

# Common KFS Documents

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- Welcome! We will begin promptly at 9 a.m.
- Make sure your first and last name displays in the “Participant” list so we can mark your attendance.
- Training materials: [go.iu.edu/handouts](https://go.iu.edu/handouts)
- KFS training site: <https://trn.one.iu.edu>
  - Search for the “Kuali Financial System - TRN” task.





# Common KFS Documents

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FINANCIAL MANAGEMENT SERVICES

# Agenda

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- Accounting review.
- Activity 1:
  - Distribution of Income and Expense (DI) review.
  - General Accounting Adjustment (GEC).
  - Transfer of Funds (TF).
- Activity 2: Group Scenarios



# Learning objectives

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- Demonstrate your ability to initiate and submit the following KFS documents:
  - Distribution of Income and Expense (DI).
  - General Accounting Adjustment (GEC).
  - Transfer of Funds (TF).
- Demonstrate your ability to select the appropriate KFS document to meet your department's day-to-day transactional needs.



# Access to KFS

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Attending a KFS training class does NOT result in access to KFS.

- Someone in your department must request KFS access on your behalf.

Complete instructions: “Become a KFS User”:  
<https://fms.iu.edu/training/kuali-financial-system/>.



# Accounting review

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# What is the purpose of accounting?

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- The organization of financial data (income, expenses, assets, and liabilities).
- The organization of financial data allows us to effectively manage our organization.



# What is the Chart of Accounts (COA)?

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- The COA provides **structure** for all accounting, reporting, and budgeting at IU.
- The structure is built using chart codes, responsibility centers, organizations, accounts, object codes, and other COA components.

If IU's financial system was a building, the COA would be the building's **blueprints**.





# What are chart codes?

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- IU is broken up into 12 different “charts” at campus and auxiliary levels.



If IU's financial system was a building, each chart code would be a **room** in the building.



# What are fund groups?

- Accounts that are grouped by category based on shared activity or objective.

| Account prefix | Fund group       | Details  |
|----------------|------------------|--|
| 03-19          | General Fund     | Expense-driven, base-budgeted accounts used for daily operating expenses (e.g., office supplies, payroll, etc.). Each chart has its own general fund account prefix. |
| 11, 20-24      | Designated Fund  | Funds set aside by the university for a specific purpose or function. Examples: Continuing Education, Public Service, and Faculty Research.                          |
| 25-29          | Restricted Funds | Funds provided from an external source, often as a gift, with restrictions on how the funds may be used.   |

If IU's financial system was a building, fund groups would be the **file cabinets** in each room.



# What are accounts?

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- Identify a pool of funds assigned to a specific IU organizational entity for a specific purpose.
- Store information about financial transactions – they tell us **who** and for **what** purpose.

If IU's financial system was a building, accounts would be the **drawers** in the file cabinets.



# What are object codes?

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- Categorizations that tell us about the nature of each transaction (income, expense, asset, liability, or fund balance).
- Tells us **what kind** of transaction is being made.

If IU's financial system was a building, object codes would be the **folders** in the file cabinets.



# What is the General Ledger (GL)?

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- The official repository of IU's financial and budget information.
- Stores detailed records of all financial transactions.
- When an e-doc reaches final status, it is recorded to the GL and affects balances.



# To use KFS effectively you must:

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- Understand the rules (policies and procedures) that govern IU's financial operations.
- Know how to successfully operate within those rules, even in unique or unusual situations.



# DI review

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# How is a DI used?

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- A document that allows for the reallocation of income, expense, asset, or liability.
- Applies to **previously finalized transactions** (already posted to the General Ledger) that were part of the normal business process.
- Use to change accounts, sub-accounts, object codes, and sub-object codes.





# What are some rules a DI must follow?

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- The FROM and TO sides of the document must balance.
- The **object type code** must be the same on the FROM and TO sides of the document.
  - Income to income, expense to expense, asset to asset, and liability to liability.
  - Can never reflect income to one department and expense to another.



# Activity 1

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DISTRIBUTION OF INCOME AND EXPENSE



# Scenario 1

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The IU Bloomington School of Education hosted a small, off-campus conference called “Women in Technology.” The expenses associated with chair rental (\$438) were billed to the Education General Fund account (organization code: EADM) using the Exhibition Expenses object code on BUY.IU invoice SI0023456.

After the transaction was finalized, she realized that the original account and object code she used was a mistake; she should have used the School of Education Special Events account (organization code: EDUC) and the Conference and Workshop Expenses object code.

**Not DI.**



## Scenario 2

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You work at the Wells Library on the Bloomington campus. The Dean of Libraries commits to giving the Lilly Library \$2,000 to pay for the transportation of graduate students to see a rare books exhibit in Indianapolis. She also commits \$1,000 to a special oral history exhibit at IUPUI's University Library.

Both subsidies will come from account 23-474-25; you need to move \$2,000 to account 23-474-87 and \$1,000 to account 23-988-48.

**Not DI.**



# Scenario 3

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The School of Business has a mailroom that meters mail for all departments within the school. Every month, the mail charges are initially paid from the primary general fund account (10-362-00) and later distributed to the departments responsible for the mail charges using object code 4300.

Last month, the Instructional Support and Technology (IST) department spent \$50.00 on mail charges. The IST mail charges need to be moved to the IST account, 10-364-80.

**Yes – DI.**



# Scenario 4

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The School of Public and Environmental Affairs (SPEA) is promoting a support staff employee (BW1) to a professional, non-exempt (PAO) position. Instead of hiring a replacement for the BW1 position, SPEA decides to reallocate the salary and benefits from the BW1 position to the PAO position.

Move this year's remaining salary funds, \$27,000, and the base salary, \$36,000, from account 10-400-00 to account 10-400-30.

**Not DI.**



## Scenario 3: DI (do together)

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**Make sure you're logged into TRN!**

**<https://trn.one.iu.edu>**

**“Kuali Financial System - TRN”**



# General Accounting Adjustment

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# General Accounting Adjustment (GEC) document

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- A document used to:
  - Correct inappropriate or incorrect account numbers and object codes.
  - Adjust a general accounting entry's object codes when they cross object types.
- Applies to **previously finalized transactions** (already posted to the General Ledger).
- Refers to the document that is being adjusted or corrected, which preserves/maintains the audit trail.



# GEC examples

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- A purchase was charged to one account in error; the charge needs to be moved to the correct account.
- You transposed two numbers in a transaction's object code and didn't realize your mistake until after the document was approved.



# Business rules

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- In most cases, the FROM and TO sides of the document must balance.
- The FROM and TO sides of the document may have different **object type codes**.
  - May reflect income on one side and expense on the other.
- Cannot be used to bill another account.



# DI and GEC similarities

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- From an accounting perspective, the DI and the GEC do the same thing.
  - Both documents change an account number or object code on a finalized transaction.
- Based on IU's Standard Operating Procedures (SOPs), the DI and the GEC should be used in different situations.
  - The DI is used as part of a normal business process.
  - The GEC is used to correct an error or make an adjustment that crosses object types.
  - Depending on your department, the documents may route differently.



# DI and GEC differences

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- Object type codes on the TO and FROM sides of the GEC can be different, while the object type codes on the TO and FROM sides of a DI must be the same.
- GEC establishes an audit trail with a reference to the original document.
  - This is why, when in doubt, you should use a GEC.
  - The Office of Research Administration (ORA) prefers GECs to DIs because of the audit trail, although there are situations in which a DI would be acceptable.



# GEC Accounting Lines

ACCOUNTING LINES [Import Templates](#)

FROM

HIDE DETAILS IMPORT LINES

| *CHART | SUB-FUND | ORG CD | *ACCOUNT             | SUB-ACCOUNT          | *OBJECT              | SUB-OBJECT           | PROJECT              | ORG REF ID | *AMOUNT | *REF ORIGIN CODE     | *REF NUMBER          | LINE DESCRIPTION | ACTIONS  |
|--------|----------|--------|----------------------|----------------------|----------------------|----------------------|----------------------|------------|---------|----------------------|----------------------|------------------|--|
|        |          |        | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |            | 0.00    | <input type="text"/> | <input type="text"/> |                  | <input data-bbox="2339 743 2405 808" type="button" value="+"/> |

TO

HIDE DETAILS IMPORT LINES

| *CHART | SUB-FUND | ORG CD | *ACCOUNT             | SUB-ACCOUNT          | *OBJECT              | SUB-OBJECT           | PROJECT              | ORG REF ID | *AMOUNT | *REF ORIGIN CODE     | *REF NUMBER          | LINE DESCRIPTION | ACTIONS  |
|--------|----------|--------|----------------------|----------------------|----------------------|----------------------|----------------------|------------|---------|----------------------|----------------------|------------------|--|
|        |          |        | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |            | 0.00    | <input type="text"/> | <input type="text"/> |                  | <input data-bbox="2339 1072 2405 1136" type="button" value="+"/> |



# Activity 1

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GENERAL ACCOUNTING ADJUSTMENT



# Scenario 1

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After the transaction was finalized, she realized that the original account and object code she used was a mistake; she should have used the School of Education Special Events account (organization code: EDUC) and the Conference and Workshop Expenses object code.

**Yes – GEC.**





## Scenario 2

---

You work at the Wells Library on the Bloomington campus. The Dean of Libraries commits to giving the Lilly Library \$2,000 to pay for the transportation of graduate students to see a rare books exhibit in Indianapolis. She also commits \$1,000 to a special oral history exhibit at IUPUI's University Library.

Both subsidies will come from account 23-474-25; you need to move \$2,000 to account 23-474-87 and \$1,000 to account 23-988-48.

**Not GEC.**



# Scenario 4

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The School of Public and Environmental Affairs (SPEA) is promoting a support staff employee (BW1) to a professional, non-exempt (PAO) position. Instead of hiring a replacement for the BW1 position, SPEA decides to reallocate the salary and benefits from the BW1 position to the PAO position.

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**Not GEC.**



# Scenario 1

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After the transaction was finalized, she realized that the original account and object code she used was a mistake; she should have used the School of Education Special Events account (organization code: EDUC) and the Conference and Workshop Expenses object code.



# Scenario 1: GEC (do lookups together)

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**Make sure you're logged into TRN!**

**<https://trn.one.iu.edu>**

**“Kuali Financial System - TRN”**



# Scenario 1

---

The IU Bloomington School of Education hosted a small, off-campus conference called “Women in Technology.” The expenses associated with chair rental (\$438) were billed to the Education General Fund account (organization code: EADM) using the Exhibition Expenses object code on BUY.IU invoice SI0023456.

After the transaction was finalized, she realized that the original account and object code she used was a mistake; she should have used the School of Education Special Events account (organization code: EDUC) and the Conference and Workshop Expenses object code.

**“To” side: 23-402-19 and 4824.**





## FROM

HIDE DETAILS IMPORT LINES

| *CHART | SUB-FUND          | ORG CD | *ACCOUNT             | SUB-ACCOUNT          | *OBJECT              | SUB-OBJECT           | PROJECT              | ORG REF ID           | *AMOUNT | *REF ORIGIN CODE     | *REF NUMBER          | LINE DESCRIPTION | ACTIONS |
|--------|-------------------|--------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------|----------------------|----------------------|------------------|---------|
|        |                   |        | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |                      | 0.00    | <input type="text"/> | <input type="text"/> |                  |         |
| 1      | BL<br>BLOOMING... | GENFND | EADM                 | 104020<br>EDUCATION  |                      | 4660<br>EXHIBITIO... | <input type="text"/> | <input type="text"/> | 438.00  | BY                   | SI00234              |                  |         |
|        |                   |        |                      |                      |                      |                      |                      |                      | TOTAL:  | 438.00               |                      |                  |         |

## TO

HIDE DETAILS IMPORT LINES

| *CHART | SUB-FUND          | ORG CD | *ACCOUNT             | SUB-ACCOUNT           | *OBJECT              | SUB-OBJECT           | PROJECT              | ORG REF ID           | *AMOUNT | *REF ORIGIN CODE     | *REF NUMBER          | LINE DESCRIPTION | ACTIONS |
|--------|-------------------|--------|----------------------|-----------------------|----------------------|----------------------|----------------------|----------------------|---------|----------------------|----------------------|------------------|---------|
|        |                   |        | <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/> | <input type="text"/> |                      | 0.00    | <input type="text"/> | <input type="text"/> |                  |         |
| 1      | BL<br>BLOOMING... | DOFDS  | EDUC                 | 234021<br>SCHOOL O... |                      | 4824<br>CONFEREN...  | <input type="text"/> | <input type="text"/> | 438.00  | BY                   | SI00234              |                  |         |
|        |                   |        |                      |                       |                      |                      |                      |                      | TOTAL:  | 438.00               |                      |                  |         |

## Account Lookup ?

Chart Code:

BL

Account Number:

Account Name:

\*SPECIAL EVENTS\*

Organization Code:

EDUC

Responsibility Center Code:

Reports To Organization Code:

Reports To Chart Of Account Code:

Account Type Code:

Search

Clear

Cancel

## Search Results

1-1 of 1

| Return Value                 | Chart Code         | Account Number          | Account Name                       | Organization Code    | Responsibility Center Code | Reports To Organization Code | Account Type Code  | Fund Group Code    | Sub-Fund Group Code   | Fiscal Officer Name  | Account Manager Name | Account Supervisor Name | Closed? | Account Create Date | Account Expiration Date |
|------------------------------|--------------------|-------------------------|------------------------------------|----------------------|----------------------------|------------------------------|--------------------|--------------------|-----------------------|----------------------|----------------------|-------------------------|---------|---------------------|-------------------------|
| <a href="#">return value</a> | <a href="#">BL</a> | <a href="#">2340219</a> | SCHOOL OF EDUCATION SPECIAL EVENTS | <a href="#">EDUC</a> | <a href="#">26</a>         | <a href="#">BL</a>           | <a href="#">NA</a> | <a href="#">DS</a> | <a href="#">DOFDS</a> | Buszkiewicz, Jeffrey | Buszkiewicz, Jeffrey | Mason, Terrence Craig   | No      | 01/28/2013          |                         |

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



## Object Code Lookup ?

|                                   |   |
|-----------------------------------|---|
| Fiscal Year:                      | Chart Code:                                   |
| <input type="text" value="2018"/> | <input type="text" value="BL - BLOOMINGTON"/> |
| Object Code:                      | Object Code Name:                             |
| <input type="text"/>              | <input type="text" value="*CONFERENCE*"/>     |
| Object Code Short Name:           | Level Code:                                   |
| <input type="text"/>              | <input type="text"/>                          |
| Object Type Code:                 | Object Sub-Type Code:                         |
| <input type="text"/>              | <input type="text"/>                          |

## Search Results

1-5 of 5

| Return Value                 | Fiscal Year          | Chart Code         | Object Code          | Object Code Name                         | Level Code           | Object Type Code   | Active Indicator |
|------------------------------|----------------------|--------------------|----------------------|--|----------------------|--------------------|------------------|
| <a href="#">return value</a> | <a href="#">2018</a> | <a href="#">BL</a> | <a href="#">1461</a> | CONFERENCE & WORKSHOP FEES               | <a href="#">SASV</a> | <a href="#">IN</a> | Yes              |
| <a href="#">return value</a> | <a href="#">2018</a> | <a href="#">BL</a> | <a href="#">1671</a> | ROOM RENT-CONFERENCE                     | <a href="#">SASV</a> | <a href="#">IN</a> | Yes              |
| <a href="#">return value</a> | <a href="#">2018</a> | <a href="#">BL</a> | <a href="#">4013</a> | REGISTRATION FEE FOR CONFERENCES/WORKSHO | <a href="#">OEXP</a> | <a href="#">EX</a> | Yes              |
| <a href="#">return value</a> | <a href="#">2018</a> | <a href="#">BL</a> | <a href="#">4824</a> | CONFERENCE AND WORKSHOP EXPENSES         | <a href="#">OEXP</a> | <a href="#">EX</a> | Yes              |
| <a href="#">return value</a> | <a href="#">2018</a> | <a href="#">BL</a> | <a href="#">4830</a> | CONFERENCE/WORKSHOP CAMPUS HOUSING       | <a href="#">OEXP</a> | <a href="#">EX</a> | Yes              |

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







## FROM

HIDE DETAILS

IMPORT LINES

| *CHART | SUB-FUND       | ORG CD | *ACCOUNT                      | SUB-ACCOUNT                   | *OBJECT                       | SUB-OBJECT                    | PROJECT                       | ORG REF ID                    | *AMOUNT | *REF ORIGIN CODE              | *REF NUMBER                   | LINE DESCRIPTION | ACTIONS |
|--------|----------------|--------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|---------|-------------------------------|-------------------------------|------------------|---------|
|        |                |        | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | 0.00    | <input type="text" value=""/> | <input type="text" value=""/> |                  |         |
| 1      | BL BLOOMING... | GENFND | EADM                          | 104020<br>EDUCATION           |                               | 4660<br>EXHIBITIO...          |                               |                               | 438.00  | BY                            | SI00234                       |                  |         |
|        |                |        |                               |                               |                               |                               |                               |                               | TOTAL:  | 438.00                        |                               |                  |         |

## TO

HIDE DETAILS

IMPORT LINES

| *CHART | SUB-FUND       | ORG CD | *ACCOUNT                      | SUB-ACCOUNT                   | *OBJECT                       | SUB-OBJECT                    | PROJECT                       | ORG REF ID                    | *AMOUNT | *REF ORIGIN CODE              | *REF NUMBER                   | LINE DESCRIPTION | ACTIONS |
|--------|----------------|--------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|---------|-------------------------------|-------------------------------|------------------|---------|
|        |                |        | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | 0.00    | <input type="text" value=""/> | <input type="text" value=""/> |                  |         |
| 1      | BL BLOOMING... | DOFDS  | EDUC                          | 234021<br>SCHOOL O...         |                               | 4824<br>CONFEREN...           |                               |                               | 438.00  | BY                            | SI00234                       |                  |         |
|        |                |        |                               |                               |                               |                               |                               |                               | TOTAL:  | 438.00                        |                               |                  |         |

# Break



# Transfer of Funds

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# Transfer of Funds (TF) document

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- A document used to record the movement of funds (i.e., cash) between IU accounts.
- Can be used to bill an IU account when the billing organization does not meet the Internal Billing document requirements.
- Additional uses: cover an overdraft, reimburse an account for an expense, provide a subsidy, transfer funds to close out an account, or fulfill a funding commitment.



# TF examples

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- A small department rents out its meeting room to other departments on an hourly basis; they recoup rent charges using a TF document.
- Department A wants to help support a special project happening in Department B, so they use a TF document to contribute funds to Department B's initiative.



# Business rules

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- Must use transfer object codes (99XX).
  - [https://fms.iu.edu/index.php/download\\_file/900/](https://fms.iu.edu/index.php/download_file/900/)
  - 9900 (transfer out) and 9915 (transfer in) are the most common.
- The FROM and TO sides of the document must balance.
- Cannot be used between restricted and non-restricted accounts.
- Not typically used between General Fund accounts in the same Responsibility Center.



# TFs into/out of restricted accounts

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| Account prefix | Fund group               | Details   |
|----------------|--------------------------|---|
| 25-29          | Restricted Funds         | Funds provided from an external source, often as a gift, with restrictions on how the funds may be used.                          |
| 40-59          | Contract and Grant Funds | Each account represents a specific contract or grant. These funds are administered through the Office of Research Administration. |

- Examples of restricted funds: scholarships, fellowships, special state appropriations, faculty endowment match.
- Cannot TF either into or out of restricted accounts.



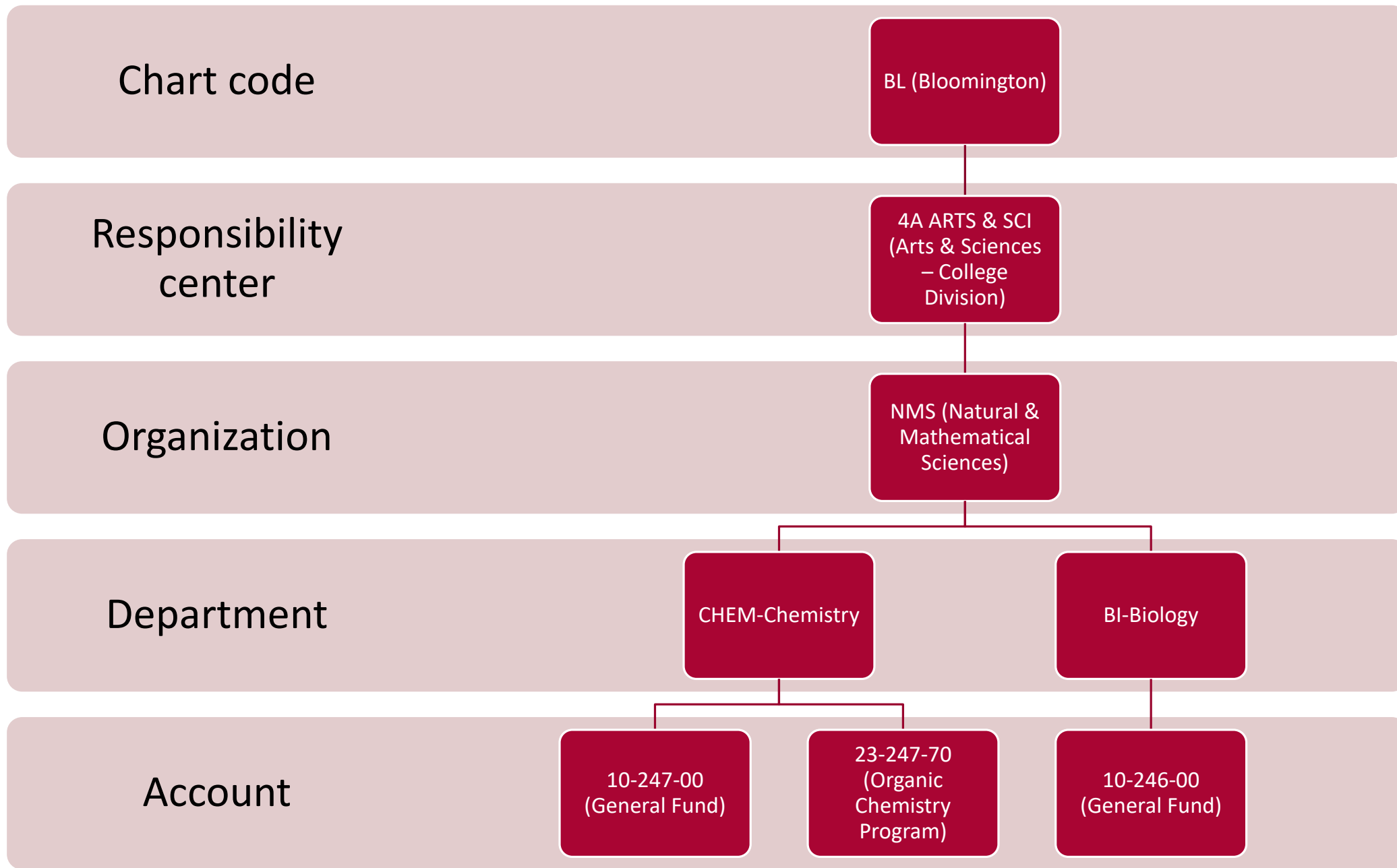
# Responsibility Centers

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- Collections of schools or major administrative units.







# General Fund accounts

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| Account prefix | Fund group   | Details  |
|----------------|--------------|--|
| 03-19          | General Fund | Expense-driven, base-budgeted accounts used for daily operating expenses (e.g., office supplies, payroll, etc.). Each chart has its own general fund account prefix. |

- There isn't actually cash in these accounts.
  - The authority to spend is based on budget, not cash.
- The cash that guarantees a general fund's budget is held by the Responsibility Center.
  - A TF between two GF accounts is effectively moving cash within the same account.



## DOCUMENT OVERVIEW



### OVERVIEW

\*Description :

Explanation :

Organization Document

Number :

### FINANCIAL DOCUMENT DETAIL

Total Amount :

## ACCOUNTING LINES [Import Templates](#)



### FROM

HIDE DETAILS

IMPORT LINES

| *CHART | SUB-FUND | ORG | *ACCOUNT             | SUB-ACCOUNT          | *OBJECT              | SUB-OBJECT           | PROJECT              | ORG REF ID           | *AMOUNT | LINE DESCRIPTION     | ACTIONS |
|--------|----------|-----|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------|----------------------|---------|
|        |          |     | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00    | <input type="text"/> |         |

### TO

HIDE DETAILS

IMPORT LINES

| *CHART | SUB-FUND | ORG | *ACCOUNT             | SUB-ACCOUNT          | *OBJECT              | SUB-OBJECT           | PROJECT              | ORG REF ID           | *AMOUNT | LINE DESCRIPTION     | ACTIONS |
|--------|----------|-----|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------|----------------------|---------|
|        |          |     | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00    | <input type="text"/> |         |



# Activity 1

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TRANSFER OF FUNDS



## Scenario 2

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You work at the Wells Library on the Bloomington campus. The Dean of Libraries commits to giving the Lilly Library \$2,000 to pay for the transportation of graduate students to see a rare books exhibit in Indianapolis. She also commits \$1,000 to a special oral history exhibit at IUPUI's University Library.

Both subsidies will come from account 23-474-25; you need to move \$2,000 to account 23-474-87 and \$1,000 to account 23-988-48.

**Yes – TF.**



# Scenario 4

---

The School of Public and Environmental Affairs (SPEA) is promoting a support staff employee (BW1) to a professional, non-exempt (PAO) position. Instead of hiring a replacement for the BW1 position, SPEA decides to reallocate the salary and benefits from the BW1 position to the PAO position.

Move this year's remaining salary funds, \$27,000, and the base salary, \$36,000, from account 10-400-00 to account 10-400-30.

**Not TF.**



## Scenario 2: TF (do alone)

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**Make sure you're logged into TRN!**

**<https://trn.one.iu.edu>**

**“Kuali Financial System - TRN”**



## Scenario 2

---

You work at the Wells Library on the Bloomington campus. The Dean of Libraries commits to giving the Lilly Library \$2,000 to pay for the transportation of graduate students to see a rare books exhibit in Indianapolis. She also commits \$1,000 to a special oral history exhibit at IUPUI's University Library.

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## FROM

HIDE DETAILS

| *CHART | SUB-FUND        | ORG   | *ACCOUNT       | SUB-ACCOUNT | *OBJECT | SUB-OBJECT   | PROJECT | ORG REF ID | *AMOUNT                | LINE DESCRIPTION | ACTIONS |
|--------|-----------------|-------|----------------|-------------|---------|--------------|---------|------------|------------------------|------------------|---------|
|        |                 |       |                |             |         |              |         |            | 0.00                   |                  |         |
| 1      | BL BLOOMINGT... | DOFDS | LADM           | 2347425     | 9900    | TRANSFER OUT |         |            | 3,000.00               |                  |         |
|        |                 |       | LIBRARY PRO... |             |         |              |         |            |                        |                  |         |
|        |                 |       |                |             |         |              |         |            | <b>TOTAL: 3,000.00</b> |                  |         |

## TO

HIDE DETAILS

| *CHART | SUB-FUND        | ORG   | *ACCOUNT       | SUB-ACCOUNT | *OBJECT | SUB-OBJECT  | PROJECT | ORG REF ID | *AMOUNT                | LINE DESCRIPTION | ACTIONS |
|--------|-----------------|-------|----------------|-------------|---------|-------------|---------|------------|------------------------|------------------|---------|
|        |                 |       |                |             |         |             |         |            | 0.00                   |                  |         |
| 1      | BL BLOOMINGT... | DOFDS | LISP           | 2347487     | 9915    | TRANSFER IN |         |            | 2,000.00               | Lilly Library    |         |
|        |                 |       | LILLY LIBRARY  |             |         |             |         |            |                        |                  |         |
| 2      | IN INDIANAPOLIS | DOFDS | LIBR           | 2398848     | 9915    | TRANSFER IN |         |            | 1,000.00               | IUPUI            |         |
|        |                 |       | ORAL HISTOR... |             |         |             |         |            |                        |                  |         |
|        |                 |       |                |             |         |             |         |            | <b>TOTAL: 3,000.00</b> |                  |         |



# Activity 2

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GROUP SCENARIOS



# Activity 2 instructions

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Take 10 minutes to review the following scenarios and answer the questions. We'll discuss your responses together as a large group.



# Question 1

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Financial Management Services (FMS) and the Travel Management Services (TMS) agree during budget construction to split the cost of a new printer. FMS purchases the printer for \$1,000 out of their 19-126-10 account. TMS will contribute \$500 from their 23-127-70 account. What document should TMS use to reimburse FMS for their share of the printer?

**Either DI or TF (GEC would also be OK).**



# DI example

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Beginning:

|         | FMS   |
|---------|-------|
| Expense | 1,000 |

|         | TMS |
|---------|-----|
| Expense | 0   |

FMS distributes \$500 of expense to TMS.

Ending:

|         | FMS |
|---------|-----|
| Expense | 500 |

|         | TMS |
|---------|-----|
| Expense | 500 |



# TF example

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Beginning:

|         | FMS   |
|---------|-------|
| Expense | 1,000 |

|         | TMS |
|---------|-----|
| Expense | 0   |

TMS transfers \$500 cash to FMS.

Ending:

|              | FMS        |
|--------------|------------|
| Expense      | 1,000      |
| Cash         | 500        |
| <b>Total</b> | <b>500</b> |

|              | TMS          |
|--------------|--------------|
| Expense      | 0            |
| Cash         | (500)        |
| <b>Total</b> | <b>(500)</b> |



## Question 2

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The Office of International Services (OIS) rents the Financial Management Services (FMS) training room for two hours, at a rate of \$50 per hour. FMS collects room rental fees in their 23-126-10 account.

- a. Which KFS document should OIS use to pay for their room rental? **TF.**
- b. Should OIS pay the rental fee using their 23-111-17 account or their 25-111-03 account? **23-111-17.**



## Question 3

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You work at the Department of Biochemistry. One of your colleagues, while working on a grant project, puts a business-related expense on the department's purchasing card (p-card). All p-card charges book to account 23-245-89.

Since the expense was related to a specific grant, you need to distribute the charges to the appropriate grant account, 48-242-24. What document should you use to distribute the charges?

**GEC or DI with audit trail.**





## Question 4

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You are asked to distribute \$25 of expense from the IUB Recreation, Park and Tourism Studies general fund account to Professor Mowatt's faculty research account. Dr. Mowatt is a faculty member in the Recreation, Park and Tourism Studies program. Identify the account numbers you should use.

**10-466-00 and 22-466-14.**



# Account Lookup ?

Create New

Chart Code:

BL

Account Number:

Account Name:

\*RECREATION, PARK\*

Organization Code:

Responsibility Center Code:

Reports To Organization Code:

## Search Results

1-1 of 1

| Actions                                   | Chart Code         | Account Number          | Account Name                         | Organization Code    | Responsibility Center Code | Reports To Organization Code | Account Type Code  | Fund Group Code    | Sub-Fund Group Code    |
|---|--------------------|-------------------------|--------------------------------------|----------------------|----------------------------|------------------------------|--------------------|--------------------|------------------------|
| <a href="#">edit</a> <a href="#">copy</a> | <a href="#">BL</a> | <a href="#">1046600</a> | RECREATION, PARK AND TOURISM STUDIES | <a href="#">RPAD</a> | <a href="#">13</a>         | <a href="#">HPER</a>         | <a href="#">NA</a> | <a href="#">GE</a> | <a href="#">GENFND</a> |

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



# Account Lookup ?

Create New

Chart Code:

Account Number:

Account Name:

Organization Code:

## Search Results

| Actions                                   | Chart Code         | Account Number          | Account Name    | Organization Code    | Responsibility Center Code | Reports To Organization Code | Account Type Code  | Fund Group Code    | Sub-Fund Group Code   |
|---|--------------------|-------------------------|-----------------|----------------------|----------------------------|------------------------------|--------------------|--------------------|-----------------------|
| <a href="#">edit</a> <a href="#">copy</a> | <a href="#">BL</a> | <a href="#">2246614</a> | MOWATT RESEARCH | <a href="#">RPAD</a> | <a href="#">13</a>         | <a href="#">HPER</a>         | <a href="#">NA</a> | <a href="#">DS</a> | <a href="#">DFRES</a> |

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



# Wrap-up

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# It's OK to be confused!

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- These documents all do similar things.
  - In fact, from an accounting perspective, some do the same thing.
  - We use them differently based on situations and on our standard operating procedures (SOPs), which are driven by reporting and auditing needs.
- KFS will let you do some of the things I've told you not to do.
  - The software hasn't caught up with our SOPs.



# Local policies and procedures

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- Your department, responsibility center, or org might have another layer of policies and procedures for you to follow.
- FMS can only teach you about the standard, system-wide policies and procedures.



# “Inherited wisdom”

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- Colleagues in your department might tell you to use a document in a way that contradicts what you’ve learned here.
- They’re likely thinking about a previous SOP.
- When in doubt:
  - Check IU’s policies (<http://policies.iu.edu/>).
  - Ask the IU Compliance Office (<https://compliance.iu.edu/contact/index.html>).
- Report a concern anonymously (<https://compliance.iu.edu/report-concern/index.html>).



# Next steps

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- Sign up for these trainings again in 3-12 months.
- Review your reference guides.
- Attend additional FMS trainings:
  - KFS Balance Inquiries, IUIE Financial Reports, and more!
- Read the FMS quarterly newsletter.
- Use the documentation on the FMS website.
- Bookmark and review IU's policies.





# Training evaluation

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- Let us know what you thought!
- You will receive an email this afternoon with a link to the survey.
- Feedback is anonymous.

