Financial Processing
Distribution of Income and Expense (DI)

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Overview
Use the DI document to distribute the income, expense, assets, and/or liabilities from one account to one or more appropriate account(s) when one account has incurred expenses or received income on behalf of one or more other accounts. It can also be used to move income, expenses, assets and liabilities to other sub-accounts, object codes, or sub-object codes. Fiscal officers, department, responsibility center, and campus administration staff are typical users of the DI documents.

Document Layout
The DI document has only the standard financial transaction document tabs and does not have any unique tabs of its own.

Note: For more information about the standard tabs, see Standard Tabs in the Overview of the Kuali Financial System.
Note: The Year-End Distribution of Income (YEDI) document is available only during the fiscal year-end close.

Very Important: Do not use the DI to distribute salary, wages, or benefits. The DI does not accept compensation object codes. Use the Salary Expense Transfer or Benefit Expense Transfer documents instead.

Process Overview

Business Rules

- Debits must equal credits.
- The KFS automatically generates cash object code offset entries as defined by the information entered into the document.
- The following object sub-types are prohibited in the DI document:

<table>
<thead>
<tr>
<th>Sub-Type</th>
<th>Description</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>FR</td>
<td>Fringe Benefits</td>
<td>Use Benefits Expense Transfer document.</td>
</tr>
<tr>
<td>SA/HW</td>
<td>Salaries and Wages</td>
<td>Use Salary Expense Transfer document.</td>
</tr>
</tbody>
</table>
KFS Distribution of Income Documentation

Routing

Fiscal Officers for all “From” and “To” accounts must approve the DI document. Additional approvals may be established within the institution's review hierarchy or designated through Ad Hoc routing. The document status becomes 'FINAL' when the required approvals are obtained and the transaction is posted to the G/L during the next G/L batch process.

Initiating a DI Document

1. Select Distribution of Income and Expense from the “Financial Processing” module within the “All financial Services” tile within One.IU.
2. Log into the KFS as necessary. A blank DI document with a new document ID appears.
3. Complete the standard tabs. In the “Accounting Lines” tab, transactions are entered in the “From” and “To” sections. Entries in the “From” section are reductions to the account and entries in the “To” section are increases to the account. Expense object codes in the “From” section are credited while income object codes are debited. In the “To” section, the opposite is true.

Note: For information about the standard tabs such as “Document Overview,” “Notes and Attachments,” “Ad Hoc Recipients,” “Route Log,” and “Accounting Lines” tabs, see Standard Tabs in the Overview and Information document.

4. Click submit.
5. Review the “General Ledger Pending Entries” tab. The pending entries include the offset generated lines to cash or fund balance object codes.
6. Review the “Route Log” tab. The document is routed to the fiscal officers for each account used in the “Accounting Lines” tab. The Route Status shows “ENROUTE.”

Correcting Errors Related to Capital Assets

To use a DI transaction to change an asset from capital to non-capital, proceed as follows:

1. In the “Accounting Lines” tab, enter the capital asset object code for the existing asset in the “From” section and enter the new non-capital object code in the “To” section.
2. In the “Retrieve Asset to be Updated” section of the “Capital Assets” tab, enter the existing capital asset number.

To use the DI document to change an existing expense to a capital asset expense, proceed as follows:

1. In the “Accounting Lines” tab, enter the non-capital asset object code for the existing asset in the From section and enter the new capital object code in the “To” section.
2. Use the “Create New Assets” section of the “Capital Assets” tab to create a new capital asset.

Note: *The Journal Voucher is used by FMS administrative staff only.* If this type of transaction needs to be corrected, please contact the FMS Help Desk at (812) 855-0375.
To use a DI transaction to move an asset from one account to another, proceed as follows:

1. In the “Accounting Lines” tab, enter the existing account number for the asset in the “From” section and enter the new account number in the “To” section.
2. In the “Retrieve Asset to be Updated” section of the “Capital Assets” tab, enter the existing capital asset number.

To use a DI transaction to create a new asset based on an expense that has already hit an account but, for some reason, has had no asset data tied to it, proceed as follows:

1. In the “Accounting Lines” tab, enter the new account number and capital asset object code in the “To” section.
2. Use the “Create New Assets” section of the “Capital Assets” tab to create a new capital asset.

Example
The School of Business has a mail room that meters mail for both the Business Finance area and the Business Development area. The mail charges are initially paid from a general Business account.

Enter the account number, object code, and amount of change currently residing in the general Business account in the “From” section.

Enter the account numbers, object codes, and amounts for the areas of the Business School that are responsible for the mail charges in the “To” section.

This distributes expense from the general accounts to the specific accounts (credit expense/debit expenses).
**Distribution Of Income And Expense**

- **Document Overview**
  - **Description:** BL-BUS postage for Business Development
  - **Organization Document Number:**
  - **Explaination:** Business Development portion of metered mail

- **Financial Document Detail**
  - **Total Amount:** $59.00

- **Accounting Lines**
  - **From**
    - **Chart:** BL
    - **Sub-Fund:** GENFGD
    - **Org:** BUS
    - **Account:** 1036200
    - **Sub-Account:** 4300
    - **Object:** POSTAGE
    - **Project:** DI
    - **Org Ref Id:**
    - **Amount:** $5.00

  - **To**
    - **Chart:** BL
    - **Sub-Fund:** GENFGD
    - **Org:** BUS
    - **Account:** 1036200
    - **Sub-Account:** 4300
    - **Object:** POSTAGE
    - **Project:** DI
    - **Org Ref Id:**
    - **Amount:** $5.00

  - **Total:** $59.00

- **General Ledger Pending Entries**

- **Notes and Attachments (0)**
- **Ad Hoc Recipients**
- **Route Log**