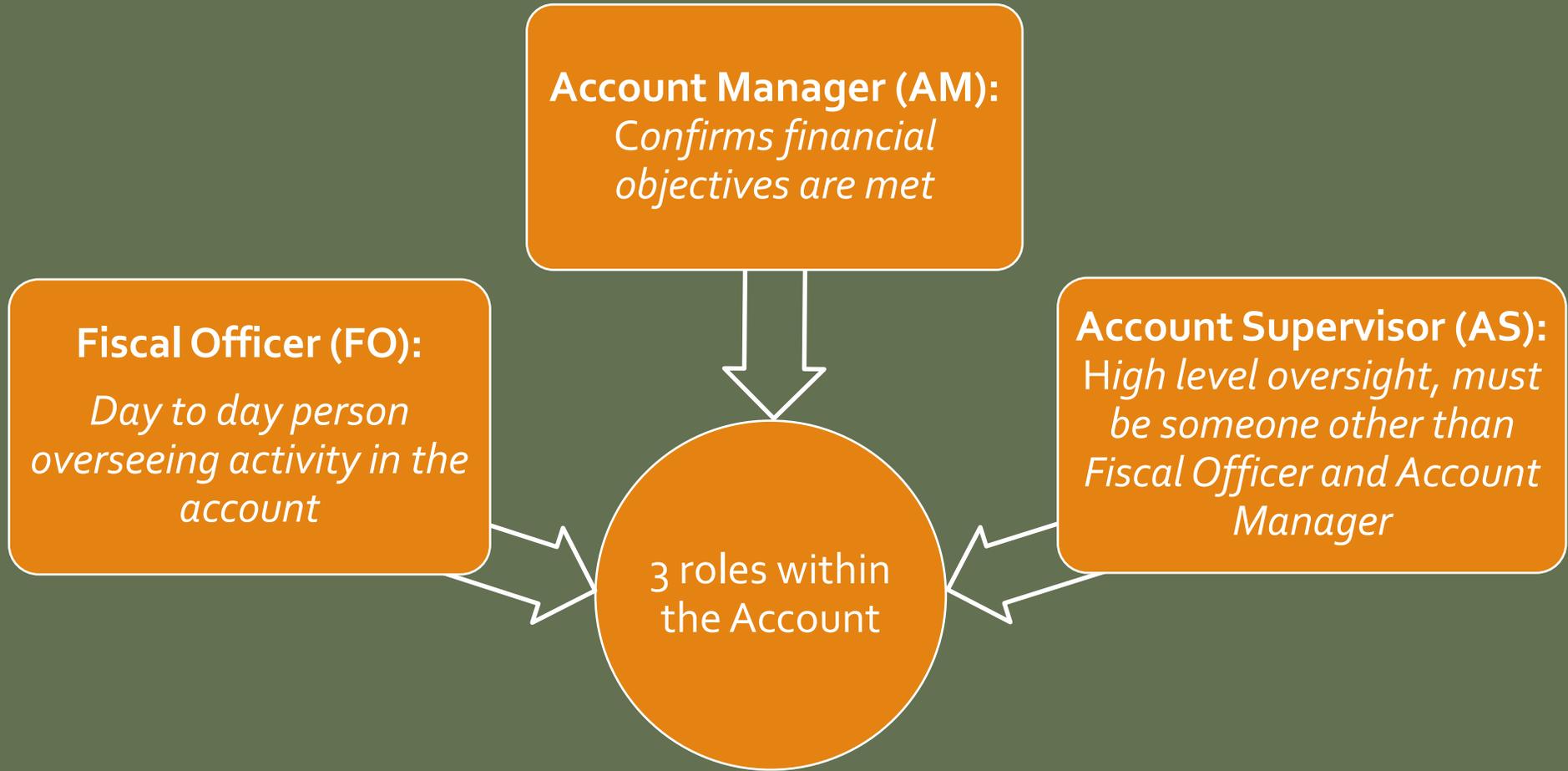
Name this search (optional):

- Search for a specific document (GEC, DI, PO, etc.) by putting the Document Type in and clicking out of the Document Type field, this will give you more fields to search on.
- Search by Initiator, Document ID, or other Field. Filtering by search dates is recommended in order to avoid querying data back to 2010/2011.

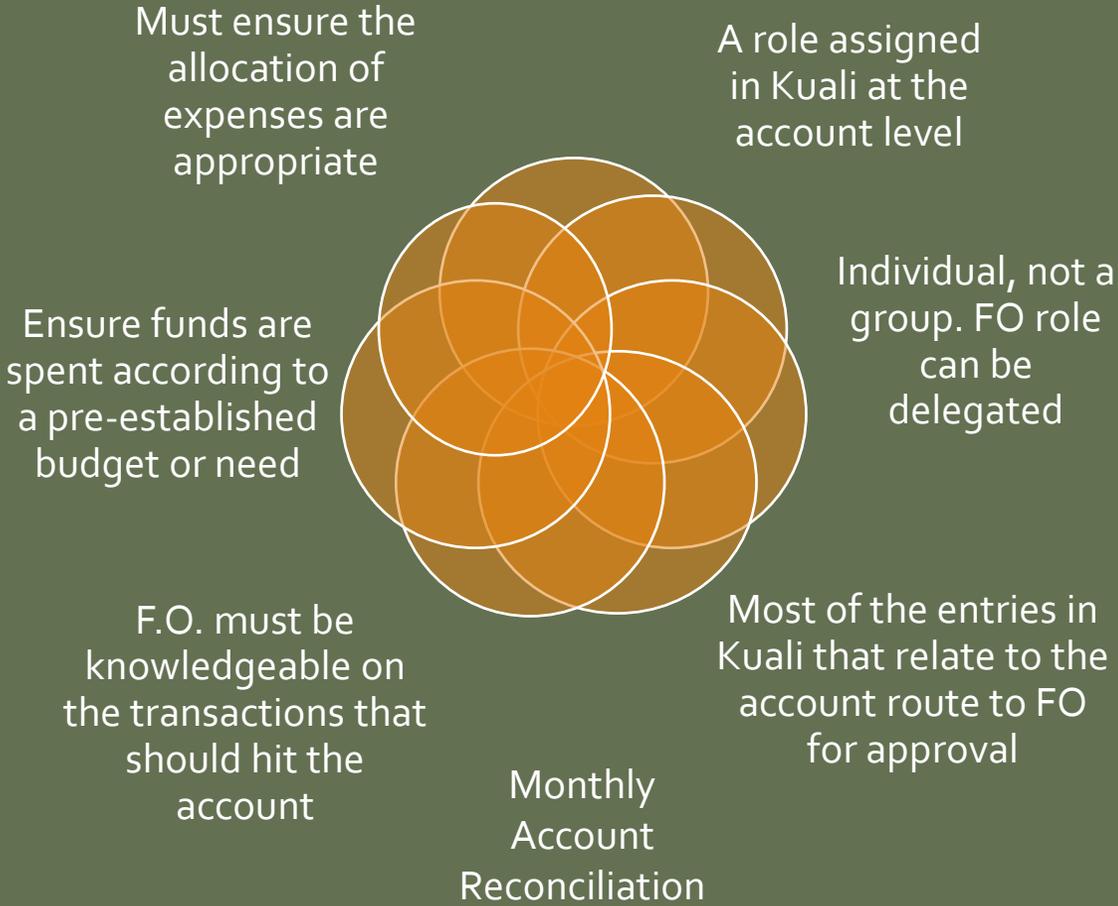
COMMON DOCUMENT TYPES TO SEARCH BY

- Account (ACCT)
- Adjustment Voucher (AV)
- Advance Deposit (AD)
- Budget Adjustment (BA)
- Cash Receipts (CR)
- Disbursement Voucher (DV)
- Distribution of Income/Expense (DI)
- General Error Correction (GEC)
- Internal Billing (IB)
- Internal Order (IO)
- Payment Request (PREQ)
- Pre-Encumbrance (PE)
- Purchase Order (PO)
- Transfer of Funds (TF)
- Work Order Authorizations (WOA)
- Travel Authorization (TA)
- Travel Reimbursement (TR)
- Effort Certification (ECD)
- Asset Maintenance (CAMM)

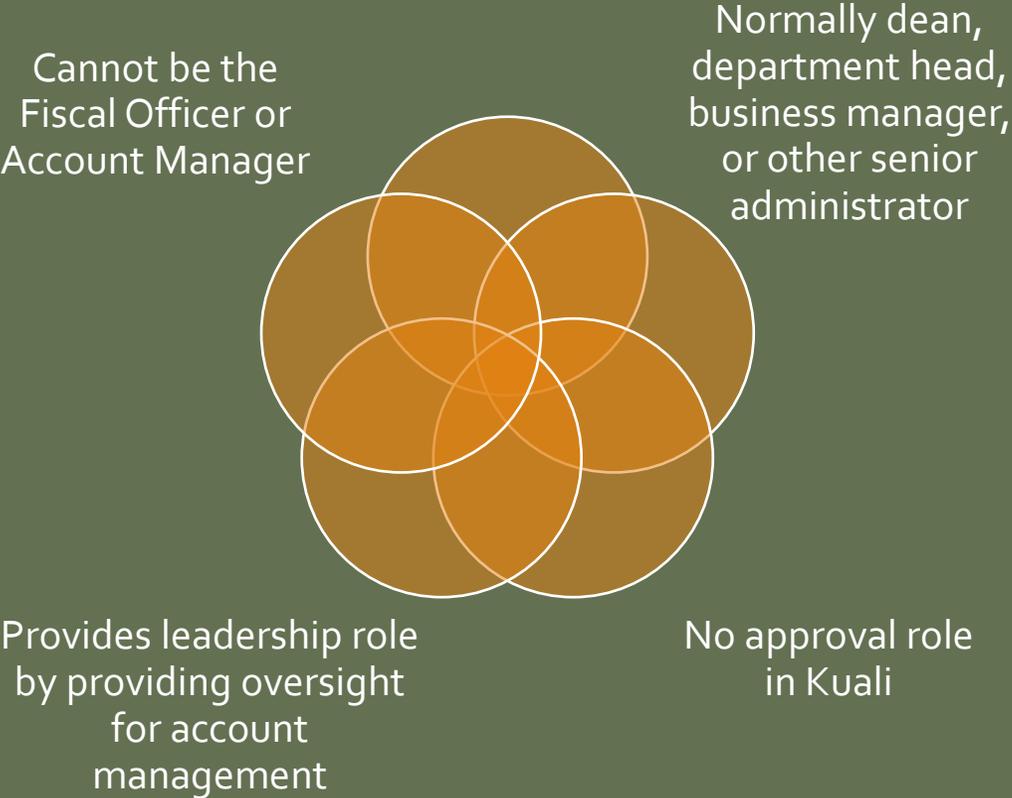
RESPONSIBILITIES AND APPROVALS IN KUALI



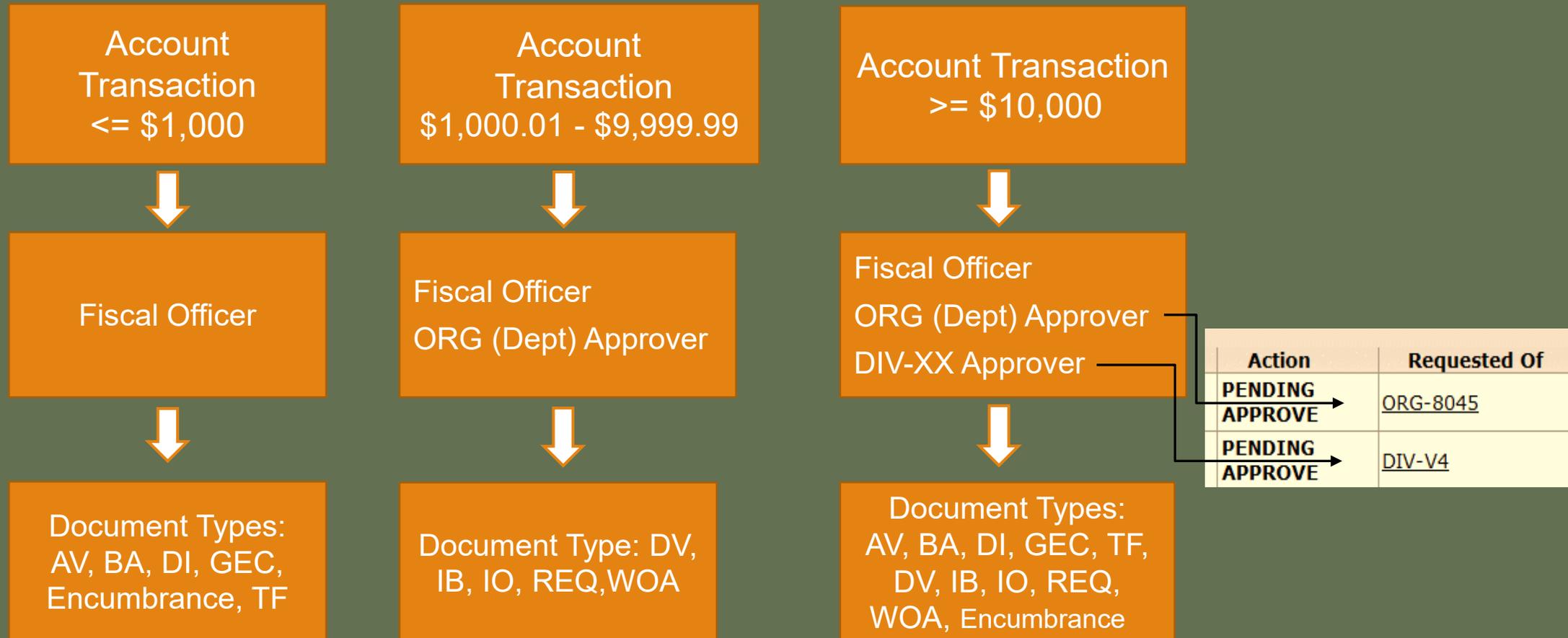
Fiscal Officer (FO) Responsibilities



Account Supervisor (AS) Responsibilities



DOCUMENT APPROVAL LIMITS



Higher Approver Levels in Kualu

Organizational (ORG) Approver

a.k.a. Department Approver

Multiple people can be in an ORG group

Only 1 person in the ORG group needs to approve

ORG approver is granted via a form

ORG approver is normally a business manager, department manager, or other senior administrator

Division (DIV-XX) Approver

Multiple people can be in a DIV-XX group

Only 1 person in the DIV-XX group needs to approve the document

DIV approver access is granted via a form

DIV approver is typically a dean, department head, or other senior administrator

Individual can be in both the ORG and DIV-XX roles for smaller departments, but should not be the Fiscal Officer

CAMPUS SERVICES REPRESENTATIVES

Kris King, Manager – 491-6752

Hayley Barnes – 491-7766

Jim McKune – 491-4148

Jocelyn Florez – 491-2801

Thank you for listening!
Any questions?

