EXAMPLES for INTERNAL ORDER, INTERNAL BILLING and DISTRIBUTION of INCOME and EXPENSE DOCUMENTS

Example #1 Internal Order – Event Planning

The Dean's Office for Agriculture has received invoice number 1049869 for the room and refreshments for the Strategic Initiatives meeting in the Lory Student Center (Internal Supplier: LORY STU CTR EVENT PLANNING). The charges total $110.50, and will be charged to account 1671910, and object code 6649.

Click on the Accounting tab of the Kuali home page Side Menu and then in the Activities box, click on "Internal Order".

Enter the description, "1101 LSC Event Planning (Abott)", the Explanation, "Invoice 1049869 room & refreshments for the Strategic Initiative meeting", and select the Internal Supplier "LSC STU CTR EVENT PLANNING." Enter the Buyer Accounting Lines, as you are the buyer. So account number 1671910, object code 6649, in the amount of $110.50. Do not forget to hit the "add" button.

In the Notes and Attachments Section you can add further clarification, and the invoice for this event. When the document is done, hit "submit."

NOTE: You are unable to enter the Income amount because that will be routed to the Supplier to fill out. This has to be approved by the Buyer, before the Supplier is able to enter their information.

EXAMPLE #2 Internal Order – Office Supplies

Summit Hall orders office supplies from the Internal Supplier: BOOKSTORE SUPPLIES in the total amount of $80.87, for office supplies for the Summit Hall Office Manager. The account that will be charged is 2605655, object code 6208.

After you have selected the Internal Order document, enter the Description, "Office Supplies", Explanation, "Office Supplies for Summit Hall Office Manager," and the Internal Supplier, "BOOKSTORE-SUPPLIES." To enter the expense, type in the account number, 2605655 and the object code 6208, for the total amount of $80.87.

In the Notes and Attachments Section you can add further clarification, and the invoice for this event. When the document is done, hit "submit."

* Description : Office Supplies

Explanation : Office supplies for Summit Hall Office Manager

Organization Document Number :

FINANCIAL DOCUMENT DETAIL

Total Amount :

INTERNAL ORDER DETAILS ^

INTERNAL SUPPLIER

* Internal Supplier : BOOKSTORE-SUPPLIES

BUYER ACCOUNTING LINES ^

EXPENSE

[HIDE DETAILS] [IMPORT LINES]

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	LINE DESCRIPTION	ACTIONS
CO ⌄ Colorado State University							0.00		➕

	* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	LINE DESCRIPTION	ACTIONS
1	CO ⌄ Colorado State University	2605655 Summit Hall		6208 Office Supplies				80.87		⚖ ⟳ 🗑

TOTAL: 80.87

EXAMPLE #3 Internal Billing – Charges between departments

The Bakeshop is charging the Lory Student Center Catering for services rendered from 2/16-3/15. The income will go into the Dining Services Bakeshop account 2605310 and object code 4900 for $335.10 and $230.75. The expenses will go to the Lory Dining Services – Catering account 2603340 and object code 7002 in the total amount of $565.85.

Click on the Accounting tab of the Kuali home page Side Menu and then in the Activities box, click on "Internal Billing."

Next, enter in the Description, "Bakeshop Charges 2/16-3/15", Explanation, "Bakeshop charges to Lory Student Center Catering 2/16-3/15", and the Accounting Period will automatically fill in with the current month and year, unless it is yearend. Then enter the Income Account lines, 2605310-4900 for $335.10 and 2605310-4900 for $230.75, and last the Expense lines for 2603340-7002 for $565.85.

Attach any supporting documentation or to further give explanation, add that in the Notes and Attachments Section. When the document is completed, hit submit.

OVERVIEW

* Description : Bakershop Charges 2/16-3/15

Explanation : Bakeshop charges to Lory Student Center Catering 2/16-3/15.

Organization Document Number :

FINANCIAL DOCUMENT DETAIL

Total Amount : 565.85

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	LINE DESCRIPTION	ACTIONS
CO Colorado State Univ...							0.00		
1	CO Colorado State Univ...	2605310 Dining Services Bake...		4900 Interauxiliary Credits			335.10		
2	CO Colorado State Univ...	2605310 Dining Services Bake...		4900 Interauxiliary Credits			230.75		

TOTAL: **565.85**

EXPENSE

HIDE DETAILS

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	LINE DESCRIPTION	ACTIONS
CO Colorado State Univ...							0.00		
1	CO Colorado State Univ...	2603340 Lory Dining Services ...		7002 Cost of Food			565.85		

Example #4 – Internal Billing – Refund

A refund needs to be issued for an item that was originally ordered and paid in the amount of $21.30. The income needs to be reversed out of 2603450-4804 for $21.30, and the expense needs to be reversed out of account 1337000-6649 for $21.30.

In the Internal Billing document, enter the description, "Refund to be issued", the explanation, "Refund in the amount of $21.30 needs to be issued to customer, reversing original entry." Then enter the Income account 2603450-4804 in the amount of $(21.30), and the expense account 1337000-6649 in the amount of $(21.30). Make sure to include the negative brackets. When the document is ready, hit "submit."

OVERVIEW

* Description : Refund to be issued

Organization Document Number :

Explanation : Refund in the amount of $21.30 needs to be issued to customer, reversing original entry DOC#1234567

FINANCIAL DOCUMENT DETAIL

Total Amount : (21.30)

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	LINE DESCRIPTION	ACTIONS
CO Colorado State Univ...							0.00		
1	CO Colorado State Univ...	2603450 Bookstore Supplies		4804 Interdepartment Sup...			(21.30)		

TOTAL: **(21.30)**

EXPENSE

HIDE DETAILS

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	LINE DESCRIPTION	ACTIONS
CO Colorado State Univ...							0.00		
1	CO Colorado State Univ...	1337000 College Academic Ad...		6649 Authorized Business ...			(21.30)		

TOTAL: **(21.30)**

Example #5 Distribution of Income and Expense

The Veterinary Teaching Hospital (VTH) dept. 1620 records revenue for its Veterinary Diagnostic Imaging (VDI) service in a subsystem which uploads the total amount into the VTH revenue holding account (1400300). An entry needs to be made to distribute the VDI revenue for the prior month into the appropriate revenue accounts and object codes.

In the Distribution of Income and Expense Document enter:
Description: VDI Income for February
Explanation: Distribute revenue from the holding account to various areas for the month of February
Accounting Period: Automatically filled unless YE

From Account/Obj	From Amount	Org Ref ID	To Account/Obj	To Amounts
1400300-4380	$245,000.00			
		RadThera	1400740-4380	$45,000.00
		Ultrasnd	1400280-4380	$200,000.00

OVERVIEW

* Description : VDI Income for February

Organization Document Number :

Explanation : Distribute revenue from the holding account to various areas for the month of February

FINANCIAL DOCUMENT DETAIL

Total Amount : 245,000.00

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							0.00		➕
1 CO ▾ Colorado State University	1400300 VTH Revenue		4380 Other Sales+Services-Auxilia...				245,000.00		⚖ ♺ 🗑

TOTAL: 245,000.00

TO   HIDE DETAILS   IMPORT LINES

*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	*AMOUNT	LINE DESCRIPTION	ACTIONS
CO ▾							0.00		➕
1 CO ▾ Colorado State University	1400740 VTH Argus Center Cash Fun...		4380 Other Sales+Services-Auxilia...			RadThera	45,000.00		⚖ ♺ 🗑
2 CO ▾ Colorado State University	1400280 Equine Reproduction Labora...		4380 Other Sales+Services-Auxilia...			Ultrasnd	200,000.00		⚖ ♺ 🗑

TOTAL: 245,000.00

Example #6 Distribution of Income and Expense

The Veterinary Teaching Hospital (VTH) dept. 1620 receives an invoice for COGS for Pharmacy and Central Supply for February. An entry needs to be made to distribute the VTH expenses to the appropriate Cost of Goods Sold object codes.

Description: COGS entry for February
Explanation: COGS for Pharmacy and Central Supply for February

From Account/Obj	From Amount	To Account/Obj	To Amounts	Description
1420600-1591	$92,703.14	1420600-7001	$92,703.14	Pharmacy and Central Supply
1420620-1592	$36,515.94	1420620-7001	$36,515.94	Pharmacy and Central Supply

Click Save (this will be needed for Example #7 and Example #8)

DOCUMENT OVERVIEW ∧

OVERVIEW

* Description : `COGS entry for February`

Organization Document Number : `[          ]`

Explanation : `COGS for Pharmacy and Central Supply for February`

FINANCIAL DOCUMENT DETAIL

Total Amount : 129,219.08

FROM

	* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT
	CO ∨ Colorado State University							0.00
1	CO ∨ Colorado State University	1420600 VTH Pharmacy/Usage		1591 Supply Inventory Contra-Phar...				92,703.14
2	CO ∨ Colorado State University	1420620 VTH Central Services/Usage		1592 Supply Inventory Contra-Cent...				36,515.94

TOTAL: 129,219.08

TO

	* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT
	CO ∨ Colorado State University							0.00
1	CO ∨ Colorado State University	1420620 VTH Central Services/Usage		7001 Cost of Sales-General				36,515.94
2	CO ∨	1420600		7001				92,703.14

Example #7 Posting Documents FAQ – Option 1

1. After inputting your accounts and amounts from Example #6, click the save button.
2. Open the General Ledger Pending Entries tab to review the accounts/objects that will be debited and credited.
3. Note the D/C column. D=debit, C=credit.
4. You will notice that the system automatically creates offsetting entries to 1100 Cash.
5. If your document is not resulting in the correct debits and credits, revise your document accordingly and review the pending entries again. Continue to revise and review until the correct debits and credits are displayed.

GENERAL LEDGER PENDING ENTRIES ∧

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	1420600	-----	1591	---	----------	DI	AC	AS	92,703.14	C
2	2020	CO	1420600	-----	1100	---	----------	DI	AC	AS	92,703.14	D
3	2020	CO	1420620	-----	1592	---	----------	DI	AC	AS	36,515.94	C
4	2020	CO	1420620	-----	1100	---	----------	DI	AC	AS	36,515.94	D
5	2020	CO	1420600	-----	7001	---	----------	DI	AC	EE	92,703.14	D
6	2020	CO	1420600	-----	1100	---	----------	DI	AC	AS	92,703.14	C
7	2020	CO	1420620	-----	7001	---	----------	DI	AC	EE	36,515.94	D
8	2020	CO	1420620	-----	1100	---	----------	DI	AC	AS	36,515.94	C

Example #8 Posting Documents FAQ – Option 2

1. After inputting your accounts and amounts from Example #6, click the save button.
2. Click close.
3. Go to the Balance Inquiries section of the KFS Main Menu.
4. Select either the Available Balances (cash based accounts) or the General Ledger Balance lookup (budget based accounts). For our example, we will select Available Balance.
5. Type in account number 1420600 under the account number option. Type in object code 7001 under the object code option.
6. On the 'Include Pending Ledger Entry' question choose "All"
7. View the pending entries.
8. If your document is not resulting in the correct debits and credits, revise your document accordingly and review the pending entries again. Continue to revise and review until the correct debits and credits are displayed.