



Kuali Financial System (KFS) Transactional Edocs

Types and Purposes for Various KFS Edocs



Agenda

- Basic Accounting Concepts
- KFS Transactional Edocs
 - Types and Purposes
 - Action Item Buttons
 - Workflow and Routing
 - Search Functionality



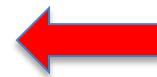
Basic Accounting Concepts

FOLLOW THE CASH

- Balance Sheet and Income Statement
- Why debits and credits matter



Increase to cash is a debit!





Balance Sheet

	What I own	-	What I owe	=	What I'm worth
<i>Example</i>	ASSETS		LIABILITIES		FUND BALANCE
How Do I...	Cash Object Code 1100		Invoices Payable Object Code 2055		Equity - Fund Balance Object Code 3037
Increase	Debit ↑		Credit ↑		Credit ↑
Decrease	Credit ↓		Debit ↓		Debit ↓

Income Statement

	What I earn	-	What I spend	=	What I have left
<i>Example</i>	INCOME		EXPENSES		(INCREASE IN) FUND BALANCE
How Do I...	Other Income Object Code 4050		Supplies Object Code 6428		Equity - Fund Balance Object Code 3037 Recorded at Period 13 only
Increase	Credit ↑		Debit ↑		Credit ↑
Decrease	Debit ↓		Credit ↓		Debit ↓





KFS Transactional Edocs

- Types and Purposes
 - Case Study Examples
- Document Workflow and Routing
- Search Functionality



Types and Purposes

- Disbursement Voucher
- Transfer of Funds
- Budget Reallocation/Adjustment
- Distribution of Income/Expense
- General Error Correction
- Intra-Account Adjustment
- Internal Billing
- Cash Receipt
- Non-Check Disbursement
- Advance Deposit



Disbursement Voucher (DV)

Purpose

Used to facilitate a payment for items that do not require a Purchase Order (PO) or cannot be paid for via an MSU payment card (PCard, Travel or Event card).

Examples include:

- ✓ Non-travel employee reimbursement
- ✓ Honoraria
- ✓ Certain services/supplies under \$2500
- ✓ Royalties
- ✓ Refunds
- ✓ Subscriptions

See section 75 of the Manual of Business Procedure for full details. [MSU Manual of Business Procedures - Section 75](#)



Disbursement Voucher (DV)

Payment Information ▼ hide

Payment Information			
* Payment Reason Code:	P - Utilities/Postage/Phone/Internet		
* Payee ID:	7476-0		
Payee Type:	Vendor	* Payee Name:	Great Lakes Energy Incorporated
* Address 1:	2183 N Water Road	Address 2:	
* City:	Hart	State / Province:	MI
Country:	US	Postal Code:	49420-9007
* Check Amount:	305.69	* Due Date:	08/11/2012
Payment Type:	Is this a foreign payee: No Is this payee an employee: No Is this an employee paid outside of payroll: No	Other Considerations:	Special Handling: No
* Payment Method:	P - Check/ACH	* Documentation Location Code:	SA - Scan and Attach Documents
* Check Stub Text:	Account #58731-001 - \$305.69		

Accounting Lines ▼ hide

Accounting Lines hide detail									
Source									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	MS MICHIGAN STATE UNIVERSITY	XT023006 STRANAHAN-BELL PROPERTY - AUX Other - LAND MANAGEMENT OFFICE		6631 UTILITIES				305.69	
Total: 305.69									



DV Quick Tips

- Use the correct Payment Reason Code.
- Choose the correct Vendor.
- Do NOT change the due date.
- Provide a Business Purpose.
- Use Check Stub Text so vendor can identify the payment.
- Attach appropriate supporting documentation.



Transfer of Funds (TF)

Purpose

Used to transfer cash between accounts. Typically used to cover an overdraft, reimburse another account/department for an expense, or fulfill a funding commitment.

There are restrictions related to the funds used. There is a quick reference for allowable transactions

[Transfer of funds Document -Quick Reference](#)

Examples for use:

- ✓ General Funds need to be moved to a Plant Fund account to provide funding for a renovation project. The funds will be moved on a Transfer of Funds document: FROM the General Fund account (object code 6101), TO the Plant Fund account (object code 4101).
- ✓ Designated Fund account is sponsoring an event with another Designated Fund account. The funds will be moved on a Transfer of Funds document: FROM the account contributing (object code 6101), TO the account hosting the event (object code 4101).



TF Quick Tips

- The object codes of 4101 and 6101 are used in transfer edocs only and 4100 and 6100 are for capital asset transfers only.
- Provide a Business Purpose for the transfer.
- Consult the Quick Reference chart to make sure you can transfer between certain accounts.
- Check General Ledger Pending Entries before submitting. Follow the cash!



Transfer of Funds (TF)

Document Overview									
* Description: Sponsoring MidwestArcheological Conf.				Explanation: UAHC is helping to sponsor the Midwest Archeological Conference to be held at MSU in October 2012					
Org. Doc. #:				Secured Field: *****					
Financial Document Detail									
								Total Amount: 500.00	
Accounting Lines ▼ hide									
Accounting Lines hide detail									
From									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	MS MICHIGAN STATE UNIVERSITY	<u>GA016671</u> SALARY - GEN Operations - UNIVERSITY ARCHIVES & HISTORIC COLLECT		<u>6101</u> TRANSFER OUT				500.00	
Line Description									
								Total: 500.00	
To									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	MS MICHIGAN STATE UNIVERSITY	<u>DN100011</u> ANP NON-CREDIT INSTRUCT - DES Non-Credit Instruction - ANTHROPOLOGY SOCIAL SCIENCE	<u>GOLD</u> Lynne Goldstein	<u>4101</u> TRANSFER IN		<u>ANPMHAC</u> Midwest Historical Archeology Conference		500.00	
Line Description									
								Total: 500.00	



Budget Adjustment/Reallocation(BA)

Purpose

Used to adjust or reallocation **budget** (not cash) among Board of Trustee approved appropriated(budgeted) accounts (General Fund and MSUE/AgBioResearch) or set up budgets in non-appropriated accounts (grants, auxiliary, non-credit instructions accounts, etc.).

Examples for use:

- ✓ Move General Fund budget to another General Fund or MSUE/AgBioResearch account.
- ✓ Set up or move budget in an XT account to track spending.
- ✓ Sponsoring an event with between two General fund accounts.



BA Quick Tips

- Use the object code where the budget is held or 7054 if unknown.
- Provide a Business Purpose.



Budget Adjustment/Reallocation (BA)

Document Overview										
* Description: Sci Val & FIT meeting expenses.				Explanation: Sharing of meeting expenses for Sci Val and FIT.						
Org. Doc. #:				Secured Field: *****						
Financial Document Detail										
		* Year: 2013				Total Amount: 355.57				
Accounting Lines										
										hide
Accounting Lines hide detail										
From/Decrease										
	* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt	Base Amt	Actions
1	MS MICHIGAN STATE UNIVERSITY	GA017231 OPB Operating - GEN Operations - OFFICE OF PLANNING AND BUDGETS		6212 BUSINESS MEETINGS - FOOD & BEVERAGE				355.57	0	
Line Description										
Monthly Lines show										
To/Increase										
	* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt	Base Amt	Actions
1	MS MICHIGAN STATE UNIVERSITY	GA016941 SALARY - GEN Operations - RESEARCH & GRADUATE STUDIES VICE PRES	IG Internal Grants Salary for GA016941	6212 BUSINESS MEETINGS - FOOD & BEVERAGE				355.57	0	
Line Description										
Monthly Lines show										



Distribution of Income/Expense(DI)

Purpose

To **distribute** a previously posted revenue or expense. Typically, you would be moving it from one account to another because you are **sharing or splitting** the revenue or expense with another account or unit.

Examples for use:

- ✓ An event is held, and costs are to be shared between two units. All expenses have been charged to one unit and a portion needs to be distributed to the other unit.
- ✓ An account did not exist when you processed a Cash Receipt or Disbursement Voucher, and the revenue or expense needs to be moved.



DI Quick Tips

- Sometimes used to “correct” where an item has been posted. A better edoc type would be a General Error Correction (GEC).
- If only changing substring data (sub-account, sub-object code, project or org ref id) and Intra-Account Adjustment (IAA) should be used instead.
- Typically using all revenue (starts with 4) or all expense (starts with 6) object codes.
- Provide a Business Purpose.
- Add support – typically an edoc number or operating statement.
- Check General Ledger Pending Entries before submitting. Follow the cash!



Distribution of Income and Expense (DI)

Document Overview										
* Description: Share cost of sealing tennis courts		Explanation: Share cost of Tennis Courts: Rec Sports paid total cost of resurfacing the MSU tennis courts. Athletics and Kinesiology have agreed to also pay a portion of the cost of the resealing.								
Org. Doc. #:		Secured Field: *****								
Financial Document Detail										
								Total Amount:	4,750.00	
Accounting Lines ▼ hide										
Accounting Lines hide detail										
From										
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
3	MS MICHIGAN STATE UNIVERSITY	XT023075 INTRAMURAL SPORTS/REC SERVICES - AUX Other - RECREATIONAL SPORTS AND FITNESS SERVICES	FAMGT Rec Sports Facility Management	6489 CONTRACTUAL SERVICES		RSOUTFACFI Outdoor Facilities & Fields		4,750.00		
								Total: 4,750.00		
To										
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
2	MS MICHIGAN STATE UNIVERSITY	XA021774 MAINTENANCE & REPAIRS - AUX Athletics - INTERCOLLEGIATE ATHLETICS	TEN Tennis Courts	6489 CONTRACTUAL SERVICES				3,750.00		
3	MS MICHIGAN STATE UNIVERSITY	GU017393 SUPPLIES & SERVICES & EQUIP - GEN University - PHYSICAL EDUCATION INSTRUCTION SERVICE		6489 CONTRACTUAL SERVICES				1,000.00		
								Total: 4,750.00		



General Error Correction (GEC)

Purpose

To correct the account or object code for a previously posted revenue or expense because an **error was made**.

Examples for use:

- ✓ You forgot to change the default object code on a PCard edoc.
- ✓ You were supposed to use a gift account for supply charges and used a General fund account instead.
- ✓ A Service Billing or Service Provider billing posts automatically to an incorrect account.



GEC Quick Tips

- If not correcting an error a better edoc type would be a Distribution of Income/Expense (DI).
- If only changing substring data (sub-account, sub-object code, project or org ref id) and Intra-Account Adjustment (IAA) should be used instead.
- Typically using all revenue (starts with 4) or all expense (starts with 6) object codes.
- Provide a Business Purpose.
- Add support – typically an edoc number or operating statement.
- Check General Ledger Pending Entries before submitting. Follow the cash!



General Error Correction (GEC)

Document Overview									
* Description: Correct account for stores invoice		Explanation: Correct account number and add sub account for July Stores purchase.							
Org. Doc. #:		Secured Field: *****							
Financial Document Detail									
									Total Amount: 12.03
Accounting Lines ▼ hide									
Accounting Lines hide detail									
From									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	MS MICHIGAN STATE UNIVERSITY	DN022336 NONCR INST-ANR COMM-MSUE - DES Non-Credit Instruction - ANR COMMUNICATIONS MSUE		6428 SUPPLIES - OTHER				12.03	
	* Reference Origin Code	* Reference Number	Line Description						
	46	1959662	Pick Verify Document						
								Total: 12.03	
To									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	MS MICHIGAN STATE UNIVERSITY	DS022534 AGRICULTURAL EXPOSITION - DES Operating (Self-Supporting) - ANR COMMUNICATIONS MSUE	1140 Supplies	6428 SUPPLIES - OTHER				12.03	
	* Reference Origin Code	* Reference Number	Line Description						
	46	1959662	12 oz cups for Ag Expo						
								Total: 12.03	

Reference Origin Code & Reference Number

- Use the Reference Origin Code listed on the Operating Statement.
 - KFS transactions all have the code 01. Concur is 24. Service Billers may use other codes.
- The Reference Number is the transaction document number listed on the Operating Statement.



Intra-Account Adjustment (IAA)

Purpose

To correct substring account data on a previously posted entry. Does not route to Central Accounting.

Examples for use:

- ✓ Any of the following needs to be added to a transaction after it has posted:
 - Sub-account
 - Sub- object code
 - Project
 - Org Ref Id



Intra Account Adjustment (IAA)

Document Overview									
* Description: Transfer Postage Expenses to Subaccount					Explanation: Move Postage chrgs for 7/1/12-7/20/12 [International Mail/Steve Gold t o Korea] to subaccount.				
Org. Doc. #: 1000033832					Secured Field: *****				
Financial Document Detail									
									Total Amount: 19.03
Accounting Lines ▼ hide									
Accounting Lines hide detail									
From									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	MS MICHIGAN STATE UNIVERSITY	GA013741 SOC - GEN Operations - SOCIOLOGY SOCIAL SCIENCE		6555 POSTAGE				19.03	
	* Reference Number	Line Description							
	1000033832	Postage/Internat'l Mail: 7/1/12-7/20/12							
								Total: 19.03	
To									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	MS MICHIGAN STATE UNIVERSITY	GA013741 SOC - GEN Operations - SOCIOLOGY SOCIAL SCIENCE	DEPT Department of Sociology	6555 POSTAGE				19.03	
	* Reference Number	Line Description							
	1000033832	Postage/Internat'l Mail: 7/1/12-7/20/12							
								Total: 19.03	



Internal Billing (IB)

Purpose

To bill a MSU account for services or supplies that your unit provided.

The *Income* object code needs to start with a 4 (typically 4050) and the *Expense* object code needs to start with a 6.

Examples for use:

- ✓ Stores
- ✓ Kellogg Center
- ✓ Dairy Store
- ✓ Diagnostic Lab
- ✓ HR Services
- ✓ Library Copies



IB Quick Tips

- The *Income* object code needs to start with a 4 (typically 4050) and the *Expense* object code needs to start with a 6.
- Provide a Business Purpose. This is sometimes done by the billing department but may need to be added by the department being charged (Kellogg, Stores, Dairy Store, etc.)
- Be sure Manual of Business Procedures policy is followed (retirements, gifts, food, etc.)



Internal Billing (IB)

Document Overview											
* Description: Advance-Joshi		Explanation: Cash Advance for traveling visitors to workshop									
Org. Doc. #:		Secured Field: *****									
Financial Document Detail											
									Total Amount: 15.00		
Accounting Lines ▼ hide											
Accounting Lines hide detail											
Income											
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions		
1	MS MICHIGAN STATE UNIVERSITY	<u>XT022906</u> UNIVERSITY TRAVEL PROGRAM - AUX Other - CONTROLLER		<u>4050</u> OTHER INCOME				15.00			
	Line Description										
	Advance-Joshi									Total: 15.00	
Expense											
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions		
1	MS MICHIGAN STATE UNIVERSITY	<u>DN022677</u> NON-CREDIT INSTRUCT-ANIMAL SCI - DES Non-Credit Instruction - ANIMAL SCIENCE DEPARTMENT - ANR	<u>JOSH</u> Joshi, Nanda-- Revolving	<u>6489</u> CONTRACTUAL SERVICES				15.00			
	Line Description										
	Advance-Joshi									Total: 15.00	



Error Correction Button

Purpose

Used to completely reverse an e-doc transaction.

- ✓ Will create a new edoc that routes for approvals.
- ✓ Will reference the edoc that is being corrected.
- ✓ Can only be used during the same fiscal year.
- ✓ Since it will completely reverse an edoc it should not be used if you just need to correct one or two lines of an edoc with many lines.



error correction send ad-hoc request close copy

Error Correction Button

Distribution Of Income And Expense ?	Doc Nbr: 2060186	Status: INITIATED	Corrects Document Id: 2038123
	Initiator: tdumont	Created: 02:04 PM 08/21/2012	

expand all collapse all

Document Overview hide

Document Overview

* Description: Busy Oil expense

Org. Doc. #:

Explanation:

Secured Field:

Financial Document Detail

Total Amount:

Accounting Lines hide

Accounting Lines ? hide detail

From										
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
1	MS MICHIGAN STATE UNIVERSITY	DS022521 EXPERIMENT STATION PROP-BRANCH - DES Operating (Self-Supporting) - LAND MANAGEMENT OFFICE MABR	NW NW MI HORT RESEARCH CENTER	6428 SUPPLIES - OTHER				(308.16)		
	Line Description									
	1750058									
								Total: (308.16)		
To										
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
1	MS MICHIGAN STATE UNIVERSITY	RE076592 NW MI HORT STATION-LAND MGMT - ERF MSUE - LAND MANAGEMENT OFFICE		6428 SUPPLIES - OTHER				(308.16)		
	Line Description									
	1750058									
								Total: (308.16)		

submit close copy



Cash Receipt (CR)

Purpose

To facilitate cash/checks deposited with Cashiers and posting to the General Ledger/Operating Statement.

- Once the CR has been submitted it cannot be edited. Cashier's can disapprove if ENROUTE or the unit can submit a correcting entry (GEC) if it has gone final.
- Attachments are not reviewed by Cashier's so be sure all sensitive data (banking info on checks, SSN's, etc.) has been redacted.
- Cashier's only confirm whether the cash/checks received match to the deposit total.



CR Quick Tips

- Use an Income object code (starts with a 4-typically 4050) for revenue.
- Cannot post income to a General Fund account.
- For an expense abatement, meaning that funding has been provided to offset an expense (refund, cost share, etc.) you would use an Expense object code with a negative amount-otherwise document will indicate that it is “out of balance”.
- See section 15 of the MBP for information on cash handling, deposits and incoming electronic funds.



Cash Receipt (CR)

Document Overview									
* Description: Conference - Spring 16 ACRA				Explanation: Conference registrations for Spring 16 ACRA.					
Organization Document Number:				Secured Field:					
Financial Document Detail									
								Total Amount: 2,100.00	
Cash Reconciliation ▼ hide									
Cash Reconciliation									
				Total Check Amount: 2,100.00					
				Total Currency Amount: 0.00					
				Total Coin Amount: 0.00					
				Cash Reconciliation Total: 2,100.00					
Currency and Coin Detail ▼ hide									
Currency and Coin Detail									
	Count	Amount		Count	Amount		Count	Amount	
Hundred Dollar Count:	0	\$0.00	Hundred Cent Count:	0	\$0.00				
Fifty Dollar Count:	0	\$0.00	Fifty Cent Count:	0	\$0.00				
Twenty Dollar Count:	0	\$0.00	Twenty Five Cent Count:	0	\$0.00				
Ten Dollar Count:	0	\$0.00	Ten Cent Count:	0	\$0.00				
Five Dollar Count:	0	\$0.00	Five Cent Count:	0	\$0.00				
Two Dollar Count:	0	\$0.00	One Cent Count:	0	\$0.00				
One Dollar Count:	0	\$0.00	Other Cent Amount:		\$				
Other Dollar Amount:		\$							
Accounting Lines ▼ hide									
Sales Tax ?									
Accounting Lines hide detail									
	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	MS MICHIGAN STATE UNIVERSITY	DS022584 PHYSICS/ASTRONOMY CONFERENCES - DES Operating (Self-Supporting) - PHYSICS-ASTRONOMY		4050 OTHER INCOME				2,100.00	
									Total: 2,100.00



Non-Check Disbursement (ND)

Purpose

To record outgoing cash entries for transactions that are not processed via KFS, such as direct wires and ACH's.

Examples for use:

- ✓ Debt payments by Treasury and Financial Services
- ✓ Tax payments by Tax Services
- ✓ Food Stores vendor payments
- ✓ Withholding payment by Payroll
- ✓ HR benefit invoices



Non-Check Disbursement (ND)

Document Overview hide

Document Overview

* Description:	Teladoc ACH	Explanation:	Teladoc June 2023 claims payment
Organization Document Number:		Secured Field:	*****

Financial Document Detail

Total Amount: 21,220.00

Non-Check Disbursements hide

Non-Check Disbursements import lines

	* Bank Code	* Date	Description	Bank Reference	* Amt	
add:	BOFA <small>Bank of America</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="add"/>
1:	BOFA <small>Bank of America</small>	07/07/2023	Teladoc Health - Claims		21,220.00	<input type="button" value="delete"/>
					Total: 21,220.00	

Accounting Lines hide

Accounting Lines hide detail

	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	MS <small>MICHIGAN STATE UNIVERSITY</small>	AT100046 <small>Fringe Administrative Overhead Acct - AGN Cleaning - Other - BENEFITS ADMINISTRATION</small>		6490 <small>CONTRACTUAL SERVICES</small>				21,220.00	
	* Reference Number	Line Description							
	478872284	Teladoc claims payment June 2023							
								Total: 21,220.00	



Advance Deposit (AD)

Purpose

To record incoming cash entries for transactions that are not processed via KFS Cash Receipt, such as EFT's and ACH's.

Examples for use:

- ✓ Spartan Cash
- ✓ Investment income
- ✓ Credit card sales
- ✓ Federal/State grant income



Advance Deposit (AD)

Document Overview ▼ hide

Document Overview

* Description: ACHs 7/03/23 - MSUFCU	Explanation: To report EFT received 7/3/23 from MSUFCU(SPARTAN CASH)
Organization Document Number:	Secured Field: *****

Financial Document Detail

Total Amount: 30.00

Advance Deposits ▼ hide

Advance Deposits ▼ import lines

	* Bank Code	* Date	* Location Code	Description	Bank Reference	* Amt	
add:	BCFA <small>Bank of America</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="add"/>
1:	BCFA <small>Bank of America</small>	07/03/2023	ACH	MSU FEDERAL CU - SPARTAN CASH	81021189779	30.00	<input type="button" value="delete"/>
						Total: 30.00	

Accounting Lines ▼ hide

Sales Tax

Accounting Lines ▼ hide detail

	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
	MS <small>MICHIGAN STATE UNIVERSITY</small>	AT023288 <small>SPARTAN CASH - AGN Cleaning - Other - SLE DIGITAL STRATEGIES AND SERVICES</small>		4050 <small>OTHER DEPARTMENTAL INCOME</small>				30.00	
2	Line Description								
								Total: 30.00	



Helpful Resource

- Sponsorship Processing – for supporting another unit's event or expense.
 - [AccountingQuickReferenceGuide.pdf \(msu.edu\)](#)



Case Study Examples





Case Study #1

You have been asked to transfer \$2000 from your general fund account (GA019898) into The Office of Study Abroad's general fund account (GA012323) to support an upcoming event. Complete the accounting lines on the appropriate e-doc.

Case Study #2

You have been asked to give \$1000 from your department's DS029090 account to support an event that will be hosted by The Writing Center in four months. The money will be given to account DN022332. Complete the accounting lines on the appropriate e-doc.



Case Study #1: Budget Reallocation

Accounting Lines hide										
Accounting Lines hide detail										
From/Decrease import lines										
	* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt	Base Amt	Actions
add:	MS <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>	<input type="text"/>	0.00	0	
	MICHIGAN STATE UNIVERSITY		GA019898	7054				\$2,000		
	Line Description <input type="text"/>									
Monthly Lines show										<input type="button" value="add"/>
To/Increase import lines										
	* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt	Base Amt	Actions
add:	MS <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>	<input type="text"/> <input type="checkbox"/>	<input type="text"/>	0.00	0	
	MICHIGAN STATE UNIVERSITY		GA012323	7054				\$2,000		
	Line Description <input type="text"/>									
Monthly Lines show										<input type="button" value="add"/>



Case Study #2: Transfer of Funds

Accounting Lines hide

Accounting Lines ? hide detail

From									import lines
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	MS MICHIGAN STATE UNIVERSITY	DS029090		6101				0.00	
	Line Description							\$1,000	add
To									import lines
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	MS MICHIGAN STATE UNIVERSITY	DN022332		4101				0.00	
	Line Description							\$1,000	add



Case Study #3

The Library needs to charge the English Department \$300 for copies. The Library account is XT029898 and the English Department account is DS022323. Complete the accounting lines on the appropriate e-doc.

Case Study #4

A conference event was held last month by The College of Agriculture. Your unit is contributing \$1000 toward the catering costs. The College of Agriculture paid the catering bill on account RA071234 and your unit is contributing with funds from account GA011234. Complete the accounting lines on the appropriate e-doc.



Case Study #3: Internal Billing

Accounting Lines hide

Accounting Lines ? hide detail

Income import lines

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	MS MICHIGAN STATE UNIVERSITY	XT029898		4050				0.00 \$300	<input type="button" value="add"/>
	Line Description								

Expense import lines

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	MS MICHIGAN STATE UNIVERSITY	DS022323		6558				0.00 \$300	<input type="button" value="add"/>
	Line Description								



Case Study #4: Distribution of Income and Expense

Accounting Lines hide

Accounting Lines ? hide detail									
From import lines									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	MS MICHIGAN STATE UNIVERSITY	RA071234		6212				0.00 \$1,000	add
Line Description									
To import lines									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	MS MICHIGAN STATE UNIVERSITY	GA011234		6212				0.00 \$1,000	add
Line Description									



Document Status

- **Initiated** – started but not saved or submitted.
- **Saved** – initiated and saved but not submitted.
- **Enroute** – submitted and working through the workflow but not yet final.
- **Processed** – final except that FYI, Acknowledge or Read Notes actions have not been taken. Transaction will post.
- **Final** – all actions have been taken. Transaction will post.
- **Cancelled** – document was cancelled after save and before submission.
- **Disapproved** – document was disapproved along the workflow route log before becoming final



Action Buttons

- **Submit** – this starts the document along its route log and approval path.
- **Save** – used when you have started a document and need further information to finish it but don't want to lose your work. Allows you to see the General Ledger Pending Entries and the Route Log.
- **Close** – closes the document. If it has not been saved it will no longer exist.
- **Cancel** – can only be used before you submit. If it wasn't saved, it will no longer exist, otherwise status will be cancelled.
- **Copy** – allows you to copy a document. Some items will be replicated but not all.
- **Reload** – reopens the document from the last saved version in KFS.
- **Send ad hoc request** – will notify person ad hoc'd to take action.
- **Approve** – will take approval action for your role.
- **Disapprove** – will take disapproval action and document will no longer be active.
- **Error Correction** – only appears after document is final/processed. Will completely reverse transaction.



Workflow and Routing

- Basic/Automatic Routing
- Organizational Review Routing
- Route Log Review



Basic Routing

Route Log
▼ hide

Route Log
refresh

ID: 33006645
▼ hide

Title	Disbursement Voucher N - Conference Hosting & Reg/Group Travel - SROP 2023 Networking event		
Type	Disbursement Voucher	Created	03:30 PM 06/27/2023
Initiator	Montalvo, Aida	Last Modified	08:53 PM 06/29/2023
Route Status	FINAL	Last Approved	03:59 PM 06/28/2023
Node(s)	MSU Central Review	Finalized	03:59 PM 06/28/2023

Actions Taken
▼ hide

	Action	Taken By	For Delegator	Time/Date	Annotation	
	COMPLETED	Montalvo, Aida		03:59 PM 06/27/2023		
▼ hide	APPROVED	Rioux, Mikala		04:38 PM 06/27/2023		
			Action	Requested Of	Time/Date	Annotation
			APPROVE	Rioux, Mikala	03:59 PM 06/27/2023	KFS-SYS Fiscal Officer MS GU100002
▼ hide	APPROVED	Bonham, Jerri	Disbursement Auditor	03:59 PM 06/28/2023		
			Action	Requested Of	Time/Date	Annotation
			APPROVE	(Multiple - expand to see details)	04:38 PM 06/27/2023	KFS-FP Disbursement Auditor EL DV

Future Action Requests
▶ show



Organization Review Routing

Route Log refresh

ID: 1578843 hide

Title	Internal Billing - Charge Tax Withholding MOCF Ball Winner		
Type	Internal Billing	Created	08:22 AM 03/01/2012
Initiator	McKay, Susan	Last Modified	01:12 PM 03/06/2012
Route Status	FINAL	Last Approved	01:12 PM 03/06/2012
Node(s)	MSU Central Review	Finalized	01:12 PM 03/06/2012

Actions Taken hide

Action	Taken By	For Delegator	Time/Date	Annotation
COMPLETED	McKay, Susan		08:24 AM 03/01/2012	
APPROVED	Balmer-Hagerman, Sheryl	Foster, Schuyler	10:38 AM 03/05/2012	
Action	Requested Of	Time/Date	Annotation	
APPROVE	Foster, Schuyler	08:24 AM 03/01/2012	KFS-SYS Fiscal Officer MS RH082216	
APPROVED	Kniffen, Colleen		10:45 AM 03/05/2012	
Action	Requested Of	Time/Date	Annotation	
APPROVE	COM ADMIN OD FINANCIAL APPROVERS	10:38 AM 03/05/2012	KFS-SYS Accounting Reviewer 40000041 MS 34 10000.00 NONE 10034624 KFST	
APPROVED	Kalin, Dresden		11:01 AM 03/05/2012	
Action	Requested Of	Time/Date	Annotation	
APPROVE	COM MAU FINANCIAL APPROVERS FINAL	10:38 AM 03/05/2012	KFS-SYS Accounting Reviewer 10034624 MS 34 NONE 10034000 IB	
APPROVED	Smith, Diane		01:12 PM 03/06/2012	
Action	Requested Of	Time/Date	Annotation	
APPROVE	MSU Accounting Office	11:01 AM 03/05/2012	KFS-FP MSU Central Reviewers IB	
APPROVE	MSU Accounting Office	11:01 AM 03/05/2012	KFS-FP MSU Central Reviewers IB	



Enroute Document

Route Log

ID: 1708094

Title	Disbursement Voucher 0 - Travel Reimbursement - Marecia 01/24/17 Washington DC trip. [E:N:N:N]		
Type	Disbursement Voucher	Created	04:03 PM 03/07/2017
Initiator	L. Xiao	Last Modified	04:10 PM 03/07/2017
Route Status	ENROUTE	Last Approved	
Node(s)	AdHoc	Finalized	

Actions Taken

Action	Taken By	For Delegator	Time/Date	Annotation
COMPLETED	L. Xiao		04:10 PM 03/07/2017	

Pending Action Requests

Action	Requested Of	Time/Date	Annotation
IN ACTION LIST APPROVE	Marecia, Mywish	04:10 PM 03/07/2017	Ad Hoc Routed by lixiaoz

Future Action Requests

Action	Requested Of	Time/Date	Annotation
PENDING APPROVE	Frump, Scott	04:20 PM 03/07/2017	KFS-SYS Fiscal Officer MS RC102750
PENDING APPROVE	AFRE BUSINESS OFFICE	04:20 PM 03/07/2017	KFS-SYS Accounting Reviewer 10002036 MS KFST
PENDING APPROVE	(Multiple - expand to see details)	04:20 PM 03/07/2017	KFS-PP Disbursement Auditor EL DV

Node	Campus
Priority	1
Approval Policy	Single Approval Required
Forced Action	True

Action	Requested Of	Time/Date	Annotation
APPROVE	Guliver, Deborah	04:20 PM 03/07/2017	KFS-PP Disbursement Auditor EL DV
APPROVE	Hunter III, Ally	04:20 PM 03/07/2017	KFS-PP Disbursement Auditor EL DV
APPROVE	Lerner, Rosella	04:20 PM 03/07/2017	KFS-PP Disbursement Auditor EL DV
APPROVE	Lapine, Shirley	04:20 PM 03/07/2017	KFS-PP Disbursement Auditor EL DV
APPROVE	Lilly, Mary	04:20 PM 03/07/2017	KFS-PP Disbursement Auditor EL DV
APPROVE	Bangroff, Karla	04:20 PM 03/07/2017	KFS-PP Disbursement Auditor EL DV
APPROVE	Thelen, Denise	04:20 PM 03/07/2017	KFS-PP Disbursement Auditor EL DV
APPROVE	Mason, Ethel	04:20 PM 03/07/2017	KFS-PP Disbursement Auditor EL DV
APPROVE	Sawyer, Michael	04:20 PM 03/07/2017	KFS-PP Disbursement Auditor EL DV
APPROVE	Hewitt, Kimberly	04:20 PM 03/07/2017	KFS-PP Disbursement Auditor EL DV
APPROVE	Barber, Sona	04:20 PM 03/07/2017	KFS-PP Disbursement Auditor EL DV
APPROVE	McLeod, Marc	04:20 PM 03/07/2017	KFS-PP Disbursement Auditor EL DV
APPROVE	Upton, Kelle	04:20 PM 03/07/2017	KFS-PP Disbursement Auditor EL DV
APPROVE	Mahar, Ellen	04:20 PM 03/07/2017	KFS-PP Disbursement Auditor EL DV
APPROVE	McKay, Susan	04:20 PM 03/07/2017	KFS-PP Disbursement Auditor EL DV
APPROVE	Fryer-Taylor, Phyllisa	04:20 PM 03/07/2017	KFS-PP Disbursement Auditor EL DV



Route Log Quick Tips

- Review the route log to see who has or needs to take action on an edoc.
- Groups only need to be approved by one in the group.
- FYI, Acknowledge and Read Notes do not hold up workflow routing.
- Action items for those no longer employed will need “superuser” approval. E-mail accounting@ctrl.msu.edu.



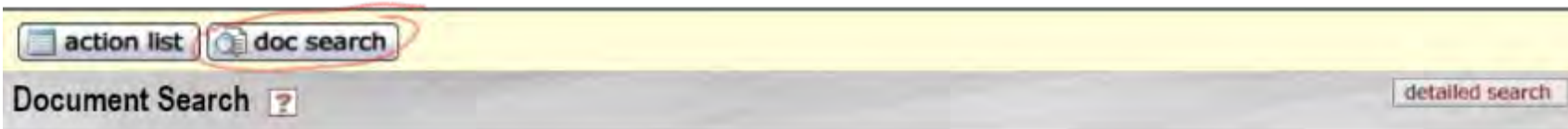
KFS Edoc Search Functionality





KFS Edoc Search Functionality

- Doc Search button provides only basic search criteria options.
- Search criteria options will change with the Document Type selected



Document Type:	<input type="text"/>
Initiator:	<input type="text"/>
Document Id:	<input type="text"/>
Date Created From:	<input type="text"/>
Date Created To:	<input type="text"/>
Name this search (optional):	<input type="text"/>



KFS Edoc Search Functionality

- Using detailed search button provides many search criteria options.
- The options change based on the Document Type selected.
- Use the search criteria to narrow your search as KFS will only return 500 results.



Detailed Document Search

Initiator:	<input type="text"/>	
Approver:	<input type="text"/>	
Document/Notification Id:	<input type="text"/>	
Application Document/Notification Id:	<input type="text"/>	
Date Modified From:	<input type="text"/>	
Date Modified To:	<input type="text"/>	
Date Finalized From:	<input type="text"/>	
Date Finalized To:	<input type="text"/>	
Type:	<input type="text"/>	
Viewer:	<input type="text"/>	
Group Viewer:	<input type="text"/>	
Status:	<div style="border: 1px solid gray; padding: 2px;"><p>Pending Statuses</p><ul style="list-style-type: none">- ENROUTE- SAVED- INITIATED- EXCEPTION<p>Successful Statuses</p><ul style="list-style-type: none">- FINAL- PROCESSED- APPROVED<p>Unsuccessful Statuses</p></div>	
Date Created From:	<input type="text"/>	
Date Created To:	<input type="text"/>	
Date Approved From:	<input type="text"/>	
Date Approved To:	<input type="text"/>	
Title:	<input type="text"/>	
Name this search (optional):	<input type="text"/>	
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>		

To locate pending entries (reporting and closing an account):

- Select Type: **KFST**
- Select Status: **Pending Statuses**



Thank you for attending!

Ethel Mason

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