



# Guide to Managing and Encumbering Funds

June 2013, Milestone Release 0.8  
Introductory User Documentation for Chart of Accounts and Fund Activities



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(KFS documentation found at: <https://wiki.kuali.org/display/KULDOC/Home>)

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# Introduction

This guide provides information about Managing and Encumbering Funds within the Select and Acquire module.

➔ To learn more about the Select and Acquire Module, see the *Select and Acquire Overview* in the wiki's [Driver's Manual](#).

This guide is organized as follows.

- Explanation of the Charts of Accounts structure within OLE, including
  - Explanation of Global and Standard Chart of Account documents.
  - Explanation for maintaining Chart of Account documents.
- Managing funds and budgeting.
- Overview of the General Ledger, including how to make inquiries about the ledger.
- How to search, review and run batch jobs.


These sections are divided into subsections covering individual functions. For each function, the applicable subsection presents a breadcrumb trail showing how to access the function and information on the layout and fields on the related screen(s). As appropriate, some subsections include business rules and routing information for e-docs and/or special instructions for performing activities.

➔ In order to work efficiently in the system's Select and Acquire screens, you need to understand the basics of the user interface. For information and instructions on logging on and off, navigating, understanding the components of screens, and performing basic operations in the screens, see the [OLE and Rice-KFS wiki pages](#).

This and other OLE user guides are available for download from the [OLE 0.8 User Documentation](#).


# Chart of Accounts (COA)

Kuali OLE relies on a variety of Chart of Accounts (COA) tables to function. These tables define the attributes and values used by the system to validate transactions. They also control the often complex relationships between elements in the Chart of Accounts that must be leveraged for internal and external reporting. For example, tables store basic information such as the sub-fund groups to which new accounts may be assigned and the calendar month that correlates to the first month of your institution's fiscal year. This type of flexibility is one of the features that make OLE a highly configurable application.


 A note on language:

OLE/KFS Calls it:	Libraries more often call it (or it equates to):
Account	Fund
Object Code	Material type and/or order type and/or subject
Organization code	school, program, division,
Budget at Account-Object Code	Allocations

This section presents information and instructions for viewing records in the COA tables and using e-docs to maintain these tables.

 OLE also delivers a feature to add extension tables if your institution wants or needs to record additional Chart of Accounts attributes that are not part of the base system. OLE extended attributes may be free text fields or may have an associated reference table to supply valid values. The data dictionary can be configured by your technical staff in the following manner:

- An extended attribute displays on the associated e-doc
- An extended attribute can be made required or optional
- An extended attribute can be available as search criteria and/or in the search results in a lookup.

 For more information about extended attributes, see [Extended Attributes](#) on the *OLE Maintenance E-Doc Fundamentals* wiki page

Library Subject Matter Experts (SME's) worked with the Core Team to examine and modify all existing structures in Kuali Financial Systems to accommodate library financial needs, structures, and attributes for OLE. The OLE Financial module continues to be investigated through the 1.0 release.

## Initiating Chart of Account Structures

 See: [Appendix- Initializing Chart of Accounts in OLE](#) (requires KIS credentials, see [Getting Started with OLE](#))

This additional document is a work-in-progress guide to library implementations of the Chart of Accounts. It provides guidelines and key definitions of the structures and attributes libraries will need to setup to start using our OLE *fund and budget* structures. It will continue to be posted on Google Docs and updated over time as we append functions for final university payments, Fiscal Year Rollover and university financial integrations.





OLE users are welcome to begin creating a new Chart, Organizations, and CoA structures to test a setup, but are encouraged to default to the OLE “IU-University Chart” as the parent of any new structures (primary object codes defined).

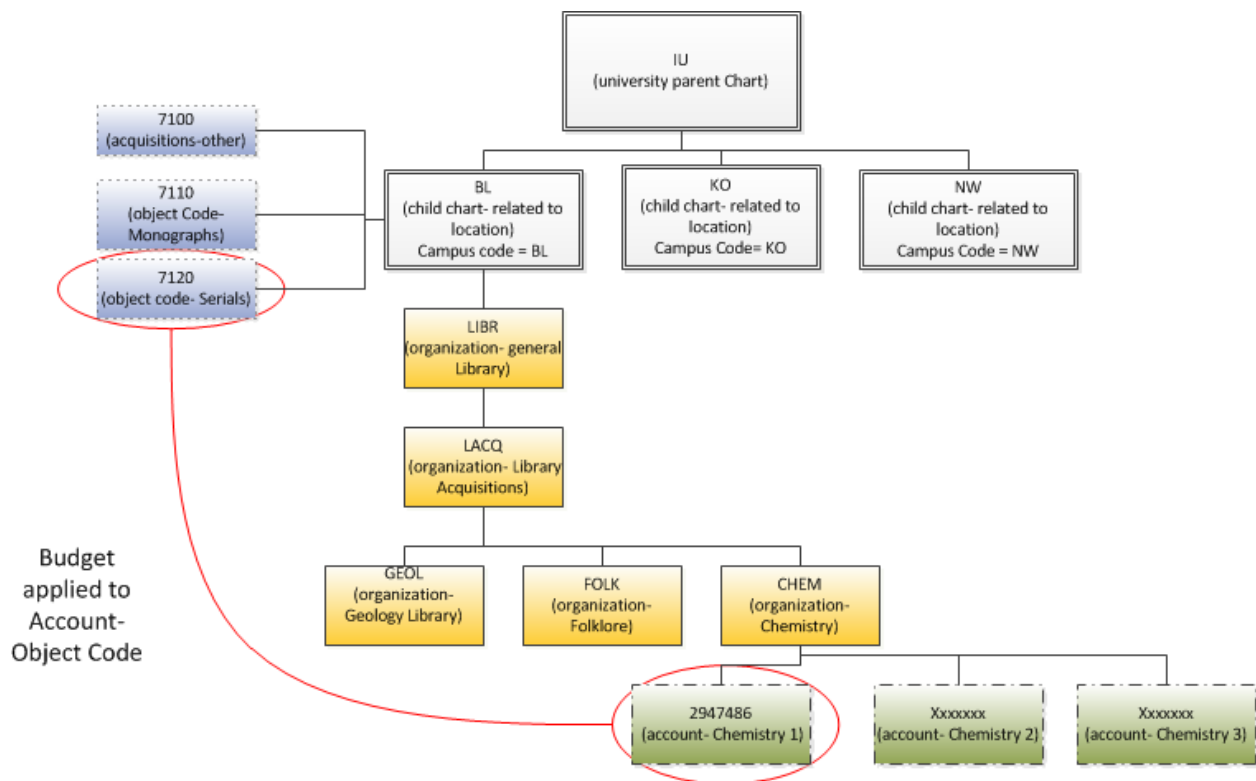
# Creating Funds: OLE Chart of Accounts

Chart of Accounts (COA) is the set of controlling tables that define financial information, such as the codes and coding structures within OLE, including attributes like Accounts, Organizations, and Object Codes. The COA module exists primarily to support and validate entries into the General Ledger (G/L). OLE is leveraging the coding, processing and structures of the KFS Chart of Accounts, which includes:

- Fiscal Year, Accounting Period
- Charts
- Account, Fund Group, Sub-Fund Group, Account Global; Account Delegate
  - New: Sufficient Funds checking
- Sub-Account, Financial Reporting Code
- Object Codes, Object Global, Sub-Objects, Sub-Object Global, Object Level/Consolidation
- Organizations, Responsibility Center, Organization Review
- Project Codes
- Chart of Accounts Maintenance Documents (Attributes/Controlled Value Lists)

A Chart is the primary or parent structure, to which 1:N (Many) Organizations belong. Accounts and Object belong to a single Chart. Budgets are then applied to combined Account-Object structures. Accounts may have sub-accounts, and Object may have sub-objects for further division and reporting.

In OLE Library sample Chart, Organization, Account, Object and Budget (using Chart “BL”):



## Accessing COA Functions

Users maintain OLE's Chart of Accounts tables via a number of different e-docs. Some of these e-docs are accessible from the Main Menu while others are accessible from the Maintenance Menu.

- Standard COA e-docs (defining accounts, object codes, etc.) are accessed via the **Lookup and Maintenance** submenu on the **Main Menu** tab.
  - ➔ For more information about these e-docs, see [Standard COA E-Docs](#).
- Supporting COA e-docs (for account types, balance types, etc.) are accessed via the **Chart of Accounts** submenu on the **Maintenance** menu tab. (All OLE users may look up valid values in these e-docs, but only members of the OLE-SYS Manager, OLE-SELECT Financial-AQ4 or AQ5, Accounting-AQ4 roles may copy, edit or create new e-docs.)
  - ➔ For more information about these e-docs, see [COA Attribute Maintenance E-Docs](#).

# Global COA E-Docs

Some COA documents (Account, Account Delegate, Account Delegate from Model, Object Code, Sub-Object Code, and Organization Reversion) allow you to assign identical values to multiple 'objects' on a single document known as a global document.

To initiate a global document, select the desired document from the **Chart of Accounts** menu group on the **Lookup and Maintenance** submenu on the **Main Menu** tab and enter the appropriate data.

<b>Account Global</b> <span style="float: right;">?</span>	<b>Doc Nbr:</b> 3879	<b>Status:</b> INITIATED
	<b>Initiator:</b> khuntley	<b>Created:</b> 04:49 PM 07/19/2009

[expand all](#)   [collapse all](#)  
\* required field

**Document Overview** ▼ hide

<b>* Description:</b> <input type="text"/>	<b>Explanation:</b> <input type="text"/>
<b>Org. Doc. #:</b> <input type="text"/>	

**Global Account Maintenance** ▼ hide

**New**

Fiscal Officer Principal Name:	<input type="text"/>
Account Supervisor Principal Name:	<input type="text"/>
Account Manager Principal Name:	<input type="text"/>
Organization Code:	<input type="text"/>
Sub-Fund Group Code:	<input type="text"/>
Account Expiration Date:	<input type="text"/>
Account Postal Code:	<input type="text"/>
Account City Name:	<input type="text"/>
Account State Code:	<input type="text"/>
Account Street Address:	<input type="text"/>
Continuation Chart Of Accounts Code:	<input type="text"/>
Continuation Account Number:	<input type="text"/>
Income Stream Chart Of Accounts Code:	<input type="text"/>
Income Stream Account Number:	<input type="text"/>
CFDA Number:	<input type="text"/>
Higher Education Function Code:	<input type="text"/>
Account Sufficient Funds Code:	<input type="text"/>
TP Sufficient Funds Check:	<input type="text"/>

**Edit List of Accounts** ▼ hide

<b>New Account</b>	<a href="#">Look Up/Add Multiple Account Lines</a>
<b>* Chart Code:</b> <input type="text"/>	
<b>* Account Number:</b> <input type="text"/>	
<b>Account Name:</b> <input type="text"/>	<input type="button" value="add"/>


**Notes and Attachments (0)** ▶ show

**Ad Hoc Recipients** ▶ show

**Route Log** ▶ show

For more information about a specific global document, see the subsection for that e-doc.

## Edit List of xxx Tab

The global documents include the **Edit List of xxx** (where xxx is an attribute name) tab which allows you to add the attributes you want to modify. This can be done by looking up attributes to include on your document and using the **Look Up / Add Multiple xxx** lookup  or by adding the values manually one at a time. At least one item must be selected on the **Edit List of xxx** tab.



For more information about a specific global document, see the subsection for that e-doc.



It is important to note that *all global documents do not behave in exactly the same way*. For accounts and organization reversion, the global document can only *update* accounts and organization reversion rules. For object and sub-object codes, the global document allows you to *create new and update* codes. The Account Delegate Global document is unique in that it deactivates all existing delegation for accounts on the document and replaces it with the delegation on the document.

# Standard COA E-Docs

## Chart of Accounts

- [Account](#)
- [Account Global](#)
- [Account Delegate](#)
- [Account Delegate Global](#)
- [Account Delegate Model](#)
- [Account Delegate Global From Model](#)
- [Object Code](#)
- [Object Code Global](#)
- [Organization](#)
- [Organization Review](#)
- [Project Code](#)
- [Sub-Account](#)
- [Sub-Object Code](#)
- [Sub-Object Code Global](#)



The **Lookup and Maintenance** submenu on the **Main Menu** tab offers access to several Chart of Accounts e-docs that allow users to update reference tables that provide key structure for the tracking and storage of financial data.

### COA e-docs available from the Main Menu, Lookup and Maintenance submenu

Document Type	Description
<a href="#">Account</a> (ACCT)	Identifies a pool of funds assigned to a specific university organizational entity for a specific purpose. Global document functionality is available for this document.
<a href="#">Account Delegate Model</a> (ADEL/GDLM)	Identifies an OLE user that is authorized under certain circumstances to take workflow actions on a document in the place of an account's Fiscal Officer. Global and Global Model document functionality are available for this document.
<a href="#">Object Code</a> (OBJT)	Defines classifications that are assigned to transactions to help identify the type of transaction (income, expense, asset, liability, or fund balance). Global document functionality is available for this document.
<a href="#">Organization</a> (IRGB)	Defines units at many different levels within the institution such as department, responsibility center, and campus.
<a href="#">Project Code</a> (PROJ)	Identifies particular transactions that might span multiple accounts.
<a href="#">Sub-Account</a> (SACC)	An optional element of the accounting string that allows you to track financial activity within a particular account at a finer level of detail
<a href="#">Sub-Object Code</a> (SOBJ)	An optional element of the accounting string that allows you to create finer distinctions within a particular object code for a specific account. Global document functionality is available for this document.

## Account

**Main Menu** > **Lookup and Maintenance** > **Chart of Accounts** > • **Account** > **Account Lookup** >

### Account

The Account document is used to create new accounts or to edit or copy existing accounts. An account is used to identify a pool of funds assigned to a specific university organizational entity for a specific purpose. Accounts are the fundamental building blocks of Kuali Financial Transactions. Financial Transactions are always associated with one or more accounts. Accounts and Objects are assigned budgets, and provide the financial framework for budgeting, balance inquiries, and encumbering funds for Purchase Orders, or paying vendors via Payment Requests.

An account has many different attributes associated with it that often determine how OLE allows you to use that account in transactions. It also has attributes associated with it that aid in reporting or drive special processes, such as indirect cost calculation.

The Account document comes with a global document option where you may make certain changes to a group of accounts at once. . Key attributes for OLE Accounts are: Stewardship Requirement, Legacy Fund Code, Fund Group & Sub-Fund group. Each can be used in the future for queries, extracts and reporting as additional “sorts”. The feature of the Account Global document is explained in the section following the Account document.

The Account document has six account specific tabs: **Account Maintenance**, **Account Responsibility**, **Guidelines and Purpose**, **Account Description**, **Stewardship Requirements**, and **Legacy Fund Codes** tabs which group related attributes together.

## Document Layout

(The Account Document is divided into two images below)

Account Doc Nbr: 3350    Status: INITIATED  
Initiator: gje-khuntley    Created: 10:32 AM 05/27/2013

[expand all](#)   [collapse all](#)  
\* required field

<b>Document Overview</b> <span style="float: right;">▼ hide</span>	
<b>Document Overview</b>	
* Description: <input type="text"/>	Explanation: <input type="text"/>
Organization Document Number: <input type="text"/>	
<b>Account Maintenance</b> <span style="float: right;">▼ hide</span>	
<b>New</b>	
* Chart Code: <input type="text"/>	
* Account Number: <input type="text"/>	
* Account Name: <input type="text"/>	
* Organization Code: <input type="text"/>	
Campus Code: <input type="text"/>	
* Account Effective Date: 05/27/2013 <input type="text"/>	
Account Expiration Date: <input type="text"/>	
Account Postal Code: <input type="text"/>	
Account City Name: <input type="text"/>	
Account State Code: <input type="text"/>	
Account Street Address: <input type="text"/>	
Account Off Campus Indicator: <input type="checkbox"/>	
Closed?: <input type="checkbox"/>	
Account Type Code: <input type="text"/>	
* Sub-Fund Group Code: <input type="text"/>	
Vendor For Deposit Account: <input type="text"/>	
* University Account Number: <input type="text"/>	
* Account Restricted Status Code: <input type="text"/>	
Account Restricted Status Date: <input type="text"/>	
Endowment Chart Of Accounts Code: <input type="text"/>	
Endowment Account Number: <input type="text"/>	
<b>Account Responsibility</b> <span style="float: right;">▼ hide</span>	
<b>New</b>	
* Fiscal Officer Principal Name: <input type="text"/>	
Account Supervisor Principal Name: <input type="text"/>	
Account Manager Principal Name: <input type="text"/>	
Continuation Chart Of Accounts Code: <input type="text"/>	
Continuation Account Number: <input type="text"/>	
Income Stream Chart Of Accounts Code: <input type="text"/>	
Income Stream Account Number: <input type="text"/>	
Object Presence Control Indicator: <input type="checkbox"/>	
<b>Guidelines And Purpose</b> <span style="float: right;">▼ hide</span>	
<b>New</b>	
* Account Expense Guideline Text: <input type="text"/>	
Account Income Guideline Text: <input type="text"/>	
Account Purpose Text: <input type="text"/>	









Account Description <span style="float:right">hide</span>	
<b>New</b>	
Campus Description:	<input type="text"/>
Organization Description:	<input type="text"/>
Responsibility Center Description:	<input type="text"/>
Stewardship Requirements <span style="float:right">hide</span>	
<b>New Stewardship Requirement</b>	
* Stewardship Type:	<input type="text"/>
Stewardship Note:	<input type="text"/>
add	
Legacy Fund Codes <span style="float:right">hide</span>	
<b>New Legacy Fund Code</b>	
Legacy FundCode:	<input type="text"/>
Legacy FundCode Note:	<input type="text"/>
add	
Sufficient Funds Check <span style="float:right">hide</span>	
<b>New</b>	
* Account Sufficient Funds Code:	<input type="text"/>
Transaction Processing Sufficient Funds Check:	<input type="checkbox"/>
* Encumbrance/Expense Method:	<input type="text"/>
* Encumbrance/Expense Constraint Type:	<input type="text"/>
* Encumbrance Amount:	<input type="text"/>
* Expense Amount:	<input type="text"/>
* Notification Type:	<input type="text"/>
Notes and Attachments (0) <span style="float:right">show</span>	
Ad Hoc Recipients <span style="float:right">show</span>	
Route Log <span style="float:right">show</span>	
<input type="button" value="submit"/> <input type="button" value="save"/> <input type="button" value="blanket approve"/> <input type="button" value="close"/> <input type="button" value="cancel"/>	





## Account Maintenance Tab


The fields on this tab define the various account attributes which are used in the application of business rules for transactions using the account, reporting options, approval routing, etc.

Account Maintenance <span style="float:right">hide</span>	
<b>New</b>	
* Chart Code:	<input type="text"/>
* Account Number:	<input type="text"/>
* Account Name:	<input type="text"/>
* Organization Code:	<input type="text"/>
Campus Code:	<input type="text"/>
* Account Effective Date:	02/11/2013
Account Expiration Date:	<input type="text"/>
Account Postal Code:	<input type="text"/>
Account City Name:	<input type="text"/>
Account State Code:	<input type="text"/>
Account Street Address:	<input type="text"/>
Account Off Campus Indicator:	<input type="checkbox"/>
Closed?:	<input type="checkbox"/>
Account Type Code:	<input type="text"/>
* Sub-Fund Group Code:	<input type="text"/>
Vendor for Deposit Account:	<input type="text"/>
* University Account Number:	<input type="text"/>
* Account Restricted Status Code:	<input type="text"/>
Account Restricted Status Date:	<input type="text"/>
Endowment Chart Of Accounts Code:	<input type="text"/>
Endowment Account Number:	<input type="text"/>

### Account Maintenance tab definition

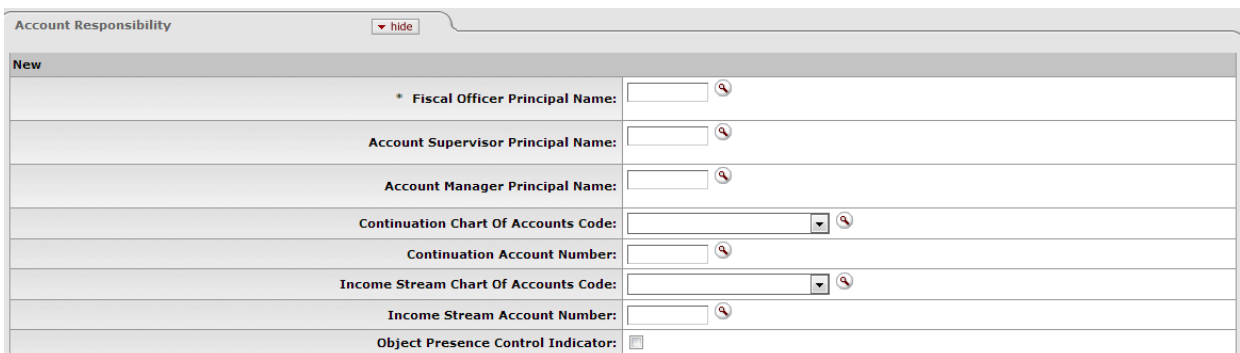
Title	Description
Chart Code	<p>Required. Enter the code or search for it from the <b>Chart</b> lookup . Uniquely identifies a single chart of accounts. The COA is the set of controlling tables that define financial information, such as the codes and coding structures within Kuali Financial System (OLE), including attributes like Accounts, Organizations, and Object Codes. The COA module exists primarily to support and validate entries into the General Ledger (G/L).</p>
Account Number	<p>Required. Enter the unique number to identify a pool of funds assigned to a specific institution entity for a specific function.</p> <p> You may restrict the account prefix by the use of the parameter. For example, you may configure to reject account numbers beginning with '3' or with '00.'</p> <p>Identifier for a pool of funds assigned to a specific university entity for a specific function.</p>
Account Name	<p>Required. Enter the familiar title of a specific account</p>
Organization Code	<p>Required. Enter the number for the owner of the account, or search for it from the <b>Organization</b> lookup . Represents a unique identifier assigned to units within an institution.</p>
Campus Code	<p>Required. Select the physical campus on which the account is located from the <b>Campus</b> list, or search for it from the lookup .</p> <p>Represents the physical location of the account.</p>
Account Effective Date	<p>Required. Enter the date when the account became effective.</p> <p> An account may be used on financial transactions before its effective date.</p>
Account Expiration Date	<p>Optional. Enter the date when the account expires. Business rules on transactions may prevent the use of expired accounts, or provide warnings when an expired account is being used.</p> <p>Must be equal to or greater than the current date and cannot be before the Account Effective Date. If it is not blank, the continuation Chart of Accounts code and continuation account number are required.</p>
Account Postal Code	<p>Required. Enter the postal code assigned by the US Postal Service for the city where the account is managed, or search for it from the <b>Postal Code</b> lookup .</p>
Account City Name	<p>Required. Enter the city where the account is managed.</p>

Account State Code	Required. Enter the code for the state where the account is managed, or search for it from the <b>State</b> lookup  .
Account Street Address	Required. Enter the street address where the account is managed.
Account Off Campus Indicator	Optional. Select the check box if the account activities occur off-campus; clear the check box if they do not.
Closed?	Optional. Select the check box if the account is closed; clear the check box if it is open.  Closing an account is more permanent than expiring - no transactions can use a closed account and a closed account can only be re-opened by a system supervisor.
Account Type Code	Required. Select from the <b>Account Type</b> list or search for it from the lookup  . Examples used to categorize accounts for reporting purposes might include 'Fee Remissions Accounts' or 'Equipment Accounts.'  A code that categorizes or groups accounts for reporting purposes.
Sub-Fund Group Code	Required. Enter the code which relates an account to a fund, or search for it from the <b>Sub-Fund Group</b> lookup  . Examples are continuing education accounts, scholarships and fellowships, and general funds.  A designation of an account specific to fund accounting.
Vendor for Deposit Account	Enter the vendor associated with the Deposit Account, or search for it from the <b>Vendor</b> lookup  . This field is NOT allowed unless Sub Fund Group selected equals "Clearing/Revolving" or "Deposit", and then it is required.
University Account #	University Account Number associated with the Library Account. Ensures financial data is matched correctly to the University Account in the enterprise-wide financial system.
Account Restricted Status Code	Required. Select the account restricted status code from the <b>Account Restricted Status</b> list. This code indicates whether funds in the account are:  T = Temporarily restricted R = Restricted U = Unrestricted  If it is 'T,' then an account restricted status date is required. If the sub-fund associated with the account has a restricted status code, then that number pre-fills the field, in which case it is not editable. If the code on the sub-fund is blank, the <b>Restricted Status Code</b> field on the Account document must be completed.
Account Restricted Status Date	Optional. Enter the date if the accounts restricted status code above is 'T.' This date signifies when the funds are targeted to become unrestricted.



	If the Account Restricted Status Code is T (Temporarily Restricted), then this field becomes required and the date signifies when the funds are targeted to become unrestricted.
Endowment Chart of Accounts Code	Optional. Select the Chart of Account code from the <b>Chart</b> list for the account designated to receive income generated from an endowment account or for the guarantee account for an underwrite for Contracts and Grants accounts.
Endowment Account Number	Optional. Enter the account designated to receive income generated from an endowment account or the guarantee account for an underwrite for Contracts and Grants accounts, or search for it from the <b>Account</b> lookup  .






## Account Responsibility Tab

The fields on this tab define the individuals responsible for the account as well as continuation account information and Sufficient Funds parameters.



### Account Responsibility tab definition

Title	Description
Fiscal Officer Principle Name	Required. Enter the name of the fiscal officer, or search for it from the lookup   The Fiscal Officer is a person who is trained and hired for the purpose of providing fiscal, policy, and internal control management of all funds in a unit. They are responsible for ensuring that processes and related controls have been established to achieve the mission and objectives of their organization(s).
Account Supervisor Principle Name	Optional. Enter the name of the account supervisor, or search for it from the lookup  . The supervisor oversees the management of the account at a higher-level than the fiscal officer, but rarely receives any direct requests for action from OLE. The account supervisor cannot be the same as the fiscal officer or the account manager.  The Account Supervisor will be the leader of the

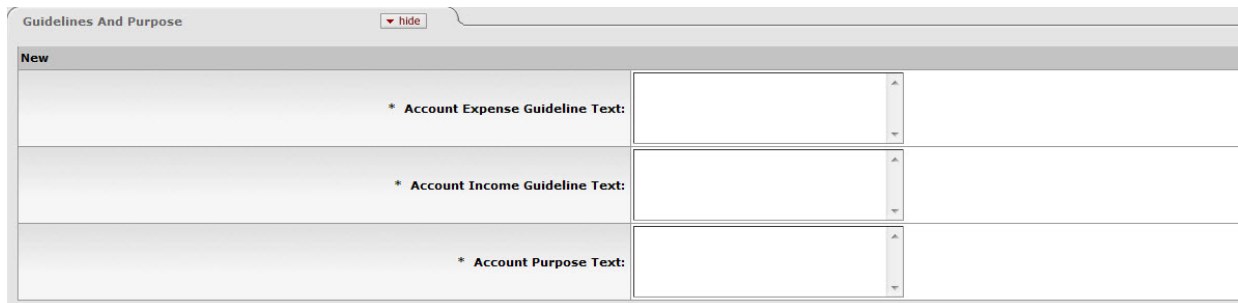
	organization in which the account resides. In an academic unit this would probably be the Dean, in an administrative unit it would be the Vice President.
Account Manager Principle Name	<p>Optional. Enter the name of the account manager, or search for it from the lookup . The account manager has the responsibility for ensuring that funds are spent and managed according to the goals, objectives and mission of the organization, to ensure that the funds are being spent according to a budgeted plan and that the allocation of expenditures is appropriate to the function identified for the account.</p> <p>The Account Manager is the person who through their actions, their position, or the budgeting process of the Dean or Vice President has direct responsibility for how funds are spent and managed. Examples would be a principal investigator who received a grant or contract, an academic person who received internal research funds from the Dean, or a Director of a non-academic department.</p>
Continuation Chart of Accounts Code	Optional unless the account has an expiration date, in which case it is required. Enter the chart code for the continuation account, or search for it from the <b>Chart</b> lookup  . The field is required if the account has an expiration date.
Continuation Account Number	Optional unless the account has an expiration date, in which case it is required. Enter the account that accepts transactions which are being processed on the account after the account expiration date, or search for it from the <b>Account</b> lookup  .
Income Stream Chart of Accounts Code	Optional. Select the Chart of Accounts for the income stream account from the <b>Chart</b> list, or search for it from the <b>Chart</b> lookup  . Parameters control when the income stream chart of accounts code and income stream account number are required.
Income Stream Account Number	<p>Optional. Enter the account which has been designated to receive any offset entries from the account in order to balance responsibility center activity from the <b>Account</b> list or search for it from the lookup .</p> <p>The account designated to receive general fund income as part of the budget process for institutional funds, or the account designated to receive income from the sponsoring agency on contract and grant funds. When Budget Adjustments that involve accounts with different income stream accounts are made, OLE can be configured to create an automated Transfer of Funds transaction to properly adjust cash between those income stream accounts.</p>
Object Presence	Optional. Select the check box to indicate that the account

Control Indicator uses object presence control. Clear the check box if it does not. Object presence control requires that an object code be budgeted for the account before it can be used on an actual or encumbrance transaction.

If checked, requires that an Object Code be budgeted for the account before it can be used on an actual or encumbrance transaction.

## Guidelines and Purpose Tab

The fields in the **Guidelines and Purpose** tab collect text description that provide details relating to the type of expenses that should be charged to the account, the source of its income, and the account's overall purpose.

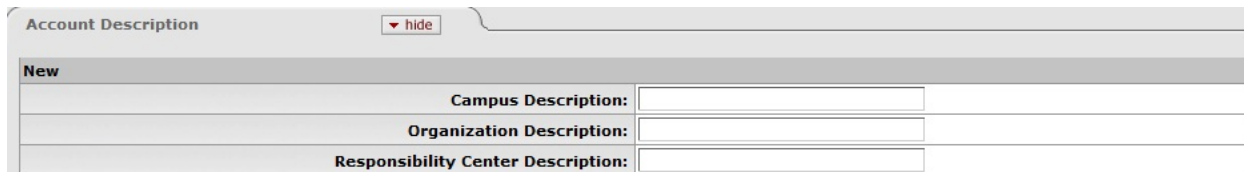


### Guidelines and Purpose tab definition

Title	Description
Account Expense Guideline Text	Required unless the account expiration date is before the current date. Enter the text describing the type of expenditures that take place in the account. It should also explicitly state those expenditures that are unallowable in the account.
Account Income Guideline Text	Required unless the account expiration date is before the current date. Enter the text describing the types of income (source of funds) that take place in the account. It should also explicitly state those revenues that are unallowable in the account.
Account Purpose Text	Required. Enter the text describing the overall purpose of the account and the function it supports.

## Account Description Tab

The **Account Description** tab contains optional information relating to the physical location of the account.

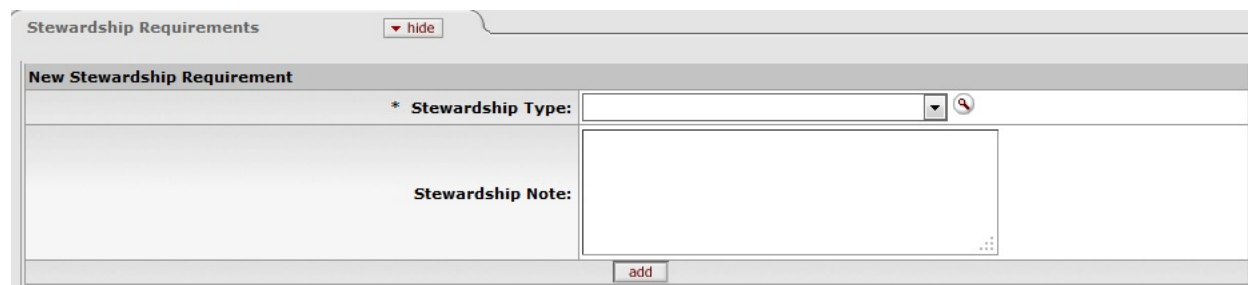


### Account Description tab definition

Title	Description
Campus Description	Optional. Enter additional campus description if desired on the account.
Organization Description	Optional. Enter additional organization description if desired on the account.
Responsibility Center Description	Optional. Enter responsibility center description if desired on the account.

### Stewardship Requirements Tab

Stewardship Requirements have been added as metadata to be used in future workflows and routing (think: book platting, donors, etc.) This tab is repeatable- do not forget to use the **add** button to commit new Stewardship Requirements to the Account.

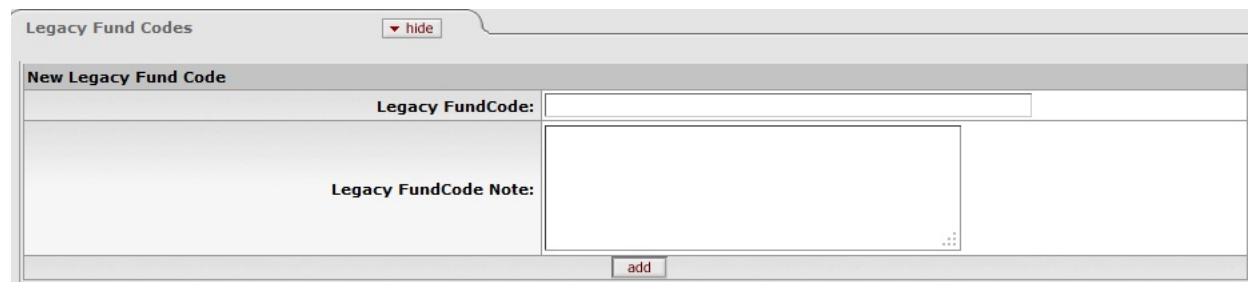


### Account Stewardship Requirements tab description

Title	Description
Stewardship Type	Identify the type of stewardship.
Stewardship Note	Note related to the stewardship requirement.

### Legacy Fund Codes Tab

Legacy Fund Codes are added to assist libraries with migrating from legacy systems and combined fund code strings (which had fiscal year, account, and object information). This tab is repeatable- do not forget to use the **add** button to commit new Legacy Fund Codes to the Account.



Title	Description
-------	-------------

Legacy Fund Code	Uniquely identifies legacy systems' fund codes
Legacy Fund Code Note	Note related to the legacy fund code

## Sufficient Funds Check tab

Sufficient funds checking is an option that can be used to stop the processing of e-doc transactions when an account does not have a balance large enough to cover expense transactions.

Sufficient funds checking can be established on an account-by-account basis. If the **Transaction Process Sufficient Funds Check** option on an account is checked and the **Account Sufficient Funds Code** is set to a value other than 'N' (no checking), then the account is checked for sufficient funds by OLE.

Sufficient Fund Check (SFC) operates differently on encumbrances vs. expenditures:

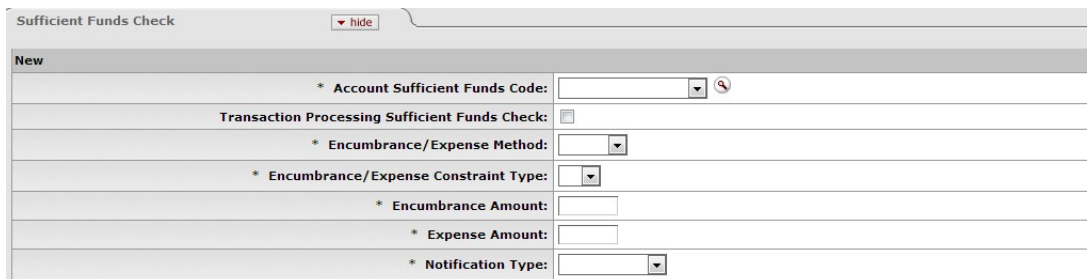
Encumbrances check against Free Balances (Budget - invoices (liabilities) [pending included] - expenditures [pending included] - encumbrances [pending included]), occurs when encumbrances is pending (when requisition created/accts and costs assigned)

Expenditures check against Cash Balance (Budget - expenditures [pending included]) - when Payment Request created (pending).

The sufficientFundsAccountUpdateJob, which can be scheduled or run on demand, evaluates the pending ledger entries to determine whether or not they affect sufficient funds.



For information about how to run this batch job, see [Schedule](#) below.



Title	Description
Account Sufficient Funds Code	Required. Select the code that indicates what level the account is going to be checked for sufficient funds in the transaction processing environment from the <b>Account Sufficient Funds</b> list. The choices are: A = Account C = Consolidation L = Level O = Object Code H = Cash N = No Checking
Transaction Processing Sufficient Funds Check	Optional. Select the check box if sufficient funds check should be performed on the account.



Encumbrance / Expense Method	Identifies the type of encumbrance or expense, i.e., "over" or "under".
Encumber / Expense Constraint Type	Coded selection choice of # (for Amount) or % (for Percentage).
Encumbrance Amount	Enter a value to be checked when encumbering the account on purchase orders.
Expense Amount	Enter a value to be checked when paying the account on payment requests.
Notification Type	When the sufficient fund amount has been reached, you may select what will occur: <ul style="list-style-type: none"> <li>• <b>Block user:</b> Transaction cannot go through</li> <li>• <b>Warning:</b> User gets warning message: "Account #xxxxx, has SFC (type) checking, and (accounting line) exceeds available balance thresholds."</li> <li>• <b>Routing:</b> Route to the identified Fiscal Officer on Account for Approval.</li> <li>• <b>Notifications:</b> Transactions occur, but Fiscal Officer is notified of threshold being exceeded (to take corrective action, moving budgets etc.).</li> </ul>

## Process Overview

### *Business Rules*

The Employee Type for the Financial-AQ4, Financial-AQ5, Accounting-AQ4 Fiscal Officer, Account Supervisor, and Account Manager must be 'P (Professional)' and the Employee Status must be 'A (Active)'.

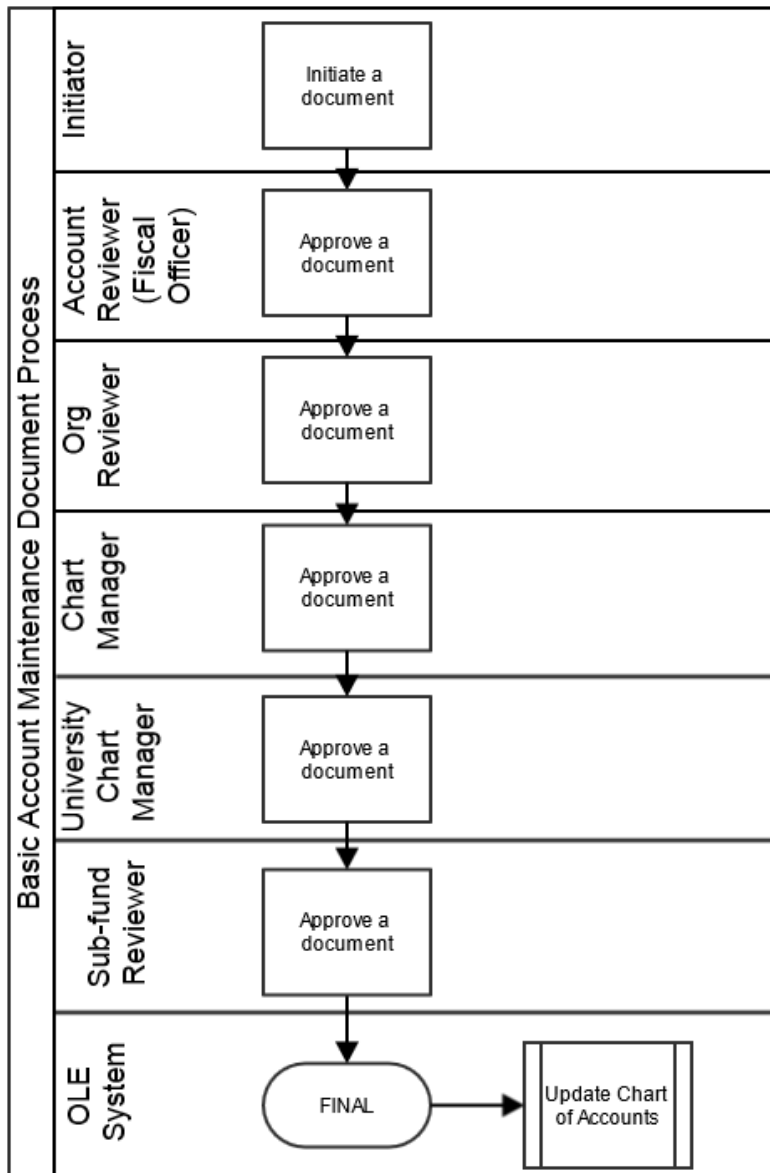
The following rules apply to closing an account:

- You must select an account active indicator: closed.
- Account expiration date must be the current date or earlier
- A continuation account number must be provided.
- Only fully-approved Accounts (like other OLE documents) will display in Account Lookup inquiries or future Available balance inquiries.
- The account must meet all the following criteria:
  - expires on or before the current date
  - has no budget balance
  - has no pending ledger entries
  - has no open encumbrances
  - has no asset, liability, or fund balances other than the fund balance object code defined for this account's chart and the process of closing income and expense into fund balance must take the fund balance to zero.
- Only a system supervisor user can reopen a closed account.

## Routing

The document routes to the fiscal officer for the account indicated on the document. If the document edits an existing account and includes a change to the value of the **Fiscal Officer** field, the document routes first to the current fiscal officer and then to the newly designated fiscal officer.

- The document routes to the Org Reviewer based on the organization assigned to the account.
- The document routes to the Chart Manager based on the chart assigned to the account.
- Accounts route to the University Chart Manager for final approval.
- As an OLE User, the Account Supervisor receives an FYI copy of the document.



## Account Global

**Main Menu** > **Lookup and Maintenance** > **Chart of Accounts** > • **Account Global** > **Account Global**

➔ For general information about accessing and working with global documents, see [Global COA E-Docs](#).

The Account Global document is used to assign identical attributes to multiple accounts on a single document. This could be used at initial implementations, or when needing to apply attributes for future reporting and extract. The same rules and options apply to Account Global documents as to Account e-docs, but with some restrictions on fields, and more routing/workflow.

## Document Layout

The Account Global document contains the **Global Account Maintenance** screen and **Edit List of Accounts** tab.

Account Global <span>?</span>	<b>Doc Nbr:</b> 3616	<b>Status:</b> INITIATED
	<b>Initiator:</b> gle-khuntley	<b>Created:</b> 08:43 AM 08/21/20

\* required field

**Document Overview** hide

**Document Overview**

\* **Description:**

**Organization Document Number:**

**Explanation:**

**Global Account Maintenance** hide

**New**

**Fiscal Officer Principal Name:**

**Account Supervisor Principal Name:**

**Account Manager Principal Name:**

**Organization Code:**

**Sub-Fund Group Code:**

**Account Expiration Date:**

**Account Postal Code:**

**Account City Name:**

**Account State Code:**

**Account Street Address:**

**Continuation Chart Of Accounts Code:**

**Continuation Account Number:**

**Income Stream Chart Of Accounts Code:**

**Income Stream Account Number:**

**Account Sufficient Funds Code:**

**Transaction Processing Sufficient Funds Check:**

**Edit List of Accounts** hide

**New Account**

\* **Chart Code:**

\* **Account Number:**

**Account Name:**

[Look Up/Add Multiple Account Lines](#)

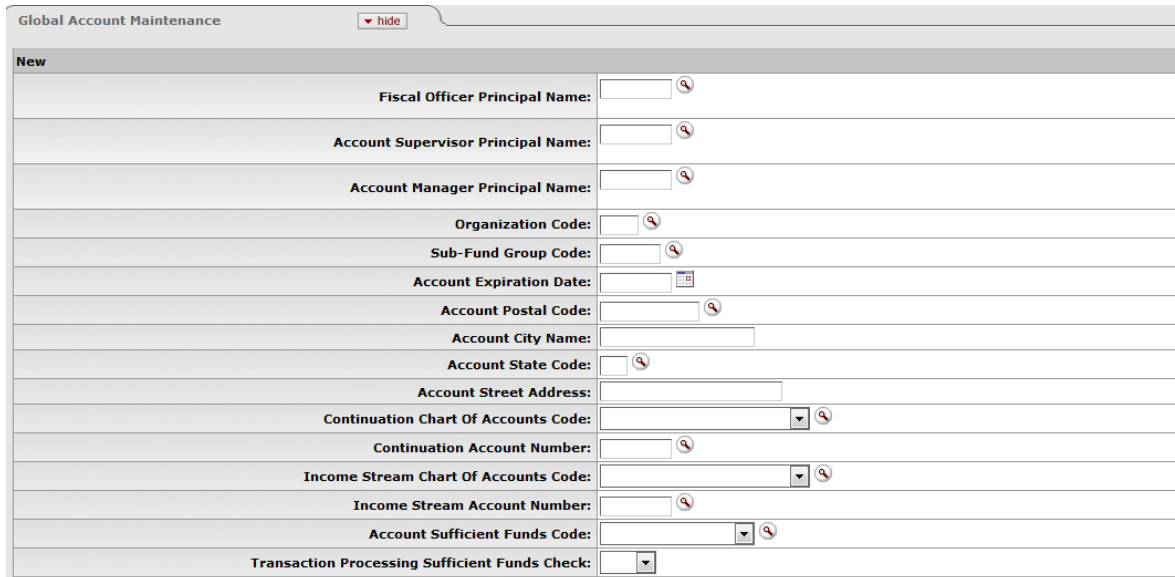
**Notes and Attachments (0)** show

**Ad Hoc Recipients** show

**Route Log** show

## Global Account Maintenance Tab

The **Global Account Maintenance** tab works the same as the **Edit Account** tab of the Account document except that it contains only the fields that can be modified from this tab. There are no required fields in this tab. Instead, you only need to complete the fields that you want to update on the selected accounts. If an account attribute is to remain as is, leave that field blank.





The screenshot shows a web form titled "Global Account Maintenance" with a "hide" button. The form is labeled "New" and contains the following fields:

- Fiscal Officer Principal Name:
- Account Supervisor Principal Name:
- Account Manager Principal Name:
- Organization Code:
- Sub-Fund Group Code:
- Account Expiration Date:
- Account Postal Code:
- Account City Name:
- Account State Code:
- Account Street Address:
- Continuation Chart Of Accounts Code:
- Continuation Account Number:
- Income Stream Chart Of Accounts Code:
- Income Stream Account Number:
- Account Sufficient Funds Code:
- Transaction Processing Sufficient Funds Check:

➔ For more information about how to complete the **Global Account Maintenance** tab, see [Account](#).

## Edit List of Accounts Tab

There are two ways to populate the accounts that you want to update globally in the **Edit List of Accounts** tab. One is by manually entering or selecting one object code at a time from the normal **Account** lookup , the other is by using a special multiple value lookup called the **Look Up / Add Multiple Account Lines**  to return multiple values.

➔ For more information about the two types of lookup, see [Field Lookup](#) and [Multiple Value Lookup](#) on the *OLE E-Doc Fundamentals* wiki page.

## Process Overview

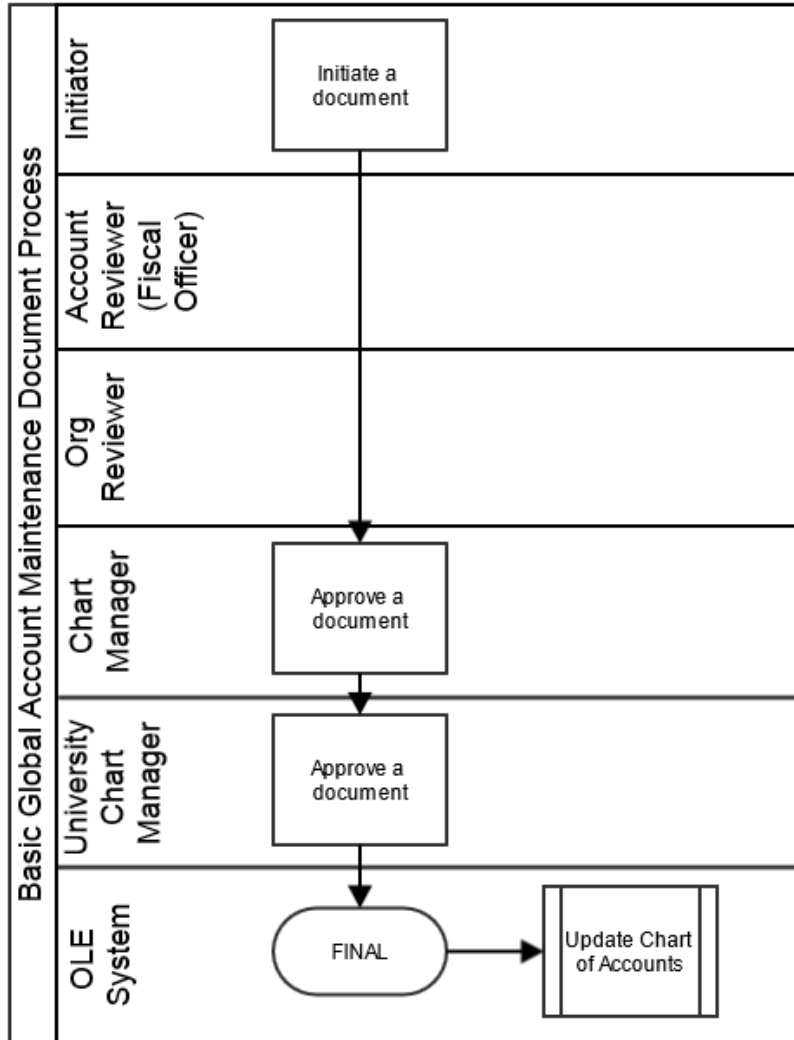
### Business Rules

The Account Global document is subject to the same business rules as the Account document. In addition, at least one account must be selected on the **Edit List of Accounts** tab.

➔ For the information about the Account document business rules, see [Account](#).




### Routing

The Account Global document routes to the Chart Manager for every chart represented in the accounts being modified, and then to the University Chart Manager.



## Initiating an Account Global Document





### Using Look Up / Add Multiple Account Lines

1. Complete the **Global Account Maintenance** tab.
2. To add multiple accounts to the **Edit List of Accounts** tab, click the **Look Up / Add Multiple Account Lines** lookup .
3. Enter the desired search criteria to search for the accounts you want to include and click .
4. After the result is returned, select check boxes to make your account selection and click .

The selected accounts are returned to the **Edit List of Accounts** tab.

5. Click .

### Adding One Account at a Time

1. Complete the **Global Account Maintenance** tab.
2. To add one account at a time, enter the values or use the **Account** lookup .
3. Enter the desired search criteria to search for the accounts you want to include and then click .
-  For information about how to retrieve a document, see [Using Doc Search to Find a Document](#) on the *OLE E-Doc Fundamentals* wiki page.
4. Click  to add the account to the list.

## Account Delegate

**Main Menu** > **Lookup and Maintenance** > **Chart of Accounts** > • Account Delegate >  
**Account Delegate Lookup** > **Account Delegate**

The Account Delegate document is used to establish new Account Delegates or to copy or edit existing Account Delegates. Account Delegates are OLE users that are authorized under certain circumstances to take workflow actions on a document in the place of an account's Fiscal Officer. An authorized delegate can take any action that is available to a Fiscal Officer, including the power to approve and disapprove transactions.


Account delegation is specific to an account and a document type and may also be limited based on the dollar amount of the document. Delegation only allows a user to approve in the Fiscal Officer's place, when a document is at the account routing level. If for example, a document is routed to an account's Fiscal Officer as part of Org Review Routing, the Delegate would not be authorized to approve that action request.

There are two types of delegates that can be established: primary and secondary.

Documents route directly to a Primary Delegate's action list. These documents do not appear in the Fiscal Officer's action list unless the Fiscal Officer applies a special filter to their action list allowing them to view the documents routed to the Primary Delegate.

Documents do not route directly to a Secondary Delegate's action list. Instead, the documents route to the Fiscal Officer's action list (or the Primary Delegate, if applicable) and the Secondary Delegate must apply a special filter to their action list to see and take action on these documents.

The Account Delegate document comes with a global document and model document options. The global document allows you to make certain changes to a group of accounts at once whereas the model option allows you to make a template for a group of global documents. The feature of the Account Delegate Global document and Account Delegate Model document are explained in the section following the Account Delegate document.

 The Account Delegate Global document replaces all existing delegation for an account instead of updating the existing delegation.

## Document Layout

The Account Delegate document includes the **Edit Account Delegate** tab.

<b>Account Delegate</b> <span>?</span>		<b>Doc Nbr:</b> 3278	<b>Status:</b> INITIATED
		<b>Initiator:</b> khuntlex	<b>Created:</b> 06:52 PM 10/25/2009

[expand all](#)   [collapse all](#)  
 \* required field

Document Overview ▼ hide

<b>* Description:</b> <input type="text"/>	<b>Explanation:</b> <input type="text"/>
<b>Org. Doc. #:</b> <input type="text"/>	

Edit Account Delegate ▼ hide

Old	New
<b>Chart Code:</b> BL	<b>Chart Code:</b> BL
<b>Account Number:</b> 1020087	<b>Account Number:</b> 1020087
<b>Document Type Name:</b> REQS	<b>Document Type Name:</b> REQS
<b>Account Delegate Principal Name:</b> dstanfil - STANFILL, DANIEL G	<b>Account Delegate Principal Name:</b> dstanfil - STANFILL, DANIEL G
<b>Approval From This Amount:</b> <input type="text"/>	<b>Approval From This Amount:</b> <input type="text"/>
<b>Approval To This Amount:</b> <input type="text"/>	<b>Approval To This Amount:</b> <input type="text"/>
<b>Account Delegate Primary Route:</b> No	<b>Account Delegate Primary Route:</b> <input type="checkbox"/>
<b>Account Delegate Active:</b> Yes	<b>Account Delegate Active:</b> <input checked="" type="checkbox"/>
<b>Account Delegate Start Date:</b> <input type="text"/>	<b>* Account Delegate Start Date:</b> 10/25/2009 <input type="text"/> <span style="float: right;">*</span>

Notes and Attachments (0) ▶ show





Ad Hoc Recipients ▶ show

Route Log ▶ show


[submit](#)   [save](#)   [blanket approve](#)   [close](#)   [cancel](#)


## Edit Account Delegate Tab

### Edit Account Delegate tab definition

Title	Description
Chart Code	Required. Enter the chart code associated with the account number for which authority is being delegated or search for it from the <b>Chart</b> lookup  .
Account Number	Required. Enter the account number for which authority is being delegated or search for it from the <b>Account</b> lookup  .
Document Type Code	Required. Enter the document type code for OLE transaction for which authority is being delegated, or search for it from the <b>Document Type</b> lookup  . The higher on the document type hierarchy the code is, the more access the user will have. For example, you might enter KFST and KFSM to route all transactional and maintenance documents with an account number to a delegate.
Account Delegate User ID	Required. Enter the user ID of the person to which authority is being delegated, or search for it from the <b>User ID</b> lookup  .
From Amount	Optional Enter the minimum dollar amount of a transaction for which the delegate is authorized. For example, if a delegate is established with a From amount of \$1,000 then a transaction for \$500 is not eligible for the delegate's action. Note that not all OLE documents have a dollar amount associated with them.



To Amount	Optional. Enter the maximum dollar amount of a transaction for which the delegate is authorized. For example, if a delegate is established with a To amount of \$1,000, a transaction for \$1,500 is not eligible for the delegate's action. The value of zero in this field represents infinity.
Account Primary Delegate Route	Optional. Select the check box if the delegate is to be set as a primary delegate who receives documents directly in their workflow action list.   If this check box is not selected, it indicates the delegate is secondary and has to use a filter in their workflow action list to see documents they are authorized to approve.
Account Delegate Active	Optional. Select the check box if the delegate is active and can take action on authorized documents. Clear the check box to inactivate an existing delegate.
Account Delegate Start Date	Required. Enter the date on which the delegation is to become effective.

 If both **From Amount** and **To Amount** are set to '0.00,' then the delegate is authorized to take action on the designated documents(s) without any dollar limit.

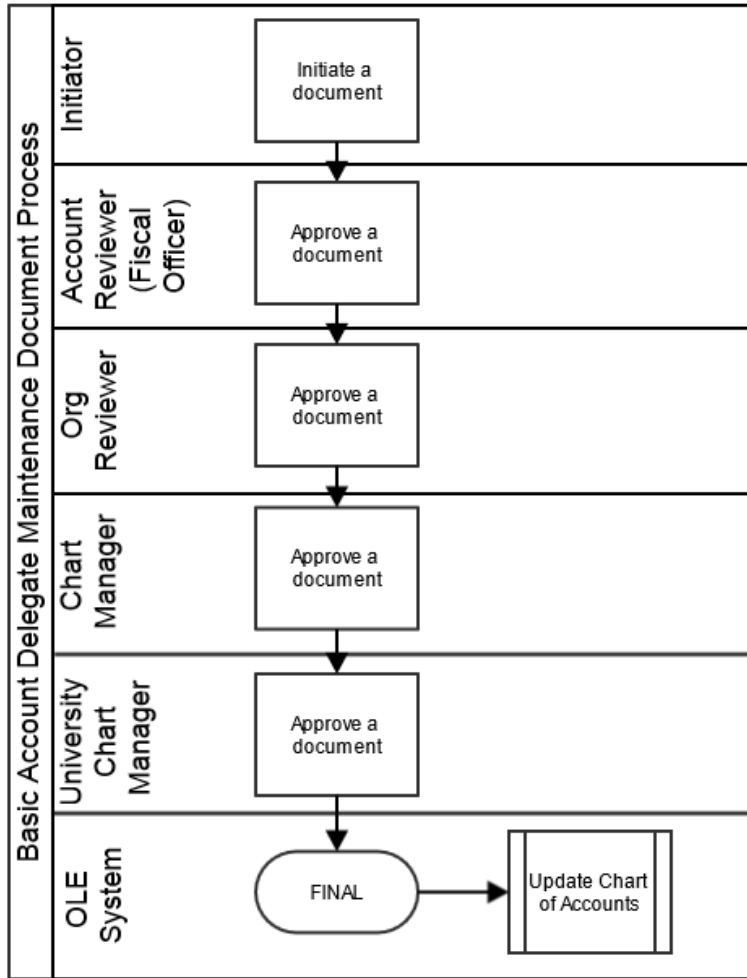
## Process Overview

### *Business Rules*

- An Account Delegate document establishing a Primary Delegate cannot be submitted if a Primary Delegate already exists for the account and document type.
- Account Delegate Start Date must be greater than or equal to the current date.

### *Routing*

- Account Delegate documents routes for account level approval to the Fiscal Officer based on the account on the document.
- The Account Delegate document also routes for Org Review based on the organization associated with the account on the document and then for chart manager approval based on the chart assigned to the account.



## Account Delegate Global

**Main Menu** > **Lookup and Maintenance** > **Chart of Accounts** > **Account Delegate Global** > **Account Delegate Global**


➔ For general information about accessing and working with global documents, see [Global COA E-Docs](#).

The Account Delegate Global document allows you to create delegates for multiple document types on one or more accounts on a single document. Unlike the other global documents, you may initiate it by entering information from scratch or by populating the document from a model you choose. Although the use of a model document is not a requirement, it is a convenient way of initiating the Account Delegate Global document when you have many delegates to define.

### Creating New Global from Scratch

1. From the **Chart of Accounts** submenu in the **Lookup and Maintenance** menu group on the **Main Menu** tab, choose **Account Delegate Global**.


The system displays the Account Delegate Global document.

2. Enter values as appropriate and click .

### Creating New Global from Model

1. From the **Chart of Accounts** submenu in the **Lookup and Maintenance** menu group on the **Main Menu** tab, choose **Account Delegate Global from Model**.

The system displays the Account Delegate Model Lookup.

2. Search for the model you want by entering search criteria and clicking .

Account Delegate Model Lookup \* required field

Chart Of Accounts Code:	<input type="text"/>
Organization Code:	<input type="text"/>
Account Delegate Model Name:	<input type="text"/>
Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

204 items found. Please refine your search criteria to narrow down your search.  
200 items retrieved, displaying 1 to 100. [First/Prev] 1, 2 [Next/Last]

Return Value	Chart Of Accounts Code	Organization Code	Account Delegate Model Name	Active Indicator
<a href="#">return value</a>	RL	LIBR	#1 DEL	Yes
<a href="#">return value</a>	BA	RPAS	6031000	Yes
<a href="#">return value</a>	UA	FMS	SECSEQ ACC	Yes
<a href="#">return value</a>	JN	BUDG	ACCT	Yes
<a href="#">return value</a>	JN	PSYC	ACTIVEPROJ	Yes
<a href="#">return value</a>	SB	ACCT	ADMT1	Yes
<a href="#">return value</a>	JN	PSYC	ADULT-SES	Yes
<a href="#">return value</a>	JN	PSYC	ADULT-FW	Yes
<a href="#">return value</a>	RL	BUGS	ASNC	Yes

3. When you find the appropriate model name, click the [return value](#) link.

The system displays the Account Delegate Global document populated with data from your selected model.

▼ hide Edit Global Delegate

**New Account Delegate**

\* Document Type Name:

Account Delegate Primary Route:

\* Account Delegate Start Date: 05/08/2013

\* Account Delegate Principal Name:

Account Delegate User Name:

Approval From This Amount:

Approval To This Amount:

add

▼ hide Account Delegate ( OLE\_CREQ - No - ole-eharmend )

Document Type Name: OLE\_CREQ

Account Delegate Primary Route:

\* Account Delegate Start Date: 09/10/2002

Account Delegate Principal Name: ole-eharmend

Account Delegate User Name: ARMENDARIZ, ELMER H

Approval From This Amount:

Approval To This Amount:

delete



**The Advantage of Using a Model as a Starting Point:** OLE allows you to add, edit and delete data on the Account Delegate Global document after the items have been populated from the model. Therefore, if you find a model that is close to what you want, you can use it as a starting point for your work.

## Document Layout

The Account Delegate Global document contains the **Edit Global Delegate** tab and **Edit List of Accounts** tab.

Account Delegate Global ?

Doc Nbr: 4227      Status: INITIATED  
Initiator: ole:khuntley      Created: 01:27 PM 05/08/2013

expand all   collapse all  
\* required field

Document Overview ▼ hide

**Document Overview**

\* Description:

Organization Document Number:

Explanation:

Edit Global Delegate ▼ hide

**New Account Delegate**

\* Document Type Name:

Account Delegate Primary Route:

\* Account Delegate Start Date: 05/08/2013

\* Account Delegate Principal Name:

Account Delegate User Name:

Approval From This Amount:

Approval To This Amount:

add

Edit List of Accounts ▼ hide

**New Account**

\* Chart Code:  Look Up/Add Multiple Account Lines

\* Account Number:

Account Name:

add

Notes and Attachments (0) show


Ad Hoc Recipients show

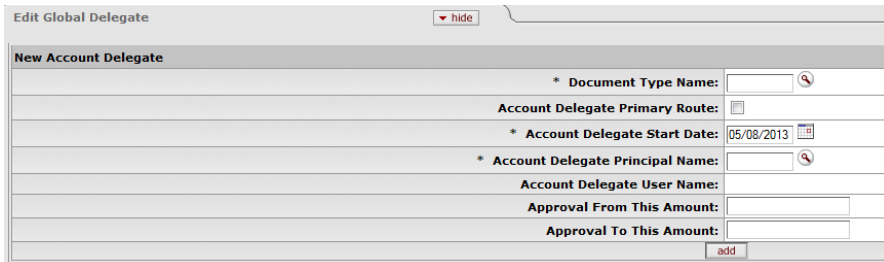
Route Log show



submit   save   blanket approve   close   cancel


## Edit Global Delegate Tab

The **Edit Global Delegate** tab works much as the **Edit Account Delegate** tab of the Account Delegate document works. This tab contains all the non-account attributes that can be modified on this document. The required fields on the Account Delegate Global document are the same as the required fields on the Account Delegate document.



 The Account Delegate Global document does not update existing records; it creates new records which replace any existing records. For example, if 1031400 account has a CREQ (AP Check Request) delegate, and a Account Delegate Global document is submitted for 1031400 that creates a delegate for TF (Transfer of Funds) and DV (Disbursement Voucher) but does not specify one for CREQ, the existing CREQ delegation becomes inactive.

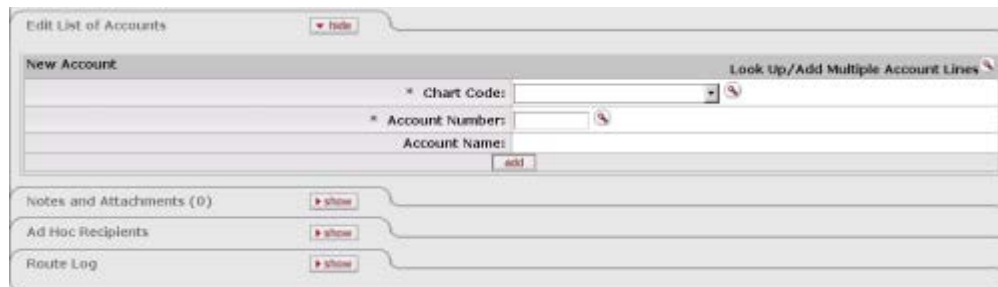



Click  and  to collapse for the better viewing of the document.

 For more information about how to complete the **Edit Global Delegate** tab, see [Account Delegate](#).

## Edit List of Accounts Tab

There are two ways to populate the accounts that you want to update globally in the **Edit List of Accounts** tab. One is by manually entering or selecting one account at a time from the normal **Account** lookup , the other is by using a special multiple value lookup called the **Look Up / Add Multiple Account Lines**  to return multiple values.



 For information about how to use the multiple value lookup, see [Multiple Value Lookup](#) on the *OLE E-Doc Fundamentals* wiki page.

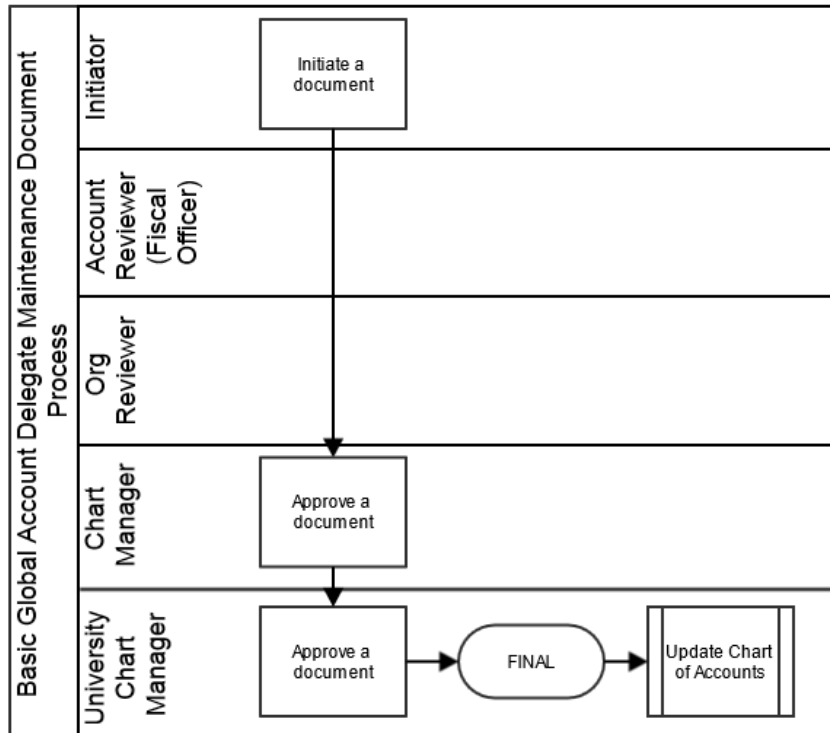
## Process Overview

### Business Rules

- The Account Delegate Global document is subject to the same business rules as the Account Delegate document. In addition, at least one account must be selected on the **Edit List of Accounts** tab.




## Routing

- The Account Delegate Global document routes to the Chart Manager for every chart represented in the accounts being modified, and then to the University Chart Manager.


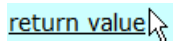


## Initiating an Account Delegate Global Document

### Using Look Up / Add Multiple Account Lines

- Complete the **Edit Global Delegate** tab.
- To add multiple accounts to the **Edit List of Accounts** tab, click the **Look Up / Add Multiple Account Lines** lookup .
- Enter the desired search criteria to search for the accounts you want to include and click .
- Once the result is returned, select check boxes to make your account selection and click . The selected accounts are returned to the **Edit List of Accounts** tab.
- Click **submit**.

### Adding One Account at a Time

- Complete the **Edit Global Delegate** tab.
- To add one account at a time, enter the values or use the **Account** lookup .
- Search for an account and click the [return value](#)  link associated with the account you want to select.



For information about field lookup and multiple value lookup, see [Field Lookup](#) and [Multiple Value Lookup](#) on the *OLE E-Doc Fundamentals* wiki page.

4. Click  to add the account to the list.

## Account Delegate Model

**Main Menu** > **Lookup and Maintenance** > **Chart of Accounts** > **Account Delegate Model** >  
**Account Delegate Model Lookup** > **Account Delegate Model**

The Account Delegate Model document allows you to create a model for the Account Global documents so that you can define a common delegation structure for a group of accounts easily. After the models are created, you may use them from the **Create New Global from Model** menu option.

➔ For information about the Create New Global from Model option, see [Creating New Global from Model](#).

## Document Layout

The Account Delegate Model document includes the **Edit Account Delegate Model** and the **Edit Delegates for Model** tabs. The former defines the name of the model and the latter defines the characteristics of the model.

Account Delegate Model ?	Doc Nbr: 4102	Status: INITIATED
	Initiator: ole-khuntlev	Created: 11:34 AM 05/13/2013
<input type="button" value="expand all"/> <input type="button" value="collapse all"/> <small>* required field</small>		

Document Overview

**Document Overview**

* Description:	<input type="text"/>	Explanation:	<input type="text"/>
Organization Document Number:	<input type="text"/>		

Edit Account Delegate Model

Old	New
Chart Of Accounts Code: BL	Chart Of Accounts Code: BL
Organization Code: LIBR	Organization Code: LIBR
Account Delegate Model Name: #1 DEL	Account Delegate Model Name: #1 DEL
Active Indicator: Yes	Active Indicator: <input checked="" type="checkbox"/>

Edit Delegates for Model

**New Account Delegate Model Delegate**

* Document Type Names:	<input type="text"/>
Account Delegate Primary Route:	<input type="checkbox"/>
* Account Delegate Start Date:	05/13/2013 <input type="button" value="calendar"/>
Approval From This Amount:	<input type="text"/>
Approval To This Amount:	<input type="text"/>
* Account Delegate Principal Names:	<input type="text"/>
Active:	<input checked="" type="checkbox"/>
	<input type="button" value="add"/>

Account Delegate Model Delegate ( OLE\_AA - Yes - ole-cbbeaure )

Old	New
Document Type Name: OLE_AA	Document Type Name: OLE_AA
Account Delegate Primary Route: Yes	Account Delegate Primary Route: <input checked="" type="checkbox"/>
Account Delegate Start Date: 03/22/2000	* Account Delegate Start Date: 03/22/2000 <input type="button" value="calendar"/>
Approval From This Amount:	Approval From This Amount: <input type="text"/>
Approval To This Amount:	Approval To This Amount: <input type="text"/>
Account Delegate Principal Name: ole-cbbeaure. - BEAUREGARD, CORNELIUS B	Account Delegate Principal Name: ole-cbbeaure. - BEAUREGARD, CORNELIUS B
Active: Yes	Active: <input checked="" type="checkbox"/>

Account Delegate Model Delegate ( OLE\_ACCT - No - ole-cbbeaure )

Account Delegate Model Delegate ( OLE\_ADEL - No - ole-cbbeaure )

Account Delegate Model Delegate ( OLE\_A21C - Yes - ole-wssmiths )

Account Delegate Model Delegate ( OLE\_A21R - Yes - ole-wssmiths )

Notes and Attachments ( 0 )

Ad Hoc Recipients



Route Log






## Edit Account Delegate Model Tab

Edit Account Delegate Model		▼ hide	
Old		New	
Chart Of Accounts Code:	IN	Chart Of Accounts Code:	IN
Organization Code:	PSYC	Organization Code:	PSYC
Account Delegate Model Name:	ACTIVEPROJ	Account Delegate Model Name:	ACTIVEPROJ
Active Indicator:	Yes	Active Indicator:	<input checked="" type="checkbox"/>



### Edit Account Delegate Model tab definitions





Title	Description
Chart of Accounts Code	Required. Enter the Chart of Accounts code that the model is used for or search for it from the <b>Chart</b> lookup  .
Organization Code	Required. Enter the organization code that the model is used for or search for it from the <b>Organization</b> lookup  .
Account Delegate Model Name	Required. Enter the name of this model.

## Edit Delegates for Model Tab

Edit Delegates for Model		▼ hide	
<b>New Account Delegate Model Delegate</b>			
* Document Type Name:	<input type="text"/>		
Account Delegate Primary Route:	<input type="checkbox"/>		
* Account Delegate Start Date:	10/25/2009		
Approval From This Amount:	<input type="text"/>		
Approval To This Amount:	<input type="text"/>		
* Account Delegate Principal Name:	<input type="text"/>		
Active:	<input checked="" type="checkbox"/>		
			<input type="button" value="add"/>

### Edit Delegates for Model tab definitions

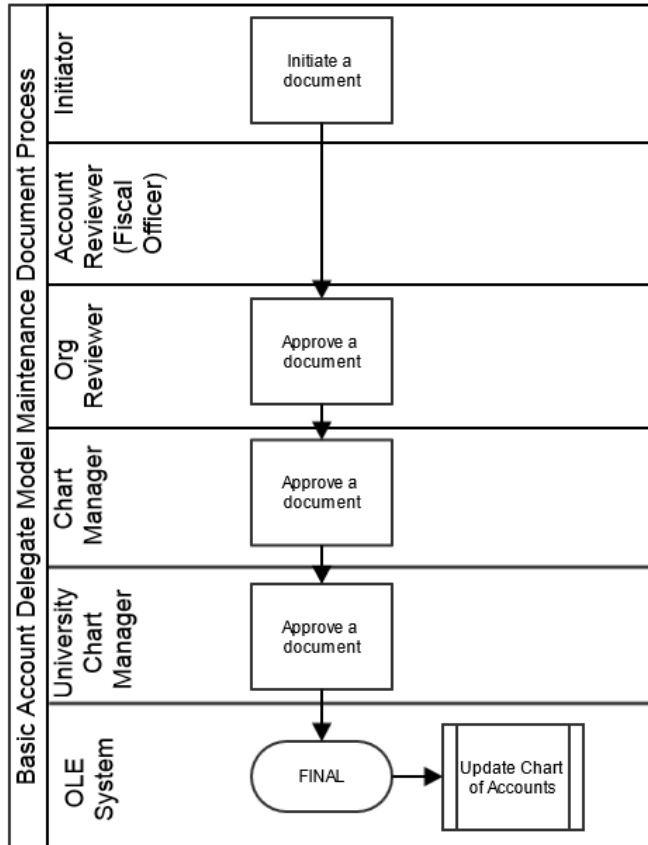
Title	Description
Document Type Code	Required. Enter the document type code for this delegation or search for it from the <b>Document Type Code</b> lookup    Enter 'ALL' to establish the delegation for all document types that route to the Account level.
Account Delegate Primary Route	Optional. Select the check box if it is a primary delegate. Clear the check box, if it is a secondary delegate.

Account Delegate Start Date	Required. Enter the date on which the delegation starts, or select it from the calendar  .
Account Delegate User ID	Required. Enter the User ID for the delegate, or search for it from <b>User</b> lookup  .
Approval From This Amount	Optional. Enter the minimum range of the dollar amount for which this delegation is authorized. For example, if a delegate is established with a From amount of \$1,000 then a transaction for \$500 is not eligible for the delegate's action. Note that not all OLE documents have a dollar amount associated with them. The value of zero means that you do not have the minimum range defined for this delegation.   Not all OLE documents have a dollar amount associated with them.
Approval To This Amount	Optional. Enter the maximum range of the dollar amount for which this delegation is applied to. For example, if a delegate is established with a To amount of \$1,000 a transaction for \$1,500 is not eligible for the delegate's action. The value of '0' means that you do not have the maximum range defined for this delegation.   Not all OLE documents have a dollar amount associated with them.
Active	Optional. Select the check box if this model is active. Clear it if it is inactive.


## Process Overview

### *Routing*

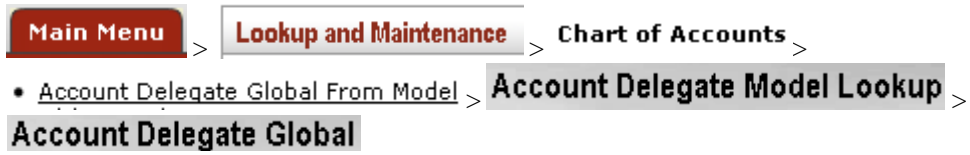
The Account Delegate Global Model document routes to Organization Review, Chart Manager, and University Chart Manager.



## Initiating an Account Delegate Model Document

1. Select **Account Delegate Model** from the **Chart of Accounts** submenu on the **Lookup and Maintenance** menu group on the **Main Menu** tab.
2. Click .
3. Complete the standard tabs such as **Document Overview**, **Notes and Attachments**, and **Ad Hoc Recipients** tabs.
  -  For information about the common financial transaction tabs such as **Document Overview**, **Notes and Attachments**, and **Ad Hoc Recipients**, **Route Log** tabs see [Standard Tabs](#) on the *OLE E-Doc Fundamentals* wiki page.
4. Complete the **Edit Delegates for Model** tab and click . Repeat this step for as many delegates as necessary.
5. Click .

## *Account Delegate Global From Model*



 For information on the Account Delegate Global from Model function, see [Creating New Global from Model](#).

## Object Code

**Main Menu** > **Lookup and Maintenance** > **Chart of Accounts** > • **Object Code** >  
**Object Code Lookup** > **Object Code**

The Object Code document is used to establish new object codes or to copy or edit existing object codes. Object codes are a four character codes that represent all income, expense, asset, liability and fund balance classifications that are assigned to transactions and help identify the nature of the transaction. Examples of object codes might include travel expenditures, student fee income, accounts receivable, and invoices payable. Object codes are specific to a chart and a fiscal year and contain several attributes throughout OLE for financial reporting at the detail and consolidated levels.

Use of Object Codes in OLE sample data is based on typical reporting or budgeting requirements- monograph, serial, electronic.

All Object Codes must Report to an Object code, have an Object Type Code, Level Code, and Object Sub-Type Code. In OLE, we are using “EE” Object code to represent “Expenditure not Expense”. The Object Level code is used to maintain an attribute of the object code that is used to group similar object codes into categories for reporting. Object sub-types are used in financial rules and OLE Parameters to limit how and where an object code may be used (types of transactions, etc.).

The Object Code document comes with a global document option where you can create a group of new object codes or update the existing object codes all at once.



For more information about the global document see [Object Code Global](#).

From the Lookup screen, enter any search criteria, such as Fiscal Year= 2012, Chart= BL, and Object Code = 71\* to view existing sample Library Object codes, to **edit** or **copy** them, or **create new**.

## Document Layout

The Object Code document includes the **Edit Object Code** tab.

Object Code	Doc Nbr: 3951	Status: INITIATED
	Initiator: ole-khuntley	Created: 01:24 PM 08/14/2012

[expand all](#) [collapse all](#)  
\* required field

Document Overview ▼ hide

---

**Document Overview**

* Description: <input type="text"/>	Explanation: <input style="width: 100%;" type="text"/>
Organization Document Number: <input type="text"/>	

---

Edit Object Code ▼ hide

Old	New
<b>Fiscal Year:</b> 2013	<b>Fiscal Year:</b> 2013
<b>Chart Code:</b> BA - BLOOMINGTON AUX	<b>Chart Code:</b> BA - BLOOMINGTON AUX
<b>Object Code:</b> 0110	<b>Object Code:</b> 0110
<b>Object Code Name:</b> BALANCE FORWARD	* <b>Object Code Name:</b> <input type="text" value="BALANCE FORWARD"/>
<b>Object Code Short Name:</b> BAL FORWARD	* <b>Object Code Short Name:</b> <input type="text" value="BAL FORWAR"/>
<b>Reports to Chart Code:</b> BL - BLOOMINGTON	<b>Reports to Chart Code:</b> BL - BLOOMINGTON
<b>Reports To Object Code:</b> 0110	* <b>Reports To Object Code:</b> <input type="text" value="0110"/>
<b>Object Type Code:</b> IN	* <b>Object Type Code:</b> <input type="text" value="IN"/>
<b>Level Code:</b> BCAS	* <b>Level Code:</b> <input type="text" value="BCAS"/>
<b>Object Sub-Type Code:</b> BU	* <b>Object Sub-Type Code:</b> <input type="text" value="BU"/>
<b>Active Indicator:</b> Yes	<b>Active Indicator:</b> <input checked="" type="checkbox"/>

---

Notes and Attachments (0) ▶ show

Ad Hoc Recipients ▶ show

Route Log ▶ show

---






## Edit Object Code Tab

Edit Object Code ▼ hide

Old	New
<b>Fiscal Year:</b> 2013	<b>Fiscal Year:</b> 2013
<b>Chart Code:</b> BA - BLOOMINGTON AUX	<b>Chart Code:</b> BA - BLOOMINGTON AUX
<b>Object Code:</b> 0110	<b>Object Code:</b> 0110
<b>Object Code Name:</b> BALANCE FORWARD	* <b>Object Code Name:</b> <input type="text" value="BALANCE FORWARD"/>
<b>Object Code Short Name:</b> BAL FORWARD	* <b>Object Code Short Name:</b> <input type="text" value="BAL FORWAR"/>
<b>Reports to Chart Code:</b> BL - BLOOMINGTON	<b>Reports to Chart Code:</b> BL - BLOOMINGTON
<b>Reports To Object Code:</b> 0110	* <b>Reports To Object Code:</b> <input type="text" value="0110"/>
<b>Object Type Code:</b> IN	* <b>Object Type Code:</b> <input type="text" value="IN"/>
<b>Level Code:</b> BCAS	* <b>Level Code:</b> <input type="text" value="BCAS"/>
<b>Object Sub-Type Code:</b> BU	* <b>Object Sub-Type Code:</b> <input type="text" value="BU"/>
<b>Active Indicator:</b> Yes	<b>Active Indicator:</b> <input checked="" type="checkbox"/>

### Edit Object Code tab definition

Title	Description
Fiscal Year	<p>Required. Enter the fiscal year of the object code or search for it from the <b>Fiscal Year</b> lookup .</p> <p> OLE is set up so the Object Code table is based on fiscal year therefore each year can have a different set of object codes.</p>

Chart Code	Required. From the <b>Chart</b> list select the chart to which the object code belongs, or search for it from the lookup  .
Object Code	Required. Enter the code to identify the object code which must be unique within the chart and fiscal year to which it belongs.
Object Code Name	Required. Enter the long descriptive name of the object code which appears on the <b>Accounting Lines</b> tab in financial documents as well as in searches and reports.
Object Code Short Name	Required. Enter the shortened version of the object code name for use in reporting where space is limited.
Reports to Chart Code	Display-only. The value automatically defaults to the <b>Reports to Chart of Accounts Code</b> value associated with the <b>Reports to Object Code's Chart Code</b> value once it is entered.
Reports to Object Code	Required. Enter the object code that the object code reports to in the next higher chart, or search for it from the <b>Object Code</b> lookup  . For example, the object code for book sales in an auxiliary chart might report to the object code for sales and services in the campus chart
Object Type Code	Required. Enter the code or search for it from the <b>Object Type</b> lookup  . This is used to identify an object code as income, expense, asset, liability or fund balance. Multiple values exist for income and expense to support GL functionality.
Level Code	Required. Enter the code or search for it from the <b>Level</b> lookup  . This is the summary code for a given range of detailed object code classifications and identifies the level to which the object code belongs.
Object Sub-Type Code	Required. Enter the code or search for it from the <b>Object Sub-Type</b> lookup  . This is the designation assigned to similar groups of object codes. Sub-types are often leveraged in OLE to apply business rules or to help with reporting.
Active Indicator	Optional. Select the check box if the object code is active and can be used on financial documents. Clear the check box if it is inactive.

## Process Overview

### *Business Rules*

- If the **Reports to Chart Code** value is not the highest chart level, the reports to object code, fiscal year, and chart code combination must exist in the Object Code Table.
- If the **Reports to Chart Code** value is at the highest level, then the object code must report to itself as an additional rule.

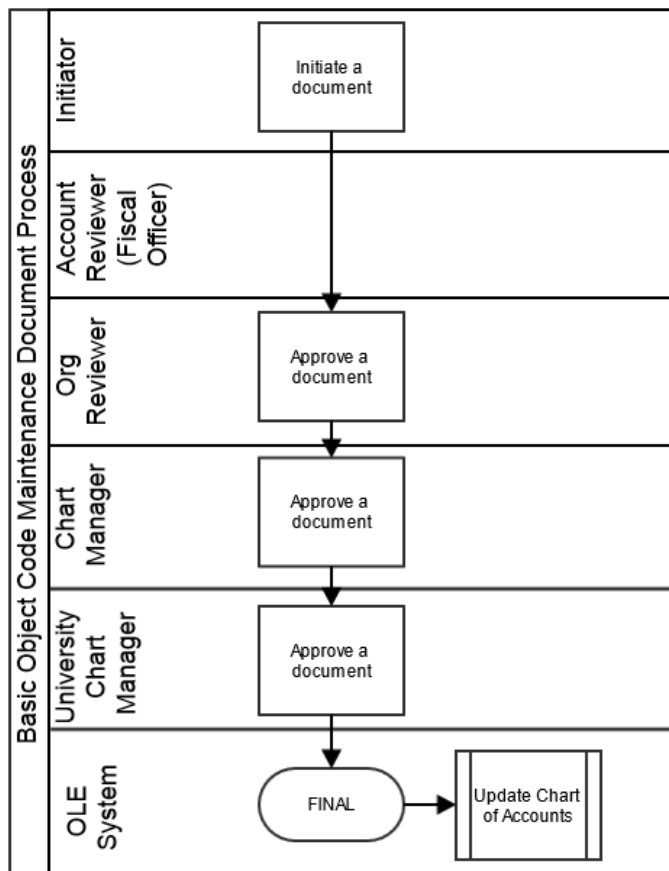


**Institutional Reporting:** OLE provides for various fields available for institutional reporting. You can, for example, define a top level chart that consolidates activity for reporting purpose. After the top level chart is defined, the Statement of Net Assets and Statement of Revenues, Expenses and Changes in Net Assets can be designed, using 'Reports To' chart and object code and the sub-totals by the object code levels and consolidations on the top chart. Or, you may design responsibility center reports using the organization roll-up of accounts. For more information about the capabilities of the organization within the Chart of Accounts, refer to [Organization](#) and [Organization Type](#).

## Routing

The document does not route.

The Object Code document routes to the Chart Manager for the chart associated with the object code followed by routing to the University Chart Manager.





## Object Code Global

**Main Menu** > **Lookup and Maintenance** > **Chart of Accounts** > **Object Code Global** > **Object Code Global**

➔ For general information about accessing and working with global documents, see [Global COA E-Docs](#).

The object code global document is used to assign identical attributes to the same object code across multiple charts on a single document. The document can be initiated only by members of the OLE-SYS Chart Manager role.

## Document Layout

The Object Code Global document has two unique tabs: **Global Object Code Maintenance** and **Edit Multiple Year and Chart** tabs.

Object Code Global ?	Backdoor Id ole-lmeraz is in use	Doc Nbr: 3952	Status: INITIATED
		Initiator: ole-lmeraz	Created: 01:40 PM 08/14/2012

\* required field

Document Overview

**Document Overview**

\* Description:

Organization Document Number:

Explanation:

Global Object Code Maintenance

**New**

\* Object Code:

\* Object Code Name:

\* Object Code Short Name:

\* Reports To Object Code:

\* Object Type Code:

\* Level Code:

\* Object Sub-Type Code:

Active Indicator:

Edit Multiple Year and Chart

**New Year and Chart** Look Up/Add Multiple Chart Lines 🔍

Fiscal Year: 2013

Chart Code:

Notes and Attachments (0)

Ad Hoc Recipients

Route Log

## Global Object Code Maintenance Tab

The **Global Object Code Maintenance** tab works the same as the **Edit Object Code** tab of the Object Code document and it contains all the attributes that are not specific to a year or chart that can be modified on this document. The required fields on the Global Object Code document are the same as on the Object Code document. Global object can both create new and update existing records. If you are changing certain attributes using this document and the other attributes are to remain as is, leave the field blank.

Global Object Code Maintenance hide

**New**

\* Object Code:  🔍

\* Object Code Name:

\* Object Code Short Name:

\* Reports To Object Code:  🔍

\* Object Type Code:  🔍

\* Level Code:  🔍

\* Object Sub-Type Code:  🔍

Active Indicator:

For more information about how to complete the **Global Object Code Maintenance** tab, see [Object Code](#).

## **Edit Multiple Year and Chart Tab**

There are two ways to populate the object codes that you want to update globally in the **Edit Multiple Year and Chart** tab. One is by manually entering or selecting one object code at a time from the normal Object Code lookup , the other is by using a special multiple value lookup called the **Look Up / Add Multiple Object Code Lines** to return multiple values.

Edit Multiple Year and Chart hide

**New Year and Chart** Look Up/Add Multiple Chart Lines 🔍

Fiscal Year: 2013

Chart Code:  🔍

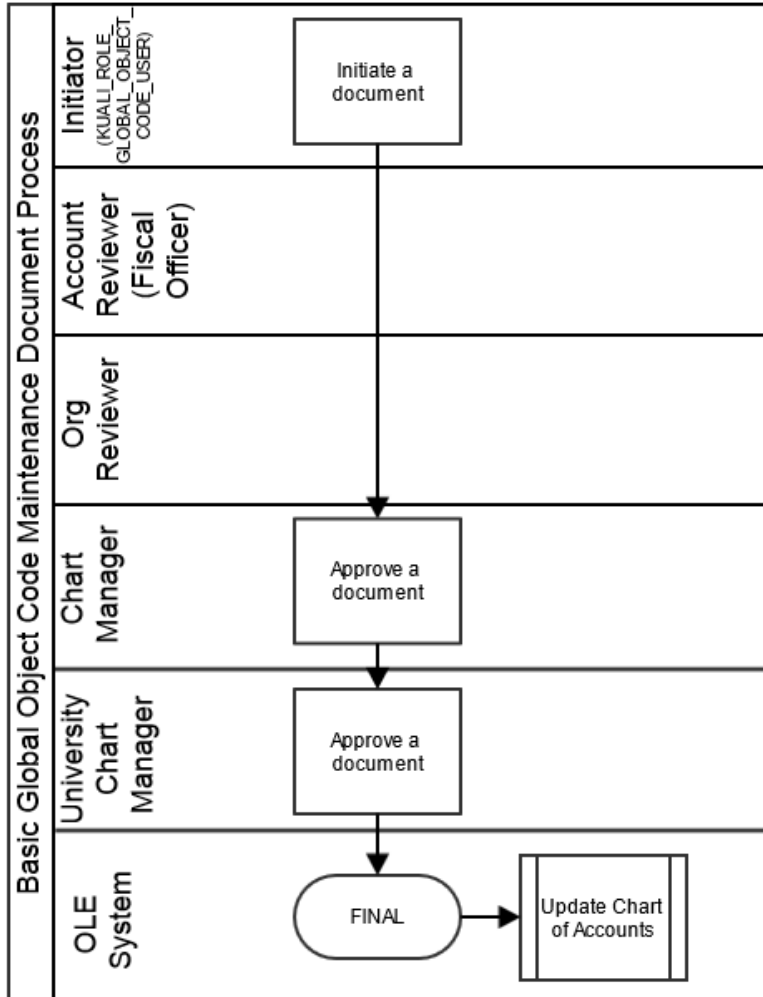
## **Process Overview**

### **Business Rules**

The Global Object Code document is subject to the same business rules as the Object Code document. In addition, at least one account must be selected on the **Edit Multiple Year and Chart** tab.





### **Routing**

- Only members of the KFS-SYS Chart Manager role may initiate the document.
- The Global Object Code document routes to the Chart Manager for every Chart represented in the accounts being modified, and then to the University Chart Manager.




## Initiating a Global Object Code document

### Using Look Up / Add Multiple Object Code Lines

1. Complete the **Global Object Code** document. To add multiple object codes to the **Edit Multiple Year and Chart** tab, click the **Look Up / Add Multiple Object Code Lines** lookup .
2. Enter the desired search criteria to search for the object codes you want to include and click .
3. After the result is returned, select check boxes to make your object code selection and click .
4. Click .

### Adding One Object Code at a Time

1. Complete the **Global Object Code** document. To add one object code at a time, enter the values or use the **Object Code** lookup .

2. Search for an object code and click the [return value](#) link associated with the object code you want to select.



For information about field lookup and multiple value lookup, see [Field Lookup](#) and [Multiple Value Lookup](#) on the *OLE E-Doc Fundamentals* wiki page.

3. Click  to add the object code to the list.
4. Click .

# Organization

Main Menu > Lookup and Maintenance > Chart of Accounts > • Organization >  
Organization Lookup > Organization

The Organization document defines the entities representing units at many different levels within the institution (for example, a department, responsibility center, campus). Organizations inside OLE can be used to denote Fiscal responsibility, and may be fiscal or physical organizations. There can be related organizations in a hierarchy under a single Chart. Accounts and objects belong to a single chart or organization. Organizations could be a specific library building, a department that has a budget, or by subject, depending on how adopting libraries wish to use Organizations for identifying structures, and then later use Object Codes for reporting on “like” materials or allocations.

The document collects important identifying information about an Organization and defines its place in the organization hierarchy. Organization is an important part of the Chart of Accounts and the organization hierarchy is frequently leveraged by OLE for use in Workflow and reporting.

Organizations are required in setting up accounts and objects

See list in [Appendix](#) of related library sample Organizations, such as LACQ- Library Acquisitions, or SOC- Sociology (each of these has related CoA structures and budgets), or **create new**.








To **edit** or **copy** an existing Organization, simply click on that option. Please do NOT change “Chart” code on existing library sample organizations, but users can edit miscellaneous KFS sample organizations not listed in this document.




## Document Layout

The Organization document includes the **Edit Organization Code** tab.

Edit Organization Code		hide
Old	New	
Chart Code: BA	Chart Code: BA	
Organization Code: ACAC	Organization Code: ACAC	
Organization Name: RPAS ACADEMIC SUPPORT	* Organization Name: RPAS ACADEMIC SUPPORT	
Organization Manager UserID: OLE4075208273	Organization Manager UserID: OLE4075208273	
Organization Manager Principal Name: ole-dmarti - MARTI, DONA D	Organization Manager Principal Name: ole-dmarti MARTI, DONA D	
Responsibility Center Code: 80	Responsibility Center Code: 80	
Organization Physical Campus Code: BL	Organization Physical Campus Code: BL	
Organization Type Code: O - OTHER ORGANIZATIONS	* Organization Type Code: O - OTHER ORGANIZATIONS	
Organization Default Account Number: 6047500	Organization Default Account Number: 6047500	
Organization Address Line 1: 801 N. JORDAN AVE.	Organization Address Line 1: 801 N. JORDAN AVE.	
Organization Address Line 2:	Organization Address Line 2:	
Organization City Name: BLOOMINGTON	Organization City Name: BLOOMINGTON	
Organization State/Province Code: IN	Organization State/Province Code: IN	
Organization Postal Code: 47405	Organization Postal Code: 47405	
Organization Country Code: United States	Organization Country Code: United States	
Organization Begin Date: 04/17/2000	* Organization Begin Date: 04/17/2000	
Organization End Date:	Organization End Date:	
Reports to Chart Code: BA	* Reports to Chart Code: BA	
Reports to Organization: PRGE	* Reports to Organization: PRGE	
Active Indicator: Yes	Active Indicator: <input checked="" type="checkbox"/>	

### Edit Organization tab definition

Title	Description
Chart Code	Required. Enter the chart code to which the organization belongs, or search for it from the <b>Chart</b> lookup  .
Organization Code	Required. Enter the code to identify the organization. It must be unique within the chart to which it belongs.
Organization Name	Required. Enter the long descriptive name of the organization.
Organization Manager	Required. Enter the user ID of the manager responsible for the organization or search for it from the <b>UserID</b> lookup  .
Responsibility Center Code	Required. Enter the responsibility center code to which the organization belongs or search for it from the <b>Responsibility Center</b> lookup  .
Organization Physical Campus Code	Required. Enter the campus code which represents the physical location of the organization, or search for it from the <b>Campus</b> lookup  .
Organization Type	Required. Select the type of organization from the <b>Organization Type</b> list or search for it from the lookup  . Examples might include: C = Campus R = Responsibility center U = University chart organization O = Other organizations N = Not official
Organization Default Account Number	Required. Enter the primary account used for any account reference for an organization, or search for it from the <b>Account</b> lookup  .
Organization Address 1	Required. Enter the street address where correspondence can be sent to the organization.
Organization Address 2	Optional. Enter the second line of the street address where correspondence can be sent to the organization.
Organization City Name	Display-only. Displays the city where correspondence can be sent to the organization.
Organization State/Province Code	Display-only. Displays the state where correspondence can be sent to the organization.
Organization Postal Code	Required. Enter the zip code assigned by the US Postal Service which relates to the city where the organization is located, or search for it from the <b>Postal Code</b> lookup  .
Organization Country Code	Required. Enter the country where correspondence can be sent to the organization, or search for it from the <b>Country</b>

	lookup  .
Organization Begin Date	Required. Enter the date when the organization began operations as a new unit. For a new organization this defaults to today's date.
Organization End Date	Optional. Enter the date when the organization was dissolved.
Reports to Chart	Required. Enter the chart code associated with the organization to which the organization reports in the hierarchy, or search for it from the <b>Chart</b> lookup  .
Reports to Organization	Required. Enter the code designating the organization within the hierarchy to which the organization reports, or search for it from the <b>Organization</b> lookup  .
Active Indicator	Optional. Select the check box if the organization code is active and can be used on OLE documents. Clear the check box if it is inactive.

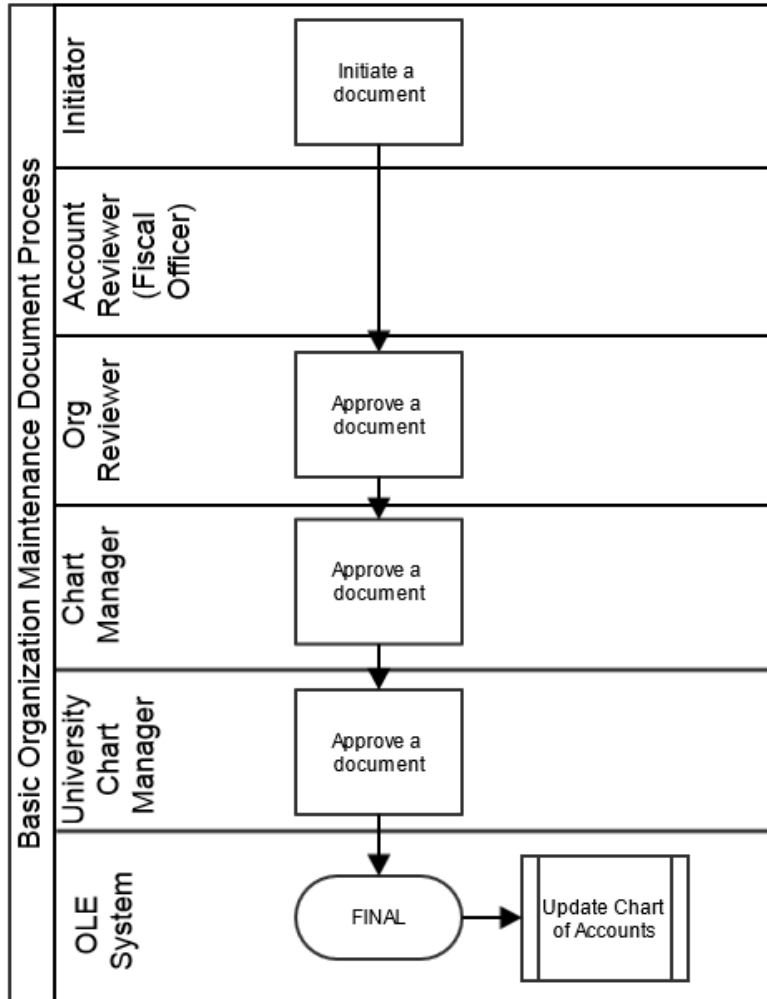
## Process Overview

### *Business Rules*

- Chart must be set up in advance
- When creating a new organization with the organization type code ('C: Campus' or 'U: University'), the default account number is not required, since an organization is required to create an account.
- The organization cannot report to itself unless it has an organization type code of 'U'.
- **Reports to Chart and Organization** must follow a path that ends at the known root chart and organization represented by the organization with a type of 'U'.
- When creating a new organization the **Organization Begin Date** must be greater than or equal to today's date.
- When creating a new organization the document may not be blanket approved, except by the OLE-SYS Manager.
- An organization cannot be inactive while there are active accounts or active organizations that report to it.
- If an organization is made inactive, the **Organization End Date** is required.

### *Routing*

The Organization document routes to Org Review based on the organization on the document. It also routes to the Chart Manager for the chart associated with the organization followed by routing to the University Chart Manager.





## Organization Review

**Main Menu** > **Lookup and Maintenance** > **Chart of Accounts** > • Organization Review >  
**Organization Review Lookup** > **Organization Review**

➔ For information about Organization Review, watch our Knowledge Transfer session [User Documents to Set Up Workflows -- Account Delegates and Org. Review](#)

The Organization Review document offers a simple interface to feed member and delegate information into two KIM roles related to workflow routing.

The two roles affected by this document are:

- Accounting Reviewer: Establishes optional workflow action requests for documents based on chart, organization, document type, dollar amount and accounting override code.
- Organization Reviewer: Establishes optional workflow action requests for documents based on chart, organization and document type.

These roles are quite similar, with Accounting Reviewer generally being used for document types that include accounting lines and organization reviewer being used for document types that do not. The Organization Review document is designed to assist users in selecting the appropriate role(s) for a given document type or group of document types that need to receive workflow requests.

This interface enables institutions to more easily allow role members to assign themselves to these roles. Note that these roles may also be assigned via the Role or Person document as discussed elsewhere in this section.

⚠ Unlike other KIM documents, the Organization Review document is found on the **Main Menu** tab. Because it represents a workflow modification that most OLE users are permitted to make, it is grouped with similar transactions in the **Chart of Accounts** subgroup in the **Lookup and Maintenance** menu group.

## Document Layout

The Organization Review document includes the **Organization Review** and **Assignee/Delegation** tabs.

Organization Review Role	Doc Nbr: 4114	Status: INITIATED
	Initiator: ole-khuntley	Created: 01:17 PM 05/13/2013

\* required field

Document Overview ▼ hide

**Document Overview**

\* Description:

Organization Document Number:  Explanation:

Organization Review ▼ hide

Old	New
Chart Code: UA - UNIV ADMIN	Chart Code: UA - UNIV ADMIN
Organization Code: UA	Organization Code: UA
Document Type: OLE_BA	Document Type: OLE_BA
Review Types: Organization Accounting Only	Review Types: Organization Accounting Only

Assignee / Delegation ▼ hide

Old	New
From Amount: <input type="text"/>	From Amount: <input type="text"/>
To Amount: <input type="text"/>	To Amount: <input type="text"/>
Accounting Line Override Code: <input type="text"/>	Accounting Line Override Code: <input type="text"/>
Principal Name: -	Principal Name: -
Namespace: OLE-SYS - Financial System	Namespace: OLE-SYS - Financial System
Role Name: University Administration Budget Manager	Role Name: University Administration Budget Manager
Group Namespace: <input type="text"/>	Group Namespace: <input type="text"/>
Group Name: <input type="text"/>	Group Name: <input type="text"/>
Action Type Code: <input type="text"/>	* Action Type Code: <input type="text"/>
Priority Number: <input type="text"/>	Priority Number: <input type="text"/>
Action Policy Code: <input type="text"/>	* Action Policy Code: <input type="text"/>
Force Action: <input type="checkbox"/> No	Force Action: <input type="checkbox"/>
Active From Date: <input type="text"/>	Active From Date: <input type="text"/>
Active To Date: <input type="text"/>	Active To Date: <input type="text"/>

Notes and Attachments (0) ▶ show

Ad Hoc Recipients ▶ show

Route Log ▶ show

## Organization Review Tab


The **Organization Review** tab identifies the chart and organization for which the user is establishing optional workflow action requests. It also defines the document type for which these requests are be generated. Review types determine whether this document creates a membership in the Accounting Reviewer role, the Organization Review role or both.

Organization Review ▼ hide

Old	New
Chart Code: UA - UNIV ADMIN	Chart Code: UA - UNIV ADMIN
Organization Code: UA	Organization Code: UA
Document Type: BA	Document Type: BA
Review Types: Organization Accounting Only	Review Types: Organization Accounting Only


### Organization Review tab definition

Title	Description
Chart Code	Required. Select the chart associated with the organization for which you want to establish additional workflow action requests.
Organization Code	Required. Enter the organization code identifying the organization for which you want to establish additional workflow action requests or use the <b>Organization</b> lookup  to select a value.

Document Type	<p>Required. Use the <b>Document Type</b> lookup  to search for and select the document type for which you want to establish additional workflow action requests. Note that you may select a parent document type to establish workflow routing for all document types that answer to that parent in the document type hierarchy.</p>
Review Types	<p>Required but may be display-only. This value determines whether the document adds member information to the accounting reviewer role ('Organization Accounting Only'), the organization reviewer role ('Organization Only'), or both.</p> <p>After you select a document type, this system updates this field with a default value based on the following rules:</p> <p>If the document type selected has a route node associated with the organization reviewer or accounting reviewer role, then review type is selected based on this value and cannot be edited.</p> <p>If the document type selected is 'OLE' (the OLE document at the top of the hierarchy), the <b>Review Type</b> value defaults to 'both' but can be edited.</p> <p>If the closest parent document type is 'OLET' (the OLE document to which all transactional documents answer), the <b>Review Type</b> value defaults to 'Organization Accounting Only' and cannot be edited.</p> <p>If the closest parent document type is 'OLEM' (the OLE document to which all complex maintenance documents answer), the <b>Review Type</b> value defaults to 'Organization Only' and cannot be edited.</p> <p>If the closest parent document type is 'FSSM' (the OLE document to which all simple maintenance document answer), the document returns an error. These documents do not route for approval.</p>




### **Assignee/Delegation Tab**





The **Assignee/Delegation** tab records any additional qualifying values needed for adding users to the Accounting Reviewer role and defines the person, group or role that should be assigned as a member or a delegate. This tab also collects detailed information about the type of workflow request to be generated and how workflow should handle that request.

 For more information about delegating via the Organization Review document, see [Delegation](#).

Assignee / Delegation		▼ hide	
Old		New	
From Amount:		From Amount:	<input type="text"/>
To Amount:		To Amount:	<input type="text"/>
Accounting Line Override Code:		Accounting Line Override Code:	<input type="text"/>
Principal Name:	-	Principal Name:	-
Namespace:	KFS-SYS - Financial System	Namespace:	KFS-SYS - Financial System
Role Name:	University Administration Budget Manager	Role Name:	University Administration Budget Manager
Group Namespace:		Group Namespace:	
Group Name:		Group Name:	
Action Type Code:	APPROVE	* Action Type Code:	APPROVE ▼
Priority Number:		Priority Number:	<input type="text"/>
Action Policy Code:	FIRST	* Action Policy Code:	FIRST ▼
Force Action:	No	Force Action:	<input type="checkbox"/>
Active From Date:		Active From Date:	<input type="text"/>
Active To Date:		Active To Date:	<input type="text"/>

### Assignee / Delegation tab definition

Title	Description
From Amount	Optional. This field is available only if the <b>Review Type</b> value is either 'Organization Accounting Only' or 'Both.'  Enter a minimum dollar amount for transactional documents below which you do not want to generate action requests. If you do not want to establish a minimum dollar amount, leave this field blank.
To Amount	Optional. This field is available only if the <b>Review Type</b> value is either 'Organization Accounting Only' or 'Both.'  Enter a maximum dollar amount for transactional documents above which you do not want to generate action requests. If you do not want to establish a maximum dollar amount, leave this field blank.
Accounting Line Override Code	Optional. Note that this field is available only if the <b>Review Type</b> value is either 'Organization Accounting Only' or 'Both.'  If you want action requests to be generated only when a transactional document includes an accounting line with a particular override code, select that override code here. If you want action requests to be generated whether or not an override code is present, leave this field blank.
Principal Name	Optional. Enter the principal name of the person who is to receive these workflow action requests or use the <b>Person</b> lookup  to select a value.   You must choose a principal name, role and/or group to receive this workflow request. You may not leave all these fields blank.
Namespace	Optional. To generate workflow action requests to a particular role, select the namespace associated with that role.
Role Name	Optional. Enter the name of the role that is to receive these workflow action requests or use the <b>Role</b> lookup  .

	<p>to select a value.</p> <p> You must choose a principal name, role and/or group to receive this workflow request. You may not leave all these fields blank.</p>
Group Namespace	Optional. If you want to generate workflow action requests to a particular group, select the namespace associated with that group.
Group Name	<p>Optional. Enter the name of the group that is to receive these workflow action requests or use the <b>Group</b> lookup  to select a value.</p> <p> You must choose a principal name, role and/or group to receive this workflow request. You may not leave all these fields blank.</p>
Action Type Code	<p>Required. Select the type of workflow action request that is to be generated. Choices include:</p> <p>Approve FYI Acknowledge</p>
Priority Number	Optional. Enter a priority number between 1 and 11. If multiple action requests are generated for this chart, organization and document type, requests with lower priorities are generated before those with higher priorities.
Action Policy Code	<p>Required. This value determines what happens if multiple members of a role or group receive the same action request and one of them takes the requested action. For example, if a role has a group with three members assigned, all of these members receive the action request defined here; this code determines what the system does when one of them takes action on the document.</p> <p>A value of 'FIRST' indicates that the first member to take action on the document automatically clears all requests for this responsibility that may be in other group members' action lists.</p> <p>A value of 'ALL' indicates that each group member must take individual action to clear his or her requests.</p> <p> This value impacts only a single action request. It has no impact on other requests that might be generated by workflow for the same chart, organization and document type.</p>
Force Action	Check the box to indicate that the assignee must take the action for this request even if the user has already previously taken action on this document. Leaving the box unchecked allows a request to be immediately fulfilled if the assignee has previously taken action on this specific document.

Active From Date	Optional. To begin generating these requests on a specific date, enter that date here. If no date is provided, the requests will be eligible for creation as soon as the Organization Review document is processed or final.
Active To Date	Optional. To stop generating these requests on a specific day, enter that date here. If no date is provided the requests will be generated indefinitely.

## Delegation

Users may use the Organization Review document to establish a delegate for a current member of the Organization Reviewer or Organization Accounting Reviewer role. Delegates inherit all responsibilities of the role member they're associated with.

To create a delegate:

- To create a delegate, use the **Organization Review** lookup to find the member you want to create a delegate for.
- Click the **create delegation** link.

**Organization Review Lookup**

Document Type:

Chart Code:

Organization Code:

Principal Name:

Namespace:

Role Name:

Group Namespace:

Group Name:

Delegate:  Yes  No  Both

Active Indicator:  Yes  No  Both

23 items retrieved, displaying all items.

Actions	Inquiry	Role Namespace Code	Role Name	Chart Code	Organization Code	Document Type	Member Type Code	Member Namespace	Member Name	Action Type Code	Priority Number	From Amount
<a href="#">edit</a> <a href="#">copy</a> <a href="#">create</a> <a href="#">delegation</a>	<a href="#">View Role Member</a>	OLE-SYS	Accounting Reviewer	UA	UA	OLE_BA	Role	OLE-SYS	University Administration Budget Manager			
create delegation Organization Review with Role Member Identifier: OLE1339												
<a href="#">edit</a> <a href="#">copy</a> <a href="#">create</a> <a href="#">delegation</a>	<a href="#">Role Member</a>	OLE-SYS	Accounting Reviewer	BL	PSY	OLE_TF	Principal		CHANCE, IVY F	APPROVE	1	

The system creates a new Organization Review document that copies all the fields in the **Organization Review** tab from the selected member role and renders them not editable.

Organization Review

Old	New
<b>Chart Code:</b> BL - BLOOMINGTON	<b>Chart Code:</b> BL - BLOOMINGTON
<b>Organization Code:</b> PSY	<b>Organization Code:</b> PSY
<b>Document Type:</b> DI	<b>Document Type:</b> DI
<b>Review Types:</b> Organization Accounting Only	<b>Review Types:</b> Organization Accounting Only

All values on the **Assignee / Delegation** tab are also copied. These values may be edited.

Assignee / Delegation		▼ hide	
Old		New	
From Amount:		From Amount:	<input type="text"/>
To Amount:		To Amount:	<input type="text"/>
Accounting Line Override Code:		Accounting Line Override Code:	<input type="text"/>
Delegation Type Code:		Delegation Type Code:	<input type="text"/>
Principal Name:		Principal Name:	<input type="text"/>
Namespace:		Namespace:	<input type="text"/>
Role Name:		Role Name:	<input type="text"/>
Group Namespace:		Group Namespace:	<input type="text"/>
Group Name:		Group Name:	<input type="text"/>
Action Type Code:	APPROVE	* Action Type Code:	APPROVE
Priority Number:		Priority Number:	<input type="text"/>
Action Policy Code:	ALL	* Action Policy Code:	ALL
Force Action:	No	Force Action:	<input type="checkbox"/>
Active From Date:		Active From Date:	<input type="text"/>
Active To Date:		Active To Date:	<input type="text"/>

## Process Overview

### Business Rules

- Exactly one of the following groups of fields must be completed on the **Assignee / Delegation** tab:
  - Principal Name**
  - Namespace and Role Name**
  - Group Namespace and Group**
- When delegating an Accounting Reviewer role, the values for the **From Amount** and **To Amount** must fall within the range established for the role member whose responsibility is being delegated.


### Routing

The Organization Review document uses organization review routing. It routes based on the chart and organization on the document.

## Project Code

**Main Menu** > **Lookup and Maintenance** > **Chart of Accounts** > **Project Code** >  
**Project Code Lookup** > **Project Code**


The Project Code document is used to define an optional part of the accounting string that allows you to assign an identifier to particular transactions that might span multiple accounts. Because Project Code is not specific to an account it can be used to track project activity that is shared across multiple accounts within an organization or even across multiple organizations.

 OLE has not implemented this option in its current sample data.

The use of this code allows individuals to run reports using the code and to get a listing of all revenues and expenditures that have been assigned to the project.

## Document Layout

The Project Code document includes the **Edit Project Code** tab.

<b>Project Code</b> 	<b>Doc Nbr:</b> 3293	<b>Status:</b> INITIATED
	<b>Initiator:</b> khuntlev	<b>Created:</b> 09:26 PM 10/25/2009

[expand all](#) [collapse all](#)  
\* required field

Document Overview [hide](#)

**Document Overview**

\* **Description:**

**Org. Doc. #:**

**Explanation:**

---

Edit Project Code [hide](#)

Old	New
<b>Project Code:</b> BOB	<b>Project Code:</b> BOB
<b>Project Name:</b> BOB KNIGHT SCHOOL	* <b>Project Name:</b> BOB KNIGHT SCHOOL
<b>Project Manager Principal Name:</b> vputman - PUTMAN, VIRGIE A	* <b>Project Manager Principal Name:</b> vputman PUTMAN, VIRGIE A
<b>Project Manager Name:</b> PUTMAN, VIRGIE A	<b>Project Manager Name:</b> PUTMAN, VIRGIE A
<b>Chart Code:</b> BL	* <b>Chart Code:</b> BL
<b>Organization Code:</b> PSY	* <b>Organization Code:</b> PSY
<b>Project Description:</b> test	* <b>Project Description:</b> test
<b>Active Indicator:</b> Yes	<b>Active Indicator:</b> <input checked="" type="checkbox"/>

Notes and Attachments (0) [show](#)

Ad Hoc Recipients [show](#)

Route Log [show](#)





[submit](#) [save](#) [blanket approve](#) [close](#) [cancel](#)



## Edit Project Code Tab

Old		New	
Project Code:	BOB	Project Code:	BOB
Project Name:	BOB KNIGHT SCHOOL	* Project Name:	BOB KNIGHT SCHOOL
Project Manager Principal Name:	vputman - PUTMAN, VIRGIE A	* Project Manager Principal Name:	vputman PUTMAN, VIRGIE A
Project Manager Name:	PUTMAN, VIRGIE A	Project Manager Name:	PUTMAN, VIRGIE A
Chart Code:	BL	* Chart Code:	BL
Organization Code:	PSY	* Organization Code:	PSY
Project Description:	test	* Project Description:	test
Active Indicator:	Yes	Active Indicator:	<input checked="" type="checkbox"/>

### Edit Project Code tab definition

Title	Description
Project Code	Required. Enter the unique code to identify a project.
Project Name	Required. Enter the long descriptive name. The name appears on the <b>Accounting Lines</b> tab in financial documents as well as in searches and reports.
Project Manager UserID	Required. Enter the user ID of the person responsible for the project or search for it from the <b>UserID</b> lookup  .
Chart Code	Required. Enter the chart code associated with the organization assigned to the project code, or search for it from the <b>Chart</b> lookup  .
Organization Code	Required. Enter the organization code associated with the project code, or search for it from the <b>Organization</b> lookup    While project code is assigned to a chart and organization code, it can be used in conjunction with accounts from other charts and organizations.
Project Description	Required. Enter the text description describing the purpose of the project Code.
Active Indicator	Optional. Select the check box if the project code is active. Clear the check box if it is inactive.

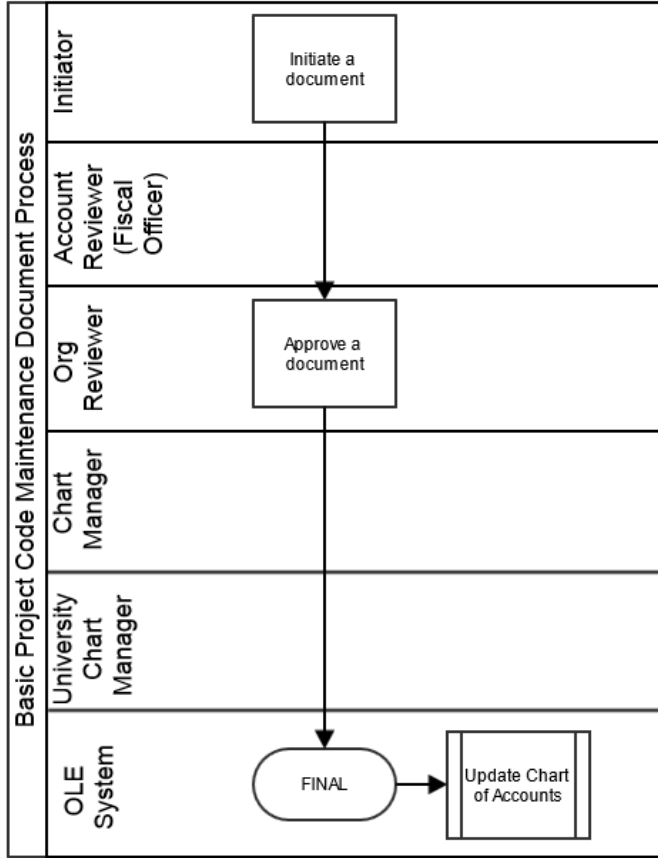
## Process Overview

### Business Rules

The project code is unique across all charts and therefore can be used across, fund groups and account numbers.

### Routing

The Project Code document routes for Org Review based on the organization associated with the project.



## Sub-Account

[Main Menu](#) > [Lookup and Maintenance](#) > [Chart of Accounts](#) > • [Sub-Account](#) >  
[Sub-Account Lookup](#) > [Sub-Account](#)

The Sub-Account document is used to define an optional part of the accounting string that allows tracking of financial activity within a particular account at a finer level of detail. Instead of associating budget, actuals and encumbrances with an account, you can specify a sub-account within that account to apply these entries. Sub-accounts are often used to help track expenses when several different activities may be funded by the same account. Sub-accounts can also be related to each other, across accounts, via Financial Reporting codes.

For example, a large organization may have money in a general account that is used by several different areas of that organization. The organization might segregate the budgets for each of the areas into Sub-accounts such as 'Marketing,' 'Research,' and 'Recruitment. When expenses are applied to the account they can be applied to the sub-account level, allowing direct comparisons between the budget and the actual income and expenditures of these smaller categories. Because all of the activity is still within a single account, it is still easy to report on the finances of the overall account.

Sub-accounts take on most of the attributes of the account to which it reports, including Fiscal Officer, account supervisor, fund group, and function code.

Sub-accounts allow you to take advantage of the Financial Reporting Code. This is an optional sub-account attribute that can be defined by a particular organization and retrieved from the OLE via decision support queries.

The Sub-Account document includes the **Edit Sub-Account Code**, and **Edit Financial Reporting Code** tabs.

<b>Sub-Account</b> ?	<b>Doc Nbr:</b> 3956	<b>Status:</b> INITIATED
	<b>Initiator:</b> ole-khuntley	<b>Created:</b> 02:17 PM 08/14/2012
		<a href="#">expand all</a>   <a href="#">collapse all</a>
* required field		

**Document Overview** ▼ hide

---

**Document Overview**

<b>* Description:</b> <input type="text"/>	<b>Explanation:</b> <input type="text"/>
<b>Organization Document Number:</b> <input type="text"/>	

**Edit Sub-Account Code** ▼ hide

---

Old	New
<b>Chart Code:</b> BA	<b>Chart Code:</b> BA
<b>Account Number:</b> 9020224	<b>Account Number:</b> 9020224
<b>Sub-Account Number:</b> 05551	<b>Sub-Account Number:</b> 05551
<b>Sub-Account Name:</b> 20005551	<b>* Sub-Account Name:</b> <input type="text" value="20005551"/>
<b>Active Indicator:</b> Yes	<b>Active Indicator:</b> <input checked="" type="checkbox"/>

**Edit Financial Reporting Code** ▼ hide

---

Old	New
<b>Financial Reporting Chart Code:</b> <input type="text"/>	<b>Financial Reporting Chart Code:</b> <input type="text"/>
<b>Financial Reporting Org Code:</b> <input type="text"/>	<b>Financial Reporting Org Code:</b> <input type="text"/>
<b>Financial Reporting Code:</b> <input type="text"/>	<b>Financial Reporting Code:</b> <input type="text"/>

**Notes and Attachments (0)** ▶ show

---

**Ad Hoc Recipients** ▶ show

---



**Route Log** ▶ show

## Edit Sub-Account Code Tab

If you are not establishing a Cost Share sub-account or using the Financial Reporting Code, the **Edit Sub-Account Code** and the **Document Overview** tabs are the only required tabs on the document.




Old		New	
Chart Code:	BA	Chart Code:	BA
Account Number:	9020224	Account Number:	9020224
Sub-Account Number:	05551	Sub-Account Number:	05551
Sub-Account Name:	20005551	* Sub-Account Name:	<input type="text" value="20005551"/>
Active Indicator:	Yes	Active Indicator:	<input checked="" type="checkbox"/>

### Edit Sub-Account Code tab definition

Title	Description
Chart Code	Required. Enter the chart code associated with the account associated with the sub-account, or search for it from the <b>UserID</b> lookup  .
Account Number	Required. Enter the account number on which you want to create the sub-account or search for it from the <b>Account</b> lookup  . If you want to use the same sub-account code on several accounts, you need to process an additional document for each additional account on which you want to use that sub-account.
Sub-Account Number	Required. Enter the code to define the sub-account. This is the code to be entered in the sub-account field of the <b>Accounting Lines</b> tab of financial documents.
Sub-Account Name	Required. Enter the long descriptive name. This name appears on the <b>Accounting Lines</b> tab in financial documents as well as in searches and reports.
Active Indicator	Optional. Select the check box if the sub-account is active. Clear the check box if it is inactive.




## Edit Financial Reporting Code Tab

This **Financial Reporting Code** tab is optional but can be used to associate this sub-account with a Financial Reporting Code. The associated reporting code could then be retrieved via decision support tools.

Old		New	
Financial Reporting Chart Code:		Financial Reporting Chart Code:	<input type="text" value=""/> 
Financial Reporting Org Code:		Financial Reporting Org Code:	<input type="text" value=""/> 
Financial Reporting Code:		Financial Reporting Code:	<input type="text" value=""/> 

### Edit Financial Reporting Code tab definition

Title	Description
Financial Reporting	Optional. Enter the chart code associated with the organization that owns the assigned financial reporting

Chart Code	code, or search for it from the <b>Chart</b> lookup  .
Financial Reporting Org Code	Optional. Enter the code for the organization that owns the assigned financial reporting code, or search for it from the <b>Org Code</b> lookup  .
Financial Reporting Code	Optional. Enter the reporting code assigned to the Sub-Account, or search for it from the <b>Financial Reporting Code</b> lookup  . Financial reporting codes are specific to a chart and organization.

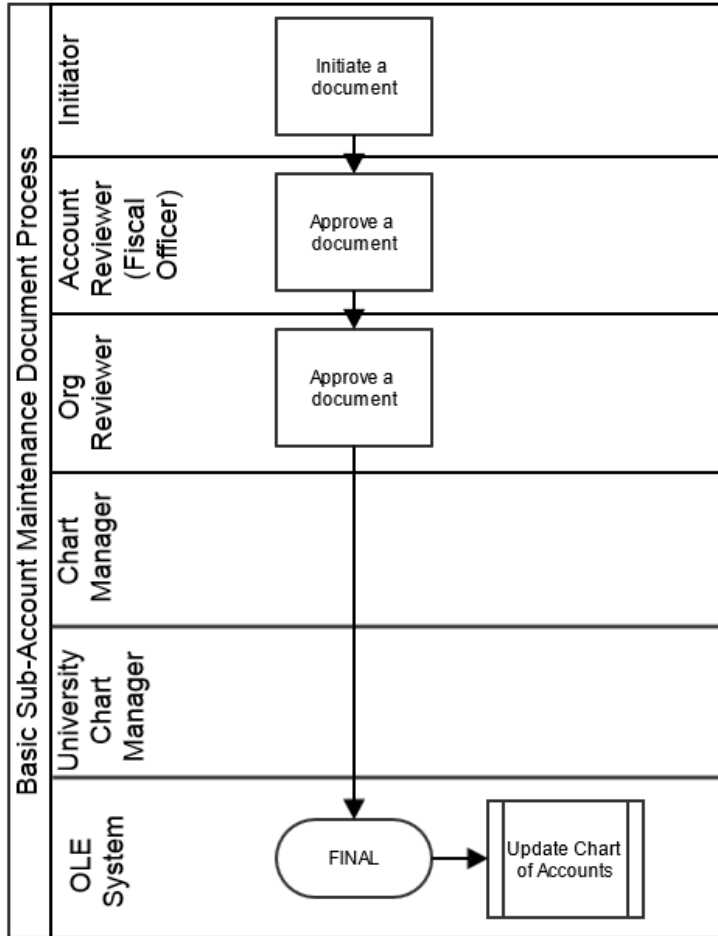
## Process Overview

### *Business Rules*

- Takes on most of the attributes of the account to which it reports – fiscal officer, account supervisor; fund group and function code
- If sub-account type code is 'CS,' then the fields **Cost Sharing Chart of Accounts Code** and **Cost Sharing Account Number** in the **Edit CG Cost Sharing** tab are required.
- If sub-account type code is 'EX' and the Account associated with the Sub-Account is a Contracts and Grants account, then all fields in the **Edit CG ICR** tab are required.
- If any field in the **Financial Reporting Code** tab is completed, all fields become required.

### *Routing*

- The Sub-Account document routes to the Fiscal Officer associated with the account on the document.
- The Sub-Account document routes to Org Review based on the organization that owns the account associated with the document.



## Sub-Object Code

[Main Menu](#) > [Lookup and Maintenance](#) > [Chart of Accounts](#) > [Sub-Object Code](#) >  
[Sub-Object Code Lookup](#) > [Sub-Object Code](#)

The Sub-Object document is used to define an optional part of the accounting string that allows you to create finer distinctions within a particular object code on an account.

Sub-object codes are specific to an account and a fiscal year and take on most of the attributes of the object code to which they report, including object code type and sub-type.

## Document Layout

The Sub-Object Code document contains the **Edit Sub Object Code** tab.

Sub-Object Code <span>?</span>		Doc Nbr: 3295	Status: INITIATED
		Initiator: khuntley	Created: 09:33 PM 10/25/2009

[expand all](#) [collapse all](#)  
\* required field

Document Overview hide

**Document Overview**

\* Description:

Org. Doc. #:

Explanation:

**Edit Sub Object Code** hide

Old	New
University Fiscal Year: 2010	University Fiscal Year: 2010
Chart Code: BA	Chart Code: BA
Account Number: 6044900	Account Number: 6044900
Object Code: 1466	Object Code: 1466
Sub-Object Code: 001	Sub-Object Code: 001
Sub-Object Code Name: employee parking decal	* Sub-Object Code Name: <input type="text" value="employee parking decal"/>
Sub-Object Code Short Name: employ park	* Sub-Object Code Short Name: <input type="text" value="employ park"/>
Active Indicator: Yes	Active Indicator: <input checked="" type="checkbox"/>

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log show

[submit](#) [save](#) [blanket approve](#) [close](#) [cancel](#)





## Edit Sub Object Code Tab

**Edit Sub Object Code** hide

Old	New
University Fiscal Year: 2010	University Fiscal Year: 2010
Chart Code: BA	Chart Code: BA
Account Number: 6044900	Account Number: 6044900
Object Code: 1466	Object Code: 1466
Sub-Object Code: 001	Sub-Object Code: 001
Sub-Object Code Name: employee parking decal	* Sub-Object Code Name: <input type="text" value="employee parking decal"/>
Sub-Object Code Short Name: employ park	* Sub-Object Code Short Name: <input type="text" value="employ park"/>
Active Indicator: Yes	Active Indicator: <input checked="" type="checkbox"/>

### Edit Sub Object Code tab definition

Title	Description
Fiscal Year	Required. Enter the fiscal year when you want to use the sub-object code, or search for it from the <b>Fiscal Year</b>

	lookup  .
Chart Code	Required. Enter the chart code to which the sub-object code belongs, or select it from the <b>Chart</b> lookup  .
Account Number	Required. Enter the account number on which you want to use the sub-object code, or select it from the <b>Account</b> lookup  . If you want to use the same sub-object code on several accounts, you need to process an additional document for each additional account on which you want to use that code.
Object Code	Required. Enter the object code to which the sub-object code belongs, or select it from the <b>Object Code</b> lookup  . The sub-object code has its own name and code, but otherwise inherits all attributes of the object code to which it belongs.
Sub-Object Code	Required. Enter the code to define the sub-object. This is the code that should be entered in the sub-object field of the <b>Accounting Lines</b> tab on financial transaction documents.
Sub-Object Code Name	Required. Enter the long descriptive name of the sub-object code. This name appears on the <b>Accounting Lines</b> tab in financial transaction documents as well as in searches and reports.
Sub-Object Code Short Name	Required. Enter the shortened version of the sub-object code name used in reporting where space is limited.
Active Indicator	Optional. Select the check box if the sub-object code is active. Clear the check box if it is inactive.

## Process Overview

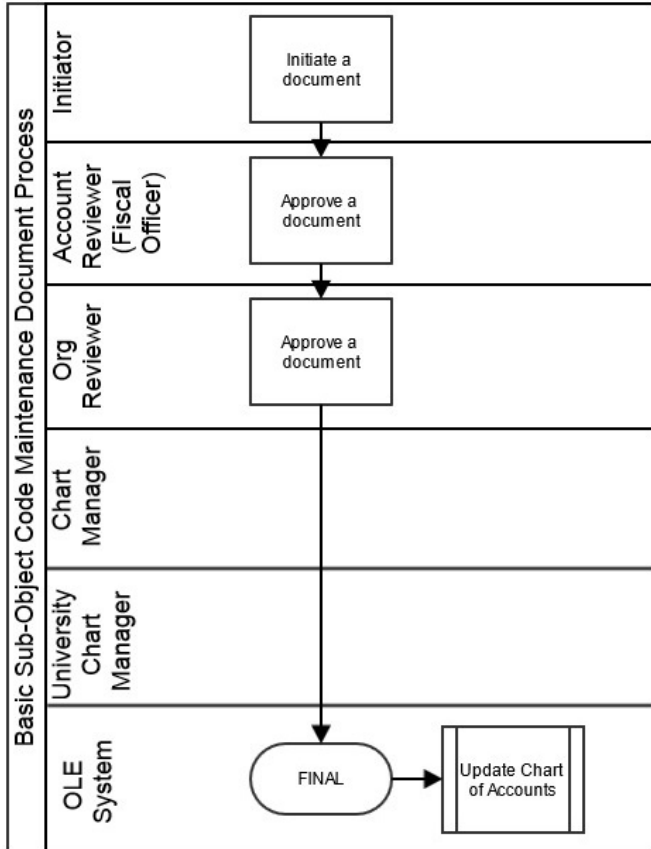
### **Business Rules**

- The object code associated with the sub-object code must be active.
- Expired accounts are allowed, however, if the account is expired OLE offers to replace it with the continuation account.

### **Routing**

- The Sub-Object document routes to the Fiscal Officer or Primary Delegate associated with the account on the document.
- The Sub-Object document also routes to Org Review based on the organization that owns the account associated with the document.





## Sub-Object Code Global

**Main Menu** > **Lookup and Maintenance** > **Chart of Accounts** > • **Sub-Object Code Global** > **Sub-Object Code Global**

➔ For general information about accessing and working with global documents, see [Global COA E-Docs](#).

The Sub-Object Code Global document is used to assign identical attributes to multiple sub-object codes on a single document.

### Document Layout

The Sub-Object Code Global document has three unique tabs: **Edit Global Sub Object Code**, **Edit Object Codes**, and **Edit Accounts**. These tabs contain all of the modifiable sub-object code attributes that are not specific to object codes and account numbers.

Sub-Object Code Global ?		Doc Nbr: 3296	Status: INITIATED
		Initiator: khuntley	Created: 09:34 PM 10/25/2009

expand all collapse all  
\* required field

Document Overview hide

**Document Overview**

* Description:		Explanation:	
Org. Doc. #:			

Edit Global Sub Object Code hide

**New**

* Fiscal Year:	2010
* Chart Code:	
* Sub-Object Code:	
* Sub-Object Code Name:	
* Sub Object Code Short Name:	
Active Indicator:	<input checked="" type="checkbox"/>

Edit Object Codes hide

**New Object Code** Look Up/Add Multiple Object Code Lines

* Fiscal Year:	2010
Chart Code:	
* Object Code:	

add

Edit Accounts hide

**New Account** Look Up/Add Multiple Account Lines

Chart Code:	
* Account Number:	
Account Name:	

add

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log show



submit save blanket approve close cancel

### Edit Global Sub Object Code Tab



The **Edit Global Sub Object Code** tab works much the same as the **Edit Sub Object Code** tab of the Sub-Object Code document works. All of the fields on this tab are required. The Sub Object Code Global document can both create new and update existing records.

➔ For more information about how to complete the **Edit Global Sub Object Code** tab, see [Sub-Object Code](#).

## Edit Object Code Tab

In the **Edit Account** tab, specify the chart and object codes that the sub-object code belongs to. There are two ways to populate the object codes in the **Edit Object** tab. One is by manually entering or selecting one object code at a time from the normal **Object Code** lookup , the other is by using a special multiple value lookup called the **Look Up / Add Multiple Object Code Lines**  to return multiple values.

## Edit Account Tab

In the **Edit Account** tab, specify the chart and account that the sub-object code belongs to. There are two ways to populate the accounts that you want to select in the **Edit Account** tab. One is by manually entering or selecting one account at a time from the normal **Account** lookup , the other is by using a special multiple value lookup called the **Look Up / Add Multiple Account Lines**  to return multiple values.

➔ For information about how to use the multiple value lookup, see [Multiple Value Lookup](#) on the *OLE E-Doc Fundamentals* wiki page.

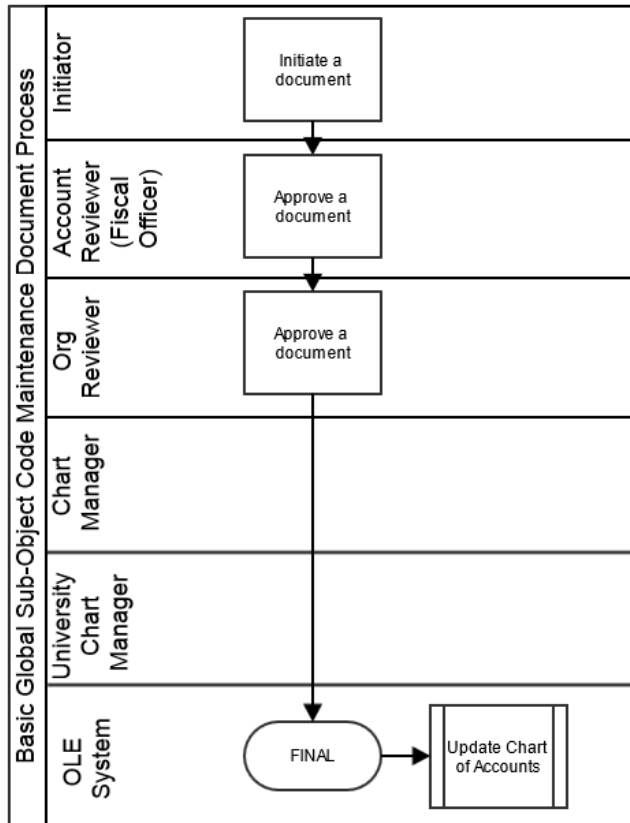
## Process Overview

### Business Rules

The Global Sub-Object Code document is subject to the same business rules as the Sub-Object Code document. In addition, at least one account must be selected on the **Edit Accounts** tab and one object code must be selected on the **Edit Object Code** tab.








### Routing

The Global Sub-Object Code document routes to the Account Reviewer and Org Reviewer.








## Initiating a Global Sub-Object Code document

### Using Look Up / Add Multiple Account and Object Code Lines

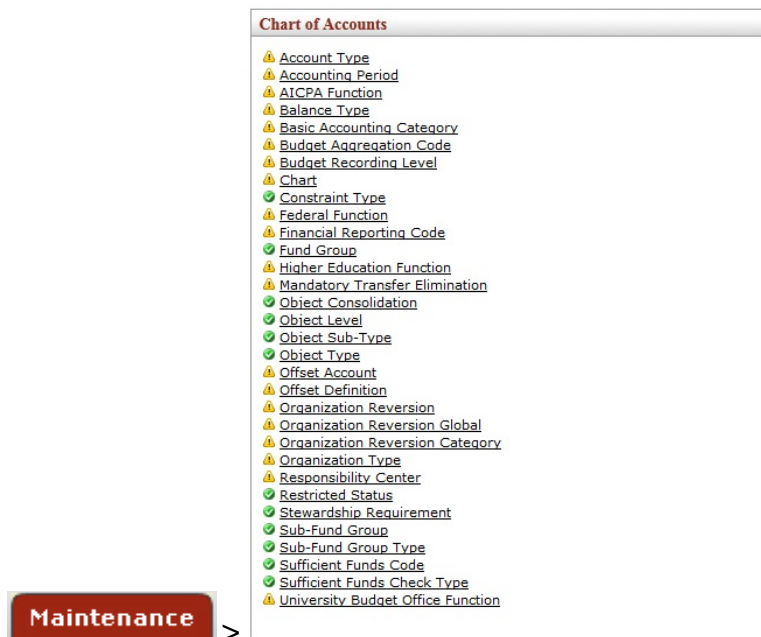
1. Complete the **Edit Global Sub Object Code** tab.
2. To add multiple object codes to the **Edit Object Codes** tab, click **Look Up / Add Multiple Object Lines** lookup .
3. Enter the desired search criteria to search for the object codes you want to include and click .
4. After the result is returned, select check boxes to make your object code selection and click . The selected accounts are returned to the **Edit Object Codes** tab.
5. To add multiple accounts to the **Edit Accounts** tab, click the **Look Up / Add Multiple Account Lines** lookup .
6. Enter the desired search criteria to search for the accounts you want to include and click .
7. After the results are displayed, select check boxes to make your account selection and click . The selected accounts are returned to the **Edit Account** tab.
8. Click .

### Adding One Account and Object Code at a Time

1. Complete the **Edit Global Sub-Object Code** tab
2. To add one object code at a time, enter the values or use the **Object Code lookup** .
3. Search for an object code and click the [return value](#)  link associated with the object code you want to select.
4. Click  to add the object code to the list.
5. Repeat steps 2 through 4 until you have selected all of the object codes.
6. To add one account at a time, enter the values or use the **Account lookup** .
7. Search for an account and click the [return value](#)  link associated with the account you want to select.
8. Click  to add the object code to the list.
9. Repeat steps 2 through 4 until you have selected all of the accounts.
10. Click .

 For information about field lookup and multiple value lookup, see [Field Lookup](#) and [Multiple Value Lookup](#) on the *OLE E-Doc Fundamentals* wiki page.

# COA Attribute Maintenance E-Docs



On the **Maintenance** menu tab, the **Chart of Accounts** submenu provides access to numerous maintenance documents for your institution's charts.

## COA e-docs available from the Maintenance Menu

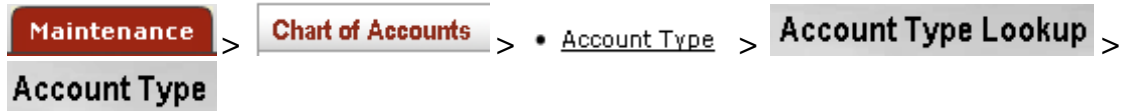
Document Type	Description
<a href="#">Account Type</a>	Identifies an attribute of account that categorizes accounts for reporting purposes.
<a href="#">Accounting Period</a>	Defines the accounting year, its subdivisions and their attributes to be used throughout the OLE. These periods usually correspond to calendar months but may include special processing periods.
<a href="#">AICPA Function</a>	Identifies an attribute of the higher education function code that may be used for reporting specifically related to American Institute of Certified Public Accountants.
<a href="#">Balance Type</a>	Defines the different types of balances supported by the application.
<a href="#">Basic Accounting Category</a>	Groups the object type codes into the basic accounting categories for reporting purposes.
<a href="#">Budget Aggregation Code</a>	Indicates the level at which the object can be used for budgeting.
<a href="#">Budget Recording Level</a>	Indicates the level at which an account is budgeted.
<a href="#">Chart</a>	Defines the valid charts that make up the high-level structure of the OLE Chart of Accounts. It also specifies

	who has management responsibilities for each chart. Accounts and object codes are specific to each chart. Represented by a two character code.
<a href="#">Constraint Type</a>	Identifies the type of constraint, i.e., "over" or "under".
<a href="#">Federal Function</a>	Defines an attribute of the higher education function code that is used for federal reporting purposes.
<a href="#">Financial Reporting Code</a>	Defines an optional attribute of sub-account that may be used for reporting.
<a href="#">Fund Group</a>	The broadest category of funds. Used for reporting and business rules.
<a href="#">Higher Education Function</a>	Classifies the purpose and activities of an account such as instruction, research, or public outreach.
<a href="#">Mandatory Transfer Elimination</a>	Identifies an attribute of object code that can be used to indicate whether the object code is considered a mandatory transfer code, an elimination code, or neither.
<a href="#">Object Consolidation</a>	Identifies an attribute of object level that represents a general category of object code for reporting.
<a href="#">Object Level</a>	Identifies an attribute of object code that is used to group similar object codes into categories for reporting.
<a href="#">Object Sub-Type</a>	Identifies an attribute of object code that is used to further refine object type. Used for reporting and sometimes for business rules.
<a href="#">Object Type</a>	Identifies an attribute of object code that is used to identify its general use, such as income, asset, expense, or liability. Used for reporting and business rules.
<a href="#">Offset Account</a>	Allows an account to be specified for offsets of a OLE account, used for offset or elimination transactions.
<a href="#">Offset Definition</a>	Establishes the types of offset entries that the General Ledger will generate for each document type as part of the batch process, an e-doc or the accounting cycle.
<a href="#">Organization Reversion</a>	Defines the reversion/carry forward rules by organization for the year-end process. The combination of GL balances and established rules determine whether current budget can be carried forward or reverted back to the reversion account number.
<a href="#">Organization Reversion Category</a>	Creates new organization reversion categories by assigning them a code, a name, and assigning them a place in the display sequence.
<a href="#">Organization Type</a>	Categorizes organizations for reporting purposes.
<a href="#">Responsibility Center</a>	Identifies an attribute of organization used to assign an identifying number and description of an organization that has ultimate fiscal responsibility to those that report to it.

<a href="#"><u>Restricted Status</u></a>	Identifies an attribute of account that is used to indicate whether the funds within an account are 'unrestricted,' 'restricted,' or 'temporarily restricted'.
<a href="#"><u>Stewardship Requirement</u></a>	Identifies an attribute of account used to designate the type of stewardship responsibility.
<a href="#"><u>Sub-Fund Group</u></a>	Identifies an attribute of account used to designate the type or purpose of funds that are found in that account.
<a href="#"><u>Sub-Fund Group Type</u></a>	Identifies an attribute of sub-fund that can be used to further categorize or group sub-funds.
<a href="#"><u>Sufficient Funds Check Type</u></a>	Sufficient funds check type, e.g., Account, Object, Level, Consolidation, Cash, None.
<a href="#"><u>Sufficient Funds Code</u></a>	Identifies a unique identifier for the code that indicates what level the account is going to be checked for sufficient funds in the transaction processing environment.
<a href="#"><u>University Budget Office Function</u></a>	Identifies an attribute of higher education function code that is used to identify a function for budget reporting.



## Account Type



The account type is an attribute of account that is used to categorize accounts for reporting.

## Document Layout

Account Type ?	Doc Nbr: 3294	Status: INITIATED
	Initiator: khuntley	Created: 02:56 PM 09/26/2009

[expand all](#)   [collapse all](#)  
 \* required field

Document Overview ▼ hide

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**Document Overview**

\* Description:

Org. Doc. #:

Explanation:

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Edit Account Type ▼ hide

Old	New
Account Type Code: BS	Account Type Code: BS
Account Type Name: BALANCE SHEET ACCOUNT	* Account Type Name: BALANCE SHEET ACCOUNT
Active Indicator: Yes	Active Indicator: <input checked="" type="checkbox"/>

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Notes and Attachments (0) ▶ show

Ad Hoc Recipients ▶ show

Route Log ▶ show

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submit   save   blanket approve   close   cancel

The Account Type document includes the **Edit Account Type** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

### Edit Account Type tab definition

Title	Description
Account Type Code	<b>A two-digit code that identifies an account type</b>
Account Type Name	<b>Required. A familiar title that describes an account type</b>
Active Indicator	Indicates whether this account type code is active or inactive. Remove the check mark to deactivate an account type.

## Accounting Period

**Maintenance** > **Chart of Accounts** > • **Accounting Period** > **Accounting Period Lookup** > **Accounting Period**

The Accounting Period document is used to define the accounting year, its subdivisions and their attributes to be used throughout the Kuali Financial System. Accounting periods usually correspond to calendar months but may include special processing periods, such as a period 'thirteen' for processing year-end closing transactions. Accounting periods are the periods to which financial transactions of any type are posted.

### Document Layout

<b>Accounting Period</b> ?	<b>Doc Nbr:</b> 3295	<b>Status:</b> INITIATED
	<b>Initiator:</b> khuntley	<b>Created:</b> 02:58 PM 09/26/2009

[expand all](#) [collapse all](#)  
\* required field

Document Overview ▼ hide

**Document Overview**

\* Description:

Org. Doc. #:

Explanation:

Edit Accounting Period ▼ hide

Old	New
<b>University Fiscal Year:</b> 2008	<b>University Fiscal Year:</b> 2008
<b>University Fiscal Period Code:</b> 01	<b>University Fiscal Period Code:</b> 01
<b>University Fiscal Period Name:</b> JULY 2008	* <b>University Fiscal Period Name:</b> <input type="text" value="JULY 2008"/>
<b>Active Indicator:</b> Yes	* <b>Active Indicator:</b> <input checked="" type="checkbox"/>
<b>Budget Rollover:</b> No	<b>Budget Rollover:</b> <input type="checkbox"/>
<b>University Fiscal Period End Date:</b> 07/31/2007	* <b>University Fiscal Period End Date:</b> <input type="text" value="07/31/2007"/>

Notes and Attachments (0) ▶ show


Ad Hoc Recipients ▶ show

Route Log ▶ show

The Accounting Period document includes the **Edit Accounting Period** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

#### Edit Accounting Period tab definition

Title	Description
University Fiscal Year	The university fiscal year for the accounting period
University Fiscal Period Code	<b>The university fiscal period within the designated university fiscal year</b>

University Fiscal Period Name	<b>Required. The familiar title for the designated university fiscal period code</b>
Active Indicator	Required. Indicates whether this accounting period code is active or inactive. Remove the check mark to deactivate an accounting period code.
Budget Rollover	Indicates whether the sufficient funds process is in use that allows the promised budgetary funds to be carried over for the current fiscal year. Remove the check mark if the funds should not be carried over.
University Fiscal Period End Date	Required. The last day of the university fiscal period. This date may be retrieved from <b>calendar</b>  .

## AICPA Function

Maintenance > Chart of Accounts > • AICPA Function > AICPA Function Lookup > AICPA Function

The AICPA Function document is used to define the AICPA function attribute of the higher education function code that is used for reporting.

## Document Layout

AICPA Function ?	Doc Nbr: 3296	Status: INITIATED
	Initiator: khuntlev	Created: 03:05 PM 09/26/2009

[expand all](#) [collapse all](#)  
\* required field

Document Overview ▼ hide

**Document Overview**

\* Description:

Org. Doc. #:

Explanation:

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Edit AICPA Function ▼ hide

Old	New
AICPA Function Code: IN	AICPA Function Code: IN
AICPA Function Name: INSTRUCTIONAL	* AICPA Function Name: <input type="text" value="INSTRUCTIONAL"/>
Active Indicator: Yes	Active Indicator: <input checked="" type="checkbox"/>

Notes and Attachments (0) ▶ show

Ad Hoc Recipients ▶ show

Route Log ▶ show

The AICPA Function document includes the **Edit AICPA Function** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

### Edit AICPA Function tab definition

Title	Description
AICPA Function Code	<b>The AICPA function code is an</b> attribute of higher education function code that is used for reporting specifically related to American Institute of Certified Public Accountants.
AICPA Function Name	<b>Required. A familiar title of an AICPA function code.</b>
Active Indicator	Indicates whether this AICPA code is active or inactive. Remove the check mark to deactivate an AICPA code.

## Balance Type

**Maintenance** > **Chart of Accounts** > • **Balance Type** > **Balance Type Lookup** >  
**Balance Type**

The Balance Type document defines the different types of balances supported by the application. Common examples include actuals, current budget, and encumbrances. Posted transactions are assigned a balance type. These different types facilitate balance reporting and financial queries.

### Document Layout

<b>Balance Type</b> ?	<b>Doc Nbr:</b> 3297	<b>Status:</b> INITIATED
	<b>Initiator:</b> khuntley	<b>Created:</b> 03:06 PM 09/26/2009

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Document Overview ▼ hide

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**Document Overview**

\* **Description:**

**Org. Doc. #:**

**Explanation:**

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Edit Balance Type ▼ hide

Old	New
<b>Balance Type Code:</b> AC	<b>Balance Type Code:</b> AC
<b>Balance Type Name:</b> ACTUALS (BALANCE SHEET)	* <b>Balance Type Name:</b> <input type="text" value="ACTUALS (BALANCE SHEET)"/>
<b>Short Name:</b> ACTUALS	* <b>Short Name:</b> <input type="text" value="ACTUALS"/>
<b>Offset Generation:</b> Yes	<b>Offset Generation:</b> <input checked="" type="checkbox"/>
<b>Encumbrance:</b> No	<b>Encumbrance:</b> <input type="checkbox"/>
<b>Active Indicator:</b> Yes	<b>Active Indicator:</b> <input checked="" type="checkbox"/>

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Notes and Attachments (0) ▶ show

Ad Hoc Recipients ▶ show

Route Log ▶ show

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The Balance Type document includes the **Edit Balance Type** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

#### Edit Balance Type tab definition

Title	Description
Balance Type Code	<b>Identifies the balance type for</b> different use in system processes
Balance Type Name	<b>Required. A descriptive label for this balance type code</b>
Short Name	<b>Required. An abbreviated name for a specific balance type to be used where space is limited</b>
Offset Generation	Optional. Indicates if offsets are to be generated automatically by the system for the balance type. Remove the check mark if there are no offset generated entries.

Encumbrance	Optional. Indicates if the balance type represents an encumbrance. Remove the check mark if the balance type is not an encumbrance
Active Indicator	Indicates whether this balance type code is active or inactive. Remove the check mark to deactivate a balance type code.

## Basic Accounting Category

Maintenance > Chart of Accounts > • Basic Accounting Category >  
Basic Accounting Category Lookup > Basic Accounting Category

The basic accounting category code groups the object type codes into the basic accounting categories for reporting purposes.

➔ For more details about the object type code, see [Object Type](#).

### Document Layout

Basic Accounting Category ?	Doc Nbr: 3298	Status: INITIATED
	Initiator: khuntley	Created: 03:08 PM 09/26/2009

expand all collapse all  
\* required field

Document Overview ▼ hide

**Document Overview**

\* Description:

Org. Doc. #:

Explanation:

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Edit Basic Accounting Category Code ▼ hide

Old	New
Basic Accounting Category Code: IN	Basic Accounting Category Code: IN
Basic Accounting Category Description: INCOME	* Basic Accounting Category Description: <input type="text" value="INCOME"/>
Basic Accounting Category Short Name: INCOME	* Basic Accounting Category Short Name: <input type="text" value="INCOME"/>
Financial Reporting Sort Code: 04	* Financial Reporting Sort Code: <input type="text" value="04"/>
Active Indicator: Yes	Active Indicator: <input checked="" type="checkbox"/>

Notes and Attachments (0) ▶ show

Ad Hoc Recipients ▶ show

Route Log ▶ show

submit save blanket approve close cancel

The Basic Accounting Category document includes the **Edit Basic Accounting Category** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

#### Basic Accounting Category Code tab definition

Title	Description
Basic Accounting Category Code	A code for the basic accounting category that groups the object type codes for reporting purposes
Basic Accounting Category Description	<b>Required. The name that describes a basic accounting category code</b>
Basic Accounting Category Short Name	<b>Required. An abbreviated name for a basic accounting category code to be used for reporting where space is limited</b>
Financial Reporting	<b>Required. A financial reporting sort code to place fund</b>

Sort Code	groups in a particular sequence on reports
Active Indicator	Indicates whether this basic accounting category code is active or inactive. Remove the check mark to deactivate a basic accounting category code.



## Budget Aggregation Code

[Maintenance](#) > [Chart of Accounts](#) > • [Budget Aggregation Code](#) >  
[Budget Aggregation Code Lookup](#) > [Budget Aggregation Code](#)

The Budget Aggregation Code document maintains the codes that indicate the level at which the object code may be aggregated for budgeting. The standard values are Object Code level ('O'), Consolidation Level ('C'), and Level ('L'). The code is referenced by the Object Code document.

### Document Layout

<b>Budget Aggregation Code</b> ?	<b>Doc Nbr:</b> 3299	<b>Status:</b> INITIATED
	<b>Initiator:</b> khuntlev	<b>Created:</b> 03:09 PM 09/26/2009

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Document Overview ▼ hide

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**Document Overview**

<b>* Description:</b> <input type="text"/>	<b>Explanation:</b> <input type="text"/>
<b>Org. Doc. #:</b> <input type="text"/>	

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**Edit Budget Aggregation Code** ▼ hide

Old	New
<b>Budget Aggregation Code:</b> C	<b>Budget Aggregation Code:</b> C
<b>Budget Aggregation Name:</b> OBJECT CONSOLIDATION	<b>* Budget Aggregation Name:</b> <input type="text" value="OBJECT CONSOLIDATION"/>
<b>Active Indicator:</b> Yes	<b>Active Indicator:</b> <input checked="" type="checkbox"/>

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**Notes and Attachments (0)** ▶ show

**Ad Hoc Recipients** ▶ show

**Route Log** ▶ show

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The Budget Aggregation Code document includes the **Edit Budget Aggregation Code** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

#### Edit Budget Aggregation tab definition

Title	Description
Budget Aggregation Code	A code that uniquely identifies the level at which the budget should be aggregated for object codes.
Budget Aggregation Name	Required. A descriptive label for this budget aggregation code.
Active Indicator	Indicates whether this budget aggregation code is active or inactive. Remove the check mark to deactivate a budget aggregation code.

## Budget Recording Level

[Maintenance](#) > [Chart of Accounts](#) > • [Budget Recording Level](#) >  
[Budget Recording Level Lookup](#) > [Budget Recording Level Maintenance Document](#)

The Budget Recording Level document defines the unique identifiers for the budget recording levels and their names. The Budget Recording Level determines at what Chart of Accounts level the accounts are tracking the budget.

### Document Layout

<b>Budget Recording Level Maintenance Document</b> ?		<b>Doc Nbr:</b> 3301	<b>Status:</b> INITIATED
		<b>Initiator:</b> khuntley	<b>Created:</b> 03:15 PM 09/26/2009

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Document Overview ▼ hide

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**Document Overview**

<b>* Description:</b> <input type="text"/>	<b>Explanation:</b> <input type="text"/>
<b>Org. Doc. #:</b> <input type="text"/>	

Edit Budget Recording Level ▼ hide

Old	New
<b>Budget Recording Level Code:</b> C	<b>Budget Recording Level Code:</b> C
<b>Budget Recording Level Name:</b> Consolidation	<b>* Budget Recording Level Name:</b> <input type="text" value="Consolidation"/>
<b>Active Indicator:</b> Yes	<b>Active Indicator:</b> <input checked="" type="checkbox"/>

Notes and Attachments (0) ▶ show

Ad Hoc Recipients ▶ show

Route Log ▶ show

submit   save   blanket approve   close   cancel

The Budget Recording Level document contains the **Edit Budget Recording Level** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

#### Edit Budget Recording Level tab definition

Title	Description
Budget Recording Level Code	The budget recording level code that indicates at which level the account is recording its budget. Typical values are: A: Account C: Consolidation L: Level M: Mixed N: No budget O: Object Code S: Sub-Account The code is referenced by the Account Responsibility

	tab of the Account Document.
Budget Recording Level Name	Required. A descriptive name for a budget recording level
Active Indicator	Indicates whether this budget recording level code is active or inactive. Remove the check mark to deactivate a code.

## Chart

**Maintenance** > **Chart of Accounts** > • **Chart** > **Chart Lookup** > **Chart**

The Chart document is used to define the valid charts that make up the high-level structure of the OLE Chart of Accounts. It also indicates who has management responsibilities for each chart and which object codes are used for system-generated accounting lines for the chart.

Accounts and object codes are specific to each chart. These are represented in OLE by a two character code. OLE sample data shows “IU” as the University Chart Code, with “BL” as the sample chart relating to our sample Campus Code “BL” and sample budgets, organization, and account structures (including object codes).

## Document Layout

<b>Chart</b> ?	<b>Doc Nbr:</b> 3302	<b>Status:</b> INITIATED
	<b>Initiator:</b> khuntley	<b>Created:</b> 03:16 PM 09/26/2009

[expand all](#) [collapse all](#)  
\* required field

Document Overview ▼ hide

**Document Overview**

* Description:		Explanation:	
Org. Doc. #:			

Edit Chart ▼ hide

Old	New
<b>Chart Code:</b> UA	<b>Chart Code:</b> UA
<b>Chart Manager Principal Name:</b> wbrazil - BRAZIL, WELDON B	* <b>Chart Manager Principal Name:</b> wbrazil <input type="text"/> <input type="button" value="🔍"/> BRAZIL, WELDON B
<b>Chart Manager Name:</b> BRAZIL, WELDON B	<b>Chart Manager Name:</b> BRAZIL, WELDON B
<b>Chart Description:</b> UNIV ADMIN	* <b>Chart Description:</b> UNIV ADMIN <input type="text"/>
<b>Chart Active Indicator:</b> Yes	<b>Chart Active Indicator:</b> <input checked="" type="checkbox"/>
<b>Cash Object Code:</b> 8000	<b>Cash Object Code:</b> 8000 <input type="text"/> <input type="button" value="🔍"/>
<b>Accounts Payable Object Code:</b> 9041	<b>Accounts Payable Object Code:</b> 9041 <input type="text"/> <input type="button" value="🔍"/>
<b>Income Budget Elimination Object Code:</b> 1209	<b>Income Budget Elimination Object Code:</b> 1209 <input type="text"/> <input type="button" value="🔍"/>
<b>Expense Budget Elimination Object Code:</b> 1209	<b>Expense Budget Elimination Object Code:</b> 1209 <input type="text"/> <input type="button" value="🔍"/>
<b>Reports To Chart of Accounts Code:</b> IU	* <b>Reports To Chart of Accounts Code:</b> IU <input type="text"/> <input type="button" value="🔍"/>
<b>Accounts Receivable Object Code:</b> 8118	<b>Accounts Receivable Object Code:</b> 8118 <input type="text"/> <input type="button" value="🔍"/>
<b>Internal Encumbrances Object Code:</b> 9891	<b>Internal Encumbrances Object Code:</b> 9891 <input type="text"/> <input type="button" value="🔍"/>
<b>External Encumbrances Object Code:</b> 9892	<b>External Encumbrances Object Code:</b> 9892 <input type="text"/> <input type="button" value="🔍"/>
<b>Pre Encumbrances Object Code:</b> 9890	<b>Pre Encumbrances Object Code:</b> 9890 <input type="text"/> <input type="button" value="🔍"/>
<b>Indirect Cost Recovery Income Object Code:</b> 1803	<b>Indirect Cost Recovery Income Object Code:</b> 1803 <input type="text"/> <input type="button" value="🔍"/>
<b>Indirect Cost Recovery Expense Object Code:</b> 5500	<b>Indirect Cost Recovery Expense Object Code:</b> 5500 <input type="text"/> <input type="button" value="🔍"/>
<b>Fund Balance Object Code:</b> 9899	<b>Fund Balance Object Code:</b> 9899 <input type="text"/> <input type="button" value="🔍"/>










Notes and Attachments (0) ▶ show





Ad Hoc Recipients ▶ show


Route Log ▶ show

The Chart document includes the **Edit Chart** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.


### Edit Chart tab definition


Title	Description
Chart Code	A unique identifying code assigned to a chart
Chart Manager Principal Name	Required. The principal name of the manager responsible for a specific chart. Existing principal names may be retrieved from the lookup  .
Chart manager Name	The employee name matching the principal's name
Chart Description	Required. The descriptive name of the chart
Chart Active Indicator	Indicates whether this chart code is active or inactive. Remove the check mark to deactivate a chart code.
Cash Object Code	The default object code that represents cash on the chart. Existing cash object codes may be retrieved from the lookup  .
Accounts Payable Object Code	The default object code for accounts payable entries on the chart. Existing accounts payable object codes may be retrieved from the lookup  .
Income Budget Elimination Object Code	The default object code for income on system-generated Transfer of Funds documents, such as those generated by a Budget Adjustment document between two accounts with different income stream accounts. Existing income object codes may be retrieved from the lookup  .
Expense Budget Elimination Object Code	The default object code for expense on system-generated Transfer of Funds documents (similar to the <b>Income Budget Elimination Object Code</b> field described above). Existing expense object codes may be retrieved from the lookup  .
Reports to Chart of Accounts Code	Required. A chart to which the chart reports in the Chart of Accounts hierarchy. Existing Chart of Accounts codes may be retrieved from the lookup  .
Accounts Receivable Object Code	The default object code for accounts receivable entries on the chart. Existing accounts receivable object codes may be retrieved from the lookup  .
Internal Encumbrances Object Code	The default object code to offset internal encumbrances on the chart. Existing object codes may be retrieved from the lookup  .
External Encumbrances Object Code	The default object code to offset external encumbrances on the chart. Existing object codes may be retrieved from the lookup  .
Pre Encumbrances Object Code	The default object code to offset encumbrances created via the Pre Encumbrance document on the chart. Existing

	object codes may be retrieved from the lookup  .
Indirect Cost Recovery Income Object Code	The default object code for indirect cost income entries on the chart. Existing object codes may be retrieved from the lookup  .
Indirect Cost Recovery Expense Object Code	The default object code for indirect cost expense entries on the chart. Existing object codes may be retrieved from the lookup  .
Fund Balance Object Code	The default object code for fund balance entries on the chart. Existing fund balance object codes may be retrieved from the lookup  .

 The object codes on the Chart of Accounts table are optional because object codes have chart as part of their primary key. Completion of the object code fields is vital to the system performing properly, and these fields should be completed immediately after object codes are set up for the new chart.


Below is a sample to **edit** the BL chart.

 Note: it is NOT recommended to edit existing Chart structures in OLE sample data, however users can add notes, change the description, or **copy** to create a new Chart based on an existing chart. **Lookups** can be used to search for valid Object Codes (but please do not change object codes on the IU or BL Charts).

hart 

Doc Nbr: 3477    Status: INITIATED  
Initiator: ole-khuntley    Created: 08:40 PM 04/13/20


[expand all](#)   [collapse all](#)   \* required field














Document Overview 

\* Description:

Explanation:

Organization Document Number:

Edit Chart 

Old	New
Chart Code: BL	Chart Code: BL
Chart Manager Principal Name: ole-cswinson - SWINSON, CHARLEY H	* Chart Manager Principal Name: ole-cswinson  SWINSON, CHARLEY H
Chart Manager Name: SWINSON, CHARLEY H	Chart Manager Name: SWINSON, CHARLEY H
Chart Description: BLOOMINGTON	* Chart Description: BLOOMINGTON
Chart Active Indicator: Yes	Chart Active Indicator: <input checked="" type="checkbox"/>
Cash Object Code: 8000	Cash Object Code: 8000 
Accounts Payable Object Code: 9041	Accounts Payable Object Code: 9041 
Income Budget Elimination Object Code: 1209	Income Budget Elimination Object Code: 1209 
Expense Budget Elimination Object Code: 1209	Expense Budget Elimination Object Code: 1209 
Reports To Chart of Accounts Code: IU	* Reports To Chart of Accounts Code: IU 
Accounts Receivable Object Code: 8118	Accounts Receivable Object Code: 8118 
Internal Encumbrances Object Code: 9891	Internal Encumbrances Object Code: 9891 
External Encumbrances Object Code: 9892	External Encumbrances Object Code: 9892 
Pre Encumbrances Object Code: 9890	Pre Encumbrances Object Code: 9890 
Indirect Cost Recovery Income Object Code: 1803	Indirect Cost Recovery Income Object Code: 1803 
Indirect Cost Recovery Expense Object Code: 5500	Indirect Cost Recovery Expense Object Code: 5500 
Fund Balance Object Code: 9899	Fund Balance Object Code: 9899 

Notes and Attachments (0) [show](#)

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## Constraint Type



The Constraint Type identifies the type of constraint for sufficient fund checking on the Account e-document, i.e. “over” or “under”.

## Document Layout

Constraint Type Doc Nbr: 3626 Status: INITIATED  
Initiator: oje.khuntley Created: 10:44 AM 08/21/2012

Document Overview expand all collapse all  
\* required field

**Document Overview**

\* Description:  Explanation:

Organization Document Number:

**Edit Document Type**

**New**

\* Constraint Type:

Active Indicator:

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log show

submit save blanket approve close cancel

The Constraint document includes the **Edit Document Type** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

### Edit Document Type tab definition

Title	Description
Constraint Type	Identifies the type of constraint, i.e. “over” or “under”
Active Indicator	Indicates whether this constraint type is active or inactive. Remove the check mark to deactivate a code.

## Federal Function

**Maintenance** > **Chart of Accounts** > • **Federal Function** > **Federal Function Lookup** > **Federal Function**

The Federal Function document is used to define the attribute of higher education function code that is used for federal reporting purposes.

## Document Layout

<b>Federal Function</b> ?	<b>Doc Nbr:</b> 3303	<b>Status:</b> INITIATED
	<b>Initiator:</b> khuntley	<b>Created:</b> 03:18 PM 09/26/2009

[expand all](#) [collapse all](#)  
\* required field

Document Overview [hide](#)

**Document Overview**

\* **Description:**

**Org. Doc. #:**

**Explanation:**

Edit Federal Function [hide](#)

Old	New
<b>Federal Function Code:</b> SAS	<b>Federal Function Code:</b> SAS
<b>Federal Function Name:</b> STUDENT ADMINISTRATION AND SERVICES	* <b>Federal Function Name:</b> STUDENT ADMINISTRATION AND SERVICE
<b>Active Indicator:</b> Yes	<b>Active Indicator:</b> <input checked="" type="checkbox"/>

**Notes and Attachments (0)** [show](#)

**Ad Hoc Recipients** [show](#)

**Route Log** [show](#)

[submit](#) [save](#) [blanket approve](#) [close](#) [cancel](#)

The Federal Function document includes the **Edit Federal Function** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

### Edit Federal Function tab definition

Title	Description
Federal Function Code	A code that identifies a specific federal function that will be used as an attribute of higher education function code for federal reporting
Federal Function Name	Required. A descriptive label of this specific federal function code
Active Indicator	Indicates whether this federal function code is active or inactive. Remove the check mark to deactivate a federal function code.



## Financial Reporting Code

[Maintenance](#) > 
 [Chart of Accounts](#) > 
 • [Financial Reporting Code](#) > 
 [Financial Reporting Code Lookup](#) > 
 [Financial Reporting Code](#)

The Financial Reporting Code document is used to define this optional attribute of sub-account that can be used for reporting. Financial reporting codes can roll up to other financial reporting codes creating a hierarchy, similar to the way that organizations can map to other organizations. Decision support queries may be written to leverage information by financial reporting code hierarchy.

### Document Layout

Financial Reporting Code ?	Doc Nbr: 3305	Status: INITIATED
	Initiator: khuntley	Created: 03:22 PM 09/26/2009

[expand all](#) [collapse all](#)  
 \* required field

Document Overview ▼ hide

* Description:	<input type="text"/>	Explanation:	<input type="text"/>
Org. Doc. #:	<input type="text"/>		

Edit Financial Reporting Codes ▼ hide

Old	New
Chart Code: UA	Chart Code: UA
Organization Code: VPIT	Organization Code: VPIT
Financial Reporting Code: ADS	Financial Reporting Code: ADS
Financial Reporting Code Description: Advanced Data Systems	* Financial Reporting Code Description: <input type="text" value="Advanced Data Systems"/>
Financial Reporting Code Manager Principal Name: -	* Financial Reporting Code Manager Principal Name: <input type="text"/>
Financial Reporting Code Manager Name:	Financial Reporting Code Manager Name:
Financial Reports To Reporting Code: TELD	* Financial Reports To Reporting Code: <input type="text" value="TELD"/>
Active Indicator: Yes	Active Indicator: <input checked="" type="checkbox"/>

Notes and Attachments (0) ▶ show



Ad Hoc Recipients ▶ show

Route Log ▶ show

The Financial Reporting Code document includes the **Edit Financial Reporting Code** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

#### Edit Financial Reporting Code tab definition

Title	Description
Chart Code	The chart code for the organization that owns the financial reporting code
Organization Code	The organization code that owns the financial reporting code
Financial Reporting Code	A unique financial reporting code that may be used as an attribute of sub-account for reporting

Financial Reporting Code Description	Required. A descriptive label of this financial reporting code
Financial Reporting Code Manager Principal Name	Required. The name of the employee responsible for the activity represented by the financial reporting code. Existing manager principal names may be retrieved from the <b>lookup</b>  .
Financial Reporting Code Manager Name	Name of financial reporting code manager associated with selection in required field above.
Financial Reports To Reporting Code	Required. The financial reporting code is the code that is used to roll up financial values of a chart for reporting purposes. Existing reporting codes may be retrieved from the <b>lookup</b>  .
Active Indicator	Indicates whether this financial reporting code is active or inactive. Remove the check mark to deactivate a financial reporting code.

## Fund Group

Maintenance >

Chart of Accounts >

• Fund Group >

Fund Group Lookup >

Fund Group

The Fund Group document is used to define the broadest category of funds and is used for reporting and business rules. Examples of fund groups include General Funds and Contracts and Grants Funds. Although fund group is the broadest category of funds, it is an attribute of a narrower group: sub-fund. For example, accounts have an assigned sub-fund and from that sub-fund a fund group is retrieved.

## Document Layout

Fund Group ?	Doc Nbr: 3307	Status: INITIATED
	Initiator: khuntley	Created: 03:43 PM 09/26/2009

[expand all](#) | [collapse all](#)  
 \* required field

Document Overview ▼ hide

**Document Overview**

\* Description:

Org. Doc. #:

Explanation:

---

Edit Fund Group Code ▼ hide

Old	New
Fund Group Code: CG	Fund Group Code: CG
Fund Group Name: CONTRACT & GRANTS	* Fund Group Name: <input type="text" value="CONTRACT &amp; GRANTS"/>
Financial Reporting Sort Code: 04	* Financial Reporting Sort Code: <input type="text" value="04"/>
Budget Adjustment Restriction Code: Fund	* Budget Adjustment Restriction Code: <input type="text" value="Fund"/>
Active Indicator: Yes	Active Indicator: <input checked="" type="checkbox"/>

Notes and Attachments (0) ▶ show


Ad Hoc Recipients ▶ show

Route Log ▶ show

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The Fund Group document includes the **Edit Fund Group Code** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

### Edit Fund Group tab definition

Title	Description
Fund Group Code	The code to uniquely identify a specific fund group.
Fund Group Name	Required. The descriptive label of this specific fund group.
Financial Reporting Sort Code	Required. The code to place fund groups in a particular sequence on reports
Budget Adjustment Restriction Code	Required. The code to define the level at which business rules on the budget adjustment document are checked. Existing budget adjustment restriction code may be retrieved from the lookup  and are:  F = Fund C = Chart

	<b>O</b> = Organization <b>A</b> = Account
Active Indicator	Indicates whether this fund group code is active or inactive. Remove the check mark to deactivate a fund group code.

## Higher Education Function

Maintenance > Chart of Accounts > • Higher Education Function >  
Higher Education Function Lookup > Higher Education Function

The Higher Education Function document is used for classifying the purpose of an account. The code indicates whether the activities associated with an account are for purposes such as instruction or research. This information aids in reporting and in some cases may determine applicable business rules.

### Document Layout

Higher Education Function ?	Doc Nbr: 3308	Status: INITIATED
	Initiator: khuntley	Created: 03:46 PM 09/26/2009

expand all collapse all  
\* required field

Document Overview hide

* Description:	Explanation:
Org. Doc. #:	

Edit Higher Education Function hide

Old	New
Higher Education Function Code: AC	Higher Education Function Code: AC
Higher Education Function Name: ACADEMIC COMPUTING	* Higher Education Function Name: ACADEMIC COMPUTING
University Budget Office Function Code: AC	* University Budget Office Function Code: AC 🔍
AICPA Function Code: AS	* AICPA Function Code: AS 🔍
Federal Function Code: OIA	* Federal Function Code: OIA 🔍
Active Indicator: Yes	Active Indicator: <input checked="" type="checkbox"/>

Notes and Attachments (0) show

Ad Hoc Recipients show



Route Log show

submit save blanket approve close cancel

The Higher Education Function document includes the **Edit Higher Education Function** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

#### Edit Higher Education Function tab definition

Title	Description
Higher Education Function Code	The code that identifies a specific higher education function
Higher Education Function Name	A descriptive label for this higher education function code
University Budget Office Function Code	Required. The code that identifies a specific university budget office function. Existing codes may be retrieved from the lookup 🔍.
AICPA Function Code	Required. The code that identifies a specific AICPA function code to be associated with this higher education

	function code. Existing AICPA function codes may be retrieved from the lookup  .
Federal Function Code	Required. The code that identifies a specific federal function code to be associated with this higher education function code. Existing codes may be retrieved from the lookup  .
Active Indicator	Indicates whether this higher education function code is active or inactive. Remove the check mark to deactivate this code.

## Mandatory Transfer Elimination

**Maintenance** > **Chart of Accounts** > • **Mandatory Transfer Elimination** >  
**Mandatory Transfer Elimination Lookup** > **Mandatory Transfer Elimination**

The Mandatory Transfer Elimination document is used to determine whether an object code is considered a mandatory transfer code, an elimination code, or neither. This attribute of the object code is used for reporting purposes to easily identify object codes that need to be excluded or handled in a special way.

### Document Layout

<b>Mandatory Transfer Elimination</b> ?	<b>Doc Nbr:</b> 3320	<b>Status:</b> INITIATED
	<b>Initiator:</b> khuntlev	<b>Created:</b> 04:45 PM 09/26/2009

[expand all](#) [collapse all](#)  
\* required field

Document Overview ▼ hide

**Document Overview**

<b>* Description:</b> <input type="text"/>	<b>Explanation:</b> <input type="text"/>
<b>Org. Doc. #:</b> <input type="text"/>	

**Edit Mandatory Transfer Elimination Code** ▼ hide

Old	New
<b>Mandatory Transfer Elimination Code:</b> E	<b>Mandatory Transfer Elimination Code:</b> E
<b>Mandatory Transfer Elimination Name:</b> ELIMINATIONS OBJECT	<b>* Mandatory Transfer Elimination Name:</b> <input type="text" value="ELIMINATIONS OBJECT"/>
<b>Active Indicator:</b> Yes	<b>Active Indicator:</b> <input checked="" type="checkbox"/>

**Notes and Attachments (0)** ▶ show

**Ad Hoc Recipients** ▶ show

**Route Log** ▶ show

The Mandatory Transfer Elimination document includes the **Edit Mandatory Transfer Elimination** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

#### Edit Mandatory Transfer Elimination Code tab definition

Title	Description
Mandatory Transfer Elimination Code	The code that identifies a specific option for mandatory transfer eliminations. Existing values are: E = Eliminations Object M = Mandatory Transfer Object N = Neither
Mandatory Transfer Elimination Name	Required. A descriptive label for this mandatory transfer elimination code
Active Indicator	Indicates whether this mandatory transfer elimination code is active or inactive. Remove the check mark to deactivate this code.

## Object Consolidation

Maintenance > Chart of Accounts > • Object Consolidation > Object Consolidation Lookup  
> Object Consolidation

The Object Consolidation document defines a general category of object codes for reporting. One object consolidation includes the object codes belonging to one or more object levels.

### Document Layout

Object Consolidation ?	Doc Nbr: 3322	Status: INITIATED
	Initiator: khuntlev	Created: 04:47 PM 09/26/2009

\* required field

Document Overview

**Document Overview**

* Description:	<input type="text"/>	Explanation:	<input type="text"/>
Org. Doc. #:	<input type="text"/>		

Object Consolidation

Old		New	
Chart Code:	BA	Chart Code:	BA
Consolidation Code:	CMPN	Consolidation Code:	CMPN
Consolidation Object Short Name:	COMPENS	* Consolidation Object Short Name:	<input type="text" value="COMPENS"/>
Consolidation Object Name:	COMPENSATION	* Consolidation Object Name:	<input type="text" value="COMPENSATION"/>
Active Indicator:	Yes	Active Indicator:	<input checked="" type="checkbox"/>
Reporting Sort Code:	07	* Reporting Sort Code:	<input type="text" value="07"/>

Notes and Attachments (0)

Ad Hoc Recipients

Route Log

The Object Consolidation document includes the **Edit Object Consolidation** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

#### Object Consolidation tab definition

Title	Description
Chart Code	The chart code for the associated object consolidation.
Consolidation Code	A consolidation code associated with object codes assigned to a particular reporting group of object levels.
Consolidation Object Short Name	Required. An abbreviated name used in reporting where space is limited.
Consolidation Object Name	Required. A descriptive label of this specific object consolidation group.
Active Indicator	Indicates whether this object consolidation code is active or inactive. Remove the check mark to



	deactivate.
Reporting Sort Code	Required. The code that determines the default sort sequence on reports.

## Object Level

**Maintenance** > **Chart of Accounts** > • **Object Level** > **Object Level Lookup** >  
**Object Level**

The Object Level document is used to maintain an attribute of the object code that is used to group similar object codes into categories for reporting.

## Document Layout

Object Level ?	Doc Nbr: 3323	Status: INITIATED
	Initiator: khuntley	Created: 04:50 PM 09/26/2009

expand all collapse all  
\* required field

Document Overview hide

**Document Overview**

\* Description:

Org. Doc. #:

Explanation:

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Edit Object Level hide

Old	New
Chart Code: BA	Chart Code: BA
Level Code: ACLI	Level Code: ACLI
Object Level Name: ACCRUED LIABILITIES	* Object Level Name: <input type="text" value="ACCRUED LIABILITIES"/>
Object Level: ACCR LIAB	* Object Level: <input type="text" value="ACCR LIAB"/>
Consolidation Code: LIAB	* Consolidation Code: <input type="text" value="LIAB"/> <input type="button" value="X"/>
Active Indicator: Yes	Active Indicator: <input checked="" type="checkbox"/>
Report Sort Code: RK	* Report Sort Code: <input type="text" value="RK"/>

Notes and Attachments (0) show

Ad Hoc Recipients show


Route Log show

submit save blanket approve close cancel

The Object Level document includes the **Edit Object Level** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

### Edit Object Level tab definition

Title	Description
Chart Code	The chart code for the associated object level
Level Code	The code assigned to a particular reporting level of object codes.
Object Level Name	Required. A descriptive label for this specific object level.
Object Level	Required. An abbreviated name for this level to be used in reporting where space is limited.
Consolidation Code	Required. The consolidation object code associated with this object level code. Existing consolidation codes may be

	retrieved from the lookup  .
Active Indicator	Indicates whether this object level code is active or inactive. Remove the check mark to deactivate this code.
Report Sort Code	Required. The code that determines the default sort sequence on reports.

## Object Sub-Type

**Maintenance** > **Chart of Accounts** > • Object Sub-Type > **Object Sub-Type Lookup** >  
**Object Sub-Type**

The Object Sub-Type document is used to further refine object type. Object sub-type can be used for reporting and in some instances for the establishment of business rules on e-docs (for example, a document might restrict the use of object codes belonging to a certain object sub-type).

## Document Layout

Object Sub-Type <span>?</span>	Doc Nbr:	3324	Status:	INITIATED
	Initiator:	khuntley	Created:	04:52 PM 09/26/2009

[expand all](#) [collapse all](#)  
\* required field

Document Overview ▼ hide

**Document Overview**

\* Description:

Org. Doc. #:

Explanation:

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Edit Object Sub-Type ▼ hide

Old		New	
Object Sub-Type Code:	AR	Object Sub-Type Code:	AR
Object Sub-Type Name:	ACCOUNTS RECEIVABLE	* Object Sub-Type Name:	<input type="text" value="ACCOUNTS RECEIVABLE"/>
Active Indicator:	Yes	Active Indicator:	<input checked="" type="checkbox"/>

Notes and Attachments (0) ▶ show

Ad Hoc Recipients ▶ show

Route Log ▶ show

The Object Sub-Type document includes the **Edit Object Sub-Type** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

### Edit Object Sub Type tab definition

Title	Description
Object Sub-Type Code	The code assigned to a particular subdivision of an object type.
Object Sub-Type Name	Required. A descriptive label for this specific object sub-type.
Active Indicator	Indicates whether this object sub type code is active or inactive. Remove the check mark to deactivate this code.

## Object Type

Maintenance > Chart of Accounts > • Object Type > Object Type Lookup >  
Object Type

The Object Type document defines the general use of an object code; such as income, asset, expense, or liability. In addition, the object type codes are grouped into the basic accounting category codes for reporting purposes and in business processes used by the System Options table.

➔ For more information about the basic accounting category code, see [Basic Accounting Category](#).

💡 When you are configuring the object types, it is important to cross-reference the Object Type table, the System Options table and the OBJECT\_TYPES parameters in the Parameter table.

## Document Layout

Object Type ?	Doc Nbr: 3325	Status: INITIATED
	Initiator: khuntley	Created: 04:54 PM 09/26/2009

expand all collapse all  
\* required field

Document Overview hide

**Document Overview**

\* Description:

Org. Doc. #:

Explanation:

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Edit Object Type hide

Old	New
Object Type Code: AS	Object Type Code: AS
Object Type Name: ASSET	* Object Type Name: <input type="text" value="ASSET"/>
Object Type Debit Credit Code: Debit	* Object Type Debit Credit Code: <input type="text" value="Debit"/>
ICR Selection Indicator: No	ICR Selection Indicator: <input type="checkbox"/>
Fund Balance Indicator: No	Fund Balance Indicator: <input type="checkbox"/>
Reporting Sort Code: C1	* Reporting Sort Code: <input type="text" value="C1"/>
Basic Accounting Category: AS - ASSETS	* Basic Accounting Category: <input type="text" value="AS - ASSETS"/>
Active Indicator: Yes	Active Indicator: <input checked="" type="checkbox"/>

Notes and Attachments (0) show

Ad Hoc Recipients show


Route Log show

submit save blanket approve close cancel

The Object Type document includes the **Edit Object Type** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

### Edit Object Type tab definition

Title	Description
Object Type Code	The code assigned to a particular object type.
Object Type Name	Required. A descriptive label for this object type code.
Object Type Debit	Required. The default accounting balance type of debit or

Credit Code	credit for the object code that is retrieved from the list.
ICR Selection Indicator	The box is checked when the transactions with the object type are eligible for automated indirect cost calculation.
Fund Balance Indicator	The box is checked when the object type code is used in the fund balance.
Reporting Sort Code	Required. The code that determines the default sort sequence of object types on certain reports.
Basic Accounting Category Code	Required. The basic accounting category code that groups object type codes for use in reporting and business processes throughout the system. Existing basic accounting category codes may be retrieved from the list or the lookup  .
Active Indicator	Indicates whether this object type code is active or inactive. Remove the check mark to deactivate this code.

## Offset Account

**Maintenance** > **Chart of Accounts** > • **Offset Account** > **Offset Account Lookup** >  
**Offset Account**

The Offset Account document allows you to specify flexible offsets for OLE accounts. Normally offset entries generated by OLE are applied to the same account that generated the offset, but with this table you can direct an account's offsets to another account.

### Document Layout

<b>Offset Account</b> <span>?</span>	<b>Doc Nbr:</b> 3326	<b>Status:</b> INITIATED
	<b>Initiator:</b> khuntley	<b>Created:</b> 05:00 PM 09/26/2009

[expand all](#) [collapse all](#)  
\* required field

Document Overview hide

**Document Overview**

\* **Description:**

**Org. Doc. #:**

**Explanation:**

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Edit Offset Account hide

Old	New
<b>Chart Code:</b> BL	<b>Chart Code:</b> BL
<b>Account Number:</b> 2231401	<b>Account Number:</b> 2231401
<b>Offset Object Code:</b> 8000	<b>Offset Object Code:</b> 8000
<b>Offset Chart:</b> UA	* <b>Offset Chart:</b> <input type="text" value="UA"/> 🔍
<b>Offset Account:</b> 1912201	* <b>Offset Account:</b> <input type="text" value="1912201"/> 🔍
<b>Active Indicator:</b> Yes	<b>Active Indicator:</b> <input checked="" type="checkbox"/>

**Notes and Attachments (0)** show

**Ad Hoc Recipients** show


**Route Log** show

[submit](#) [save](#) [blanket approve](#) [close](#) [cancel](#)

The Offset Account document includes the **Edit Offset Account** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

#### Edit Offset Account tab definition

Title	Description
Chart Code	The chart code to which the account generating the offset entry belongs.
Account Number	The account number that maintains transactions that generate offset entries.
Offset Object Code	Required. The object code that determines the type of transactions that create offset account transactions.
Offset Chart	Required. The chart code to which the offset account is a part. Existing offset charts may be retrieved from the lookup 🔍.

Offset Account	Required. The account to which offsets transactions for the specified account should be applied. Existing offset accounts may be retrieved from the lookup  .
Active Indicator	Indicates whether this offset account is active or inactive. Remove the check mark to deactivate this offset account.



## Offset Definition

**Maintenance** > **Chart of Accounts** > • **Offset Definition** > **Offset Definition Lookup** >  
**Offset Definition**

The Offset Definition document establishes the types of offset entries that the OLE GL generates for each document type, as part of the batch process. When a generated offset is required, the document type, fiscal year, and chart code of the transaction are matched to these offset definition entries. The offsetting transaction is built using the balance type and object code in the Offset Definition table. The Offset Definition table is used by the Scrubber process.

## Document Layout

<b>Offset Definition</b> ?	<b>Doc Nbr:</b> 3327	<b>Status:</b> INITIATED
	<b>Initiator:</b> khuntley	<b>Created:</b> 05:07 PM 09/26/2009

[expand all](#) [collapse all](#)  
\* required field

**Document Overview** ▼ hide

<b>* Description:</b> <input type="text"/>	<b>Explanation:</b> <input type="text"/>
<b>Org. Doc. #:</b> <input type="text"/>	

**Edit Offset Definition** ▼ hide

Old	New
<b>University Fiscal Year:</b> 2009	<b>University Fiscal Year:</b> 2009
<b>Chart Code:</b> BA	<b>Chart Code:</b> BA
<b>Document Type:</b> AA	<b>Document Type:</b> AA
<b>Balance Type Code:</b> AC	<b>Balance Type Code:</b> AC
<b>Object Code:</b> 8000	<b>* Object Code:</b> 8000 <input type="text"/>

**Notes and Attachments (0)** ▶ show


**Ad Hoc Recipients** ▶ show

**Route Log** ▶ show

The Offset Definition document includes the **Edit Offset Definition** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

### Edit Offset definition tab definition

Title	Description
University Fiscal Year	The fiscal year for this offset definition.
Chart Code	The chart code applicable to this offset definition.
Document Type Code	The document type name applicable to this offset definition.
Balance Type Code	The balance type code used in the offset entry generated by the OLE GL process.
Object Code	Required. The object code used in the offsetting entry generated by the OLE GL process. Existing object codes

| may be retrieved from the lookup .

---

## Organization Reversion

**Maintenance** > **Chart of Accounts** > • Organization Reversion >  
**Organization Reversion Lookup**

The Organization Reversion document defines the reversion/carry forward rules for the year-end process.

The Organization Reversion document comes with a global document option where changes to a group of organizations can be applied at once. This feature of the Global Organization Reversion document is explained in the section after the Organization Reversion document section.

The Organization Reversion Maintenance and Global Organization Reversion documents may be initiated by members of the OLE-SYS Chart Manager role, whereas the Organization Reversion Category document may be initiated by the normal OLE-SYS Manager role.

## Document Layout

Organization Reversion ?	Doc Nbr: 3619	Status: INITIATED
	Initiator: kqaodfre	Created: 02:09 PM 11/11/2009

[expand all](#) [collapse all](#)  
\* required field

Document Overview ▼ hide

**Document Overview**

\* Description:

Org. Doc. #:

Explanation:

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Edit Organization Reversion ▼ hide

Old	New
University Fiscal Year: 2009	University Fiscal Year: 2009
Chart Code: BL	Chart Code: BL
Organization Code: PSY	Organization Code: PSY
Budget Reversion Chart: BL	* Budget Reversion Chart: BL <input type="text"/>
Budget Reversion Account: 1023295	* Budget Reversion Account: 1023295 <input type="text"/>
Cash Reversion Chart: BL	* Cash Reversion Chart: BL <input type="text"/>
Cash Reversion Account: 1023295	* Cash Reversion Account: 1023295 <input type="text"/>
Carry Forward by Object Code Indicator: Yes	Carry Forward by Object Code Indicator: <input checked="" type="checkbox"/>
Active Indicator: Yes	Active Indicator: <input checked="" type="checkbox"/>

Edit Organization Reversion Details ▶ show

Notes and Attachments (0) ▶ show

Ad Hoc Recipients ▶ show

Route Log ▶ show

The Organization Reversion document includes the **Edit Organization Reversion** and **Edit Organization Reversion Details** tabs, which accessed from the lookup  screen. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

### Edit Organization Reversion Tab

The **Edit Organization Reversion** tab defines two reversion accounts: the budget reversion account and the cash reversion account. The definitions are for specific university organizations as defined within the Chart of Accounts hierarchy and for a specific fiscal year. The accounts are determined by chart code and account number.

Old		New	
University Fiscal Year:	2009	University Fiscal Year:	2009
Chart Code:	BL	Chart Code:	BL
Organization Code:	PSY	Organization Code:	PSY
Budget Reversion Chart:	BL	* Budget Reversion Chart:	BL
Budget Reversion Account:	1023295	* Budget Reversion Account:	1023295
Cash Reversion Chart:	BL	* Cash Reversion Chart:	BL
Cash Reversion Account:	1023295	* Cash Reversion Account:	1023295
Carry Forward by Object Code Indicator:	Yes	Carry Forward by Object Code Indicator:	<input checked="" type="checkbox"/>
Active Indicator:	Yes	Active Indicator:	<input checked="" type="checkbox"/>

### Edit Organization Reversion tab definition

Title	Description
University Fiscal Year	The university fiscal year for the designated reversion account
Chart Code	The chart code for this reversion process
Organization Code	The organization code for this reversion process
Budget Reversion Chart	Required. The code that identifies the Chart of Accounts that the budget reversion account belongs to. Existing charts may be retrieved from the lookup  .
Budget Reversion Account	Required. The account code that identifies the specific account to be used for budget reversions. Existing accounts may be retrieved from the lookup  .
Cash Reversion Chart	Required. The code that identifies the Chart of Accounts that the cash reversion account belongs to. Existing charts may be retrieved from the lookup  .
Cash Reversion Account	Required. The code that identifies the specific account to be used for cash reversion. Existing accounts may be retrieved from the lookup  .
Carry Forward by Object Code Indicator	The box is checked when the organization reversion category-defined object code(s) are used for carry forward. Clear the check box when the unallocated object code is used for carry forward.
Active Indicator	Indicates whether this org reversion process is active or inactive. Remove the check mark to deactivate.


### **Edit Organization Reversion Details Tab**

The **Edit Organization Reversion Detail** tab includes the object codes and carry forward/reversion rules by organization reversion category. Fields indicated as required are only required if that organization reversion category is completed.

This tab must be completed regardless of the carry forward indicator in the **Edit Organization Reversion** tab.

Edit Organization Reversion Details			
<input type="button" value="hide"/>			
<b>Old</b>		<b>New</b>	
Category Name:	<u>Org Wages</u>	Category Name:	<u>Org Wages</u>
Object Code:	2500	* Object Code:	2500 <input type="button" value="🔍"/>
Object Code Name:	<u>NON-EXEMPT STAFF SALARIES</u>	Object Code Name:	<u>NON-EXEMPT STAFF SALARIES</u>
Org Reversion Code:	A - CF +/- bal in same account	* Org Reversion Code:	A - CF +/- bal in same account <input type="button" value="▼"/>
<input type="button" value="hide"/>			
<b>Old</b>		<b>New</b>	
Category Name:	<u>Salary/Fringes</u>	Category Name:	<u>Salary/Fringes</u>
Object Code:	7277	* Object Code:	7277 <input type="button" value="🔍"/>
Object Code Name:	<u>LAND GIFTS</u>	Object Code Name:	<u>LAND GIFTS</u>
Org Reversion Code:	R2 - Don't CF budget then R Remaining	* Org Reversion Code:	R2 - Don't CF budget then R Remaining <input type="button" value="▼"/>
<input type="button" value="hide"/>			
<b>Old</b>		<b>New</b>	
Category Name:	<u>Financial Aid</u>	Category Name:	<u>Financial Aid</u>
Object Code:	5800	* Object Code:	5800 <input type="button" value="🔍"/>
Object Code Name:	<u>OTHER STUDENT ASSISTANCE</u>	Object Code Name:	<u>OTHER STUDENT ASSISTANCE</u>
Org Reversion Code:	N1 - CF budget then R + and CF -	* Org Reversion Code:	N1 - CF budget then R + and CF - <input type="button" value="▼"/>
<input type="button" value="hide"/>			
<b>Old</b>		<b>New</b>	
Category Name:	<u>Capital Equip.</u>	Category Name:	<u>Capital Equip.</u>
Object Code:	7000	* Object Code:	7000 <input type="button" value="🔍"/>
Object Code Name:	<u>CAPITAL EQUIPMENT</u>	Object Code Name:	<u>CAPITAL EQUIPMENT</u>
Org Reversion Code:	N1 - CF budget then R + and CF -	* Org Reversion Code:	N1 - CF budget then R + and CF - <input type="button" value="▼"/>
<input type="button" value="hide"/>			
<b>Old</b>		<b>New</b>	
Category Name:	<u>Reserve</u>	Category Name:	<u>Reserve</u>
Object Code:	7900	* Object Code:	7900 <input type="button" value="🔍"/>
Object Code Name:	<u>UNALLOCATED BALANCE</u>	Object Code Name:	<u>UNALLOCATED BALANCE</u>
Org Reversion Code:	N1 - CF budget then R + and CF -	* Org Reversion Code:	N1 - CF budget then R + and CF - <input type="button" value="▼"/>
<input type="button" value="hide"/>			
<b>Old</b>		<b>New</b>	
Category Name:	<u>Transfer Out</u>	Category Name:	<u>Transfer Out</u>
Object Code:	5199	* Object Code:	5199 <input type="button" value="🔍"/>
Object Code Name:	<u>TRANSFER OUT</u>	Object Code Name:	<u>TRANSFER OUT</u>
Org Reversion Code:	R2 - Don't CF budget then R Remaining	* Org Reversion Code:	R2 - Don't CF budget then R Remaining <input type="button" value="▼"/>
<input type="button" value="hide"/>			
<b>Old</b>		<b>New</b>	
Category Name:	<u>Transfer In</u>	Category Name:	<u>Transfer In</u>
Object Code:	1699	* Object Code:	1699 <input type="button" value="🔍"/>
Object Code Name:	<u>TRANSFER IN</u>	Object Code Name:	<u>TRANSFER IN</u>
Org Reversion Code:	R2 - Don't CF budget then R Remaining	* Org Reversion Code:	R2 - Don't CF budget then R Remaining <input type="button" value="▼"/>
<input type="button" value="hide"/>			
<b>Old</b>		<b>New</b>	
Category Name:	<u>Travel</u>	Category Name:	<u>Travel</u>
Object Code:	6000	* Object Code:	6000 <input type="button" value="🔍"/>
Object Code Name:	<u>TRAVEL CHARGES IN-STATE</u>	Object Code Name:	<u>TRAVEL CHARGES IN-STATE</u>
Org Reversion Code:	N1 - CF budget then R + and CF -	* Org Reversion Code:	N1 - CF budget then R + and CF - <input type="button" value="▼"/>
<input type="button" value="hide"/>			
<b>Old</b>		<b>New</b>	
Category Name:	<u>Other Expense</u>	Category Name:	<u>Other Expense</u>
Object Code:	5000	* Object Code:	5000 <input type="button" value="🔍"/>
Object Code Name:	<u>SUPPLIES AND EXPENSE</u>	Object Code Name:	<u>SUPPLIES AND EXPENSE</u>
Org Reversion Code:	N1 - CF budget then R + and CF -	* Org Reversion Code:	N1 - CF budget then R + and CF - <input type="button" value="▼"/>
<input type="button" value="hide"/>			
<b>Old</b>		<b>New</b>	
Category Name:	<u>Assess Expend</u>	Category Name:	<u>Assess Expend</u>
Object Code:	7900	* Object Code:	7900 <input type="button" value="🔍"/>
Object Code Name:	<u>UNALLOCATED BALANCE</u>	Object Code Name:	<u>UNALLOCATED BALANCE</u>
Org Reversion Code:	N1 - CF budget then R + and CF -	* Org Reversion Code:	N1 - CF budget then R + and CF - <input type="button" value="▼"/>
<input type="button" value="hide"/>			
<b>Old</b>		<b>New</b>	
Category Name:	<u>Revenue</u>	Category Name:	<u>Revenue</u>
Object Code:	1800	* Object Code:	1800 <input type="button" value="🔍"/>
Object Code Name:	<u>OTHER INCOME</u>	Object Code Name:	<u>OTHER INCOME</u>
Org Reversion Code:	R2 - Don't CF budget then R Remaining	* Org Reversion Code:	R2 - Don't CF budget then R Remaining <input type="button" value="▼"/>

### Edit Organization Reversion Details tab definition

Title	Description
Category Name	Display-only. Identifies a pre-defined organization reversion category. The categories include 'Org Wages,' 'Salary/Fringes,' 'Financial Aid,' 'Reserve,' 'Transfer Out,' 'Transfer In,' 'Travel,' 'Other Expense,' 'Assess Expend, and Revenue.
Object Code	Required. The object code to be used in generated carry forward entries by object code when the <b>Carry Forward Object Code Indicator</b> is selected. Existing object codes may be retrieved from the lookup  .
Object Code Name	The descriptive name associated with the object code above
Org Reversion Code	Required. The code that identifies a particular combination of carry forward and reversion rules that may be retrieved from the list (codes are described below).

### Carry Forward Rules

Each organization reversion code represents a combination of reversion rules (see the table below).

#### Organization Reversion Codes


Org Reversion Code	Rule xa	Rule xb	Rule xc	Rule xd	Rule xe	Rule Xn	Rule xp
A	✓		✓				
C1			✓		✓		✓
C2			✓	✓			✓
N1			✓		✓	✓	
N2			✓	✓		✓	
R1		✓	✓		✓		
R2		✓	✓	✓			


Also, see the following Carry Forward Rules table for an explanation of each rule. For example, refer to the Rule Code 'xa and xc' to understand which rules apply to the Org Reversion Code 'A'.

#### Carry Forward Rules

Rule Code	Description
xa	Carry forward the budget balance (budget - actual, whether it is positive or negative) in the same account. No budget balances (budget - actual) are reverted to the

	budget reversion account.
xb	Revert a <b>b</b> udget balance (budget - actual - encumbrance, whether it is positive or negative) to the budget reversion account.
xc	Revert the actual <b>c</b> ash balance to the cash reversion account.
xd	<b>D</b> o not carry forward budget to cover encumbrances.
xe	Carry forward enough budget to cover <b>e</b> ncumbrances.
xn	Revert a positive budget balance (budget - actual) to the budget reversion account or carry forward a <b>n</b> egative budget balance (budget - actual) to the same account.
xp	Carry forward a <b>p</b> ositive budget balance (budget - actual) to the same account or revert a negative budget balance (budget - actual) to the budget reversion account.

 The organization reversion categories maintained in the **Edit Organization Reversion Details** tab are created and deactivated with the Organization Reversion Category Document.

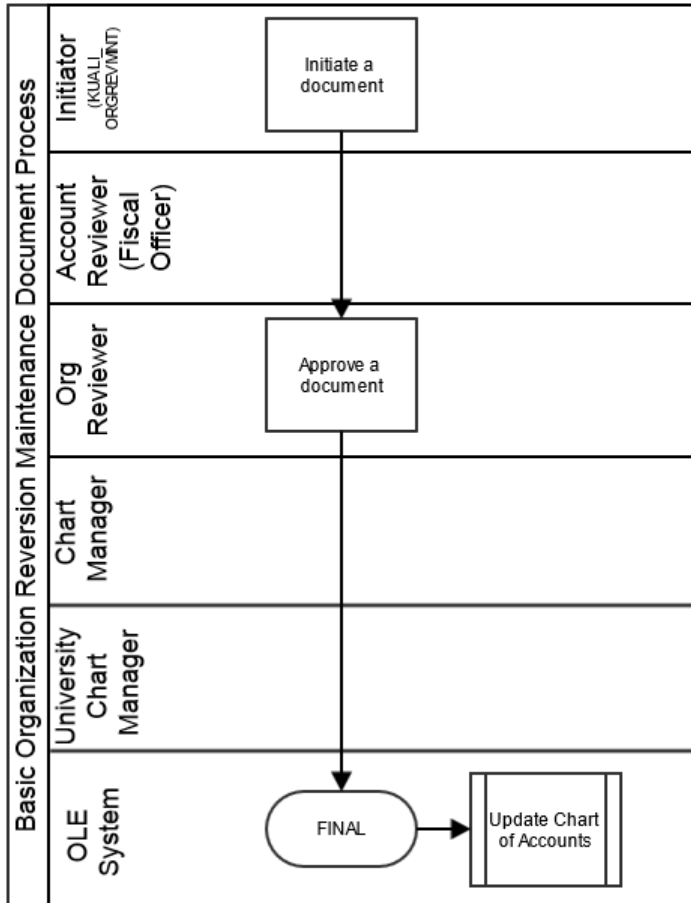
 **Selection\_ Parameter:** Selection\_ parameters establish the organization reversion selection rules for the organization reversion step within the GL batch process. These parameters are used in the order identified by the number that comes after SELECTION\_ in the parameter name. You may make the rules operate on whatever field of the GL Balance table you want by changing the part of the parameter value that proceeds the '=' sign.

## Process Overview

### *Business Rules*

- Only members of the OLE-SYS Chart Manager role may initiate the document.

### *Routing*





## Organization Reversion Global

Maintenance >

Chart of Accounts >

• Organization Reversion Global >

### Organization Reversion Global

➔ For general information about accessing and working with global documents, see [Global COA E-Docs](#).

The Organization Reversion Global document enables reversion records to be established for multiple organizations simultaneously. Only members of the OLE-SYS Chart Manager role can initiate the Organization Reversion Global document. It routes the same way as the Organization Reversion document.

⚠ The Organization Reversion Global document updates only existing records, just as the Global Account document does. It cannot create new records (as Global Object or Global Sub-Object documents do).

## Document Layout

Organization Reversion Global ?	Doc Nbr: 3332	Status: INITIATED
	Initiator: kggodfre	Created: 05:50 PM 09/26/2009

expand all collapse all  
\* required field

Document Overview ▼ hide

**Document Overview**

* Description: <input type="text"/>	Explanation: <input type="text"/>
Org. Doc. #: <input type="text"/>	

Edit Global Organization Reversion Organizations ▶ show

Edit Global Organization Reversion ▶ show

Edit Global Organization Reversion Details ▶ show

Notes and Attachments (0) ▶ show

Ad Hoc Recipients ▶ show

Route Log ▶ show

submit save blanket approve close cancel

The Organization Reversion Global document includes the **Edit Global Organization Reversion Organizations**, **Edit Global Organization Reversion**, and **Edit Global Organization Reversion Details** tabs. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

### Edit Global Organization Reversion Organizations Tab

There are two ways to populate the list of organization codes that you want to change globally. One is by entering or selecting one organization code at a time from the normal **Organization Code** lookup 🔍. The other is by using the **Look Up / Add Multiple Organization Code Lines** 🔍 to return multiple values.

Edit Global Organization Reversion Organizations ▼ hide

**New Organization** Look Up/Add Multiple Organization Lines 🔍

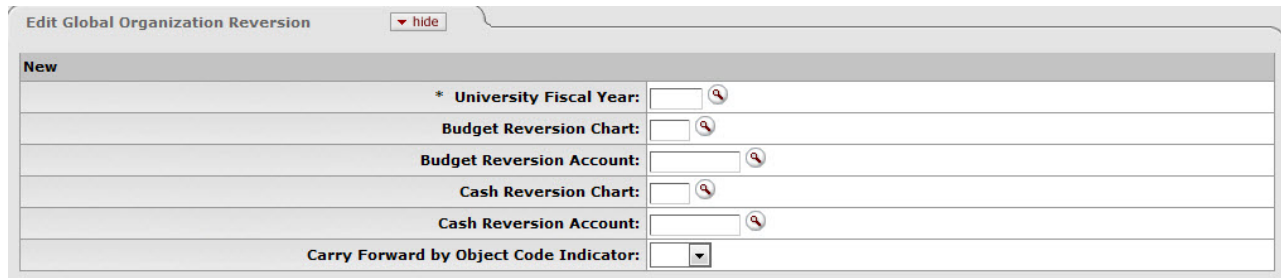
* Chart Code: <input type="text"/>	
* Organization Code: <input type="text"/>	

add

➔ For information about the difference between the two types of lookup, see [Field Lookup](#) and [Multiple Value Lookup](#) on the *OLE E-Doc Fundamentals* wiki page.

## Edit Global Organization Reversion Tab

The **Edit Global Organization Reversion** tab works in the same manner as the **Edit Organization Reversion** tab of the Organization Reversion document. This tab defines two reversion accounts: the budget reversion account and the cash reversion account. These definitions are for specific university organizations as defined within the Chart of Accounts hierarchy and for a specific fiscal year. The accounts are determined by chart code and account number.



➔ For more information about the Edit Organization Reversion Tab, see [Edit Organization Reversion Tab](#).

## Edit Global Organization Reversion Details Tab

The **Edit Global Organization Reversion Details** tab works in the same manner as the **Edit Organization Reversion Details** tab of the Organization Reversion document. It contains object codes and carry forward/reversion rules by organization reversion category. Fields indicated as required are required only if that organization reversion category is completed.

This tab must be completed regardless of the Carry Forward Indicator in the **Edit Organization Reversion** tab.

Edit Organization Reversion Details ▼ hide

▼ hide	
<b>Old</b>	<b>New</b>
Category Name: <u>Org Wages</u>	Category Name: <u>Org Wages</u>
Object Code: <u>3000</u>	* Object Code: 3000 🔍
Object Code Name: <u>NON STUDENT REG HOURS</u>	Object Code Name: <u>NON STUDENT REG HOURS</u>
Org Reversion Code: <u>R2 - Don't CF budget then R Remaining</u>	* Org Reversion Code: R2 - Don't CF budget then R Remaining ▼
▼ hide	
<b>Old</b>	<b>New</b>
Category Name: <u>Financial Aid</u>	Category Name: <u>Financial Aid</u>
Object Code: <u>5880</u>	* Object Code: 5880 🔍
Object Code Name: <u>SCHOLARSHIPS AND PRIZES</u>	Object Code Name: <u>SCHOLARSHIPS AND PRIZES</u>
Org Reversion Code: <u>R2 - Don't CF budget then R Remaining</u>	* Org Reversion Code: R2 - Don't CF budget then R Remaining ▼
▼ hide	
<b>Old</b>	<b>New</b>
Category Name: <u>Capital Equip</u>	Category Name: <u>Capital Equip</u>
Object Code: <u>7000</u>	* Object Code: 7000 🔍
Object Code Name: <u>CAPITAL EQUIPMENT</u>	Object Code Name: <u>CAPITAL EQUIPMENT</u>
Org Reversion Code: <u>R1 - CF budget then R Remaining</u>	* Org Reversion Code: R1 - CF budget then R Remaining ▼
▼ hide	
<b>Old</b>	<b>New</b>
Category Name: <u>Reserve</u>	Category Name: <u>Reserve</u>
Object Code: <u>7900</u>	* Object Code: 7900 🔍
Object Code Name: <u>UNALLOCATED BALANCE</u>	Object Code Name: <u>UNALLOCATED BALANCE</u>
Org Reversion Code: <u>R2 - Don't CF budget then R Remaining</u>	* Org Reversion Code: R2 - Don't CF budget then R Remaining ▼

➔ For more information about the Organization Reversion Details tab, see [Edit Organization Reversion Details Tab](#).

## Process Overview

The business rules and the routing of the Organization Reversion Global document are identical to those of the Organization Reversion document.

## Organization Reversion Category

Maintenance > Chart of Accounts > • Organization Reversion Category >  
 Organization Reversion Category Lookup > Organization Reversion Category

The Organization Reversion Category document creates new organization reversion categories by assigning them a code, a name, and assigning them a place in the display sequence. Clearing the **Active Indicator** on this document causes the category to no longer appear on the **Edit Organization Details** tab in the Organization Reversion document. Editing an existing category code could change its name or change its position in the display sequence in the Organization Reversion document.

### Document Layout

Organization Reversion Category ?	Doc Nbr: 3328	Status: INITIATED
	Initiator: khuntley	Created: 05:21 PM 09/26/2009

expand all collapse all  
\* required field

Document Overview hide

**Document Overview**

* Description:	Explanation:
Org. Doc. #:	

**Edit Organization Reversion Category** hide

Old	New
Category Code: C01	Category Code: C01
Category Name: Org Wages	* Category Name: Org Wages
Sort Code: 01	* Sort Code: 01
Active Indicator: Yes	* Active Indicator: <input checked="" type="checkbox"/>

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log show

submit save blanket approve close cancel

The Organization Reversion Category document includes the **Edit Organization Reversion Category** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

#### Edit Organization Reversion Category tab definition


Title	Description
Category Code	The code that identifies the organization reversion category.
Category Name	Required. The descriptive name associated with a particular organization reversion category code.
Sort Code	Required. The code used to display the organization reversion categories in a particular order in the <b>Edit Organization Reversion Details</b> tab of the Organization Reversion document.

Active Indicator	Indicates whether this organization reversion category is active or inactive. Remove the check mark to deactivate this organization reversion category.
------------------	---

The organization reversion categories and the rules are tied by a series of organization reversion business rules stored in the Parameter table. Each organization reversion category is defined for one or more object code attributes.


### Organization Reversion Business Rule Examples

Category	Object Consolidation Codes	Object Level Codes	Object Type Codes	Object Sub-Type Codes
Org Wages	CMPN	HRCO		
Salary/Fringes	CMPN	All levels except for HRCO		
Financial Aid	SCHL			
Capital Equipment	CPTL			
Reserve	RSRX			
Transfer Out			TE, EX, EE, EX	TN, TF, MT
Transfer In			TI, IN, CH, IC	TN, TF, MT
Travel	TRVL			
Other Expense	GENX, IDEX			
Asset Expense	ASEX			
Revenue	ARSE, IDIN, OTRE, SAPR, STFE			

 This is an example of how organization reversion can be implemented. Each institution must define its own rules.

## Process Overview

The business rules and routing of the Global Organization Reversion Category document are identical to those of the normal maintenance document.

 For more information about the process overview, see [Common Business Rules](#) on the *OLE Maintenance E-Doc Fundamentals* wiki page.

## Organization Type

**Maintenance** > **Chart of Accounts** > • **Organization Type** > **Organization Type Lookup** > **Organization Type**

The Organization Type document is used to categorize organizations for reporting purposes.

### Document Layout

The Organization Type document includes the **Edit Organization Type** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

<b>Organization Type</b> ?	<b>Doc Nbr:</b> 3333	<b>Status:</b> INITIATED
	<b>Initiator:</b> kqodfre	<b>Created:</b> 08:55 PM 09/26/2009

[expand all](#) [collapse all](#)  
\* required field

**Document Overview** ▼ hide

**Document Overview**

<b>* Description:</b> <input type="text"/>	<b>Explanation:</b> <input type="text"/>
<b>Org. Doc. #:</b> <input type="text"/>	

**Edit Organization Type** ▼ hide

Old	New
<b>Organization Type Code:</b> C	<b>Organization Type Code:</b> C
<b>Organization Type Name:</b> CAMPUS	<b>* Organization Type Name:</b> <input type="text" value="CAMPUS"/>
<b>Active Indicator:</b> Yes	<b>Active Indicator:</b> <input checked="" type="checkbox"/>

**Notes and Attachments (0)** ▶ show

**Ad Hoc Recipients** ▶ show

**Route Log** ▶ show

#### Edit Organization Type tab definition

Title	Description
Organization Type Code	The code that identifies an organization type.
Organization Type Name	Required. The descriptive name for this organization type code.
Active Indicator	Indicates whether this organization type is active or inactive. Remove the check mark to deactivate this organization type code.

## Responsibility Center

[Maintenance](#) > [Chart of Accounts](#) > • [Responsibility Center](#) >  
[Responsibility Center Lookup](#) > [Responsibility Center](#)

The Responsibility Center document maintains an attribute of organization. This table is used to assign an identifying code and description to a responsibility center, which is then associated with organizations to indicate where responsibility for that organization resides. Responsibility centers generally represent large colleges or schools within an institution but can be established to represent any high-level organization required for reporting purposes.

### Document Layout

<b>Responsibility Center</b> ?	<b>Doc Nbr:</b> 3334	<b>Status:</b> INITIATED
	<b>Initiator:</b> kqodfre	<b>Created:</b> 08:56 PM 09/26/2009

[expand all](#) [collapse all](#)  
 \* required field

Document Overview ▼ hide

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**Document Overview**

* <b>Description:</b> <input type="text"/>	<b>Explanation:</b> <input type="text"/>
<b>Org. Doc. #:</b> <input type="text"/>	

---

**Edit Responsibility Center** ▼ hide

Old	New
<b>Responsibility Center Code:</b> 02	<b>Responsibility Center Code:</b> 02
<b>Responsibility Center Name:</b> INSTRUCTIONAL PROGRAMS	* <b>Responsibility Center Name:</b> <input type="text" value="INSTRUCTIONAL PROGRAMS"/>
<b>Responsibility Center Short Name:</b> INSTRUCT PRG	* <b>Responsibility Center Short Name:</b> <input type="text" value="INSTRUCT PRG"/>
<b>Active Indicator:</b> Yes	<b>Active Indicator:</b> <input checked="" type="checkbox"/>

---

**Notes and Attachments (0)** ▶ show

**Ad Hoc Recipients** ▶ show

**Route Log** ▶ show

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[submit](#) [save](#) [blanket approve](#) [close](#) [cancel](#)

The Responsibility Center document includes the **Edit Responsibility Center** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

#### Edit Responsibility Center tab definition

Title	Description
Responsibility Center Code	The unique code that identifies a responsibility center
Responsibility Center Name	Required. The descriptive name of this responsibility center code.
Responsibility Center Short Name	Required. An abbreviated name used in reporting where space is limited.
Active Indicator	Indicates whether this responsibility center is active or inactive. Remove the check mark to deactivate this

---

responsibility center code.



## Restricted Status

**Maintenance** > **Chart of Accounts** > • **Restricted Status** > **Restricted Status Lookup** >  
**Restricted Status**

The Restricted Status document is used to define whether the funds within an account are restricted, unrestricted, temporarily restricted or not applicable. Some OLE business rules refer to Restricted Status records when determining the validity of an e-doc transaction.

## Document Layout

The Restricted Status document includes the **Edit Restricted Status** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

### Edit Restricted Status tab definition

Title	Description
Restricted Status Code	The unique code that identifies a particular restricted status.
Restricted Status Name	Required. The descriptive name for this restricted status code.
Active Indicator	Indicates whether this restricted status code is active or inactive. Remove the check mark to deactivate this restrictive status code.

## Stewardship Requirement

[Maintenance](#) > 
 [Chart of Accounts](#) > 
 [Stewardship Requirement](#) > 
 [Stewardship Requirement Lookup](#) > 
 [Stewardship Requirement](#)

The Stewardship Requirement document is used to indicate the type of stewardship on an account e-document, for example some stewardship requirements are bookplates, annual reports for donors or departments.

### Document Layout

Stewardship Requirement ?

Doc Nbr:	3617	Status:	INITIATED
Initiator:	ole-khuntey	Created:	09:43 AM 08/21/2011

[expand all](#) | [collapse all](#)  
\* required field

Document Overview hide

**Document Overview**

\* Description:

Organization Document Number:

Explanation:

---

Edit Stewardship Requirement hide

Old	New
Stewardship Type: None	* Stewardship Type: None
Active Indicator: Yes	Active Indicator: <input checked="" type="checkbox"/>

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log show

The Stewardship Requirement document includes the **Edit Stewardship Requirement** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

#### Edit Stewardship Type tab definition

Title	Description
Stewardship Type	Identifies the type of stewardship, i.e., none, plating, reporting
Active Indicator	Indicates whether this sub fund group type code is active or inactive. Remove the check mark to deactivate this code.

## Sub-Fund Group

**Maintenance** > **Chart of Accounts** > • **Sub-Fund Group** > **Sub-Fund Group Lookup** >  
**Sub-Fund Group**

The Sub-Fund Group document defines the type, purpose or source of funds that are found in that account. Sub-fund group may be used for reporting purposes and for business rules on OLE e-docs.

### Document Layout

Sub-Fund Group	Doc Nbr: 3336	Status: INITIATED
	Initiator: kqodfre	Created: 08:59 PM 09/26/2009

[expand all](#) | [collapse all](#)  
\* required field

Document Overview ▼ hide

**Document Overview**

\* Description:

Org. Doc. #:

Explanation:

---

Edit Sub-Fund Group ▼ hide

Old	New
Sub-Fund Group Code: EXTAGY	Sub-Fund Group Code: EXTAGY
Description: EXTERNAL AGENCY FUNDS	* Description: EXTERNAL AGENCY FUNDS
Fund Group Code: AF	* Fund Group Code: AF
Active Indicator: Yes	Active Indicator: <input checked="" type="checkbox"/>
Sub-Fund Group Type Code: N - NEITHER	* Sub-Fund Group Type Code: N - NEITHER
Default Account Restricted Status Code:	Default Account Restricted Status Code: <input type="text"/>
Financial Reporting Sort Code: 38	* Financial Reporting Sort Code: 38
Wage Indicator: Yes	Wage Indicator: <input checked="" type="checkbox"/>
Budget Adjustment Restriction Code: None	* Budget Adjustment Restriction Code: None

Notes and Attachments (0) ▶ show



Ad Hoc Recipients ▶ show

Route Log ▶ show

The Sub-Fund Group document includes the **Edit Sub-Fund Group** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

#### Edit Sub-Fund Group tab definition

Title	Description
Sub-Fund Group Code	The unique code that identifies a particular sub-fund group.
Description	Required. The descriptive name for this sub-fund group code.
Fund Group Code	Required. The larger fund group to which the sub-fund group is associated. Existing fund group codes may be retrieved from the lookup .

Active Indicator	Indicates whether this sub fund group code is active or inactive. Remove the check mark to deactivate this code.
Sub Fund Group Type Code	Required. A code that identifies the sub-fund group type. Existing types may be retrieved from the list or from the lookup  . Examples include: 'Auxiliary,' 'Internal Service Organizations,' or 'Neither.'
Default Account Restricted Status Code	A unique code that identifies a particular restricted status for the default account. Existing restricted status codes may be retrieved from the list or from the lookup  .
Financial Reporting Sort Code	Required. A code that designates the default sort sequence on reports.
Wage Indicator	The box checked when the sub-fund group is one that is expected to pay compensation expenses.
Budget Adjustment Restriction Code	Required. The code that determines at what level OLE checks for restrictions when an account of the sub-fund group is used on a Budget Adjustment e-doc from the budget adjustment restriction code list. Values retrievable from the list include:  <b>N</b> = None <b>S</b> = Sub-Fund <b>C</b> = Chart <b>O</b> = Organization <b>A</b> = Account

## Sub-Fund Group Type

**Maintenance** > **Chart of Accounts** > • **Sub-Fund Group Type** >  
**Sub-Fund Group Type Lookup** > **Sub-Fund Group Type**

The Sub-Fund Group Type document defines further categorization of sub-funds. Common sub-fund group types include 'Auxiliary,' 'Internal Service Organization,' or 'Neither.'

### Document Layout

Sub-Fund Group Type ?	Doc Nbr: 3337	Status: INITIATED
	Initiator: kqodfre	Created: 09:02 PM 09/26/2009

\* required field

Document Overview

**Document Overview**

* Description:	<input type="text"/>	Explanation:	<input type="text"/>
Org. Doc. #:	<input type="text"/>		

Edit Sub-Fund Group Type

Old	New
Sub-Fund Group Type Code: A	Sub-Fund Group Type Code: A
Sub-Fund Group Type Description: AUXILIARY	* Sub-Fund Group Type Description: <input type="text" value="AUXILIARY"/>
Active Indicator: Yes	Active Indicator: <input checked="" type="checkbox"/>

Notes and Attachments (0)

Ad Hoc Recipients

Route Log

The Sub-Fund Group Type document includes the **Edit Sub-Fund Group Type** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

#### Edit Sub Fund Group Type tab definition

Title	Description
Sub-Fund Group Type Code	A unique code that identifies the sub-fund group type.
Sub-Fund Group Type Description	Required. The descriptive name for this sub-fund group type code.
Active Indicator	Indicates whether this sub fund group type code is active or inactive. Remove the check mark to deactivate this code.

## Sufficient Funds Code

**Maintenance** > **Chart of Accounts** > • **Sufficient Funds Code** >  
**Sufficient Funds Code Lookup** > **Sufficient Funds Code**

The Sufficient Funds Code document defines the codes that indicate what level the account is checked for sufficient funds in the transaction processing environment. The values are pre-determined within the system. The name of the code may be edited or the code may be deactivated.

### Document Layout

<b>Sufficient Funds Code</b> ?	<b>Doc Nbr:</b> 3338	<b>Status:</b> INITIATED
	<b>Initiator:</b> kqgodfre	<b>Created:</b> 09:03 PM 09/26/2009

\* required field

**Document Overview**

<b>* Description:</b>	<input type="text"/>	<b>Explanation:</b>	<input type="text"/>
<b>Org. Doc. #:</b>	<input type="text"/>		

**Edit Sufficient Fund Code**

Old		New	
<b>Account Sufficient Funds Code:</b>	A	<b>Account Sufficient Funds Code:</b>	A
<b>Account Sufficient Funds Name:</b>	Account	<b>* Account Sufficient Funds Name:</b>	<input type="text" value="Account"/>
<b>Active Indicator:</b>	Yes	<b>Active Indicator:</b>	<input checked="" type="checkbox"/>

**Notes and Attachments (0)**

**Ad Hoc Recipients**

**Route Log**

The Sufficient Funds Code document includes the **Edit Sufficient Funds Code** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

#### Edit Sufficient Funds Code tab definition

Title	Description
Account Sufficient Funds Code	Display-only. A unique code that indicates what level the account is going to be checked for sufficient funds in the transaction processing environment. The values defined by the system are: A = Account C = Consolidation H = Cash L = Level N = No Checking O = Object Code
Account Sufficient Funds Name	Required. The descriptive name for the account sufficient funds code.

Active Indicator

Indicates whether this sufficient funds code is active or inactive. Remove the check mark to deactivate this code.

---

## Sufficient Funds Check Type

[Maintenance](#) > 
 [Chart of Accounts](#) > 
 [Sufficient Funds Check Type](#) > 
 [Sufficient Funds Check Type LookUp](#) > 
 [Sufficient Funds Check Type](#)

The Sufficient Funds Check Type is used to define the type of sufficient fund check performed on the Account e-document.

### Document Layout

Sufficient Funds Check Type Doc Nbr: 3620 Status: INITIATED  
Initiator: ole-khuntley Created: 09:53 AM 08/21/2012

Document Overview expand all collapse all  
\* required field

**Document Overview**

\* Description:  Explanation:

Organization Document Number:

**Edit Sufficient Funds Check Type**

**New**

\* Sufficient Funds Check Type:  Active Indicator:

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log show

submit save blanket approve close cancel

The Sufficient Funds Check Type document includes the **Edit Sufficient Funds Check Type** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

#### Edit Sufficient Funds Check Type tab definition

Title	Description
Sufficient Funds Check Type	Identifies the type of fund to check, i.e., "account", "object", "cash"
Active Indicator	Indicates whether this sufficient funds code is active or inactive. Remove the check mark to deactivate this code.



## University Budget Office Function

[Maintenance](#) > 
 [Chart of Accounts](#) > 
 • [University Budget Office Function](#) > 
 [University Budget Office Function Lookup](#) > 
 [University Budget Office Function](#)

The University Budget Office Function document defines an attribute of higher education function code that identifies a function for budget reporting.

### Document Layout

University Budget Office Function <span>?</span>		<b>Doc Nbr:</b> 3339	<b>Status:</b> INITIATED
		<b>Initiator:</b> kqgodfre	<b>Created:</b> 09:05 PM 09/26/2009

[expand all](#)   [collapse all](#)  
 \* required field

Document Overview hide

<b>* Description:</b> <input type="text"/>	<b>Explanation:</b> <input type="text"/>
<b>Org. Doc. #:</b> <input type="text"/>	

Edit University Budget Office Function hide

Old		New	
<b>University Budget Office Function Code:</b>	AC	<b>University Budget Office Function Code:</b>	AC
<b>University Budget Office Function Name:</b>	ACADEMIC COMPUTING	<b>* University Budget Office Function Name:</b>	<input type="text" value="ACADEMIC COMPUTING"/>
<b>Active Indicator:</b>	Yes	<b>Active Indicator:</b>	<input checked="" type="checkbox"/>

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log show

submit save blanket approve close cancel

The University Budget Office Function document includes the **Edit University Budget Office Function** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

#### Edit University Budget Office Function tab definition

Title	Description
University Budget Office Function Code	A unique code that identifies a budget office function.
University Budget Office Function Name	Required. The descriptive name for this university budget office function code.
Active Indicator	Indicates whether this university budget office function code is active or inactive. Remove the check mark to deactivate this code.

---

# Managing Funds: Budget Adjustment, Transfer of Funds and More

While libraries affectively try to manage “cash”, OLE (based on KFS) operates from budgets and actuals, or both sides of balance sheet and income statement. Object Codes can be Income or Expense “types” and General Ledger transactions or adjustments must *balance*.

Understanding that OLE is predicated on full General Ledger and financial accounting rules will help to show how users can interact with the system and understand financial functions. Full OLE Budget functionality (reporting, Fiscal Year Rollover) will come in future releases as we determine how to manage legacy or historical data, but within OLE 0.6, users may initiate budget additions or subtractions to Account-Objects, or move around available funds from one Account- Object to another.

# Standard Transaction E-Docs

## Financial Processing

- [Advance Deposit](#)
- [Auxiliary Voucher](#)
- [Budget Adjustment](#)
- [Cash Receipt](#)
- [Credit Card Receipt](#)
- [Disbursement Voucher](#)
- [Distribution of Income and Expense](#)
- [General Error Correction](#)
- [Indirect Cost Adjustment](#)
- [Internal Billing](#)
- [Pre-Encumbrance](#)
- [Transfer of Funds](#)



On the **Main Menu** tab, the **Transactions** submenu provides access to a variety of general-use documents that support basic financial operations.

### FP e-docs available from the Main Menu, Transactions submenu

Document Type	Description
<a href="#">Advance Deposit</a> (AD)	Records deposits that go directly to the bank without being verified through the normal cash receipts process. This document enables distribution of the amount received to the appropriate accounts in the financial system.
<a href="#">Auxiliary Voucher</a> (AV)	Records accrual, adjustment and recode entries. These may be posted to open periods, which are set by each institution.
<a href="#">Budget Adjustment</a> (BA)	Records income and expense transactions not processed through other e-docs, against an existing budget. It can be used to modify a base budget, a current budget or both.
<a href="#">Cash Receipt</a> (CR)	Records cash and checks received by units, for subsequent deposit into bank accounts via the Cash Management Document (CMD).
<a href="#">Credit Card Receipt</a> (CCR)	Records credit card receipts and distributes the funds received to the appropriate accounts in the financial system.
<a href="#">Disbursement Voucher</a> (DV)	Processes payments that are not transacted through the Accounts Payable/Purchasing module of OLE.
<a href="#">Distribution of Income and Expense</a> (DI)	Reallocates income and expense or assets and liabilities within the organization.
<a href="#">General Error Correction</a> (GEC)	Corrects accounting string data for General Ledger entries generated from other financial transactions.
<a href="#">Indirect Cost Adjustment</a> (ICA)	Allows adjustment to the amount of indirect cost expense charged to a Contracts and Grants account and automatically adjusts the associated amount of indirect cost revenue.

<a href="#">Internal Billing (IB)</a>	Bills for goods or services provided by one institution's department to another institution's department, reflecting income to the provider and expense to the customer.
<a href="#">Pre-Encumbrance (PE)</a>	Allows users to add encumbrances using an e-doc instead of relying on information from a system outside OLE. These transactions give fiscal officers the ability to earmark funds for which unofficial commitments have been made.
<a href="#">Transfer of Funds (TF)</a>	Transfers funds (cash) between accounts.



**Caveats about information provided for financial e-docs:**

These documents and their business rules are still under review. Furthermore, your institution may choose to modify the delivered restrictions or make additional restrictions by attributes such as object code type, object code sub type, sub-fund group, consolidation object code, and others.

The explanations that follow exclude references to ad-hoc routing because this functionality is available for use in any financial transaction document.


The explanations that follow exclude specific references to the delegate where the fiscal officer is mentioned. Assume that any action that can be performed by the fiscal officer can also be performed by the delegate.



For information on using a template to import items or accounts, see “[Data Import Templates](#)”


# Advance Deposit



 In order for users to submit the Advance Deposit document, the `ENABLE_BANK_SPECIFICATION_IND` parameter must be set to Y and the `DEFAULT_BANK_BY_DOCUMENT_TYPE` parameter must be completed. Even if your institution is not planning to use the Bank Offset feature in OLE, the `DEFAULT_BANK_BY_DOCUMENT_TYPE` parameter must be completed if your users plan to use the Advance Deposit document. Bank offsets will not be created if the Bank Offset feature has not been configured.

In KFS, the Advance Deposit (AD) document is used to record deposits that go directly to the bank, without being verified through the normal cash receipts process. This document enables distribution of the amount received to the appropriate accounts in the financial system.

The AD document is used to record deposits that are not processed through a central processing area (such as a Bursar's Office). The AD document is used by university departments that make their own deposits, departments that use a lockbox at the bank for cash receipts, and anyone who needs to record bank deposits that are not processed through a central processing area such as the Bursar's Office. The AD is used when checks or cash are received and need to be credited to an OLE account. The user creating the AD is responsible for ensuring that the actual bank deposit occurs. The AD document creates the specified accounting entries in OLE.

 Advance Deposits continue to be reviewed for OLE use.

## Document Layout

The AD document has its own unique tab called **Advance Deposits** in addition to the standard financial transaction tabs.

 For more information about the standard tabs, see [Standard Tabs](#) on the *OLE E-Doc Fundamentals* wiki page.

Advance Deposit Doc Nbr: 4291    Status: INITIATED  
Initiator: ole.khuntley    Created: 08:36 AM 05/14/2013

[expand all](#)   [collapse all](#)  
\* required field

Document Overview ▼ hide

**Document Overview**

\* Description:     Explanation:

Organization Document Number:

---

**Financial Document Detail**

Total Amount:

---

Advance Deposits ▼ hide

**Advance Deposits**

	* Bank Code	* Date	* Reference Number	Description	* Amt	Actions
add:	TEST <input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="📅"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="add"/>
	FIRST NATIONAL TEST BANK OF KUALI					
<b>Total: 0.00</b>						

---

Accounting Lines ▼ hide

**Accounting Lines** [hide detail](#)   [import lines](#)

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	<input type="text"/>	<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/>	<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/>	0.00	<input type="button" value="add"/>
		Line Description							

---

Accounting Lines for Capitalization [▶ show](#)

Modify Capital Assets [▶ show](#)

General Ledger Pending Entries [▶ show](#)

Notes and Attachments (0) [▶ show](#)

Ad Hoc Recipients [▶ show](#)

Route Log [▶ show](#)

[submit](#)   [save](#)   [blanket approve](#)   [close](#)   [cancel](#)   [copy](#)

## Advance Deposits Tab

Advance Deposits ▼ hide

**Advance Deposits**

	* Bank Code	* Date	* Reference Number	Description	* Amt	Actions
add:	TEST <input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="📅"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="add"/>
	FIRST NATIONAL TEST BANK OF KUALI					
<b>Total: 0.00</b>						

### Advance Deposits tab definition

Title	Description
Bank Code	Required. Enter the bank code number to which the funds are deposited or search for a bank account from the <b>Bank Account</b> lookup <input type="button" value="🔍"/> . The bank code is automatically carried over.
Date	Required. Enter the actual date of the deposit or select it from the calendar <input type="button" value="📅"/> .
Reference Number	Required. Enter the transaction number or anything that meets your tracking needs.
Description	Optional. Enter a brief description of the transaction. This is for departmental use only, and does not appear on financial reports.
Amt	Required. Enter the total amount of the deposit.

## Process Overview

### Business Rules

- The advance deposits total amount must be greater than zero.
- The advance deposits total must be equal to the total of the **Accounting Lines** tab.
- Negative accounting line amounts are allowed.
- There must be at least one accounting line in the document
- The AD document is one-sided. OLE automatically generates the other side of the entry affecting the cash account, as defined by data entered into the document.
- Object code restrictions are as follows.

#### Object sub type code type restrictions for Advance Deposit documents

Object Sub Type Code	Description	Restrictions
BU	Budget-Only Object Codes	Unallowable
CA	Cash	Unallowable
CE	Cost Recovery Expenses	Unallowable
FB	Fund Balance	Unallowable
FR	Fringe Benefits	Unallowable
HW	Hourly Wages	Unallowable
MT	Mandatory Transfers	Unallowable
PL	Capital Assets	Unallowable
RE	Reserves	Unallowable
SA	Salary and Wages	Unallowable
VA	Valuations and Adjustments	Unallowable

#### Object type code restrictions for Advance Deposit documents

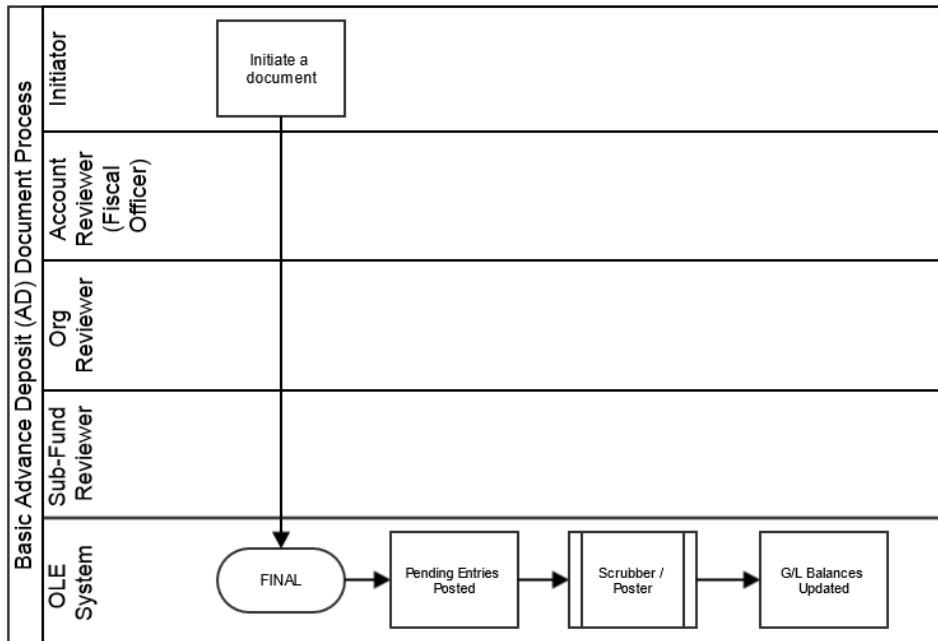
Object Type Code	Description	Restrictions
ES	Expense Not Expenditure	Unallowable
IC	Income Not Cash	Unallowable

### Consolidated object code restrictions for Advance Deposit documents

Consolidated Object Code	Description	Restrictions
FDBL	Fund Balance	Unallowable

## Routing

After an AD document is submitted, it is automatically approved and it does not route. The document status is 'FINAL' and the transaction is posted to the G/L during the next G/L batch process.



## Initiating an Advance Deposit Document


11. Select **Advance Deposit** from the **Financial Transactions** menu.
12. Log into OLE as necessary.

A blank AD document with a new document ID appears.

13. Complete the **Advance Deposits** tab and click .

Enter an advance deposit line, click **add**, and continue adding as many advance deposits as necessary.

14. Complete the standard tabs.

 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](#) on the *OLE E-Doc Fundamentals* wiki page.

15. Click .

16. Review the **General Ledger Pending Entries** tab.



The pending entries include offset generation lines to cash or fund balance object codes.

17. Review the **Route Log** tab.

No approval is required.

➔ For more information about the Route Log, see [Route Log](#) on the *OLE Workflow Overview and Key Concepts* wiki page.

# Auxiliary Voucher

**Main Menu** > **Financial Transactions** > **Financial Processing** > • **Auxiliary Voucher** >  
**Auxiliary Voucher**


(Optional) The Auxiliary Voucher (AV) document records adjustment, accrual and recode entries. It is used to record entries to the proper posting period of the transaction for preparation of accurate and timely financial reports. Postings are allowed to the open periods that are set by your institution.

The AV document consists of three separate document types:

- **Adjustment:** The Adjustment type (AVAD) is used to post adjusting entries that do not reverse in the following month to the General Ledger. The offset to these entries is to the fund balance if the entry affects more than one account. If the entry affects only one account, then there is no offset. Adjusting entries are made to recognize revenues in the period in which they are earned, and expenses in the period they are incurred. A reversal date is not allowed for this type.
- **Accrual:** The Accrual type (AVAE) is used to post accrual entries to the General Ledger that must be reversed in a designated month following the posting period. A reversal date is required for this type of AV, which is normally during the next fiscal period, although it may be later. The offset to these entries are to the fund balance object code if the entry affects more than one account. If the entry affects only one account, then there is no offset. An accrual entry is always used to correct an accrual entry.
- **Recode:** The Recode type (AVRC) is used to properly reclassify account balances posted to a prior period so that the reclassifications occur within the same fiscal period. The offset to these entries is to the fund balance. The recode entry acts as an accrual and is automatically reversed. The reversal date defaults to the creation date of the document and cannot be changed. However, the actual reversal occurs on the date the document reaches full approval.

In addition, a recode generates a Distribution of Income or Expense (DI) entry with Cash as the offset transaction, and posts in the current period.

Fiscal Officers and support staff, department, responsibility center, and campus administration staff are typical users of the AV.

 Auxiliary Vouchers continue to be reviewed for OLE use.

## Document Layout

The AV document has its own unique tab called **Auxiliary Voucher Details** in addition to the standard financial transaction tabs with one additional field called **Total Amount** in the **Document Overview** tab.

 For more information about the standard tabs, see [Standard Tabs](#) on the *OLE E-Doc Fundamentals* wiki page.

Auxiliary Voucher <span style="font-size: small;">?</span>	Doc Nbr: 3245	Status: INITIATED
	Initiator: khuntlev	Created: 05:40 PM 08/02/2009

[expand all](#)   [collapse all](#)  
\* required field

Document Overview ▼ hide

---

**Document Overview**

\* Description:       Explanation:

Org. Doc. #:

---

**Financial Document Detail** Total Amount:

---

Auxiliary Voucher Details ▼ hide

---

**Auxiliary Voucher Details**

\* Accounting Period: AUG. 2009 ▼

\* Auxiliary Voucher Type:  Adjustment  Accrual  Recode

Reversal Date: 09/02/2009

---

Accounting Lines ▼ hide

---

**Accounting Lines** [hide detail](#) [import lines](#)

	* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Debit	Credit	Actions
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.00	<input type="button" value="add"/>

---

General Ledger Pending Entries [▶ show](#)

Notes and Attachments (0) [▶ show](#)

Ad Hoc Recipients [▶ show](#)

Route Log [▶ show](#)

---

## Auxiliary Voucher Details Tab

The **Auxiliary Voucher Details** tab is used to indicate the type of Auxiliary Voucher document being created (Adjustment, Accrual or Recode) and the Accounting Period to which the transaction should be posted. The **Reversal Date** appears only when the **Accrual** or **Recode** type is selected (note the second and third examples below).

Auxiliary Voucher Details ▼ hide

---

**Auxiliary Voucher Details**

\* Accounting Period: AUG. 2009 ▼

\* Auxiliary Voucher Type:  Adjustment  Accrual  Recode

Auxiliary Voucher Details ▼ hide

---

**Auxiliary Voucher Details**

\* Accounting Period: AUG. 2009 ▼

\* Auxiliary Voucher Type:  Adjustment  Accrual  Recode

Reversal Date: 09/01/2009

Auxiliary Voucher Details ▼ hide

---


**Auxiliary Voucher Details**

\* Accounting Period: AUG. 2009 ▼

\* Auxiliary Voucher Type:  Adjustment  Accrual  Recode

Reversal Date: Aug 2, 2009

### Auxiliary Voucher Details tab definition

Title	Description
Accounting Period	Required. Select the period the transaction should be applied to from the <b>Accounting Period</b> list.
Auxiliary Voucher Type	Required. Select the option for the type of Auxiliary Voucher document you wish to process
Reversal Date	<p>Appears only for the AV type of accrual or recode. Requirement varies depending on the selected auxiliary voucher type:</p> <p><b>Accrual:</b> Required. Select the date when the transaction entries are to be reversed from the <b>calendar</b> </p> <p><b>Recode:</b> Display-only. Defaults to today's date and cannot be changed.</p>

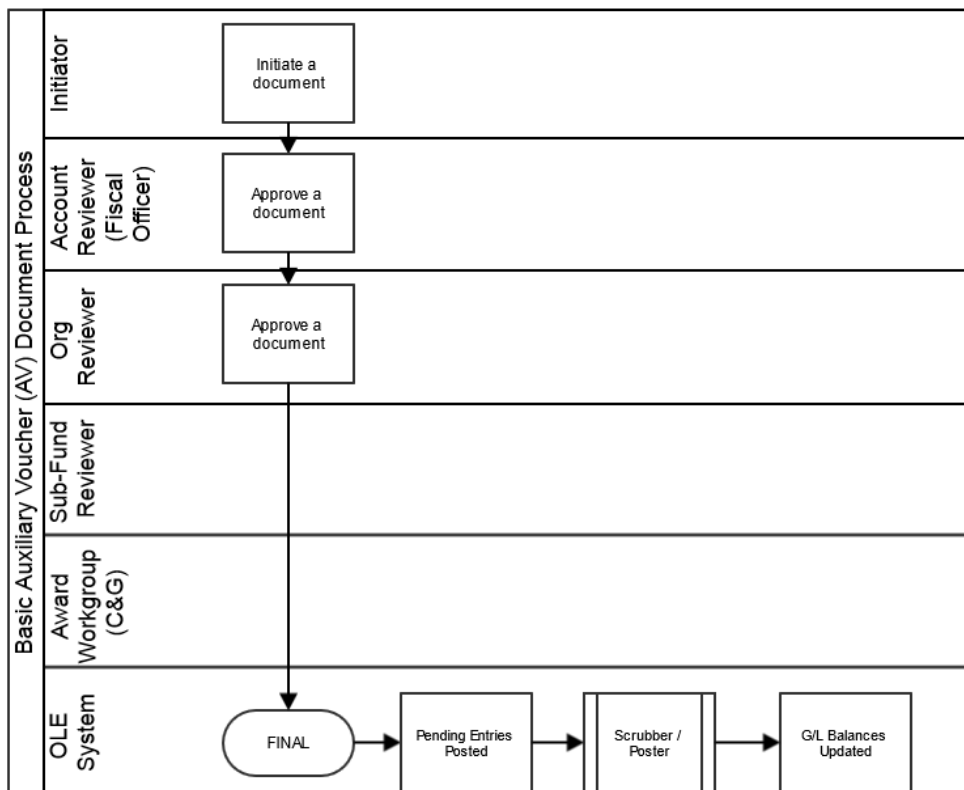
## Process Overview

### Business Rules

- The accounting period chosen must already exist and be open.
- If the AV type is Accrual Voucher, a reversal date is required. An accrual entry may have a reversal date that reverses in the future, even the next fiscal year.
- There must be at least one accounting line in the document.
- All accounts must belong to the same chart and sub-fund.
- On an accounting line, you must enter a credit or debit amount, but not both.
- Negative amounts are not allowed.
- Debits must equal credits.
- Certain object code sub-types may be restricted from being used on the Auxiliary Voucher.

### Routing

Fiscal Officer for all **Credit** and **Debit** accounts must approve the AV document. Additional approvals may be established within the institution's review hierarchy or are 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 an AV Document

1. Select Auxiliary Voucher from the Financial Transactions menu.

A blank AV document with a new document ID appears.

2. Select the type of AV you wish to create on the **Auxiliary Voucher Details** tab. Also, select the posting period and reversal date if needed.
3. Complete the standard tabs.



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](#) on the *OLE E-Doc Fundamentals* wiki page.

Click .

4. Review the **General Ledger Pending Entries** tab.

This document generates offsetting entries, depending on the AV type selected. For accrual and adjustment entries that affect more than one account, the offsetting entry is to a defined fund balance object code. If the entry affects only one account, then there is no offset.

For a recode entry, the offsetting entry is to a defined fund balance object code. In addition, a recode automatically generates a Distribution of Income or Expense (DI) entry with an offset to cash in the current period.



For information about the Route Log tab, see [Route Log](#) on the *OLE Workflow Overview and Key Concepts* wiki page.




For more information about how to approve a document, see [Workflow Action Buttons](#) on the *OLE Workflow Overview and Key Concepts* wiki page.

# Budget Adjustment

**Main Menu** > **Financial Transactions** > **Financial Processing** > • **Budget Adjustment** >  
**Budget Adjustment**

The Budget Adjustment (BA) document is used to record income and expense transactions not processed through other e-docs, against an existing budget. It can be used to modify a base budget, a current budget or both. It is a financial planning tool that allows an organization to adjust the current and base budget figures for a given account as circumstances may change throughout the fiscal year. It may be used to create a budget for a new account established after the beginning of a new fiscal year.

- Base budgets are established during the budget construction process, and designate an ongoing fiscal commitment.
- Current budgets designate budgetary authority for the current fiscal year.
- A BA document is normally used to:
  - reallocate current budget as necessary throughout the fiscal year
  - transfer funds from one general fund account to another
  - establish budget lines in new accounts created after the fiscal year begins
  - make long-term adjustments to the base budget
- The document allows for the establishment of monthly budgeted amounts for users that wish to maintain budget information at this level.

 Budget Adjustments continue to be reviewed for OLE use.

## *Document Layout*

The BA document only has the standard financial transaction document tabs and does not have any unique tabs. Two field exceptions are the **Year** field in the **Document Overview** tab and the **Monthly Lines** section in the **Accounting Lines** tab, which are explained later in this section.

 For more information about the standard tabs, see [Standard Tabs](#) on the *OLE E-Doc Fundamentals* wiki page.

<b>Budget Adjustment</b> ?		<b>Doc Nbr:</b> 3276	<b>Status:</b> INITIATED
		<b>Initiator:</b> khuntley	<b>Created:</b> 04:16 PM 08/09/2009
		<a href="#">expand all</a>   <a href="#">collapse all</a> <small>* required field</small>	

Document Overview ▼ hide

---

**Document Overview**

\* Description:  Explanation:

Org. Doc. #:

---

**Financial Document Detail**

\* Year: 2009 [refresh](#) **Total Amount:**

---

Accounting Lines ▼ hide

---

**Accounting Lines** ? [hide detail](#)

From/Decrease								<a href="#">import lines</a>	
* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt	Base Amt	Actions
▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0	
add: <input type="text"/>									
<a href="#">Monthly Lines</a> ▶ <a href="#">show</a> <span style="float: right;"><a href="#">add</a></span>									
To/Increase								<a href="#">import lines</a>	
* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt	Base Amt	Actions
▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0	
add: <input type="text"/>									
<a href="#">Monthly Lines</a> ▶ <a href="#">show</a> <span style="float: right;"><a href="#">add</a></span>									

---

General Ledger Pending Entries [show](#)

Notes and Attachments (0) [show](#)

Ad Hoc Recipients [show](#)

Route Log [show](#)

---

[submit](#) [save](#) [blanket approve](#) [close](#) [cancel](#) [copy](#)

## Document Overview Tab

The **Document Overview** tab includes one unique field called **Year**.

### BA Document Overview tab definition

Title	Description
Year	Required. Select the fiscal year this adjustment should apply to from the <b>Fiscal Year</b> list. Most budget adjustments are made to the current fiscal year but in some cases you may be able to choose a fiscal year that has not yet begun.


If you change the fiscal year, click [refresh](#) to make sure that all the fields on the document are available for that fiscal year. For example, you might not be able to do base budget changes to a particular fiscal year. Clicking **refresh** assures that the system disables fields that aren't valid for that year.

## Accounting Lines Tab

The **Accounting Lines** tab in the BA document is also different from the other financial transaction documents in that it has the **Monthly Lines** section that can be expanded by clicking **show**.



The screenshot shows the 'Accounting Lines' window. At the top, there's a 'hide' button. Below that, the 'Accounting Lines' header includes a search icon and a 'hide detail' button. The main section is titled 'From/Decrease' and contains a table with columns: \* Chart Code, \* Account Number, Sub-Account Code, \* Object Code, Sub-Object Code, Project Code, Organization Reference Id, Current Amt (0.00), Base Amt (0), and Actions (import lines). Below this table is a 'Monthly Lines' section with a 'hide' button and an 'add' button. It contains 12 rows, each with a 'Month' label (e.g., 'Month 01 Line Amount') and a text input field containing '0.00'.

To distribute an accounting lines current budget amount into monthly periods, click  on the **Monthly Lines** section.

This opens a series of twelve monthly periods where you can specify how much of the current amount for this account line should be distributed to each month. The total of all monthly distributions must equal the total current amount for this accounting line.

Use of the **From/Decrease** section automatically decreases the budget associated with the account, sub-account, and object code combination entered. The current budget, base budget, or both may be affected.

Use of the **To/Increase** section automatically increases the budget associated with the account, sub-account, and object code combination entered. The current budget, base budget, or both may be affected.



The **From/Decrease** and **To/Increase** sections do not contain totals. Increases and decreases must balance in the document with relation to object code types in order to route the document. This rule applies to the **From** and **To** sections affecting the current changed amount(s) and the **From** and **To** sections affecting the base changed amount(s).

The screenshot shows the 'Accounting Lines' window with two rows of data. The first row is under the 'From/Decrease' section and has the following values: \* Chart Code: BL, \* Account Number: 2947482, Sub-Account Code: EDUCATION, \* Object Code: 7110, Sub-Object Code: MONOGRAPHS, Project Code: (empty), Organization Reference Id: (empty), Current Amt: 5,000.00, Base Amt: 0, and Actions: (empty). The second row is under the 'To/Increase' section and has the following values: \* Chart Code: BL, \* Account Number: 2947482, Sub-Account Code: EDUCATION, \* Object Code: 7112, Sub-Object Code: MONOGRAPH FIRM, Project Code: (empty), Organization Reference Id: (empty), Current Amt: 5,000.00, Base Amt: 0, and Actions: (empty). Both rows have a 'Monthly Lines' button with a 'show' icon.



Try This Budget Setup:

1. Instead of typing in many accounting detail lines, users can use the BA spreadsheet template via the “Import Lines” option.
2. Simply fill in all accounting lines with required Chart, Account, Object, and Amounts
3. Import into the BA (or Transfer) documents in lieu of manual typing.
  - [BA-YEBA Import](#) template



You will need to log in with a valid Kuali account to access this document.

Budget Adjustment Doc Nbr: 3878 Status: INITIATED  
Initiator: khuntley Created: 05:11 PM 04/13/2012

expand all collapse all  
\* required field

Document Overview show

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
add:									0.00	0	import lines
Monthly Lines <span style="float: right;">show</span>											
Object Code for New From/Decrease Line											
add											
To/Increase		* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt	Base Amt	Actions
add:									0.00	0	add
Monthly Lines <span style="float: right;">show</span>											
add											

General Ledger Pending Entries show

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log show

submit save blanket approve close cancel copy

4. Click **submit** or **blanket approve**.
5. Review the **General Ledger Pending Entries** tab.

General Ledger Pending Entries hide

Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2012	BL	2947482	-----	7110	---	-----	OLE BA	CB	EE	(5,000.00)	
2	2012	BL	2947482	-----	7112	---	-----	OLE BA	CB	EE	5,000.00	

6. Review the **Route Log** tab.
7. The document is routed to the fiscal officer for each account used in the Accounting Lines. The Route Status shows 'ENROUTE'.
8. Appropriate fiscal officers and organization reviewers approve the document.

## Income Stream Adjustments

If a Budget Adjustment involves two or more accounts with different Income Stream Accounts, OLE can be configured to create an automated Transfer of Funds transaction to properly adjust cash between those Income Stream accounts. This Transfer of Funds is generated by OLE after the Budget Adjustment is approved and does not route for approval itself.

## Process Overview

### Business Rules

- Only accounts that have the recording level attribute of 'Budget' accept budget adjustment transactions. The budget adjustment document cannot be used on a cash control (non-budgeted) account.
- Negative amounts are not allowed except when using the **Error Correction** option.



For information about the error correction, see [Correcting Errors after Approval](#) on the *OLE Workflow Overview and Key Concepts* wiki page.

- Increases and decreases must balance in the document with relation to object code types. Increases in income may be balanced by decreases in other income lines or by increases in expenditures. Decreases in income may be balanced by increases in other income lines or by decreases in expenditures. Similar logic applies to changes in expenditures
- If Base Adjustments have not been enabled for the selected Fiscal Year on the document then base changes are not allowed.
- The fund group and sub-fund group attributes on an account contain an attribute (Budget Adjustment Restriction Code – BARC) for determining how budget adjustments within that group can be made. These attributes limit the mixing of accounts on the same BA documents.
- BARC values for fund group are: **C** (Chart), **O** (Organization), **A** (Account), or **F** (Fund).
- BARC values for sub-fund group are: **C** (Chart), **O** (Organization), **A** (Account), **S** (Sub-Fund), or **N** (None).
- If the BARC value of the sub-fund group is none, the BARC value of the sub-fund group's parent fund group applies to the account.
- The budget adjustment applies the following rules using these values:
  - If an account on the BA has an effective BARC of Account, then no other account can be used on that Budget Adjustment document, i.e. all adjustments (increases/decreases) must be to the same account.
  - If an account on the BA has an effective BARC of Organization, then the only other accounts on that Budget Adjustment document must belong to the same Organization, i.e. allowing adjustments among accounts in the same organization.
  - If an account on the BA has an effective BARC of Chart, then the only other accounts on that Budget Adjustment document must belong to the same Chart, i.e. allowing adjustments across accounts belonging to different Organizations but within the same Chart.
  - If an account on the BA has an effective BARC of Sub-Fund, then the only accounts on that Budget Adjustment document must belong to the same Sub-Fund Group, i.e. allowing adjustments across accounts belonging to different Organizations and Charts but with the same Sub-Fund Group Code.
  - If an account on the BA has an effective BARC of Fund, then the only accounts on that Budget Adjustment document must belong to the same Fund Group, i.e. allowing adjustments across accounts belonging to different Organizations and Charts and Sub-Fund Groups but with the same Fund Group Code.

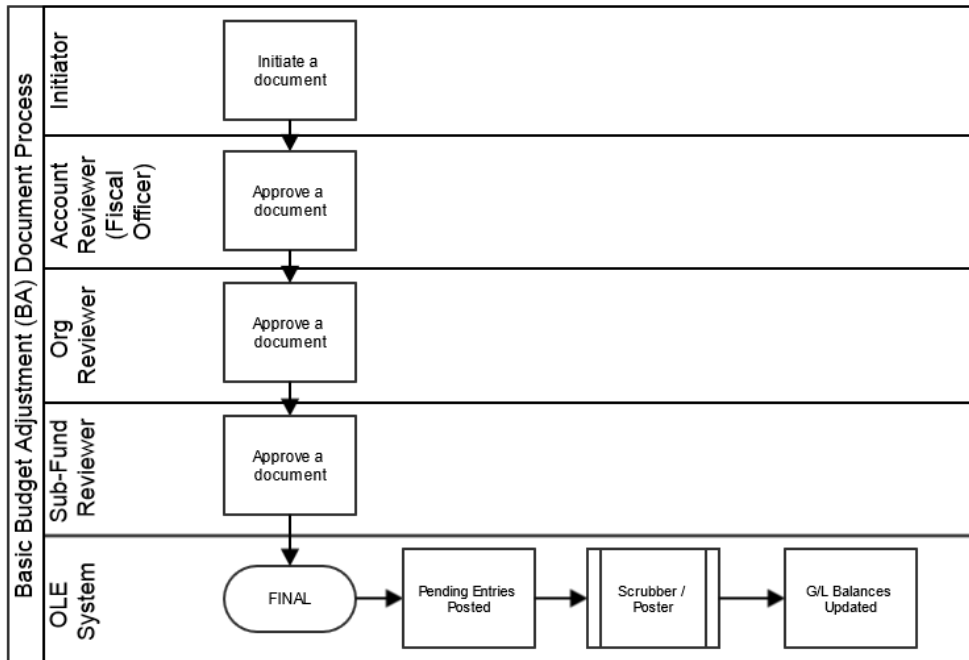
The use of certain balance sheet object codes and certain object sub-types may be prohibited according to your institution's business rules.

## Routing

The BA document is approved as final by the initiator if the following conditions are met:

- The document only adjusts a single account
- The document only adjusts current budget amount
- The Initiator is the fiscal officer for the account
- The total decrease amount is not greater than the current budget balance for the object code being decreased
- If previous conditions are not met, the document continues with standard financial document routing, based on the account numbers used on the document as follows:
  - The fiscal officer for each account must approve.
  - Organization review routing occurs for the organization that owns each account.
  - Sub-fund routing occurs based on the sub-fund of each account.

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 Budget Adjustment Document

1. Select **Budget Adjustment** from the **Financial Transactions** menu.

A blank BA document with a new document ID appears.

2. Complete the standard tabs.



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](#) on the *OLE E-Doc Fundamentals* wiki page.


Click .

The document is routed to the fiscal officers of the accounts as well as any approvers in the Organizational Review hierarchy.

3. Review the **General Ledger Pending Entries** tab.
4. Review the **Route Log** tab.

 For information about the Route Log tab, see [Route Log](#) on the *OLE Workflow Overview and Key Concepts* wiki page.

5. Appropriate fiscal officers and organization reviewers approve the document.

 For more information about how to approve a document, see [Workflow Action Buttons](#) on the *OLE Workflow Overview and Key Concepts* wiki page.


# Cash Receipt

**Main Menu** > **Transactions** > **Financial Processing** > • Cash Receipt > **Cash Receipt**

The Cash Receipt (CR) document is used to record cash and checks received by units, for subsequent deposit into bank accounts by a central processing unit (such as the Bursar's office).

Recording refunds to the university via the CR document allows you to credit the funds to the account and object code from which they were originally paid. The CR document may be used by university Bursar department staff that collect cash and checks and reconcile a cash drawer, but do not physically make the bank deposit themselves.

The user creating the CR utilizes reconciliation within the CR. After approved, the CR document creates the specified accounting entries in OLE.

 Cash Receipts continue to be reviewed for OLE use.

## *Document Layout*

The CR document has its own unique tabs called **Cash Reconciliation**, **Currency and Coin Detail**, and **Check Detail** in addition to the standard financial transaction tabs.

 For more information about the standard tabs, see [Standard Tabs](#) on the *OLE E-Doc Fundamentals* wiki page.

<b>Cash Receipt</b>	<b>Doc Nbr:</b> 3360	<b>Status:</b> INITIATED
	<b>Initiator:</b> khuntley	<b>Created:</b> 08:38 AM 10/27/2009

[expand all](#) [collapse all](#)  
\* required field

**Document Overview** ▼ hide

---

**Document Overview**

\* **Description:**

**Org. Doc. #:**

**Explanation:**

---

**Financial Document Detail** **Total Amount:**

---

**Cash Reconciliation** ▼ hide

---

**Cash Reconciliation**

**Total Check Amount:** Individual Checks/Batches ▼

**Total Currency Amount:** 0.00

**Total Coin Amount:** 0.00

**Cash Reconciliation Total:** 0.00 [recalculate](#)

---

**Currency and Coin Detail** ▼ hide

---

**Currency and Coin Detail**

	Count	Amount		Count	Amount
Hundred Dollar Count:	<input type="text" value="0"/>	\$	Hundred Cent Count:	<input type="text" value="0"/>	\$
Fifty Dollar Count:	<input type="text" value="0"/>	\$	Fifty Cent Count:	<input type="text" value="0"/>	\$
Twenty Dollar Count:	<input type="text" value="0"/>	\$	Twenty Five Cent Count:	<input type="text" value="0"/>	\$
Ten Dollar Count:	<input type="text" value="0"/>	\$	Ten Cent Count:	<input type="text" value="0"/>	\$
Five Dollar Count:	<input type="text" value="0"/>	\$	Five Cent Count:	<input type="text" value="0"/>	\$
Two Dollar Count:	<input type="text" value="0"/>	\$	One Cent Count:	<input type="text" value="0"/>	\$
One Dollar Count:	<input type="text" value="0"/>	\$	Other Cent Amount:	<input type="text" value="0"/>	\$
Other Dollar Amount:	<input type="text" value="0"/>	\$			

---

**Check Detail** ▼ hide

---

**Check Detail**

	* Check/Batch #	* Date	Description	* Amt	Action
<b>add:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<a href="#">add</a>
				<b>Total: 0.00</b>	

---

**Accounting Lines** ▼ hide

---

**Accounting Lines** [hide detail](#)  
[import lines](#)

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
<b>add:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<a href="#">add</a>
									<a href="#">add</a>

---

**Capital Edit** [▶ show](#)

**General Ledger Pending Entries** [▶ show](#)

**Notes and Attachments (0)** [▶ show](#)

**Ad Hoc Recipients** [▶ show](#)

**Route Log** [▶ show](#)

[submit](#) [save](#) [blanket approve](#) [close](#) [cancel](#) [copy](#)

## Check Entry Mode

You are able to change the check entry mode by selecting either **Individual Checks/Batches** or **Total Only** in the list located near the **Total Check Amount** field. Selecting **Total Only** allows you to manually enter the total check amount without the detailed check information. When **Individual Checks/Batches** is selected the system calculates the total amount from the detailed check data entered into the **Check Detail** tab.

When the **Individual Checks/Batches** check entry mode is selected, the **Total Check Amount** field becomes display-only. You must populate the **Check Detail** tab so that the system can automatically update the total check amount. The system displays the current entry mode in the upper left corner as you change the selection.

Changed check entry mode to "Individual Checks/Batches" expand all collapse all

---

**Document Overview** hide

**Document Overview**

\* Description:  \* Location:

**Total Amount:**  Doc. #:

---

**Cash Reconciliation** hide

**Cash Reconciliation**

**Total Check Amount:** 0.00 Individual Checks/Batches

**Total Currency Amount:** 0.00

**Total Coin Amount:** 0.00

**Cash Reconciliation Amount:** 0.00 recalculate

---

**Currency and Coin Detail** hide

**Currency and Coin Detail**

	Count	Amount		Count	Amount
Hundred Dollar Count:	<input type="text" value="0"/>	\$0.00	Hundred Cent Count:	<input type="text" value="0"/>	\$0.00
Fifty Dollar Count:	<input type="text" value="0"/>	\$0.00	Fifty Cent Count:	<input type="text" value="0"/>	\$0.00
Twenty Dollar Count:	<input type="text" value="0"/>	\$0.00	Twenty Five Cent Count:	<input type="text" value="0"/>	\$0.00
Ten Dollar Count:	<input type="text" value="0"/>	\$0.00	Ten Cent Count:	<input type="text" value="0"/>	\$0.00
Five Dollar Count:	<input type="text" value="0"/>	\$0.00	Five Cent Count:	<input type="text" value="0"/>	\$0.00
Two Dollar Count:	<input type="text" value="0"/>	\$0.00	One Cent Count:	<input type="text" value="0"/>	\$0.00
One Dollar Count:	<input type="text" value="0"/>	\$0.00	Other Cent Amount:		\$ <input type="text"/>
Other Dollar Amount:		\$ <input type="text"/>			

---

**Check Detail** hide

**Check Detail**

	* Check/ Batch #	* Date	Description	* Amt	Action
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<span style="color: red;">add</span>
				<b>Total: 0.00</b>	

Display-only. The Total Check Amount calculated from the Check Detail tab when the recalculate button is clicked.

The Individual Checks/Batches option includes Check Detail tab.

When the **Total Only** entry mode is selected, the **Check Detail** tab does not appear in the document and you are prompted to manually enter the **Total Check Amount**.



Changed check entry mode to "Total Only"

expand all collapse all

Document Overview hide

**Document Overview**

\* Description:  Explanation:

Total Amount:  #:

Cash Reconciliation hide

**Cash Reconciliation**

Total Check Amount: 0.00  Total Only

Total Currency Amount: 0.00

Total Coin Amount: 0.00

Cash Reconciliation Total: 0.00

Currency and Coin Detail hide

**Currency and Coin Detail**

	Count	Amount		Count	Amount
Hundred Dollar Count:	<input type="text" value="0"/>	\$0.00	Hundred Cent Count:	<input type="text" value="0"/>	\$0.00
Fifty Dollar Count:	<input type="text" value="0"/>	\$0.00	Fifty Cent Count:	<input type="text" value="0"/>	\$0.00
Twenty Dollar Count:	<input type="text" value="0"/>	\$0.00	Twenty Five Cent Count:	<input type="text" value="0"/>	\$0.00
Ten Dollar Count:	<input type="text" value="0"/>	\$0.00	Ten Cent Count:	<input type="text" value="0"/>	\$0.00
Five Dollar Count:	<input type="text" value="0"/>	\$0.00	Five Cent Count:	<input type="text" value="0"/>	\$0.00
Two Dollar Count:	<input type="text" value="0"/>	\$0.00	One Cent Count:	<input type="text" value="0"/>	\$0.00
One Dollar Count:	<input type="text" value="0"/>	\$0.00	Other Cent Amount:		\$ <input type="text"/>
Other Dollar Amount:		\$ <input type="text"/>			

Check Detail tab disappears when Total Only mode is selected.

Total Check Amount is editable

## Cash Reconciliation Tab

Cash Reconciliation hide

**Cash Reconciliation**

Total Check Amount: 0.00  Individual Checks/Batches

Total Currency Amount: 0.00

Total Coin Amount: 0.00

Cash Reconciliation Total: 0.00

### Cash Reconciliation tab definition

Title	Description
Total Check Amount	Optional. This field works in conjunction with the <b>Individual Checks/Batches or Total Only</b> list below.  When <b>Individual Checks/Batches</b> is selected from the list, it becomes display-only. The system updates this total as checks are added to the Cash Reconciliation document in the <b>Check Detail</b> tab.  When <b>Total Only</b> is selected from the list, it becomes an input box for a user to manually enter the <b>Total Check Amount</b> .
Individual Checks/Batches or Total	Required. Select from the list: <b>Individual Checks/Batches or Total Only</b> .

Only list	
Total Currency Amount	Display-only. Calculated from <b>Currency and Coin Detail</b> tab.
Total Coin Amount	Display-only. Calculated from <b>Currency and Coin Detail</b> tab.
Cash Reconciliation Total	Display-only. The total currency, coin, and check amount for the CR document.


### Currency and Coin Detail tab definition

Title	Description
Dollar Count	Optional. Enter the total dollars per type of currency. If the type of currency is not hundred, fifty, twenty, ten, five, two, or one dollar bill, enter the total into the <b>Other Dollar Amount</b> box.
Cent Count	Optional. Enter the total cents per type of coin. If the type of coin is not hundred, fifty, twenty, ten, five, or one cent coin, enter the total into the <b>Other Cent Amount</b> box.

## Check Detail Tab

Completion of this tab is required only when Individual Checks/Batches is selected in the **Cash Reconciliation** tab. If **Total Only** is selected in the **Cash Reconciliation** tab, completion of the **Check Detail** tab is not required.

### Check Detail tab definition

Title	Description
Check/Batch#	Required. Enter the check number or batch number.
Date	Required. Enter the actual date of the receipt or select it from the calendar  .
Description	Optional. Enter the name of payer or other description as appropriate.
Amt	Required. Enter the check amount.

## Print Cash Receipt Cover Sheet Option

If you need to send a paper copy of the CR document to the verifying unit along with the accompanying media (cash, checks, coins, etc.) you can print a PDF version of a cash receipt by clicking the **Print Cash Receipt**

**Coversheet** link [Print Cash Receipt Coversheet](#) which appears in the top middle area of the document after submitting the document.

Document was successfully submitted.

[expand all](#) [collapse all](#)

[Print Cash Receipt Coversheet](#)

**Document Overview** ▼ hide

Document Overview			
<b>* Description:</b>	Deposit Refund	<b>Explanation:</b>	
<b>Total Amount:</b>	300.00	<b>Org. Doc. #:</b>	

The cash receipt cover sheet looks like this:

### Cash Receipt

#### Cover Sheet

Document #	311491	Org Doc #	
Initiator	wfcom	Campus	??
Created	2007-09-01 12:05:46.0	Deposit date	
Amount	300.00	Explanation	
Description	Deposit Refund		

#### Reconciliation

Checks	300.00	Change Out	
Currency	0.00	Reviv. Fund Out	
Coin	0.00		
Crdt. Crd.			
Adv. Dep.			

#### Check Detail

Check Number	Date	Description	Amount
--------------	------	-------------	--------

## Process Overview

### Business Rules

- The **Check Amount**, **Total Currency**, **Amount**, and **Total Coin Amount** must be zero or greater.
- The **Cash Reconciliation Total** must be equal to the total of the **Accounting Lines** tab.
- There must be at least one accounting line in the document.
- The CR document is one-sided. OLE automatically generates the other side of the entry affecting the cash account, as defined by the data entered into the document.
- The object code restrictions are as follows.

#### Object sub type code restrictions for Cash Receipt documents

Object Sub Type Code	Description	Restrictions
BU	Budget Only Object Codes	Unallowable
CA	Cash	Unallowable
CE	Cost Recovery Expense	Unallowable
FB	Fund Balance	Unallowable
FR	Fringe Benefits	Unallowable
HW	Hourly Wages	Unallowable
MT	Mandatory Transfers	Unallowable
PL	Capital Assets	Unallowable
RE	Reserves	Unallowable
SA	Salary and Wages	Unallowable
VA	Valuations and Adjustments	Unallowable

#### Object type code restrictions for Cash Receipt documents

Object Type Code	Description	Restrictions
ES	Equipment Start-Up Costs	Unallowable
IC	Income Not Cash	Unallowable

#### Consolidated object code restrictions for Cash Receipt documents

Consolidated Object Code	Description	Restrictions
--------------------------	-------------	--------------



**Making Corrections:** If a CR has been initiated and approved, but the accounting line information was incorrect, use the General Error Correction (GEC) document to make corrections. If the total amount of a CR is incorrect, use the Advance Deposit (AD) document to make the correction.



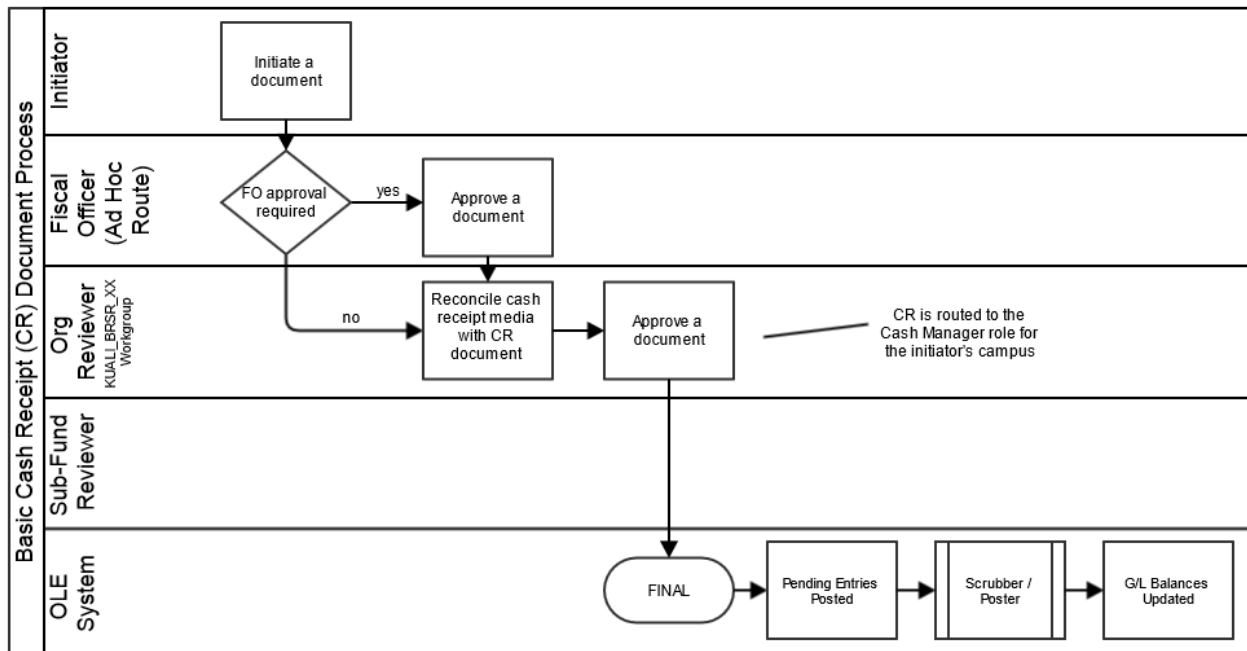
For more information about the GEC and AD documents, see [General Error Correction](#) and [Advance Deposit](#).

## Routing

The procedures for processing CR documents are slightly different than for other financial documents. Upon submission, CR documents route directly to the members of OLE-FP Cash Manager role associated with the CR initiator's campus code. This role will verify cash receipts and prepare bank deposits (the role members may be part of the campus Bursar's office, for example). After a CR document has been submitted by the initiator, ad hoc routing is not available to anyone else. If a fiscal officer wishes to see and approve the document before it is processed by the Cash Manager role, the initiator must ad-hoc route the document to the fiscal officer.



**How CR approvals work:** The approval of CR documents is controlled by the campus associated with each role member in OLE-FP Cash Manager role. The CR document is routed to the role members associated with the campus that the initiator is associated with based on their OLE-SYS User role (or the campus associated with the Department ID on their Person profile). The initiator of the CR document cannot be a member of OLE-FP Cash Manager role.



## Initiating a Cash Receipt Document

6. Select **Cash Receipt** from the **Financial Processing** submenu group in the **Transactions** submenu on the **Main Menu** tab.
7. Log into OLE as necessary.

A blank CR document with a new document ID appears.

8. Complete the standard tabs.
  - If entering a refund (using an expense object code rather than an income object code) enter the dollar amount as a negative number in the **Accounting Lines** tab.



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](#) on the *OLE E-Doc Fundamentals* wiki page.

9. Complete the **Coin and Currency Detail** tab, if currency and coins are received.
10. Complete the **Check Detail** tab, if **Individual Checks/Batches** entry mode is selected.
11. If Total Only mode, enter the **Check Amount** in the **Cash Reconciliation** tab.
12. Click **recalculate** to update the **Total Currency Amount**, **Total Coin Amount**, and **Cash Reconciliation Total** fields (display-only)
13. Click **add** after entering information for each check or batch.

Each time you add a check or batch, the **Total Check Amount**, **Total Currency Amount**, **Total Coin Amount**, and **Cash Reconciliation Total** fields in the **Check Reconciliation** tab are updated.

**Cash Reconciliation**

Total Check Amount:	25.00	Individual Checks/Batches
Total Currency Amount:	140.00	
Total Coin Amount:	2.50	
Cash Reconciliation Total:	167.50	<b>recalculate</b>

**Currency and Coin Detail**

	Count	Amount		Count	Amount
Hundred Dollar Count:	1	\$100.00	Hundred Cent Count:	0	\$0.00
Fifty Dollar Count:	0	\$0.00	Fifty Cent Count:	3	\$1.50
Twenty Dollar Count:	2	\$40.00	Twenty Five Cent Count:	0	\$0.00
Ten Dollar Count:	0	\$0.00	Ten Cent Count:	10	\$1.00
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:		\$			


**Check Detail**

	* Check/Batch #	* Date	Description	* Amt	Action
add:				0.00	<b>add</b>
1:	12345	10/01/2007	Parking	25.00	<b>delete</b>
				<b>Total: 25.00</b>	

Totals are updated as you add a line in the Check Detail tab.

14. Ad-hoc route the document to another user (optional).

If you wish another user (such as the fiscal officer) to approve or review the document before the approval by the central processing area, select the requested action from the **Action Requested** list, and enter the approver's username in the **Person** box or select it from the **person** lookup

 For more information about ad hoc routing see [Route Log](#) on the *OLE Workflow Overview and Key Concepts* wiki page.

15. Click .


Unless the ad hoc recipients are specified, the document is directly routed to the members of OLE-FP Cash Manager role associated with the initiator's campus code. A member of this role must approve this document for it to be completed.

16. Print the **Cash Receipt Cover Sheet**, if necessary.

17. Review the **General Ledger Pending Entries** tab.


The pending entries include offset generated lines to cash or fund balance object codes.

18. Review the **Route Log** tab.

 For information about the **Route Log** tab, see [Route Log](#) on the *OLE Workflow Overview and Key Concepts* wiki page.

19. A fiscal officer approves the document if requested by the initiator through ad hoc routing.

20. A member of OLE-FP Cash Manager role approves the document.

 For more information about how to approve a document, see [Workflow Action Buttons](#) on the *OLE Workflow Overview and Key Concepts* wiki page.

The central processing area should reconcile the amount received for deposit with the cash receipt media breakdown and the CR documents, verify the CR document by confirming the amount of the media, and then approve the CR document.

After a CR document has been included in a deposit as a part of a Cash Management document, the CR is updated to display the Cash Management document number above the **Document Overview** tab.

# Credit Card Receipt



The Credit Card Receipt (CCR) document is used to record the receipt of income via credit card payments to the university and distribute the funds received to the appropriate accounts in the financial system. Fiscal officers and support staff, department, responsibility center, and campus administration staff are typical users of the CCR.

Credit Card Receipts continue to be reviewed for OLE use.

## Document Layout

The CCR document has its own unique tab called **Credit Card Receipts** in addition to the standard financial transaction tabs.

For more information about the standard tabs, see [Standard Tabs](#) on the *OLE E-Doc Fundamentals* wiki page.

Credit Card Receipt Doc Nbr: 4424    Status: INITIATED  
Initiator: ole.khuntley    Created: 03:48 PM 05/14/2013

[expand all](#)   [collapse all](#)  
\* required field

**Document Overview** ▼ hide

**Document Overview**

\* Description:     Explanation:

Organization Document Number:

---

**Financial Document Detail**

\* Bank Code:     FIRST NATIONAL TEST BANK OF KUALI    Total Amount:

---

**Credit Card Receipts** ▼ hide

**Credit Card Receipts**

	* Type	* Vendor Number	* Date	* Ref Nbr	* Amount	Actions
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="button" value="add"/>
						Total: 0.00

---

**Accounting Lines** ▼ hide

**Accounting Lines** [hide detail](#)   [import lines](#)

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="button" value="add"/>
Line Description: <input type="text"/>									

---

Accounting Lines for Capitalization [show](#)

Modify Capital Assets [show](#)

General Ledger Pending Entries [show](#)

Notes and Attachments (0) [show](#)

Ad Hoc Recipients [show](#)

Route Log [show](#)

## Credit Card Receipts Tab




**Credit Card Receipts** ▼ hide

**Credit Card Receipts**

	* Type	* Vendor Number	* Date	* Ref Nbr	* Amount	Actions
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="button" value="add"/>
						Total: 0.00



### Credit Card Receipts tab definition

Title	Description
Type	Required. Enter the unique code for the credit card type, or search for a type from the <b>Type</b> lookup  .
Vendor Number	Required. Enter the unique code identifying the area in the university that processed the actual credit card transaction, or search for a vendor number from the <b>Vendor Number</b> lookup  .
Date	Required. Enter the date of the receipt or select it from the calendar  .
Ref Nbr	Required. Enter the reference number assigned to this particular credit card transaction.
Amount	Required. Enter the amount of the credit card transaction.

## Process Overview

### Business Rules

- The credit cards receipts total must be greater than zero.
- The credit card receipt total must be equal to the total of the **Accounting Lines** tab.
- Negative accounting line amounts are allowed.
- There must be at least one accounting line in the document.
- The CCR document is one-sided. OLE automatically generates the other side of the entry affecting the cash account, as defined by data entered into the document.
- The Object Code restrictions are as follows.

#### Object sub type code type restrictions for Credit Card Receipt documents

Object Sub Type Code	Description	Restrictions
BU	Budget-Only	Unallowable
CA	Cash	Unallowable
CE	Cost Recovery Expenses	Unallowable
FB	Fund Balance	Unallowable
FR	Fringe Benefits	Unallowable
HW	Hourly Wages	Unallowable
MT	Mandatory Transfers	Unallowable
PL	Capital Assets	Unallowable

RE	Reserves	Unallowable
SA	Salary and Wages	Unallowable
VA	Valuations and Adjustments	Unallowable

**Object type code restrictions for Credit Card Receipt documents**

Object Type Code	Description	Restrictions
ES	Expense Not Expenditure	Unallowable
IC	Income Not Cash	Unallowable

**Consolidated object code restrictions for Credit Card Receipt documents**

Consolidated Object Code	Description	Restrictions
FDBL	Fund Balance	Unallowable



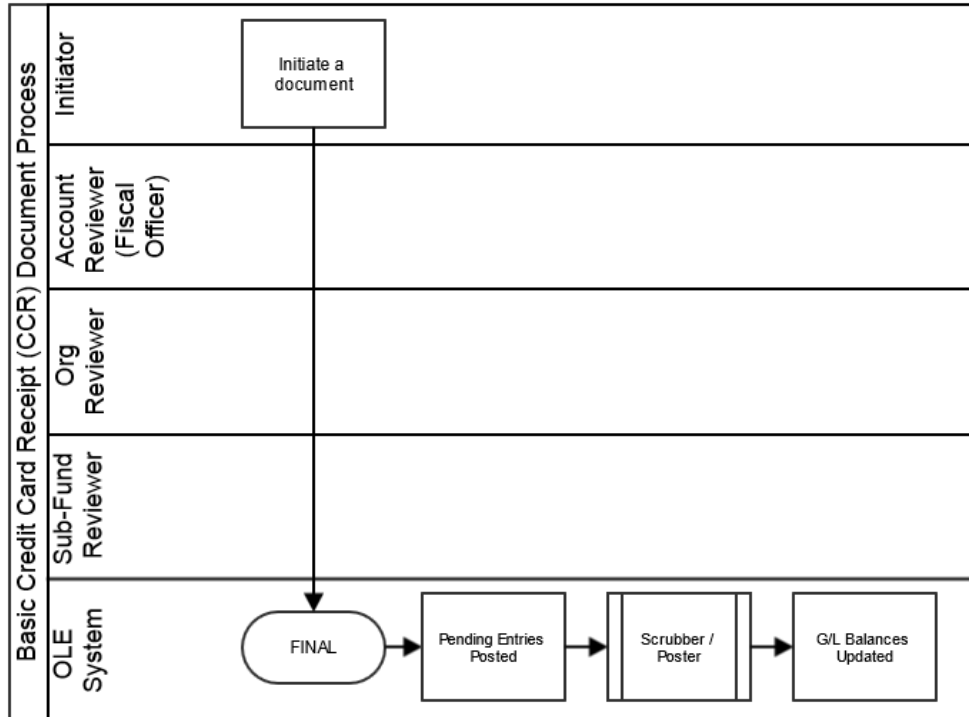
**Making Corrections:** If a Credit Card Receipt has been initiated and approved, but the accounting line information was incorrect, use the GEC document to make the correction. If the total amount of a Credit Card Receipt is incorrect, use the AD document to make the correction. If a credit card refund is made, use the AD document to record the transaction.



For more information about the GEC and AD documents, see [General Error Correction](#) and [Advance Deposit](#).

## Routing

After a CCR document is submitted, it is automatically approved and does not route. The document status is 'FINAL' and the transaction is posted to the G/L during the next G/L batch process.



## Initiating a CCR Document

21. Select **Credit Card Receipt** from the **Financial Transactions** menu.

22. Log into OLE as necessary.

A blank CCR document with a new document ID appears.

23. Complete the standard tabs.

➔ For more information about the standard tabs, see [Standard Tabs](#) on the *OLE E-Doc Fundamentals* wiki page.

24. Complete the **Credit Card Receipts** tab and click .

Continue adding as many credit card receipt lines as necessary.

25. Click .

26. Review the **General Ledger Pending Entries** tab.

The pending entries include offset generation lines to cash or fund balance object codes.


27. Review the **Route Log** tab.

No approval is required.

➔ For information about the **Route Log** tab, see [Route Log](#) on the *OLE Workflow Overview and Key Concepts* wiki page.

# Disbursement Voucher



 In order for users to submit the Disbursement Voucher document, the ENABLE\_BANK\_SPECIFICATION\_IND parameter must be set to Y and the DEFAULT\_BANK\_BY\_DOCUMENT\_TYPE parameter must be completed. Even if your institution is not planning to use the Bank Offset feature in KFS, the DEFAULT\_BANK\_BY\_DOCUMENT\_TYPE parameter must be completed if your users plan to use the Disbursement Voucher document. Bank offsets will not be created if the Bank Offset feature has not been configured.

The Disbursement Voucher (DV) document can be used to issue payments to vendors using clearing/deposit accounts. The DV can be used for recording the Advance Deposits or Prepayments to vendors, when titles or POs are unknown.


The disbursement voucher may be used in situations in which a payment is not processed through another procurement method, such as purchase order or procurement card.

A disbursement voucher requires more information than most financial documents. Each disbursement voucher must include the following information:

- Who is to be paid (the 'Payee')
- Why the payee is being paid (the 'Payment Reason')
- How much the payee is to be paid and how the payment is to be made (the 'Amount' and 'Payment Method')
- Where any supporting documentation is stored (the 'Documentation Location')
- Whether any forms or documents need to be physically sent with the payment (the 'Check Enclosure')
- All information on the **Contact** tab.

Users must also keep the following points in mind about DVs:

- Some payment reasons may require that additional information be entered.

 Disbursement Vouchers have been modified from the original KFS and continue to be reviewed for OLE use.

## Document Layout

The DV document has several unique tabs—**Payment Information**, **Contact Information**, **Special Handling**, **Foreign Draft**, and **Pre-Disbursement Processor Status**—in addition to the standard financial transaction tabs.

 For more information about the standard tabs, see [Standard Tabs](#) on the *OLE E-Doc Fundamentals* wiki page.

Disbursement Voucher <span style="float: right;">?</span>	Doc Nbr: 4175	Status: INITIATED
	Initiator: gle-khuntley	Created: 09:20 AM 02/20/2013

[expand all](#)   [collapse all](#)  
 \* required field

**Document Overview** ▼ hide

---

**Document Overview**

\* Description:

Organization Document Number:       Explanation:

---

**Financial Document Detail**

\* Bank Code: TEST FIRST NATIONAL TEST BANK OF KUALI      Total Amount:

---

**Payment Information** ▼ hide

---

**Payment Information**

\* Payment Reason Code:

\* Payee ID:

Payee Type:       \* Payee Name:

\* Address 1:       Address 2:

\* City:       State:

Country:       Postal Code:

\* Check Amount: 0.00      \* Due Date: 02/21/2013

Payment Type:  Is this a foreign payee      Other Considerations:  Check Enclosure

Is this for Deposit Account       Special Handling

Is this payee an employee:  W-9/W-8BEN Completed

Exception Attached

\* Payment Method:       \* Documentation Location Code: F - FMS - Bloomington

\* Check Stub Text:

---

**Accounting Lines** ▼ hide

---

**Accounting Lines** hide detail

Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Dollar \$	* Percent	Actions
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>	<input type="button" value="add"/>

---

**Contact Information** ▼ hide

---

**Contact Information**

\* Contact Name: HUNTLEY, KEISHA Y

\* Phone Number:

Email Address: test@email.edu

Campus Code: BL - BLOOMINGTON

---

Special Handling ▶ show

Foreign Draft ▶ show

Pre-Disbursement Processor Status ▶ show

General Ledger Pending Entries ▶ show

Notes and Attachments (0) ▶ show

Ad Hoc Recipients ▶ show

Route Log ▶ show

---

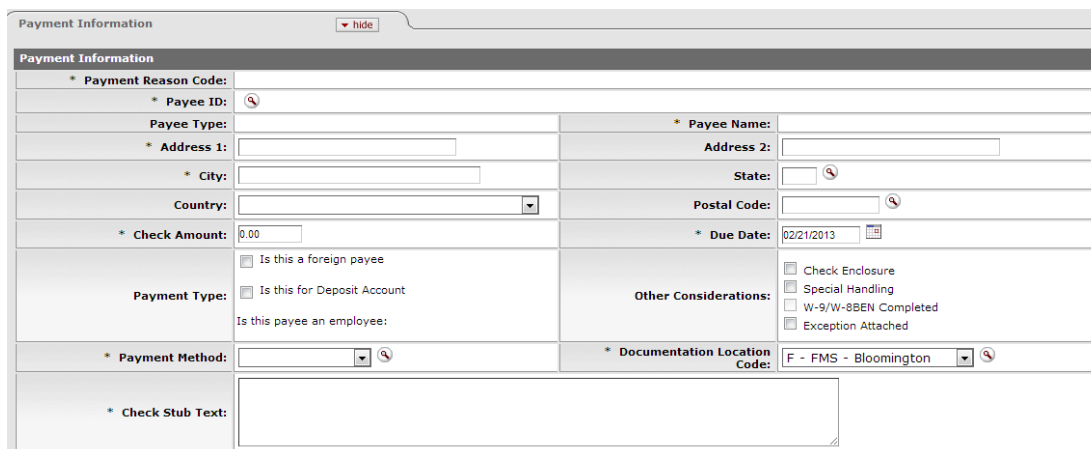
In addition to the **Document Overview** and **Accounting Lines** tabs, two DV-specific tabs, **Payment Information** and **Contact Information**, are always required.

- The **Payment Information** tab contains information regarding the payee, payment reason, payment method, documentation location, and attachments.
- The **Contact Information** tab contains information relating to the initiator and contains the text to be included on the check stub.





Other tabs may be required based on the selections made in the **Payment Information** tab.


## Payment Information Tab


The **Payment Information** tab contains important information such as the payment reason, amount, payment method, attachments, and documentation location. This section must be completed for every DV document.



### Payment Information tab definition

Title	Description
Payment Reason Code	Required. Display-only. This code identifies the reason for the disbursement and determines any restrictions the payment is subject to. After you select the payee ID from the <b>Payee</b> lookup  , the system automatically fills in the payment code reason.
Payee ID	Required. Retrieve the payee ID from the <b>Payee</b> Lookup  .
Payee Type	Display-only. After you select the payee ID from the <b>Payee</b> lookup  , the system automatically fills in the type of payee.
Name	Display-only. After you select the payee ID from the <b>Payee</b> lookup  , the system automatically fills in the name.
Address 1	Required. The first line of address to which the check should be mailed. The system fills in this information automatically but you may change it.
Address 2	Optional. Enter the second line of the address to which the check should be mailed.
City	Required. Enter the city to which the check should be mailed.
State	Required for US. Enter the state to which the check should be mailed.
Country	Optional. Select the payee's country from the <b>Country</b> list.
Postal Code	Required for US. Enter the postal code to which the check should be mailed.

Check Amount	Required. Enter the total amount of the disbursement for this document.
Due Date	<p>Required. Enter the date or select it from the calendar . The default date is the earliest date that a payment can be made (assuming OLE is processing batch transactions nightly, this is typically the next business day). If you wish the payment to be made as soon as possible, do not change the default date. If you wish to delay a payment until a future date you can set the due date forward. Payment information is not extracted from OLE until the due date.</p>
Payment Type	<p>Optional. Display-only. The payment types are determined by the payee selected for the DV. These values apply only to DV payees, which are established through the use of the Payee Type document. Each Payment Type attribute from the Payee Type record that is evaluated when the DV is submitted may have an impact on the ability to process a particular payment on a DV, and how it routes for approval.</p> <p><b>Is this a foreign payee?</b> If the payee is a nonresident alien, select 'Yes'.</p> <p><b>Employee Paid Outside of Payroll?</b> If the Payee record is an Employee record or a Vendor record with the same tax identification number as an Employee record, then this is set to 'Yes'. Your institution may wish to perform specialized review on these transactions to make sure they should not be processed through your regular payroll process.</p>
Other Consideration	<p>Optional. Select these check boxes as necessary to reflect special circumstances or special requests that are needed for the payment:</p> <p><b>Check Enclosure:</b> Refers to any documents related to the DV document that must accompany the check when it is mailed to the payee. Selecting the check box properly indicates that there is a form or other attachment that must accompany the check.</p> <p><b>Special Handling:</b> Indicates that the payment should be mailed to a person other than the payee. For example, a check needs to be returned to the document initiator so it can be express mailed or picked up by the payee. When selected, a message asking you to add a note explaining the need for special handling is displayed.</p> <p><b>W9/W-8BEN Completed:</b> Indicates if the payee has a W-9 (or W-8BEN for nonresident aliens) on file. For nonemployees this is generally completed as part of processing of the Payee document.</p> <p><b>Exception Attached:</b> Indicates that you are requesting an exception to policy on this DV document. For instance, your institution may require that all disbursement vouchers have supporting documentation, but in this case you do not have such documentation. When this option is selected, a message prompting you to add a note of explanation is</p>

	displayed.
Payment Method	<p>Required. Select the method in which the payment should be made from the <b>Payment Method</b> list.</p> <p><b>Foreign Draft:</b> This selection indicates that the payment is to be made in a foreign currency. When you select Foreign Draft as the payment method you are prompted to complete the <b>Foreign Draft</b> tab. In this section, you indicate whether the DV is stated in foreign currency or US dollars, and what currency the payment is to be made in. For example, the DV could be stated in Euros and paid in Euros, or the DV could be stated in US Dollars converted to Euros for payment.</p> <p><b>Wire Transfer:</b> This selection indicates you wish to have the disbursement wired to the recipient. To do so you are required to provide additional banking information on the Wire Transfer tab. Some institutions may charge a fee to the initiating department for processing a wire transfer. Wire transfers may be made in US Dollars or foreign currency, similar to Foreign Drafts as described above.</p>
Documentation Location Code	<p>Required. Select the unique code for the location where the documentation is to be kept from the <b>Documentation Location Code</b> list or lookup .</p> <p>This indicates where supporting documentation should be sent, as well as who is responsible for maintaining the documentation. Supporting documentation refers to documents or backup submitted with the disbursement voucher (receipts, invoices, letters, memos) that detail what was purchased, the cost, the name of the vendor and the date of the transaction.</p> <p><b>Initiating Organization:</b> Indicates that your department plans to retain the documentation. When you select this location you may receive a message with additional instructions based on your institution's procedures and documentation retention policies.</p> <p><b>No Documentation:</b> Indicates that you have no supporting documentation for this transaction. If selected, you are required to attach a note in the <b>Notes and Attachments</b> tab of the document explaining why.</p>
Check Stub Text	<p>Required. Enter the information regarding the payment itself, intended for the payee. This commonly includes what the payment is for (invoice number, for example) or other information to assist the payee in identifying the source and reason for the payment.</p>



For more information about the Payment Reason Code, see [Disbursement Voucher](#).




**Notes regarding Documentation Location:** Restrictions may be in place, which require you to send your documentation to a particular location. Your institution may have other specific requirements based on Payment Reason or other attributes of the transaction. Specific locations can be customized and may vary from institution to institution.



The payee ID is required on the **Payment Information** tab. This identifies the person or business the disbursement is paid to. Payees *must* exist in the system in order to be selected on the disbursement voucher. OLE uses the Vendor table and the Customer Profiles setup in Pre-Disbursement Processor module for reference. If the payee already exists in the system, you can identify it by searching for it by using the **Payee** lookup.



Several OLE parameters exist to control which types of payees can be selected for a given payment reason. After clicking **search**, the restrictions for the selected payment reason are displayed at the top of the lookup.

## Payee Lookup

Click the magnifying glass  next to **Payee ID**.

**Payee Lookup** \* required field

■ Vendor is the only valid Payee Type for Payment Reason W - Subscriptions,Books,FEES,Resale.



* Payment Reason Code:	W - Subscriptions,Books,FEES,Resale
Vendor Tax Number:	<input type="text"/>
Payee Name:	<input type="text"/> 
Vendor Name:	<input type="text"/> 
Employee ID:	<input type="text"/>
Vendor #:	1000-0
Active?:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

One item retrieved.

Return Value	Payee Name	Payee Type	Address	Payee Number	Active?	Vendor Tax Number
return_value	ALEPH-BET BOOKS	Vendor	123456 BROAD ST, TRUMANSBURG, NY US	1000-0	Yes	112233445

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

### Payee Lookup search criteria

Title	Description
Payment Reason Code	Required. Select a payment reason from the list.
Vendor Tax Number	Optional. Enter the Tax Number associated with the payee.
Payee Name	Optional. Enter the name of the payee as established in OLE or search for it from the lookup  .
Vendor Name	Optional. Enter the name of the vendor as it appears in the Vendor table or search for it from the lookup  .
Employee ID	Optional. Enter the unique ID assigned to Employees in the Person table. The value may come from your HR system.
Vendor #	Optional. Enter the Vendor Number as it appears in the Vendor table.
Active ?	Optional. Select the <b>Yes</b> , <b>No</b> , or <b>Both</b> options. You may search for payees with any status, but payments cannot be made to inactive payees.

✔ Because OLE continues to develop Deposit Account functionality and some of the KFS data still exists within the system, using the Payee Lookup can be confusing. Select a **Payment Reason Code**, enter a library-associated **Vendor #**, and click search.

➔ For information about lookup, see [Field Lookup](#) on the *OLE E-Doc Fundamentals* wiki page.

## Contact Information Tab

The **Contact Information** tab contains information that is intended to be printed on the check. When the DV document is first initiated, the **Contact Name** and the **Campus Code** default to those of the initiator's.

The Contact for a DV is typically the initiator, thus the contact information is typically the name, phone, and email address of the initiator.

### Contact Information tab definition

Title	Description
Contact Name	Required. This field is pre-filled with the name of the document initiator but may be edited.
Phone	Required. Enter the contact person's phone number (including area code)
Email Address	Required. Enter the contact person's email address
Campus Code	Display-only. The code of the campus associated with the document's initiator, derived from the user's profile.

⚠ The information in this tab is included on the check stub and is seen by the payee when they receive the check. If you want to include information that only other KFS users can view, add a note or attachment to the document instead. For more information about the **Notes and Attachments** tab, see [Notes and Attachments Tab](#) on the *OLE E-Doc Fundamentals* wiki page.

## Special Handling Tab

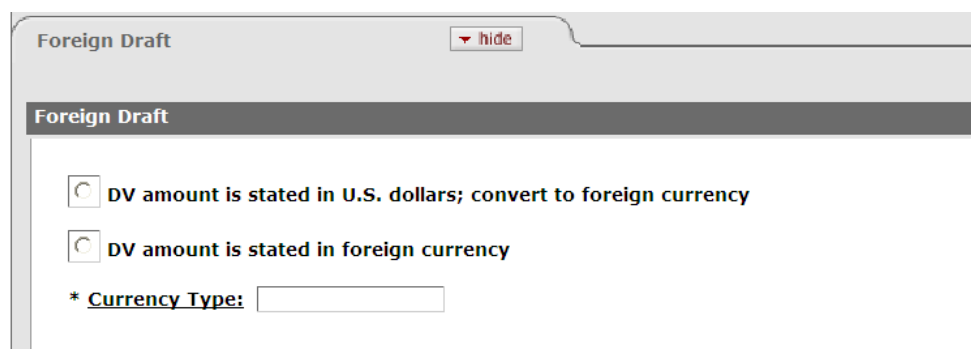
The **Special Handling** tab is used *only* when a check is to be sent to someone other than the payee. If the payee has requested the payment be mailed to them, but at a different address, simply change the address in the **Payee** tab. To request Special Handling for the payment, select the **Special Handling** check box in the **Payment Information** tab and complete the fields on this tab.

### Special Handling tab definition

Title	Description
Special Handling Name	Required. Enter the name of the person or entity where the check should be mailed.
Special Handling Address 1	Required. Enter the first line of address where the check should be mailed.
Special Handling Address 2	Optional. Enter the second line of address where the check should be mailed.
Special Handling City	Optional. Enter the city where the check should be mailed.
Special Handling State	Optional. Enter the state where the check should be mailed.
Special Handling Postal Code	Optional. Enter the postal code where the check should be mailed.
Special Handling Country	Optional. Select the payee's country from the <b>Country</b> list.

## Foreign Draft Tab

When you select **Foreign Draft** as the payment method you are prompted to complete the **Foreign Draft** tab as seen below:



### Foreign Draft tab definition

Title	Description
DV amount is stated in U.S. dollars; convert to foreign currency	Optional. Select this option if the DV amount is stated in U.S. Dollars and needs to be converted to a foreign currency.
DV amount is stated in foreign currency	Optional. Select this option if the DV amount is stated in a foreign currency.
Currency Type	Required. Enter the type of currency for the payment.

## Pre-Disbursement Processor Status Tab

The **Pre-Disbursement Processor Status** tab displays information from the Pre-Disbursement Processor (PDP) so you can track the payment status and the status date.

Disbursement Voucher Pre-Disbursement Processor Status	
<b>Pre-Disbursement Processor Status:</b>	Canceled
<b>PDP Extraction Date:</b>	12/06/2007
<b>PDP Paid Date:</b>	
<b>PDP Cancellation Date:</b>	12/06/2007

### Pre-Disbursement Processor Status tab definition

Title	Description
Pre-Disbursement Processor Status	Display-only. Displays the payment processing status from the Pre-Disbursement Processor (PDP).
PDP Extract Date	Display-only. The date when the disbursement voucher was extracted for payment processing by the PDP.
PDP Paid Date	Display-only. The date when the payment was disbursed by PDP.
PDP Cancellation Date	Display-only. The date when the payment was canceled within PDP.

## Print Disbursement Voucher Cover Sheet Link

If you have attachments or supporting documentation that needs to go to another university location you can print a cover sheet to accompany them. This cover sheet contains identifying information about the DV as well as an address field indicating where these materials should be sent.

To print a cover sheet, click the **Print Disbursement Voucher Cover Sheet** link [Print Disbursement Voucher Coversheet](#) which becomes available in the upper middle area of the document *after* you successfully submit the document.

Disbursement Voucher		Doc Nbr:	173411	Status:	ENROUTE
		Initiator:	ICHANCE	Created:	11:52 AM 08/03/2006
Document was successfully submitted.					
<a href="#">Print Disbursement Voucher Coversheet</a>					
Document Overview					
* Description:		Test DV		Explanation:	
				Org. Doc. #:	

The cover sheet opens as a PDF document. Print the document, send it along with any attachments or supporting documentation and send it to the address shown on the cover sheet.

WFTOM P - Check/ACH	Jerry Neal
Check Total: 100.00	170929
Compensation for Services	
<b>DISBURSEMENT VOUCHER COVER SHEET</b>	
PLEASE ATTACH SUPPORTING DOCUMENTATION AND/ OR THE ATTACHMENT(S) ASSOCIATED WITH THIS DOCUMENT NUMBER	
Financial Management Support Poplars 526 BLOOMINGTON CAMPUS	

## Process Overview

### Business Rules

- DV Payee cannot be the same as the initiator.
- DV Payee must be active.
- Check amount cannot be negative.
- There must be at least one accounting line.
- Account lines total must not be negative. Total of accounting lines must match the **Check Total** field.
- DVs with Account-Funds designated as Clearing/Deposit or other Payment method to denote deposit, must be routed for approval- no automatic approvals.
- Only a Disbursement Voucher, Credit Memo, Distribution of Income & Expense, or General Error Correction may use Accounts of “Fund Group, Sub-Fund Group” – Clearing or Deposit. These forms of accounts will be restricted for use with prepayments. REQ, PO (versions), PREQ are prohibited from using this Account Type.
- The object codes associated with the following object types or object levels are prohibited:

#### Object type restrictions for DV documents

Object Type	Description	Restrictions
CH	Cash Not Income	Unallowable
ES	Expense Not Expenditure	Unallowable
FB	Fund Balance	Unallowable
IC	Income Not Cash	Unallowable

#### Object Level Restrictions for DV Documents

Object Level	Description	Restrictions
BASE	Assessments Expenditures	Unallowable
BASR	Assessments Revenue	Unallowable

BASS	Budget Assets	Unallowable
BCAS	Beginning Cash	Unallowable
BCOM	Budget Compensation	Unallowable
BFRE	Budget-Fee Remission	Unallowable
BGEX	Budget-General Expense	Unallowable
BLIA	Budget-Liability	Unallowable
BORE	Budget-Other Revenue	Unallowable
CRIN	Cost Recoveries-Income	Unallowable
FUBL	Fund Balance	Unallowable
HRCO	Hourly Compensation	Unallowable
ICOR	Indirect Cost Recovery Income	Unallowable

#### Object Sub Type Restrictions for DV Documents

Object Sub Type	Description	Unallowable
BU	Budget Only Object Codes	Unallowable

Institutions may create their own restrictions for object codes and payee type based on payment reasons.

## Payment Reasons

When processing a DV document, users must indicate a payment reason by selecting a **Payment Reason Code** from the **Payment Reason** list in the **Payment Information** tab. The payment reason identifies the nature of the disbursement and determines what restrictions the disbursement is subject to.

Choosing a payment reason may restrict the other choices you can make on the document. For example, most payment reasons only allow certain object codes and some restrict whether the person being paid can be an employee or nonemployee.

The current payment reasons for using a disbursement voucher are explained below as typical examples:

#### Payment Reason Code

Code	Title	Description
E	Compensation for Services	Used to make payments for services such as artist fees and honoraria payments.
L	Payments for Contractual Agreements	Used to make payments required under a contractual agreement.
F	Refund/Repayment to Individual or Agency	Used to make payment for returned goods sold, or refunds for services rendered. This reason can also include repayment to agencies for contract and grant funding. It is possible to debit an income object code with

		this payment reason.
B	Reimbursement for Out of Pocket Expense	Used to reimburse individuals for out-of-pocket expenses on behalf of the departmental business operations due to an emergency or a situation where the regular procurement procedures cannot be followed
K	Revolving Fund Reimbursement	Revolving funds are a kind of cash account from which funds can be borrowed when cash on hand is needed for disbursements. Revolving funds are established as special types of payees that can be repaid using a DV document.
W	Subscriptions, Books, Fees, and Resale	Used for any payment covering a renewal or subscription to a newspaper, magazine or to cover membership fees to a professional organization. This reason is also used by some departments, such as bookstores, to purchase books intended to be resold.
G	Utilities, Freight, or Postage	Can be used to pay utility bills, postage, or shipping and freight costs.

## Routing

The DV document must route through a series of approvals before the disbursement is actually made based on the rules set up by the institution. Due to its unique nature, the DV document has some special routing issues which are explained below:

- The DV document first routes to the fiscal officer for each account in the **Accounting Lines** tab.
- After it has been approved by all required fiscal officers, the document routes, as specified by the institution's rule, to the organization review routing level.
- After the document has been approved by all organizational approvers, the DV document goes through any special routing as required by business rules surrounding the attributes of the transaction and the payee.

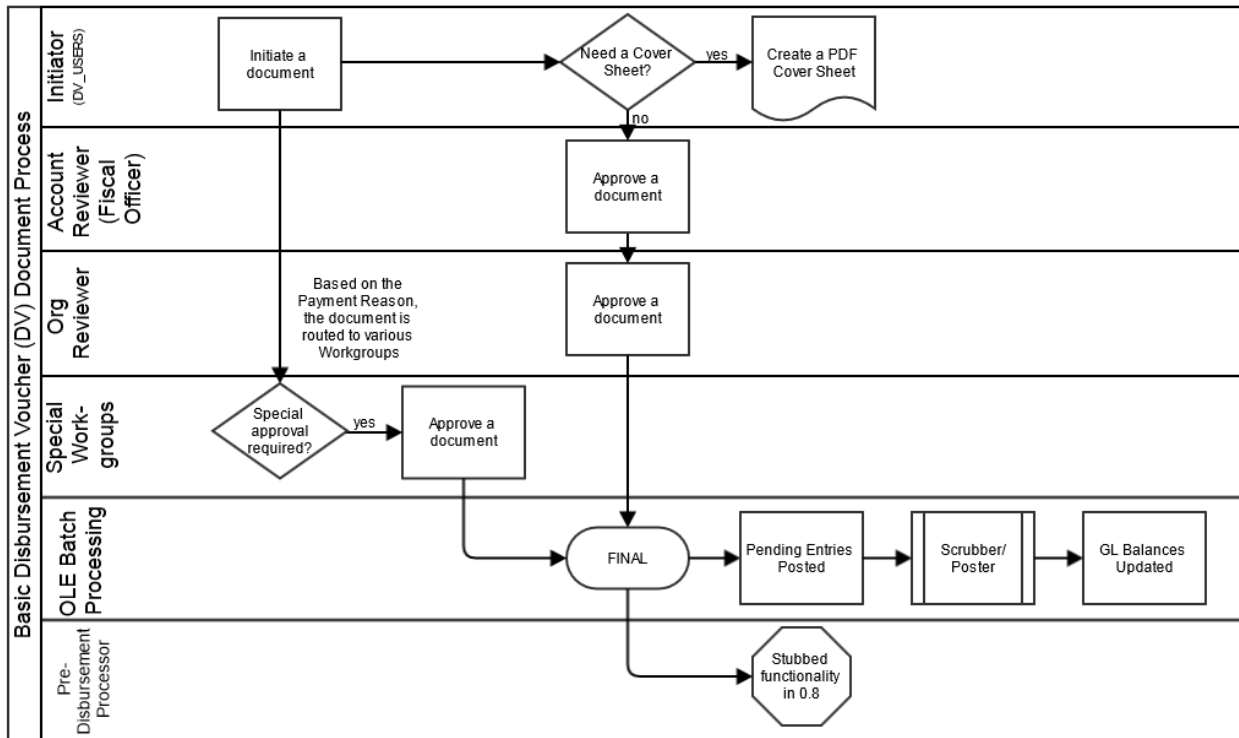
The document status becomes 'FINAL' when the required approvals are obtained and the transaction is processed by the institution defined process, which might include the Pre-Disbursement Processor.

 Pr-Disbursement Processing is still under review for OLE and not available for 0.8.

### DV special condition routing

Condition	Special Routing
Payee is an employee paid outside of payroll ( <b>Payee</b> tab)	OLE-SYS Tax Manager role
Payee requires backup withholding (determined by the presence of backup withholding dates on the Vendor record)	OLE-SYS Tax Manager role
Initiator's Campus	Final approval by members of OLE-FP

	Disbursement Manager role for the appropriate campus. Campus is based on the campus associated with the initiator's OLE-SYS User role
Payment Method ( <b>Payment Information</b> tab) is Wire Transfer	OLE-FP Disbursement Method Reviewer role members associated with Payment Method 'W'.
Payment Method is Foreign Draft	OLE-FP Disbursement Method Reviewer role members associated with Payment Method 'F'.



## Initiating a DV Document

1. Select **Disbursement Voucher** from the **Financial Transactions** submenu.
2. Log into OLE as necessary.

A blank Disbursement Voucher document with a new document ID appears.

3. Complete the **Payment Information** tab.

If you wish to permanently change a nonemployee's address information, process a Vendor document to change the default address stored in OLE.



For information about the Vendor document, see Vendor (PVEN) in the *Guide to Vendors*. This and other OLE user guides are available for download from the [OLE 0.8 User Documentation](#)

4. Complete the **Payment Information** tab.



5. Complete the **Accounting Lines** tab.

Indicate what accounts and object codes are to be debited when making this disbursement.

6. Complete the **Contact Information** tab, and remaining DV-specific tabs as required.

7. Click .

8. Print a cover sheet, if necessary.

9. Appropriate fiscal officers and organization reviewers approve the document.



For more information about how to approve a document, see [Workflow Action Buttons](#) on the *OLE Workflow Overview and Key Concepts* wiki page.

# Distribution of Income and Expense

**Main Menu** > **Financial Transactions** > **Financial Processing** > • **Distribution of Income and Expense** >  
**Distribution Of Income And Expense**

Use the DI document to distribute the income or expense assets and liabilities from a holding 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 and support staff, department, responsibility center, and campus administration staff are typical users of the DI documents.

Distribution of Income and Expense continues to be reviewed for OLE use.

## Document Layout

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

For more information about the standard tabs, see [Standard Tabs](#) on the *OLE E-Doc Fundamentals* wiki page.

Distribution Of Income And Expense		Doc Nbr: 3689	Status: INITIATED
		Initiator: ole-khuntley	Created: 09:18 AM 05/16/2013

\* required field

Document Overview

**Document Overview**

\* Description:

Organization Document Number:  Explanation:

**Financial Document Detail**

Total Amount:

Accounting Lines

**Accounting Lines**

From	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="button" value="import lines"/>
add:	<input type="text" value="Line Description"/>								<input type="button" value="add"/>
To	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="button" value="import lines"/>
add:	<input type="text" value="Line Description"/>								<input type="button" value="add"/>

General Ledger Pending Entries

Notes and Attachments (0)

Ad Hoc Recipients

Route Log

The Year-End Distribution of Income (YEDI) document is available only during the fiscal year-end close.

## Process Overview

### Business Rules

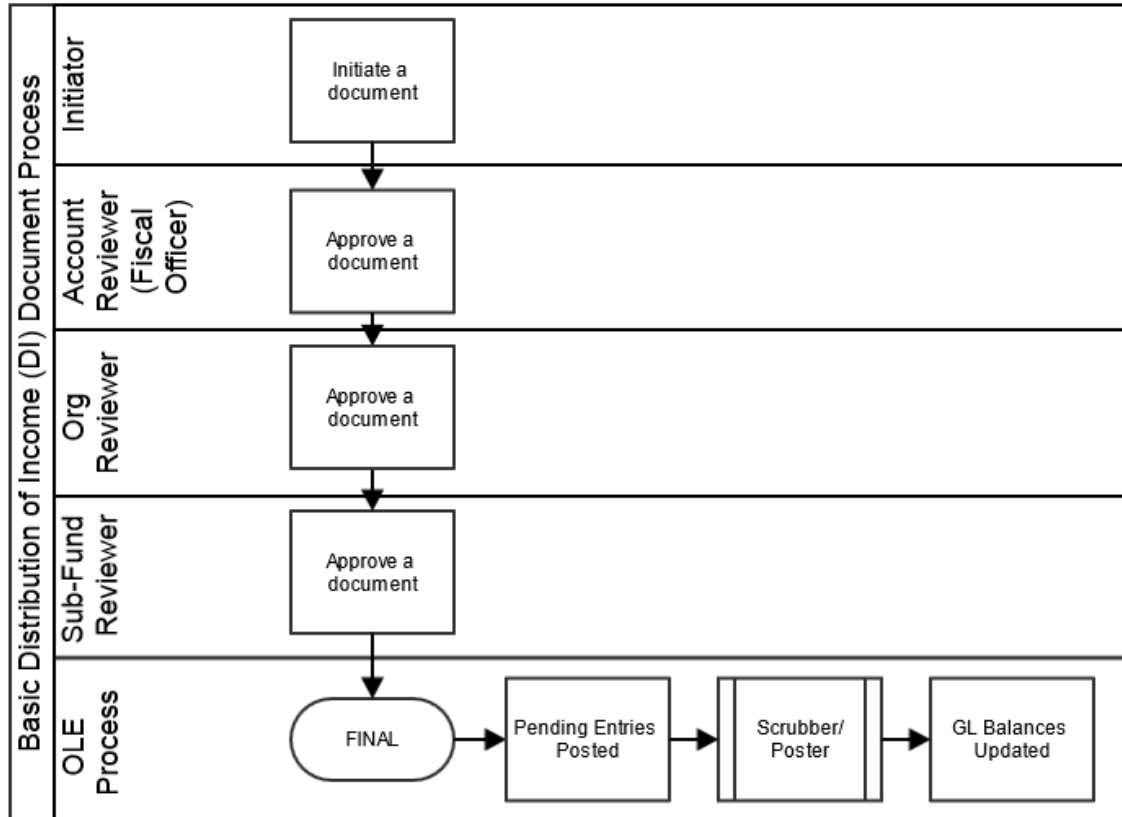
- Debits must equal credits.
- OLE automatically generates cash object code offset entries as defined by the information entered into the document.
- The following object sub-types are prohibited in the DI document:

#### Restricted object sub type in the Distribution of Income and Expenses document

Sub-Type	Description	Restrictions
LD	Loss on Disposal of Assets	Use CAMS Documents.
OP	Other Provisions	Use Auxiliary Voucher (AV) document.
MT	Mandatory Transfers	Use Transfer of Funds (TF) document.
TF	Transfer of Funds	Use Transfer of Funds (TF) document.
TN	Transfer - Generic	Use Transfer of Funds (TF) document.
BU	Budget Only Object Codes	Use Budget Adjustments (BA) document.
CA	Cash	Use Journal Voucher (JV) document.
FB	Fund Balance	Use Journal Voucher (JV) document.

### 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 Distribution of Income and Expenses Document

1. Select **Distribution of Income and Expense** from the **Financial Processing** submenu group in the **Transactions** submenu on the **Main Menu** tab.

A blank DI document with a new document ID appears.

2. 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.

➔ 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](#) on the *OLE E-Doc Fundamentals* wiki page .

3. Click  .
4. Review the **General Ledger Pending Entries** tab.

The pending entries include the offset generated lines to cash or fund balance object codes.

➔ For information about the Route Log tab, see [Route Log](#) on the *OLE Workflow Overview and Key Concepts* wiki page.

➔ For more information about how to approve a document, see [Workflow Action Buttons](#) on the *OLE Workflow Overview and Key Concepts* wiki page.

# General Error Correction

**Main Menu** > **Financial Transactions** > **Financial Processing** > • General Error Correction >  
**General Error Correction**

**Cash:** In Libraries, we often think of cash/actuals as a summary of available balances, however in OLE/KFS, we have the options to manage both sides of accounting- expenses/liabilities and Cash. While General Ledger and Transfer of Funds functions are noted here, we may/may not use Transfer of Funds or other GL correction documents inherited from KFS in adoptable OLE 1.0. The reason for this is simple (and complex): Libraries don't really operate from 'cash' but from budgets, as the university financial systems manage the actuals/cash and report back to libraries.


In OLE 0.8 and 1.0, we will be reconciling university financial integrations and OLE's use of Budget vs. Actual (cash) balances.

As an option, the General Error Correction (GEC) document is used to correct inappropriate or erroneous accounting string data for General Ledger entries generated from other financial transactions.

By consistently referring to the details of each transaction being corrected, the GEC preserves and maintains the audit trail. Fiscal officers and support staff, department and responsibility center are typical users of the GEC.

## *Document Layout*

The GEC document only has the standard financial transaction document tabs and does not have any unique tabs of its own

 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](#) on the *OLE E-Doc Fundamentals* wiki page.

General Error Correction	Doc Nbr: 3704	Status: INITIATED
	Initiator: ole-khuntley	Created: 09:36 AM 05/16/2013

[expand all](#) [collapse all](#)  
\* required field

Document Overview ▼ hide

---

**Document Overview**

* Description: <input type="text"/>	Explanation: <input type="text"/>
Organization Document Number: <input type="text"/>	

---

**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
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<a href="#">import lines</a>
add:	* Reference Origin Code <input type="text"/>	* Reference Number <input type="text"/>	Line Description <input type="text"/>						<a href="#">add</a>
<b>To</b>	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<a href="#">import lines</a>
add:	* Reference Origin Code <input type="text"/>	* Reference Number <input type="text"/>	Line Description <input type="text"/>						<a href="#">add</a>

---

General Ledger Pending Entries [▶ show](#)

Notes and Attachments (0) [▶ show](#)

Ad Hoc Recipients [▶ show](#)

Route Log [▶ show](#)

---

[submit](#) [save](#) [blanket approve](#) [close](#) [cancel](#) [copy](#)

The Year-End General Correction (YEGE) document is available only during the fiscal year-end close.

## Process Overview

### Business Rules

- Debits must equal credits.
- OLE automatically generates cash offset entries as defined by the information entered into the document.

The following object sub-types are prohibited on this document:

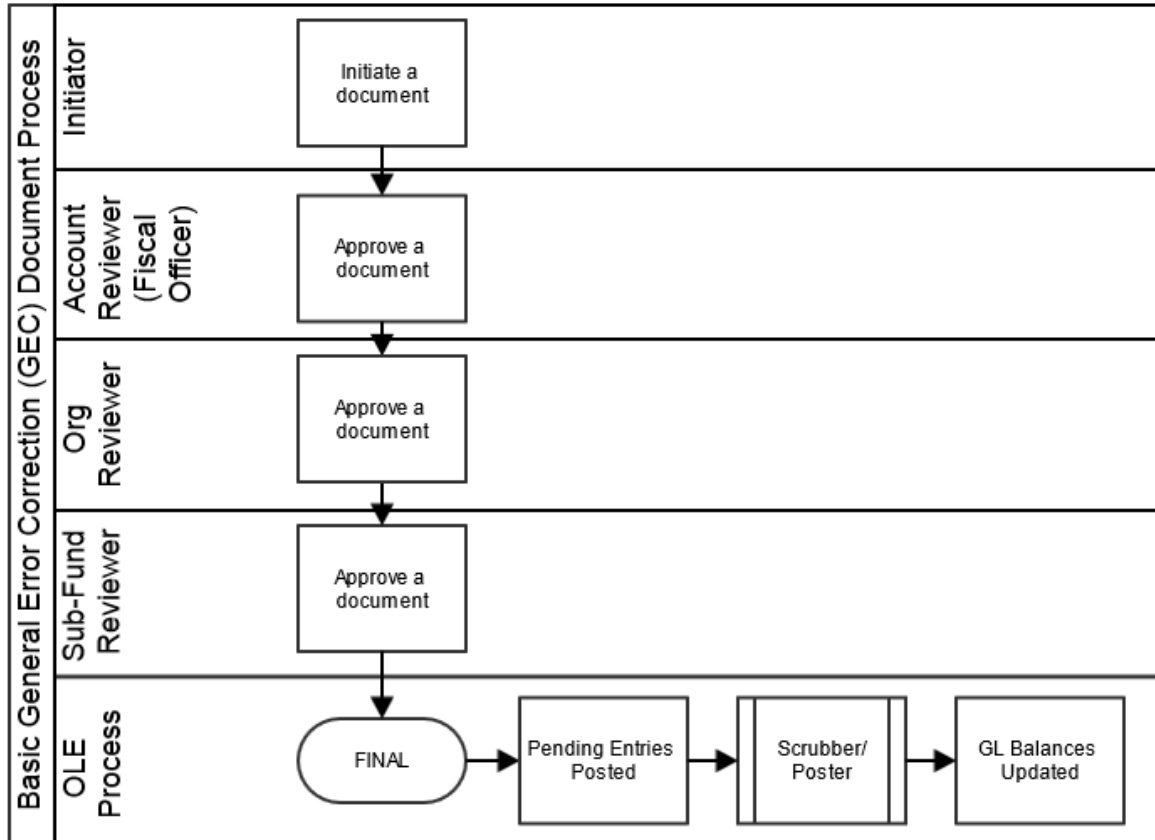
#### Restricted object sub type in the GEC document

Sub-Type	Description	Restrictions
BU	Budget Only Object Codes	Use Budget Adjustments (BA) document.
CA	Cash	Use Journal Voucher (JV) document.
FB	Fund Balance	Use Journal Voucher (JV) document.
FR	Fringe Benefits	Use Benefits Expense Transfer document.
HW	Hourly Wages	Use Salary Expense Transfer document.
LD	Loss on Disposal of Assets	Use CAMS Documents.
MT	Mandatory Transfers	Use Transfer of Funds (TF) document.
OP	Other Provisions	Use Auxiliary Voucher (AV) document.
SA	Salaries and Wages	Use Salary Expense Transfer document.
TF	Transfer of Funds	Use Transfer of Funds (TF) document.
TN	Transfer - Generic	Use Transfer of Funds (TF) document.
WO	Write-Off Expense	Use Distribution of Income/Expense (DI) document.

### Routing

Fiscal Officers for all accounts must approve the GEC document. Additional approvals may be established within the institution's review hierarchy or set up 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 GEC Document

1. Select General Error Correction from the **Financial Processing** submenu group in the **Transactions** submenu on the **Main Menu** tab.

A blank GEC document with a new document ID appears.

2. Complete the standard tabs.
  - The **Accounting Lines** tab of the GEC document varies slightly from other types of financial transaction documents:
  - The **Ref Number** is a required field on the GEC document. This field identifies the reference number of the document being corrected.
  - The **Line Desc** box is optional and can be used to enter a description specific to that line of the GEC. If left blank, the description from the **Document Overview** tab passes to the G/L for that line of the transaction.
  - The **Ref Origin Code** is a required field. This code identifies the system that created the transaction being corrected.

 For information about the standard tabs such as **Document Overview**, **Notes and Attachments**, **Ad Hoc Recipients**, **Route Log**, and **Accounting Lines**, see [Standard Tabs](#) on the *OLE E-Doc Fundamentals* wiki page.

3. Click  .

4. Review the **General Ledger Pending Entries** tab.


This document automatically generates cash offset entries to cash or fund balance object codes.

5. Review the **Route Log** tab.

The document is routed to the fiscal officer for each account used in the Accounting Lines. The Route Status shows 'ENROUTE'.

 For information about the Route Log tab, see [Route Log](#) on the *OLE Workflow Overview and Key Concepts* wiki page.

6. Appropriate fiscal officers and organization reviewers approve the document.

 For more information about how to approve a document, see [Workflow Action Buttons](#) on the *OLE Workflow Overview and Key Concepts* wiki page.

## Example

Supplies were charged to an incorrect account. Use the **From** section to move the expense (credit expense) from the incorrect account and the **To** section to charge expense to the correct account (debit expense). The correct expense is debited and the incorrect expense is credited. The GEC document allows users to easily make corrections to documents previously submitted and approved.

<b>General Error Correction</b> <span style="float:right">?</span>						<b>Doc Nbr:</b> 3256	<b>Status:</b> SAVED
						<b>Initiator:</b> khuntlev	<b>Created:</b> 06:27 PM 08/16/2009

Document was successfully saved. expand all collapse all  
\* required field

Document Overview hide

<b>Document Overview</b>	
<b>Description:</b> correct expense account	<b>Explanation:</b> correct department coding on disbursement
<b>Org. Doc. #:</b>	
<b>Financial Document Detail</b>	
<b>Total Amount:</b> 550.00	

Accounting Lines hide

Accounting Lines										hide detail
<b>From</b>										import lines
	<b>* Chart</b>	<b>* Account Number</b>	<b>Sub-Account</b>	<b>* Object</b>	<b>Sub-Object</b>	<b>Project</b>	<b>Org Ref Id</b>	<b>* Amount</b>	<b>Actions</b>	
								0.00		
<b>add:</b>	<b>* Reference Origin Code</b>	<b>* Reference Number</b>	<b>Line Description</b>							add
	<b>* Chart</b>	<b>* Account Number</b>	<b>Sub-Account</b>	<b>* Object</b>	<b>Sub-Object</b>	<b>Project</b>	<b>Org Ref Id</b>	<b>* Amount</b>	<b>Actions</b>	
<b>1</b>	BL BLOOMINGTON	1031420 CENTER FOR ANIMAL BEHAVIOR		5000 SUPPLIES AND EXPENSE				550.00		
	<b>* Reference Origin Code</b>	<b>* Reference Number</b>	<b>Line Description</b>							bal inquiry delete
	CS	FMS5896548								
								<b>Total: 550.00</b>		
<b>To</b>										import lines
	<b>* Chart</b>	<b>* Account Number</b>	<b>Sub-Account</b>	<b>* Object</b>	<b>Sub-Object</b>	<b>Project</b>	<b>Org Ref Id</b>	<b>* Amount</b>	<b>Actions</b>	
								0.00		
<b>add:</b>	<b>* Reference Origin Code</b>	<b>* Reference Number</b>	<b>Line Description</b>							add
	<b>* Chart</b>	<b>* Account Number</b>	<b>Sub-Account</b>	<b>* Object</b>	<b>Sub-Object</b>	<b>Project</b>	<b>Org Ref Id</b>	<b>* Amount</b>	<b>Actions</b>	
<b>1</b>	BL BLOOMINGTON	2231404 * Account Expired Override XXXXX-RIP-PSYCHOLOGY		5000 SUPPLIES AND EXPENSE				550.00		
	<b>* Reference Origin Code</b>	<b>* Reference Number</b>	<b>Line Description</b>							bal inquiry delete
	CS	FMS5896548								
								<b>Total: 550.00</b>		

Capital Edit show

General Ledger Pending Entries hide

General Ledger Pending Entries												
Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2010	BL	1031420	-----	5000	---	-----	GEC	AC	EX	550.00	C
2	2010	BL	1031420	-----	8000	---	-----	GEC	AC	AS	550.00	D
3	2010	BL	2231404	-----	5000	---	-----	GEC	AC	EX	550.00	D
4	2010	BL	2231404	-----	8000	---	-----	GEC	AC	AS	550.00	C

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log show

submit save reload blanket approve close cancel copy

Guide to Managing and Encumbering Funds

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# Indirect Cost Adjustment

[Main Menu](#) > [Transactions](#) > [Financial Processing](#) > • [Indirect Cost Adjustment](#) >  
**Indirect Cost Adjustment**

The Indirect Cost Adjustment (ICA) document is used to adjust the amount of indirect cost expense charged to a Contracts and Grants account and automatically adjust the associated amount of indirect cost revenue.

Every Contracts and Grants account in OLE has an associated Indirect Cost Recovery Account. When indirect cost is charged as an expense to a Contracts and Grants account, an equal amount of indirect cost revenue is generated in the corresponding Indirect Cost Recovery Account.

The ICA document is normally used to make small adjustments to align indirect costs with direct expenditures. This document might also be used to correct previous errors with the collection of indirect cost or to manually add indirect cost to an account when OLE method of calculating indirect cost recovery as a percentage of direct costs is not sufficient. There are no special permission restrictions for the ICA document.

 Indirect Cost Adjustments continue to be reviewed for OLE use.

## Document Layout

The ICA document only has the standard financial transaction document tabs and does not have any unique tabs of its own

 For more information about the standard tabs, see [Standard Tabs](#) on the *OLE E-Doc Fundamentals* wiki page.

Indirect Cost Adjustment ?

Doc Nbr:	3257	Status:	INITIATED
Initiator:	khuntley	Created:	06:37 PM 08/16/2009

[expand all](#)   [collapse all](#)  
 \* required field

Document Overview hide

<b>* Description:</b> <input type="text"/>	<b>Explanation:</b> <input type="text"/>
<b>Org. Doc. #:</b> <input type="text"/>	

<b>Financial Document Detail</b>	<b>Total Amount:</b> <input type="text"/>
----------------------------------	---

Accounting Lines hide

Accounting Lines <span style="float: right;">?</span> <span style="float: right; font-size: xx-small;">hide detail</span>									
	* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	* Amount	import lines
<b>Grant</b>				5500				0.00	add
<b>add:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		add
<b>Receipt</b>				1803				0.00	add
<b>add:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		add

General Ledger Pending Entries	<a href="#">show</a>
Notes and Attachments (0)	<a href="#">show</a>
Ad Hoc Recipients	<a href="#">show</a>
Route Log	<a href="#">show</a>

submit save blanket approve close cancel copy

## Process Overview

### Business Rules

- Accounts used on the **Grant** section of the document must have an Indirect Cost Recovery Account associated with them.
- The object codes used in the document are pre-defined, based on rules established by each institution, and cannot be edited.
- The **Receipt** section of the document is automatically generated by OLE and uses the Indirect Cost Recover Account associated with the account entered in the **Grant** section.
- After accounting lines have been added they may be edited (with the exception of the object code field). Additional lines may also be added to either side of the document. Each line added to the **Grant** section generates a corresponding **Receipt** line. Additional **Receipt** lines can be added manually as well, to reflect a split of indirect cost revenue between two or more accounts.
- Negative amounts are allowed. Entering a negative amount on the grant side reduces indirect cost expense from the grant account and reduces income from the Indirect Cost Recovery Account.
- The total amount in the **Grant** section must be equal to the total amount in the **Receipt** section of the **Accounting Lines**.

### Routing

The ICA document routes based on the accounts used on the document as follows:

- The fiscal officer for each account must approve.
- Organization review routing occurs for the organization that owns each account.
- Sub-fund routing occurs based on the sub-fund of each account.

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 an ICA Document

7. Select Indirect Cost Adjustment from the Financial Transactions menu.
8. Log into OLE as necessary.

A blank ICA document with a new document ID appears.

9. Complete the standard tabs.

Notice that the object codes in the **Grant and Receipt** section of the **Accounting Lines** tab are pre-populated and are not editable.



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](#) on the *OLE E-Doc Fundamentals* wiki page.

10. Click .
11. Review the **General Ledger Pending Entries** tab.

Accounts on the Grant side are debited when the amount is positive, and credited when the amount is negative. Accounts on the Receipt side are credited when the amount is positive and debited when the amount is negative. This document automatically generates cash offset entries to cash or fund balance object codes.

12. Review the **Route Log** tab.

The document is routed to the fiscal officer for each account used in the Accounting Lines. The Route Status shows 'ENROUTE'.

➔ For information about the Route Log tab, see [Route Log](#) on the *OLE Workflow Overview and Key Concepts* wiki page

13. Appropriate fiscal officers and organization reviewers approve the document.

➔ For more information about how to approve a document, see [Workflow Action Buttons](#) on the *OLE Workflow Overview and Key Concepts* wiki page

# Pre-Encumbrance

**Main Menu** > **Financial Transactions** > **Financial Processing** > • **Pre-Encumbrance** > **Pre-Encumbrance**

The Pre-Encumbrance (PE) document may be used in OLE as a “Reserve Option” on a single or group of accounting lines- Account/Objects. An Account could be setup at the beginning of the year, with a Budget allocated to the Account-Object code. Either through Restricted Status or Sufficient Fund check options, or the use of the Pre-Encumbrance, an account could be temporarily restricted, allow spending up to a \$/% limit, or be “pre-encumbered” without requiring a Purchase Order or Payment Request.

The Pre-Encumbrance (PE) document allows you to add encumbrances using an e-doc instead of relying on information from some system outside OLE. These transactions are for the use of the fiscal officers to earmark funds for which unofficial commitments have already been made, setting aside amounts for future anticipated expenses that might not otherwise be encumbered. The document can also be used to disencumber open encumbrances created with the PE document.

## Document Layout

A PE document has its own unique tab called **Pre-Encumbrance Details** in addition to the standard financial transaction tabs.

➔ For more information about the standard tabs, see [Standard Tabs](#) on the *OLE E-Doc Fundamentals* wiki page.

<b>Pre-Encumbrance</b> ?	<b>Doc Nbr:</b> 4120	<b>Status:</b> INITIATED
	<b>Initiator:</b> khuntlex	<b>Created:</b> 02:03 PM 08/21/2009

\* required field

Document Overview

**Document Overview**

\* Description:       Explanation:

Org. Doc. #:

**Financial Document Detail** Total Amount:

Pre-Encumbrance Details

**Pre-Encumbrance Details**

Reversal Date:

Accounting Lines

**Accounting Lines** ?

Encumbrance								import lines	
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="button" value="add"/>

Disencumbrance								import lines	
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="button" value="add"/>

General Ledger Pending Entries

Notes and Attachments (0)

Ad Hoc Recipients

Route Log

## Pre-Encumbrance Details Tab

The **Pre-Encumbrance Details** tab contains an optional **Reversal Date** field date. When entering an encumbrance, a reversal date may be entered to indicate when the system should automatically reverse the encumbrance. This date must not be earlier than the current date.

Encumbrances entered on a PE document without a reversal date must be reversed manually by processing another PE document and entering one or more accounting lines in the **Disencumbrance** section of the document.



### Pre Encumbrance Details tab definition

Title	Description
Reversal Date	Optional. Enter the date when the system should automatically reverse the encumbrance. The date must not be earlier than the current date.

## Process Overview

### Business Rules

- There must be at least one accounting line in the document.
- Unlike other documents with more than one side, there is no relationship between the **Encumbrance** and **Disencumbrance** sections of accounting lines. Hence, there are no totals in the **Accounting Lines** tab of the document.
- Only object codes with an object type code of Expenditure Not Expense (EE) or Expense Expenditure (EX) are allowed on this document.
- Negative amounts are not allowed. Encumbrances and disencumbrances are both recorded as positive amounts.
- OLE automatically generates offset entries, as defined by information entered into the document.

 If you are using the Sufficient Funds checking feature of OLE, remember that encumbrances are taken into account in the sufficient funds calculation.

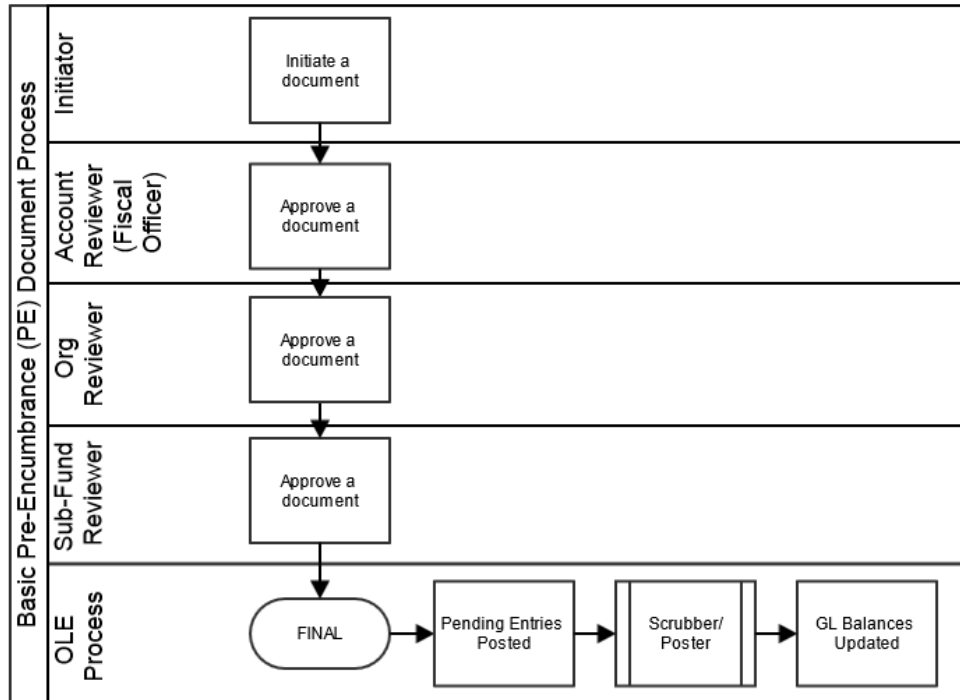
## Routing

The PE document routes based on the account numbers used on the document as follows:

- The fiscal officer for each account must approve.
- Organization review routing occurs for the organization that owns each account.
- Sub-fund routing occurs based on the sub-fund of each account.

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 PE Document

1. Select Pre-Encumbrance from the **Financial Processing** submenu group in the **Transactions** submenu on the **Main Menu** tab.

A blank PE document with a new document ID appears.

2. Complete the standard tabs. Complete the **Accounting Lines** tab as follows:
  - Complete the **Accounting Lines** tab by entering information into the **Encumbrance** section, **Disencumbrance** section, or both.
  - *Encumbrance Section:* Accounting lines entered on the **Encumbrance** side of the document generate new encumbrances on the specified accounts.
  - *Disencumbrance Section:* Accounting lines entered on the **Disencumbrance** section of the document reverse existing encumbrances on the specified accounts.
  - Lines on the **Disencumbrance** section require a **Ref Number** which identifies the document number of the previous pre-encumbrance that needs to be removed. Disencumbrances entered in the PE document would only be used to remove an encumbrance previously established with a PE document.

➔ 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](#) on the *OLE E-Doc Fundamentals* wiki page.

Complete the **Pre-Encumbrance Details** tab.

3. Click .
4. Review the **General Ledger Pending Entries** tab.

The pending entries include offset generation lines to a pre-defined reserve for Encumbrances object code.

5. Review the **Route Log** tab.

- ➔ For information about the Route Log tab, see [Route Log](#) on the *OLE Workflow Overview and Key Concepts* wiki page.
- ➔ For more information about how to approve a document, see [Workflow Action Buttons](#) on the *OLE Workflow Overview and Key Concepts* wiki page.

# Procurement Card

The Procurement Card (PCDO) document is used to properly distribute procurement card expenses to the correct account number and object code. It is a reconciliation tool for the procurement card transactions.

Unlike other financial transaction documents, the PCDO document is generated automatically by the system in a batch mode based on an electronic feed of posted transactions from the bank's system. The PCDO document is routed to the fiscal officer of the default account assigned to the card. They use the PCDO document to accomplish the following:

- To apply procurement card charges to an account number or object code other than the default account and object code associated with the card.
- To identify charges that the cardholder wishes to dispute.

When the fiscal officer selects one of the Procurement Card transactions from the **action list**, the PCDO document appears.



Procurement Cards continue to be reviewed for OLE use.

## *Document Layout*

A PCDO document has its own unique **Transaction** section within the **Accounting Lines** tab in addition to the standard financial transaction tabs.



For information about the standard tabs such as **Document Overview**, **Notes and Attachments**, and **Ad Hoc Recipients**, **Route Log** tabs, see [Standard Tabs](#) on the *OLE E-Doc Fundamentals* wiki page.

**Document Overview** ▼ hide

<b>* Description:</b> SYSTEM Generated	<b>Explanation:</b> Chart BL Account 4631654 is invalid; using error account.
<b>Total Amount:</b> 781.88	<b>Org. Doc. #:</b> <input type="text"/>

**Accounting Lines** ▼ hide

**Transaction #546956002189000223518** hide detail

<b>Transaction Credit Card Number:</b> 4444876757777113	<b>Transaction Total Amount:</b> 71.44
<b>Card Holder Name:</b> COLUMBUS SCIENCE	<b>Transaction Reference Number:</b> 546956002189000223518
<b>Transaction Date:</b> 01/01/2006	
<b>Vendor Name:</b> HODAPP - STAR <span style="float: right;">dispute</span>	

**Accounting Lines**

	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amt	
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	add
1:	BL BLOOMINGTON	1031400 PSYCHOLOGY	<input type="text"/>	4190 PROCUREMENT CARD PURCHASES	<input type="text"/>	<input type="text"/>	<input type="text"/>	71.44	delete bal inquiry
								<b>Total:</b>	
								<b>\$71.44</b>	

**Transaction #546956002189000223519** hide detail

<b>Transaction Credit Card Number:</b> 4444876757777113	<b>Transaction Total Amount:</b> 710.44
<b>Card Holder Name:</b> COLUMBUS SCIENCE	<b>Transaction Reference Number:</b> 546956002189000223519
<b>Transaction Date:</b> 01/01/2006	
<b>Vendor Name:</b> HODAPP - STAR <span style="float: right;">dispute</span>	

**Accounting Lines**

	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amt	
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	add
1:	BA BLOOMINGTON AUX	6044906 PARKING OPERATION ENFORCE	<input type="text"/>	4190 PROCUREMENT CARD PURCHASES	<input type="text"/>	<input type="text"/>	<input type="text"/>	710.44	delete bal inquiry
								<b>Total:</b>	
								<b>\$710.44</b>	

**General Ledger Pending Entries** ▶ show

**Notes and Attachments (0)** ▶ show

**Ad Hoc Recipients** ▶ show

**Route Log** ▶ show

## Transaction Section

Unlike the other document types, the PCDO document opens with the **Transaction** section and pre-populated **Chart**, **Account**, **Object Code**, and the **Amount** fields in the **Accounting Lines** tab. The accounting information is based on the PCDO data that was uploaded via the Procurement Card Upload.

Accounting Lines ▼ hide

Hyperlinks to drill down to details

Transaction #554173460487304813890		<span style="color: white;">hide detail</span>
<b>Transaction Credit Card Number:</b>	*****	
<b>Card Holder Name:</b>	Molecular Structure Center	<b>Transaction Total Amount:</b> 11.95
<b>Transaction Date:</b>	02/17/2006	<b>Transaction Reference Number:</b> 554173460487304813890
<b>Vendor Name:</b>	STANSIFER RADIO CO	

The **Transaction** section lists information about all the transactions posted for this card during this cycle and is *not* editable.

### Transaction section definition

Title	Description
Transaction Credit Card Number	Display-only. Procurement Card number. Clicking the <b>Transaction Credit Card Number</b> link opens up a separate window which displays the credit card holder detail. This information is masked when viewed by users who are not the fiscal officer of the default account associated with this card.
Card Holder Name	Display-only. Name of the card holder
Transaction Total Amount	Display-only. The amount of the purchase
Transaction Date	Display-only. The date the purchase was made
Vendor Name	Display-only. The name of the vendor the goods were purchased. Clicking the <b>Vendor Name</b> link opens up a separate window which displays the vendor detail.
Transaction Reference Number	Display-only. The bank's transaction number. Clicking the <b>Transaction Reference Number</b> link opens up a separate window which displays the procurement card transaction detail.

The following example shows a Procurement Card Holder inquiry.

Header Text	
<b>Document Number:</b>	315508
<b>Card Cycle Amount Limit:</b>	
<b>Card Cycle Volume Limit:</b>	
<b>Card Holder Name:</b>	Molecular Structure Center
<b>Card Holder Alternate Name:</b>	
<b>Card Holder City Name:</b>	
<b>Card Holder Line1 Address:</b>	
<b>Card Holder Line2 Address:</b>	
<b>Card Holder State Code:</b>	
<b>Card Holder Work Phone Number:</b>	
<b>Card Holder Postal (ZIP) Code:</b>	
<b>Card Limit:</b>	
<b>Card Note Text:</b>	
<b>Card Status Code:</b>	
<b>Default Chart:</b>	<u>BL *-* BLOOMINGTON</u>
<b>Default Account:</b>	4631654
<b>Default Sub-Account:</b>	

Next is an example of a Procurement Card Transaction Vendor inquiry:

Header Text	
<b>Document Number:</b>	315508
<b>Financial Document Transaction Line Number:</b>	3
<b>Vendor Name:</b>	STANSIFER RADIO CO
<b>Transaction Merchant Category Code:</b>	7622
<b>Vendor City Name:</b>	
<b>Vendor Line1 Address:</b>	
<b>Vendor Line2 Address:</b>	
<b>Vendor Order Number:</b>	
<b>Vendor State Code:</b>	
<b>Vendor Postal (ZIP) Code:</b>	
<b>Version Number:</b>	6
<b>Visa Vendor Identifier:</b>	

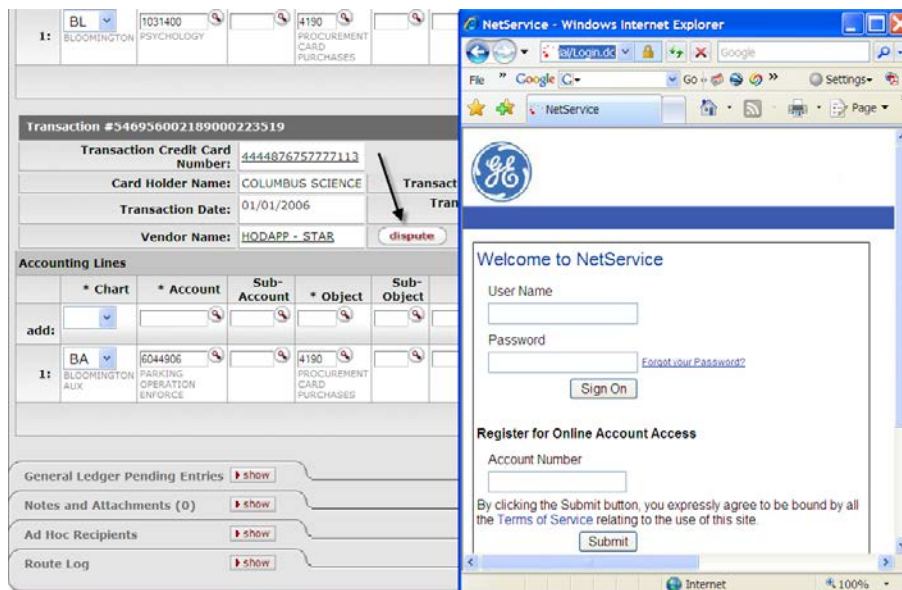
And this is an example of a Procurement Card Transaction Detail inquiry:

Header Text	
Document Number:	315508
Financial Document Transaction Line Number:	1
Transaction Reference Number:	554173460487304813890
Transaction Billing Currency Code:	
Transaction Currency Exchange Rate:	
Transaction Date:	2006-02-17
Transaction Original Currency Amount:	
Transaction Original Currency Code:	
Transaction Point Of Sale Code:	
Transaction Posting Date:	2006-02-17
Transaction Purchase Identifier Description:	
Transaction Purchase Identifier Indicator:	No
Transaction Sales Tax Amount:	
Transaction Settlement Amount:	
Transaction Tax Exempt Indicator:	No
Transaction Travel Authorization Code:	
Transaction Unit Contact Name:	
Transaction Cycle End Date:	
Transaction Cycle Start Date:	
Transaction Total Amount:	11.55

## The Dispute Button

The **dispute** button can be linked to the electronic dispute screen offered by your bank.


Click **dispute** to open the dispute screen in a separate window.




## Process Overview

### Business Rules

- Object code restrictions can be made by object type, object sub-type, object level, object consolidation and object code.
- Account restrictions can be based on sub-fund, function code and account number.
- Restrictions can be global, restricting use on the document as a whole.
- Restrictions can also be based on the Merchant Category Code (MCC) associated with the transaction.
- Total amount cannot be changed.
- Negative amounts are allowed to accommodate credits given against prior transactions.
- The document cannot be disapproved or canceled.
- Institutions may define a number of days after generation of the PCDO documents after which they are automatically approved by the system.
- The PCDO document cannot be selected from the **Main Menu** tab.

 The total document amount cannot be changed. The total of the Accounting Lines for each transaction should not be changed.

 Since procurement card transactions are initiated by a batch process, you do not see the PCDO document selection in the Financial Transactions area within the Main Menu.

### Routing

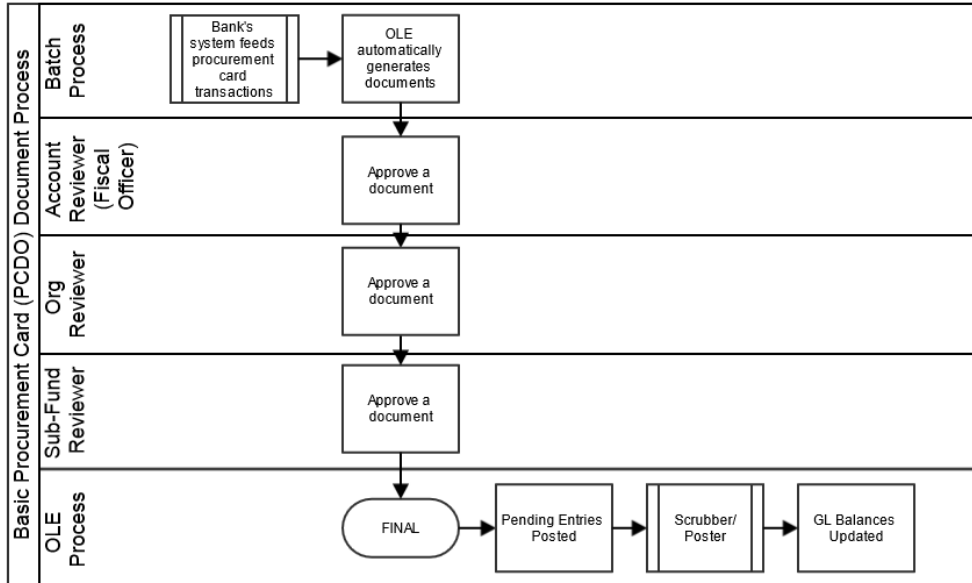
The PCDO document is initiated by the system and routed to the fiscal officer for the default account on the transaction. The fiscal officer may change the account(s) on the PCDO to accounts belonging to other fiscal officer(s).


The PCDO document then routes to all fiscal officers on the document again. This ensures that all fiscal officers get a chance to see any changes other fiscal officers may have made to their accounts during the first pass through fiscal officer routing. In the base configuration this second approval is required even if the fiscal officer approved the document the first time. If you are not creating procurement card documents with multiple account numbers on the same document this second approval is redundant and can be configured via KIM not to force the user to take a second action.

The PCDO then follows organizational routing already established in workflow.

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.






 The document passes through fiscal officer routing twice. The fiscal officer can change the account numbers to account numbers they are not responsible for the first time but not the second.

## Approving a Procurement Card Document











The following steps apply to appropriate fiscal officers responsible for approving the procurement card transactions.

6. Click  located in the upper left corner of the screen.
7. Log into OLE as necessary.

All procurement card transactions awaiting approval appear in the action list. Notice that the **Action Requested** shows 'APPROVE'.

### Action List

22 items found, displaying 1 to 10. [First/Prev] 1, 2, 3 [Next/Last]

Document Id	Type	Title	Route Status	Action Requested	Initiator	Delegator	Date Created	Workgroup Request	Route Log
172167	KualiProcurementCardDocument	Procurement Card - SYSTEM Generated	ENROUTE	APPROVE	null, null		10:58 PM 07/28/2006		
172169	KualiProcurementCardDocument	Procurement Card - SYSTEM Generated	ENROUTE	APPROVE	null, null		10:58 PM 07/28/2006		
172172	KualiProcurementCardDocument	Procurement Card - SYSTEM Generated	ENROUTE	APPROVE	null, null		10:59 PM 07/28/2006		
172173	KualiProcurementCardDocument	Procurement Card - SYSTEM Generated	ENROUTE	APPROVE	null, null		10:59 PM 07/28/2006		
172174	KualiProcurementCardDocument	Procurement Card - SYSTEM Generated	ENROUTE	APPROVE	null, null		10:59 PM 07/28/2006		
172175	KualiProcurementCardDocument	Procurement Card - SYSTEM Generated	ENROUTE	APPROVE	null, null		10:59 PM 07/28/2006		
172182	KualiProcurementCardDocument	Procurement Card - SYSTEM Generated	ENROUTE	APPROVE	null, null		11:00 PM 07/28/2006		
172183	KualiProcurementCardDocument	Procurement Card - SYSTEM Generated	ENROUTE	APPROVE	null, null		11:00 PM 07/28/2006		
172185	KualiProcurementCardDocument	Procurement Card - SYSTEM Generated	ENROUTE	APPROVE	null, null		11:00 PM 07/28/2006		
172187	KualiProcurementCardDocument	Procurement Card - SYSTEM Generated	ENROUTE	APPROVE	null, null		11:00 PM 07/28/2006		

22 items found, displaying 1 to 10. [First/Prev] 1, 2, 3 [Next/Last]

8. Click the **Document ID** link to open the document you wish to reconcile.


A pre-populated PCDO document appears.

9. Complete the common financial transaction tabs.


10. Modify the information in the **Accounting Lines** tab.

The reconciliation process might include the following activities:

- Verify each transaction against the original receipt
- Review purchase for adherence to the institution's policy
- Change object code from the default object code to one that accurately reflects the charge incurred. Make account redistribution decision and change as needed. Sub-accounts, sub-object codes, or project codes can also be added.
- You may also add additional accounting lines to divide the transactions between several different accounts.


 For information about the common financial transaction tabs such as **Document Overview**, **Notes and Attachments**, **Ad Hoc Recipients**, **Route Log**, and **Accounting Lines** tabs, see [Standard Tabs](#) on the *OLE E-Doc Fundamentals* wiki page.

11. Click .

 **The PCDO document cannot be disapproved.** Disputes or discrepancies must be referred to the bank's online dispute process discussed earlier in this section. A credit arising from a disputed transaction appears as a negative amount in the PCDO document when the dispute is resolved.

12. Review the **General Ledger Pending Entries** tab.

The pending entries include offset generation lines to cash or fund balance object codes.

 Expenses related to procurement cards are held on a clearing account until redistributed using the PCDO document. The pending ledger entries show this clearing account being appropriately credited, though the account does not otherwise display on the document.

13. Review the **Route Log** tab.

The document is routed to the fiscal officer for each account used in the Accounting Lines, if other than the fiscal officer initiating the PCDO document. Otherwise the PCDO document follows the organization review routing rules. In either case, the Route Status shows 'ENROUTE'.

14. Appropriate organization reviewers must approve the document.

 For information about the Route Log tab, see [Route Log](#) on the *OLE Workflow Overview and Key Concepts* wiki page.

# Transfer of Funds

**Main Menu** > **Financial Transactions** > **Financial Processing** > • **Transfer of Funds** > **Transfer Of Funds**

**Cash:** In Libraries, we often think of cash/actuals as a summary of available balances, however in OLE/KFS, we have the options to manage both sides of accounting- expenses/liabilities and Cash. While General Ledger and Transfer of Funds functions are noted here, we may/may not use Transfer of Funds or other GL correction documents inherited from KFS in adoptable OLE 1.0. The reason for this is simple (and complex): Libraries don't really operate from 'cash' but from budgets, as the university financial systems manage the actuals/cash and report back to libraries.

In OLE 0.8 and 1.0, we will be reconciling university financial integrations and OLE's use of Budget vs. Actual (cash) balances.

The Transfer of Funds (TF) document is used to transfer funds (cash) between accounts. The TF could be used to cover an overdraft, reimburse an account for an expense, or to fulfill a funding commitment.

## Document Layout

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

➔ 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](#) on the *OLE E-Doc Fundamentals* wiki page.

Transfer Of Funds ?	Doc Nbr:	3250	Status:	INITIATED
	Initiator:	akunkel	Created:	09:09 AM 08/23/2009

\* required field

Document Overview ▼ hide

---

**Document Overview**

\* Description:  Explanation:

Org. Doc. #:

---

**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
add:	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="button" value="add"/>

To	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="button" value="add"/>

General Ledger Pending Entries ▶ show

Notes and Attachments (0) ▶ show

Ad Hoc Recipients ▶ show

Route Log ▶ show

## Process Overview

### Business Rules

- There must be at least one accounting line in the **From** section and one accounting line in the **To** section.
- The total in the **From** section must equal the total in the **To** section in the **Accounting Lines** tab.
- \$0 accounting line amounts are not allowed.
- Negative amounts are not allowed (unless it is an Error Correction TF).
- OLE automatically generates cash object code offset entries as defined by the information entered into the document.
- Object codes representing assets, liabilities, and fund balances (as indicated by the object code's object consolidation) may not be used.
- The Object code restrictions are as follows.

#### Restricted object type code in the Transfer of Funds document

Object Type Codes	Description	Restrictions
ES	Expense Not Expenditure	Unallowable
IC	Income Not Cash	Unallowable

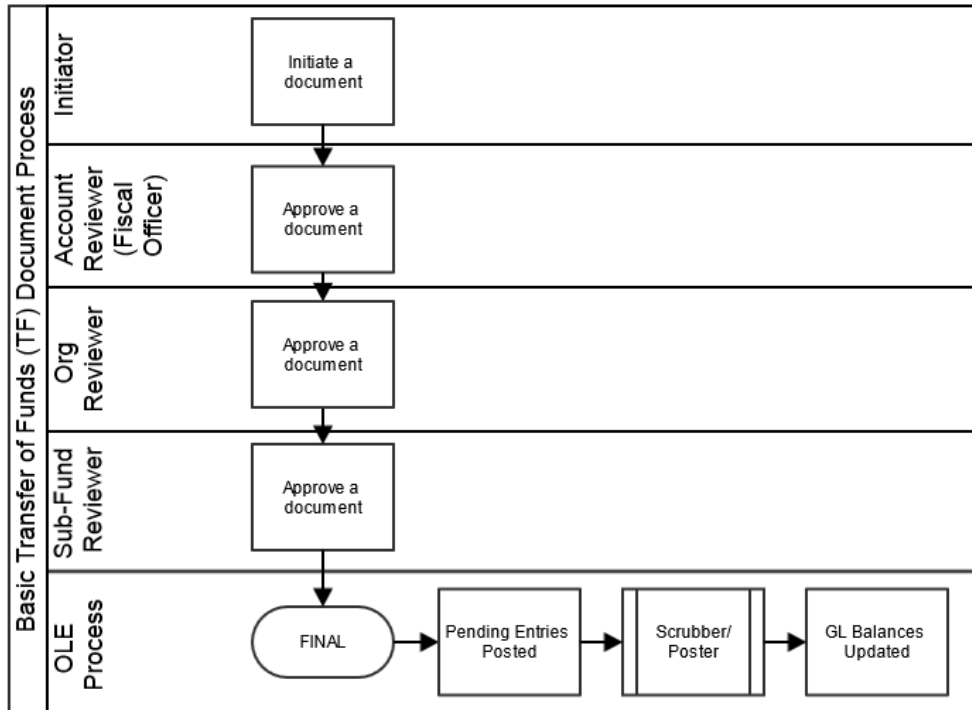
- The object sub-types used must be sub-types of mandatory transfers and non-mandatory transfers.
- **From** accounting lines with an object sub-type of mandatory transfer must balance with **To** accounting lines with an object sub-type of 'Mandatory Transfer'.
- **From** accounting lines with an object sub-type of non-mandatory Transfer must balance with **To** accounting lines with an object sub-type of 'Non-Mandatory Transfer'.

### Routing

The document routes based on the account numbers used on the document as follows:

- The fiscal officer for each account must approve.
- Organization review routing occurs for the organization that owns each account.
- Sub-fund routing occurs based on the sub-fund of each account.

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 Transfer of Funds Document

1. Select **Transfer of Funds** from the **Financial Processing** submenu group in the **Transactions** submenu on the **Main Menu** tab.

A blank TF document with a new document ID appears.

2. Complete the standard tabs.

All accounting lines in the **To** section generate credits and all accounting lines in the **From** section generate debits.



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](#) on the *OLE E-Doc Fundamentals* wiki page.

- a. Use sample Accounts & Objects in the [Appendix](#), such as moving \$\$ from Account 2947496 to 2947490 (note: using Non-Mandatory Object Sub-Type, TN, with specialized Object Codes for Transfer In and Transfer Out)

Transfer Of Funds ?	Doc Nbr: 3456	Status: PROCESSED
	Initiator: ple-khuntley	Created: 04:43 PM 04/13/2012

\* required field

Document Overview

* Description: test-transfer KG		Explanation:
Organization Document Number:		
Financial Document Detail		Total Amount: 1,000.00

Accounting Lines

Accounting Lines ? <input type="button" value="hide detail"/>										
From	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
1	BL BLOOMINGTON	2947486 SPEECH THERAPY		1699 TRANSFER IN				1,000.00		
								<b>Total: 1,000.00</b>		
To	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
1	BL BLOOMINGTON	2947490 SPEECH AND HEARING		9900 TRANSFER OUT				1,000.00		
								<b>Total: 1,000.00</b>		

- b. Or from Accounts 2947486 to 2948482 (both of object code 7112 Monographs, with object sub-type of TN-Non Mandatory Transfer)


Click  .

3. Review the **General Ledger Pending Entries** tab.


The pending entries include the offset generation to cash or fund balance object codes.

4. Review the **Route Log** tab.

The document is routed to the fiscal officer for each account used in the Accounting Lines. The Route Status shows 'ENROUTE'.

 For more information about the Route Log, see For information about the Route Log tab, see [Route Log](#) on the *OLE Workflow Overview and Key Concepts* wiki page.

Appropriate fiscal officers and organization reviewers approve the document.

 For more information about how to approve a document, see [Workflow Action Buttons](#) on the *OLE Workflow Overview and Key Concepts* wiki page.

# Maintenance Document: Disbursement Voucher Payment Reason

**Maintenance** > **Financial Processing** > • Disbursement Voucher Payment Reason >  
**Disbursement Voucher Payment Reason Lookup** >  
**Disbursement Voucher Payment Reason**

The Disbursement Voucher Payment Reason document is used to establish the valid payment reasons that may be selected on the Disbursement Voucher document. The payment reason broadly defines the purpose for a particular disbursement. These reasons can be used for the creation of business rules (restricting various attributes on the DV document by payment reason) and for reporting purposes.

To access this document, select Disbursement Voucher Payment Reason from the **Financial Processing** group on the **Maintenance** menu tab.

## Document Layout

Disbursement Voucher Payment Reason <span>?</span>	<b>Doc Nbr:</b> 3343	<b>Status:</b> INITIATED
	<b>Initiator:</b> khuntley	<b>Created:</b> 10:13 PM 09/26/2009

[expand all](#) [collapse all](#)  
\* required field

Document Overview hide

**Document Overview**

\* **Description:**

**Org. Doc. #:**

**Explanation:**

Edit Payment Reason hide

Old	New
<b>Payment Reason Code:</b> C	<b>Payment Reason Code:</b> C
<b>Payment Reason Name:</b> Payment to Research Participant	* <b>Payment Reason Name:</b> <input type="text" value="Payment to Research Participant"/>
<b>Payment Reason Description:</b> Research Participant should be used when subject payments and participant expense is reimbursed for an individual participating in a research study. Some common object codes would include 4061, 4087, 4561.	* <b>Payment Reason Description:</b> <input type="text" value="Research Participant should be used when subject payments and participant expense is reimbursed for an individual participating in a research study. Some common object codes would include 4061, 4087, 4561."/>
<b>Active Indicator:</b> Yes	<b>Active Indicator:</b> <input checked="" type="checkbox"/>

Notes and Attachments (0) show

Ad Hoc Recipients show


Route Log show

[submit](#) [save](#) [blanket approve](#) [close](#) [cancel](#)

The Disbursement Voucher Payment Reason document includes the **Edit Payment Reason** tab. The system automatically enters data into both the **Old** and **New** sections. Selected data fields are available for editing.

### Edit Payment Reason Code tab definition

Title	Description
Payment Reason Code	Required. Enter a code that uniquely identifies the payment reason. This value is often referenced when

	establishing rules related to payment reason.
Payment Reason Name	Required. Enter a name that describes the payment reason. This name appears in the <b>Payment Reason</b> selection box on the DV document.
Payment Reason Description	Required. Enter a text description describing the payment reason and its restrictions. After a payment reason is selected on the DV document you may click question mark  to view the selected payment reason's description.
Active Indicator	Select the check box if the payment reason is active. Clear the check box, if it is inactive. Only active payment reasons appear in the <b>Payment Reasons</b> selection box on the DV document.



# General Ledger

The General Ledger (GL) contains numerous processes that ensure that OLE runs correctly. For users processing e-doc transactions, the most apparent of these processes are the generation of offsets and the posting of transactions to the balance tables. Other important General Ledger processes are less apparent to users. These processes ensure that transaction data are valid, that capitalization entries are created, and that indirect cost recovery and cost share transfers occur. OLE also offers related features such as sufficient funds checking and flexible offsets for institutions that want to utilize this functionality.

OLE will apply encumbrances and expenses to the General Ledger as a result of OLE implemented functionality for encumbrances, expenses, budget adjustments and transfers of funds. Real-time GL posting is made available, with certain GL entries updating their status through nightly “batch jobs”.

In OLE 0.8 and 1.0, we will be reconciling university financial integrations and OLE’s use of Budget vs. Actual (cash) balances.

## Requisition

- No GL entries for this form of “pre-order”

## Purchase Order, Purchase Order Amendment, other forms of PO

- A final, “approved” Purchase Order will apply an encumbrance to the General Ledger as “pending”. During nightly batch jobs, the pending entry goes to “final”. Pending GL entries will be visible on the PO’s General Ledger Pending Entries tab, and be reflected in balance inquiries when “pending” or “all” transactions included.
- Sample: pending GL entry from approved PO with default (OLE Sample Data/object code 9892- RESV OUTSTANDING ORDR EXTRNL ENCUMBRNCES, Credit offset to the purchase order Debit) Offset- not yet processed through nightly batch job

General Ledger Pending Entries

Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2012	BL	2947482	-----	7112	---	-----	OLE PO	EX	EE	179.00	D
2	2012	BL	2947482	-----	8882	---	-----	OLE PO	EX	FB	179.00	C

Notes and Attachments (0) [show](#)

Ad Hoc Recipients [show](#)

Route Log [show](#)

[sensitive data](#) [print](#) [send ad hoc request](#) [close](#)

- Sample: PO that has processed to nightly batch job- no pending GL entries

General Ledger Pending Entries

General Ledger Pending Entries

There are currently no General Ledger Pending Entries associated with this Transaction Processing document.

Notes and Attachments (1) [show](#)

Ad Hoc Recipients [show](#)

Route Log [show](#)

[sensitive data](#) [open order](#) [receiving](#) [print](#) [send ad hoc request](#) [close](#)

## Payment Request

- As PREQ's are payments to vendors, any PREQ created with accounting lines will post to the GL as "pending" whether it has completed workflow or not (unlike PO which must be final/approved).
- PREQ will reverse the encumbrance, as noted on the e-Doc, and apply the expense immediately.
- Nightly batch jobs will take approved PREQ's to final status, and also apply liabilities to the balance sheet.
- Sample, PREQ with relieved encumbrance:

Purchase Order Line Item Totals		
Encumbrance excluding freight & s/h	Total Encumbrance Amount Relieved	Total Paid Amount
179.00	179.00	179.00

- Sample: General Ledger Pending entries on approved PREQ (encumbrance and initial offset from PO are reversed. Expense applied with offset to Acct Payable/liability object code 9041):

General Ledger Pending Entries												
Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2012	BL	2947482	-----	7112	---	-----	OLE PREQ	EX	EE	179.00	C
2	2012	BL	2947482	-----	8892	---	-----	OLE PREQ	EX	FB	179.00	D
3	2012	BL	2947482	-----	7112	---	-----	OLE PREQ	AC	EE	179.00	D
4	2012	BL	2947482	-----	9041	---	-----	OLE PREQ	AC	LI	179.00	C

Notes and Attachments (0) [show](#)

Ad Hoc Recipients [show](#)

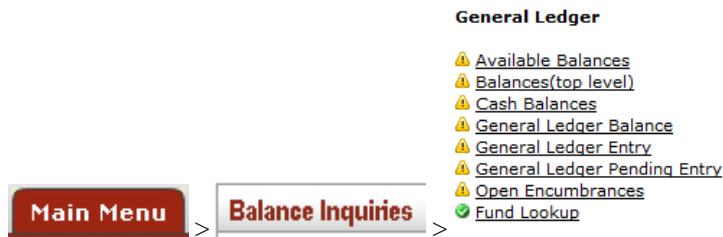
Route Log [show](#)

For all of the above transactions (Requisition to Purchase Order to Receiving to Payment Request), a user can see how the transactions post to the general ledger during the course of one day, i.e. if all docs created in same day, but including filter **All** on balance inquiry searches.

# GL Balance Inquiries

## Query Chart of Account Available Balances Menu

Tip: OLE is cloud-based, allowing users to have multiple browser windows open. If a user wants to query multiple Account-Objects for available balances, while having a transaction open in another window- that user could jump through multiple queries or details in one window, then just copy/paste preferred Chart, Account, Object codes into the Accounting lines of an open transactional document in another window- Requisition, Purchase Order, Payment Request, Transfer of Funds etc.



Users may access a number of balance inquiries that retrieve budgets, pending entries, actual amounts posted and other transactional data within the General Ledger that are combined into the following documents: Available Balances, Balances by Consolidation, Cash Balances, General Ledger Balance, General Ledger Entry, General Ledger Pending Entry, and Open Encumbrances. These options are available from the **Balance Inquiries** menu group in the **Main Menu** tab.

### GL inquiries available from the Main Menu, Balance Inquiries submenu

Inquiry	Description
<a href="#">Available Balances</a>	Displays the cumulative balances for an account by object code
<a href="#">Balances (top level)</a>	Displays the cumulative balances for an account by object code
<a href="#">Cash Balances</a>	Displays the beginning, year-to-date, and available cash balances for an account
<a href="#">General Ledger Balance</a>	Displays an account's balances by object
<a href="#">General Ledger Entry</a>	Displays the transaction detail for an account
<a href="#">General Ledger Pending Entry</a>	Displays pending transactions from documents that have been approved or submitted for approval, but have not yet posted to the General Ledger
<a href="#">Open Encumbrances</a>	Displays the detail for an account's open encumbrances
<a href="#">Fund Lookup</a>	Displays the account balance at the time of assigning accounts to line items on requisitions, purchase orders, payment requests, disbursement vouchers, etc. Allows operators to check balances in advance, rather than waiting until the document is submitted

## GL Inquiries: Basic Information

### Entering Lookup Criteria

After you select the desired inquiry, you are taken to the lookup criteria screen. The lookup criteria may display some default values, which you may change. To view all General Ledger balances on a specific account you need to enter just the chart and the account number. You can be more specific by including additional criteria. To view specific sub-accounts, object codes or sub-object codes you may enter these criteria. On some of the inquiry screens the balance type may be changed to view something other than actual balances. For example, to view budget transactions, you can change the balance type to either 'CB' (current budget), 'BB' (base budget), or 'MB' (monthly budget which may not be available on all accounts).

The following is an example of the lookup criteria screen for the General Ledger Balance Lookup.

**General Ledger Balance Lookup** ?

* Fiscal Year:	<input type="text" value="2010"/> <span style="float: right;">🔍</span>
* Chart Code:	<input type="text"/> <span style="float: right;">🔍</span>
* Account Number:	<input type="text"/> <span style="float: right;">🔍</span>
Sub-Account Number:	<input type="text"/> <span style="float: right;">🔍</span>
Object Code:	<input type="text"/> <span style="float: right;">🔍</span>
Sub-Object Code:	<input type="text"/> <span style="float: right;">🔍</span>
Balance Type Code:	<input type="text" value="AC"/> <span style="float: right;">🔍</span>
Object Type Code:	<input type="text"/> <span style="float: right;">🔍</span>
Consolidation Option:	<input checked="" type="radio"/> Consolidation <input type="radio"/> Detail
Amount View Option:	<input checked="" type="radio"/> Monthly <input type="radio"/> Accumulate
Include Pending Ledger Entry:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All

Click  when you have entered all necessary criteria and are ready to retrieve the balances.

### Meaning of Dollar Accumulators

The inquiries contain various dollar accumulators. The following describes the meaning of each of the amounts displayed in the inquiry results, and which inquiries contain the bucket type.

#### Dollar Accumulator definition

Column Title	Description
Account Line Annual Balance Amount	The total amount of activity in this account for this balance type across all periods of the selected fiscal year. Appears in Cash Balances inquiry and the General Ledger Balance inquiry.
Actual Amount	The total of all actual activity for a given balance line of the selected fiscal year. Appears in Available Balances inquiry and Balances by Consolidation inquiry.

Available Cash Balance	The total of the beginning balance and the year-to-date balance. Appears in the Cash Balances inquiry.
Beginning Balance Line Amount	The amount in this account for this balance type and object code at the beginning of the selected fiscal year. Appears in the General Ledger Balance inquiry.
[Month] Balance Amount	The total of all activity for a given accounting period. These fields are labeled as the month to which they refer (July, August, September, etc.).
Budget Amount	The current budget amount in this account for the selected fiscal year. Appears in Available Balances inquiry and Balances by Consolidation inquiry.
Closed Amount	The amount of the encumbrance that has been closed. Appears in the Open Encumbrances inquiry.
Contracts Grants Beginning Balance Amount	The cumulative amount in this account for this balance type and object code that was carried forward from the previous fiscal year. Appears in the Cash Balance inquiry and the General Ledger Balance inquiry.
Encumbrances Amount	The total of all encumbrance activity for a given account for the selected fiscal year. Appears in Available Balances inquiry and Balances by Consolidation inquiry.
Ledger Entry Amount	The dollar amount associated with a particular ledger entry. Appears in General Ledger Entry inquiry and Pending General Ledger Entry inquiry.
Open Amount	The amount of the original encumbrance. Subtracting the Closed Amount from the Open Amounts gives the amount of the encumbrance that is still outstanding. Appears in the Open Encumbrances inquiry.
Variance	The difference between the available budget and the actual amounts, plus encumbrances for an object code or category. Appears in Available Balances inquiry and Balances by Consolidation inquiry.

## Drilldowns

The various inquiries display their initial balances at different levels of aggregation. You may drill down into detail when there is the **Drill Down** link available, or if the amount or other attribute (e-doc, for example) is a hyperlink. The following illustrations show the types of drilldowns available in the inquiries.

<u>Sub-Account Number</u>	<u>Reporting Sort Code</u>	<u>Consolidation Code</u>	<u>Lookup By Level</u>	<u>Budget Amount</u>
*ALL*	A	OTRE	<a href="#">Drill Down</a>	0.00
*ALL*	B	TRVL	<a href="#">Drill Down</a>	0.00

You may drill down to the next level from the **Drill Down** link.

Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code
<a href="#">BL</a>	<a href="#">1031400</a>	<a href="#">*ALL*</a>	<a href="#">8000</a>	<a href="#">*ALL*</a>	<a href="#">AC</a>

<b>July</b>	<a href="#">0.00</a>	<b>October</b>	
<b>August</b>	<a href="#">0.00</a>	<b>November</b>	
<b>September</b>	<a href="#">1,365.55</a>	<b>December</b>	

You may drill down to the entries that make up the total from the amount link.

<a href="#">Fiscal Period</a>	<a href="#">Document Type Code</a>	<a href="#">Origin Code</a>	<a href="#">Document Number</a>	<a href="#">Transaction Ledger Entry Description</a>	<a href="#">Transaction Ledger Entry Amount</a>	<a href="#">Debit Credit Code</a>
<a href="#">03</a>	<a href="#">CR</a>	<a href="#">01</a>	<a href="#">311498</a>	CR	250.55	C

You may drill down to the actual e-doc from the **document Number** link.

<a href="#">Budget Amount</a>	<a href="#">Actuals Amount</a>	<a href="#">Encumbrance Amount</a>	<a href="#">Variance</a>	<a href="#">See Pending Entry</a>
<a href="#">3,836,113.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	3,836,113.00	<a href="#">Drill Down</a>
<a href="#">29,000.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	29,000.00	<a href="#">Drill Down</a>

Drill down to pending entry

## Include or Exclude Pending Entries, Unapproved Entries, and GL Entries

Balance inquiries allow you to choose to include or exclude pending ledger entries. These entries have been generated by OLE documents that have not yet been posted through the GL accounting cycle. After a financial processing e-doc is saved, it generates pending ledger entries. These entries are considered pending until the document is disapproved (at which point they are removed) or the document is fully approved and the entries are posted to the General Ledger.

You can choose to exclude pending ledger entries (the default behavior), include all pending ledger entries, or include only those entries associated with documents that have been approved (documents that have reached 'Processed' or 'Final' workflow status).



**Including all pending ledger entries in an inquiry can generate misleading results.** Note that choosing to include all pending ledger entries in a balance inquiry can generate misleading results because saved documents may contain incomplete or unbalanced accounting entries. Choosing to view all pending ledger entries should be done with the understanding that unapproved entries may change drastically prior to actually posting or they may not post at all.


Refer to the following chart to identify the inquiry that applies to your analysis.

### Inquiry Drilldown Patterns

	By Consolidation	By Level	By Object	GL Balance	GL Entry Lookup	By e-doc
Available Balances				✓	✓	✓
Cash Balances	Lists cash balances only (no drilldown)					
GL Balances				✓	✓	✓
GL Entry					✓	✓
GL Pending Entry					✓	✓
Open Encumbrances	Lists open encumbrance amounts only (no drilldown)					

## Available Balances

**Main Menu** > **Balance Inquiries** > **General Ledger** > • **Available Balances** >  
**Available Balances Lookup**


 For general information about entering lookup criteria, interpreting dollar accumulators, drilling down into inquiries to see more detail, and including or excluding pending entries, see [GL Inquiries: Basic Information](#).







The Available Balances inquiry displays the cumulative balances for an account by object code. The drilldown pattern is as follows:

1. General Ledger Balance
2. GL Entry Lookup
3. E-Doc


## Lookup Criteria

Fill in at least Fiscal Year, Chart Code and Account Number. Use the lookup icon  as necessary to select the criteria. Select the desired **Consolidation** and **Included Pending Entry** options.

**Available Balances Lookup** 

* Fiscal Year:	2009 
* Chart Code:	BL 
* Account Number:	1031400 
Sub-Account Number:	<input type="text"/> 
Object Code:	<input type="text"/> 
Sub-Object Code:	<input type="text"/> 
Consolidation Option:	<input checked="" type="radio"/> Consolidation <input type="radio"/> Detail
Include Pending Ledger Entry:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

## Search Results

The search results will show the amount of money that has been budgeted for this account broken down by Object Codes. To see further details including Actuals and Encumbrance Amounts, select **All** on the **Include Pending Ledger Entry** field and click the  button again. You may drill into the amount column to view the details that make up the total amount.



**Available Balances Lookup** ?

\* Fiscal Year: 2012

\* Chart Code: BL

\* Account Number: 2947489

Sub-Account Number:

Object Code:

Sub-Object Code:

Consolidation Option:  Consolidation  Detail

Include Pending Ledger Entry:  No  Approved  All

search clear cancel

4 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
2012	BL	2947489	20,000.00	0.00	0.00	20,000.00
2012	BL	2947489	20,000.00	0.00	0.00	20,000.00
2012	BL	2947489	20,000.00	0.00	0.00	20,000.00
2012	BL	2947489	20,000.00	0.00	0.00	20,000.00

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

Each underlined piece of information in the results grid is an active URL which when clicked can provide you further details about each piece of information. For example clicking on the Actuals amount gives you a monthly breakdown of payment requests that have been processed.

For more information on drilldowns, see [above](#).

## Query Available Account Balances: Requisition (Purchase Order, Payment Request) Line Item

Available Balance details can also be accessed from the Requisitions page by clicking on the **bal inquiry** button after you have added an accounting line:

Item Line #	Item Type	Quantity	No. of Parts	UOM	Extended Cost	Tax Amount	Total Amount	Route To Requestor	Public View																					
Item 1		1.00	1	EA EACH	0.00	0.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>																					
<b>Bib Info:</b> Bib Editor <input type="text"/> create Title Frank Lloyd Wright					Requestor HUNTLEY, KEISHA Y																									
Options Format <input type="text"/> Category <input type="text"/>					Vendor Item Identifier <input type="text"/>																									
<input type="button" value="show"/> Notes <input type="button" value="hide"/> Accounting Lines																														
<b>Accounting Lines</b> <table border="1"> <thead> <tr> <th>Source</th> <th>* Chart</th> <th>* Account Number</th> <th>Sub-Account</th> <th>* Dollar \$</th> <th>* Percent</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>0.00</td> <td><input type="text"/></td> <td><input type="button" value="add"/></td> </tr> <tr> <td></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>0.00</td> <td>100</td> <td><input type="button" value="delete"/> <input type="button" value="bal inquiry"/></td> </tr> </tbody> </table>										Source	* Chart	* Account Number	Sub-Account	* Dollar \$	* Percent	Actions		<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>	<input type="button" value="add"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	100	<input type="button" value="delete"/> <input type="button" value="bal inquiry"/>
Source	* Chart	* Account Number	Sub-Account	* Dollar \$	* Percent	Actions																								
	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>	<input type="button" value="add"/>																								
	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	100	<input type="button" value="delete"/> <input type="button" value="bal inquiry"/>																								

From the **Balance Inquiry Report Menu**, select **Available Balances**:



### Balance Inquiry Report Menu

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

To return to the requisition, click the  button on each screen.

## Cash Balances

**Main Menu** > **Balance Inquiries** > **General Ledger** > • **Cash Balances** > **Cash Balance Lookup**


➔ For general information about entering lookup criteria, interpreting dollar accumulators, drilling down into inquiries to see more detail, and including or excluding pending entries, see [GL Inquiries: Basic Information](#).


The Cash Balances inquiry displays the beginning, year-to-date, and available cash balances for an account and/or sub-account. It provides a bottom line snapshot of your account. The report was designed for those accounts that produce income/revenue through sales and services, and cash accounts. In most cases, fiscal officers of auxiliary or service accounts or non-budgeted accounts are concerned with their cash balances. However, fiscal officers of general fund accounts and some budgeted accounts might not need to use the Cash Balances inquiry.





Choosing the **Consolidation** option aggregates the amounts by Sub-Account and Sub-Object Code. The **Detail** option returns balances for each Sub-Account and Sub-Object Code. The **Include Pending Ledger Entry** option provides the user with the ability to include all cash pending entries, no pending cash entries, or only those pending cash entries that are fully approved. Cancelled and disapproved pending entries are not pulled into the balance inquiry results. There are no drilldown hyperlinks available in this inquiry.

⚠ The Cash Balances inquiry should not be confused with the Available Balances inquiry that compares actual transactions and encumbrances to budget amounts.

## Lookup Criteria

Fill in at least Fiscal Year, Chart Code and Account Number. Use the lookup icon  as necessary to select the criteria. Select the desired **Consolidation** and **Include Pending Ledger Entry** options.

**Cash Balance Lookup** 

* Fiscal Year:	2013 
* Chart Code:	<input type="text"/> 
* Account Number:	<input type="text"/> 
Sub-Account Number:	<input type="text"/> 
Consolidation Option:	<input checked="" type="radio"/> Consolidation <input type="radio"/> Detail <input type="radio"/> Exclude Sub-Accounts
Include Pending Ledger Entry:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	


## Search Results

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Beginning Balance Line Amount	Contracts Grants Beginning Balance Amount	Account Line Annual Balance Amount	Available Cash Balance
2009	BL	1031400	*ALL*	8000	*ALL*	0.00	0.00	(219,832.52)	(219,832.52)

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

## General Ledger Balance

**Main Menu** > **Balance Inquiries** > **General Ledger** > • General Ledger Balance >  
**General Ledger Balance Lookup**

 For general information about entering lookup criteria, interpreting dollar accumulators, drilling down into inquiries to see more detail, and including or excluding pending entries, see [GL Inquiries: Basic Information](#).


The General Ledger Balance inquiry shows an account's object code balances for each month of the fiscal year. Similar to some of the other KFS online inquiry screens the user can drill down into the balances to view transaction detail and individual e-docs.

Choosing the **Consolidation** option aggregates the amounts by sub account, sub object code, and object type. The **Detail** option returns balances for each sub account, sub object code, and object type. The **Amount View** option lets the user switch between viewing balances for each month (Monthly) and accumulating the balances as you progress through the fiscal year (Accumulate). The **Include Pending Ledger Entry** option provides the user with the ability to include all pending entries, no pending entries, or only those pending entries that are fully approved. Cancelled and disapproved pending entries are not pulled into the balance inquiry results.

The drilldown pattern of this inquiry is as follows:

4. General Ledger Balance
5. General Ledger Entry
6. E-Doc

## Lookup Criteria

Fill in at least **Fiscal Year**, **Chart**, and **Account Number**. **Balance Type Code** defaults to 'AC' but may be changed. Use the lookup icon  as necessary to select the criteria. Select the **Consolidation**, **Amount View**, and **Include Pending Ledger Entry** options.

Choosing the **Consolidation** option aggregates the amounts by Sub-Account and Sub-Object Code. The **Detail** option returns balances for each Sub-Account and Sub-Object Code.

The **Amount View** option gives you a choice to view the amount by monthly amount or accumulated amount.

As with other balance inquiry screens, the **Include Pending Ledger Entry** option provides the user with the ability to include all pending entries, no pending entries, or only those pending entries that are fully approved. Cancelled and disapproved pending entries are not pulled into the balance inquiry results.

## General Ledger Balance Lookup ?

* Fiscal Year:	2013
* Chart Code:	
* Account Number:	
Sub-Account Number:	
Object Code:	
Sub-Object Code:	
Balance Type Code:	AC
Object Type Code:	
Consolidation Option:	<input checked="" type="radio"/> Consolidation <input type="radio"/> Detail <input type="radio"/> Exclude Sub-Accounts
Amount View Option:	<input checked="" type="radio"/> Monthly <input type="radio"/> Accumulate
Include Pending Ledger Entry:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

## Search Results

The General Ledger Balance includes the summary balances by Account Number and Object Code followed by monthly transaction amount. You may see the details behind the monthly transaction total amount by clicking the amount hyperlink.

Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Beginning Balance Line Amount	Contracts Grants Beginning Balance Amount	Account Line Annual Balance Amount																																	
BL	1031400	*ALL*	4025	*ALL*	AC	*ALL*	0.00	0.00	22.47																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>July</td> <td>0.00</td> <td>October</td> <td>0.00</td> <td>January</td> <td>0.00</td> <td>April</td> <td>0.00</td> </tr> <tr> <td>August</td> <td>0.00</td> <td>November</td> <td>0.00</td> <td>February</td> <td>0.00</td> <td>May</td> <td>0.00</td> </tr> <tr> <td>September</td> <td>22.47</td> <td>December</td> <td>0.00</td> <td>March</td> <td>0.00</td> <td>June</td> <td>0.00</td> </tr> <tr> <td colspan="7"></td> <td>Year End</td> <td>0.00</td> </tr> </table>										July	0.00	October	0.00	January	0.00	April	0.00	August	0.00	November	0.00	February	0.00	May	0.00	September	22.47	December	0.00	March	0.00	June	0.00								Year End	0.00
July	0.00	October	0.00	January	0.00	April	0.00																																			
August	0.00	November	0.00	February	0.00	May	0.00																																			
September	22.47	December	0.00	March	0.00	June	0.00																																			
							Year End	0.00																																		
Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Beginning Balance Line Amount	Contracts Grants Beginning Balance Amount	Account Line Annual Balance Amount																																	
BL	1031400	*ALL*	4040	*ALL*	AC	*ALL*	0.00	0.00	58.15																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>July</td> <td>28.29</td> <td>October</td> <td>0.00</td> <td>January</td> <td>0.00</td> <td>April</td> <td>0.00</td> </tr> <tr> <td>August</td> <td>0.00</td> <td>November</td> <td>0.00</td> <td>February</td> <td>0.00</td> <td>May</td> <td>0.00</td> </tr> <tr> <td>September</td> <td>29.86</td> <td>December</td> <td>0.00</td> <td>March</td> <td>0.00</td> <td>June</td> <td>0.00</td> </tr> <tr> <td colspan="7"></td> <td>Year End</td> <td>0.00</td> </tr> </table>										July	28.29	October	0.00	January	0.00	April	0.00	August	0.00	November	0.00	February	0.00	May	0.00	September	29.86	December	0.00	March	0.00	June	0.00								Year End	0.00
July	28.29	October	0.00	January	0.00	April	0.00																																			
August	0.00	November	0.00	February	0.00	May	0.00																																			
September	29.86	December	0.00	March	0.00	June	0.00																																			
							Year End	0.00																																		

## General Ledger Entry Lookup ?

One item retrieved.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Fiscal Period	Document Type Code	Origin Code	Document Number	Transaction Ledger Entry Description	Transaction Ledger Entry Amount	Debit Credit Code	Transaction Date	Organization Document Number
2007	BL	1031400	-----	4025	---	AC	EX	03	SB	02	UJ3879004	Description Hidden	22.47	D	09/30/2003	

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

Clicking the **amount** hyperlink opens another window listing the detailed transactions behind the amount.

➔ For information about the General Ledger Entry and e-doc drilldown, see [General Ledger Entry](#).

### View Accumulate Amount

By default, the General Ledger Balance inquiry result displays the distinct amount of activity for each month. However, clicking **Accumulate** as the **Amount View Option** accumulates the activity by adding all previous months in the fiscal year to a given month, thus, you are able to view the year-to-date total per month.

* Fiscal Year:	2009
* Chart Code:	BL
* Account Number:	1031400
Sub-Account Number:	
Object Code:	
Sub-Object Code:	
Balance Type Code:	
Object Type Code:	
Consolidation Option:	<input checked="" type="radio"/> Consolidation <input type="radio"/> Detail
Amount View Option:	<input checked="" type="radio"/> Monthly <input type="radio"/> Accumulate
Include Pending Ledger Entry:	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>

Amount View Option - Monthly

search clear cancel

63 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Beginning Balance Line Amount	Contracts Grants Beginning Balance Amount	Account Line Annual Balance Amount																																
2009	BL	1031400	*ALL*	2000	*ALL*	BB	*ALL*	3,812,539.00	0.00	1,653.00																																
<table border="1"> <tr> <td>July</td> <td>0.00</td> <td>October</td> <td>0.00</td> <td>January</td> <td>0.00</td> <td>April</td> <td>0.00</td> </tr> <tr> <td>August</td> <td>1,653.00</td> <td>November</td> <td>0.00</td> <td>February</td> <td>0.00</td> <td>May</td> <td>0.00</td> </tr> <tr> <td>September</td> <td>0.00</td> <td>December</td> <td>0.00</td> <td>March</td> <td>0.00</td> <td>June</td> <td>0.00</td> </tr> <tr> <td colspan="6"></td> <td>Year End</td> <td>0.00</td> </tr> </table>											July	0.00	October	0.00	January	0.00	April	0.00	August	1,653.00	November	0.00	February	0.00	May	0.00	September	0.00	December	0.00	March	0.00	June	0.00							Year End	0.00
July	0.00	October	0.00	January	0.00	April	0.00																																			
August	1,653.00	November	0.00	February	0.00	May	0.00																																			
September	0.00	December	0.00	March	0.00	June	0.00																																			
						Year End	0.00																																			

View monthly amount option

* Fiscal Year:	2009
* Chart Code:	BL
* Account Number:	1031400
Sub-Account Number:	
Object Code:	
Sub-Object Code:	
Balance Type Code:	
Object Type Code:	
Consolidation Option:	<input checked="" type="radio"/> Consolidation <input type="radio"/> Detail
Amount View Option:	<input type="radio"/> Monthly <input checked="" type="radio"/> Accumulate
Include Pending Ledger Entry:	<input checked="" type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Ap

63 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Beginning Balance Line Amount	Contracts Grants Beginning Balance Amount	Account Line Annual Balance Amount																												
2009	BL	1031400	*ALL*	2000	*ALL*	BB	*ALL*	3,812,539.00	0.00	1,653.00																												
		<table border="1"> <tr> <td>July</td> <td>3,812,539.00</td> <td>October</td> <td>3,814,192.00</td> <td>January</td> <td>3,814,192.00</td> <td>April</td> <td>3,814,192.00</td> </tr> <tr> <td>August</td> <td>3,814,192.00</td> <td>November</td> <td>3,814,192.00</td> <td>February</td> <td>3,814,192.00</td> <td>May</td> <td>3,814,192.00</td> </tr> <tr> <td>September</td> <td>3,814,192.00</td> <td>December</td> <td>3,814,192.00</td> <td>March</td> <td>3,814,192.00</td> <td>June</td> <td>3,814,192.00</td> </tr> <tr> <td colspan="6"></td> <td>Year End</td> <td>3,814,192.00</td> </tr> </table>		July	3,812,539.00	October	3,814,192.00	January	3,814,192.00	April	3,814,192.00	August	3,814,192.00	November	3,814,192.00	February	3,814,192.00	May	3,814,192.00	September	3,814,192.00	December	3,814,192.00	March	3,814,192.00	June	3,814,192.00							Year End	3,814,192.00			
July	3,812,539.00	October	3,814,192.00	January	3,814,192.00	April	3,814,192.00																															
August	3,814,192.00	November	3,814,192.00	February	3,814,192.00	May	3,814,192.00																															
September	3,814,192.00	December	3,814,192.00	March	3,814,192.00	June	3,814,192.00																															
						Year End	3,814,192.00																															

View accumulate option

## General Ledger Entry

**Main Menu** > **Balance Inquiries** > **General Ledger** > • General Ledger Entry >  
**General Ledger Entry Lookup**

➔ For general information about entering lookup criteria, interpreting dollar accumulators, drilling down into inquiries to see more detail, and including or excluding pending entries, see [GL Inquiries: Basic Information](#).


The General Ledger Entry inquiry displays the individual transactions that make up the balance in an account. It is the same inquiry that can be displayed by drilling down into the General Ledger Balance report, but instead of drilling down from the General Ledger Balance screen you can go directly to this report by selecting it from the main Balance Inquires menu.


The drilldown pattern of this inquiry is as follows:















7. General Ledger Entry
8. E-Doc

## Lookup Criteria

Fill in at least **Fiscal Year**, **Chart Code**, **Account Number**, and **Fiscal Period** or **Fiscal Year** and **Document Number**. The lookup criteria default to the current fiscal year, balance type of 'AC' (actuals), and the current fiscal period.

Use the lookup icon  as necessary to select the criteria. Select the desired **Pending Ledger Entry Approved Indicator** option. The Pending General Ledger inquiry offers two alternatives for including the pending ledger entries: the ability to include all pending entries by selecting **All** or only those pending entries that are fully approved by selecting **Approved**. Cancelled and disapproved pending entries are not pulled into the balance inquiry results.

**General Ledger Entry Lookup** 

<b>Fiscal Year:</b>	2010 	<b>Document Type:</b>	<input type="text"/> 
<b>Chart Code:</b>	<input type="text"/> 	<b>Origin Code:</b>	<input type="text"/> 
<b>Account Number:</b>	<input type="text"/> 	<b>Document Number:</b>	<input type="text"/>
<b>Sub-Account Number:</b>	<input type="text"/> 	<b>Organization Document Number:</b>	<input type="text"/>
<b>Object Code:</b>	<input type="text"/> 	<b>Project Code:</b>	<input type="text"/> 
<b>Sub-Object Code:</b>	<input type="text"/> 	<b>Organization Reference Id:</b>	<input type="text"/>
<b>Balance Type Code:</b>	AC 	<b>Reference Document Type Code:</b>	<input type="text"/> 
<b>Object Type Code:</b>	<input type="text"/> 	<b>Reference Origin Code:</b>	<input type="text"/> 
<b>Fiscal Period:</b>	04 	<b>Reference Document Number:</b>	<input type="text"/>
<b>Pending Entry Approved Indicator:</b>	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All		



## Search Results

The inquiry results list the transactions that meet your lookup criteria. From here you can drill down into the e-doc that created the transaction.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Fiscal Period	Document Type	Origin Code	Document Number	Transaction Ledger Entry Description	Transaction Ledger Entry Amount	Debit Credit Code	Transaction Date	Organization Document Number	Project Code	Organization Reference Id	Reference Document Type Code	Reference Origin Code	Reference Document Number	Pending Entry Approved Indicator
2003	BL	1031400	.....	4055	---	AC	EX	02	SEC	02	AQ1461304	Description Hidden	1,500.00	C	08/19/2003		.....					

### *E-Doc Drilldown*

Clicking the document number link from the General Ledger Entry inquiry results allows you to open the underlying e-doc which makes up the transaction. You may view, copy or perform error correction once the document is open, within the constraints of your existing OLE role(s). Note that no link will be displayed if the document originates from a system other than OLE.

## General Ledger Pending Entry


**Main Menu** > **Balance Inquiries** > **General Ledger** > **General Ledger Pending Entry** >  
**General Ledger Pending Entry Lookup**
















➔ For general information about entering lookup criteria, interpreting dollar accumulators, drilling down into inquiries to see more detail, and including or excluding pending entries, see [GL Inquiries: Basic Information](#).

The General Ledger Pending Entry Lookup is identical to the General Ledger Entry lookup except that it displays General Ledger Pending Entry transactions. Transactions are pending until the document has made its way completely through the approval process and the GL batch posting job has run. The drilldown pattern of this inquiry is as follows:

9. General Ledger Pending Entry
10. E-doc

### Lookup Criteria

The lookup criteria default to the current Fiscal Year, Balance Type of **AC**, and the current fiscal period. There are no required criteria for the pending entries lookup. Use the **lookup** icon  as necessary to select the criteria. Select the desired **Pending Ledger Entry Approved Indicator** option.

General Ledger Pending Entry Lookup 			
Fiscal Year:	2010 	Ledger Document Type:	<input type="text"/> 
Chart Code:	<input type="text"/> 	Origin Code:	<input type="text"/> 
Account Number:	<input type="text"/> 	Document Number:	<input type="text"/>
Sub-Account Number:	<input type="text"/> 	Organization Document Number:	<input type="text"/>
Object Code:	<input type="text"/> 	Project Code:	<input type="text"/> 
Sub-Object Code:	<input type="text"/> 	Organization Reference Id:	<input type="text"/>
Balance Type Code:	AC 	Reference Document Type Code:	<input type="text"/> 
Object Type Code:	<input type="text"/> 	Reference Origin Code:	<input type="text"/> 
Fiscal Period:	04 	Reference Document Number:	<input type="text"/>
Pending Entry Approved Indicator:	<input type="radio"/> Approved <input checked="" type="radio"/> All		
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>			


### Search Results

The General Ledger Pending Entry lookup behaves identical to the General Ledger Entry lookup once the initial results are displayed.

➔ For information about the General Ledger Entry, see [General Ledger Entry](#).


## Open Encumbrances

Main Menu > 
 Balance Inquiries > 
 General Ledger > • Open Encumbrances > 
 Open Encumbrance Lookup


 For general information about entering lookup criteria, interpreting dollar accumulators, drilling down into inquiries to see more detail, and including or excluding pending entries, see [GL Inquiries: Basic Information](#).










The Open Encumbrances inquiry displays the detail for open encumbrances. You must enter *either* the fiscal year, chart, and account number *or* the fiscal year and document number. The valid values you may choose from the encumbrance report include 'EX' (external encumbrances), 'IE' (internal encumbrance), and 'PE' (pre-encumbrance). External encumbrances are those that are owed externally to entities outside your institution, such as a purchasing system or travel system. Internal encumbrances represent things owed internally to the institution, such as encumbrances from a payroll system integrated with OLE. Pre-encumbrances are established within OLE via the Pre-encumbrance document. No further drilldown is available in this inquiry.

### Inquiry Criteria

Fill in at least **Fiscal Year**, **Chart Code** and **Account Number** or **Fiscal Year** and **Document Number**. Use the **lookup**  as necessary to select the criteria. Select the desired **Include Pending Ledger Entry** option. The lookup criteria default to the current fiscal year and the balance type 'EX.' To display all encumbrance types, including IE and PE, clear the **Balance Type** field.

The **Include Pending Ledger Entry** option provides the user with the ability to include all pending encumbrance entries, no pending encumbrance entries, or only those pending encumbrance entries that are fully approved. Cancelled and disapproved pending entries are not pulled into the balance inquiry results.

Open Encumbrance Lookup 

<b>Fiscal Year:</b>	2009 
<b>Chart Code:</b>	<input type="text"/> 
<b>Account Number:</b>	<input type="text"/> 
<b>Sub-Account Number:</b>	<input type="text"/> 
<b>Object Code:</b>	<input type="text"/> 
<b>Sub-Object Code:</b>	<input type="text"/> 
<b>Balance Type:</b>	EX 
<b>Document Type:</b>	<input type="text"/> 
<b>Origin Code:</b>	<input type="text"/> 
<b>Document Number:</b>	<input type="text"/>
<b>Include Pending Ledger Entry:</b>	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All

### Search Results

The system returns a list of open encumbrances. There is no drilldown available from this inquiry.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type	Document Type	Origin Code	Document Number	Description	Open Amount	Closed Amount	Outstanding Amount	Transaction Date
2009	BL	1031400	-----	4061	---	EX	EXEN	02	811010924	Description Hidden	72.00	0.00	72.00	07/28/2003
2009	BL	1031400	ADV	4083	---	EX	EXEN	02	261120015	Description Hidden	368.95	0.00	368.95	07/28/2003
2009	BL	1031400	-----	4100	---	EX	EXEN	02	813050107	Description Hidden	114.76	0.00	114.76	07/28/2003
2009	BL	1031400	-----	4100	---	EX	EXEN	02	813062017	Description Hidden	232.00	0.00	232.00	07/28/2003
2009	BL	1031400	-----	4502	---	EX	EXEN	02	813071260	Description Hidden	500.00	0.00	500.00	07/28/2003
2009	BL	1031400	-----	4502	---	EX	EXEN	02	813071261	Description Hidden	500.00	0.00	500.00	07/28/2003
2009	BL	1031400	-----	4502	---	EX	EXEN	02	813071262	Description Hidden	500.00	0.00	500.00	07/28/2003
2009	BL	1031400	-----	4502	---	EX	EXEN	02	813071357	Description Hidden	500.00	0.00	500.00	07/28/2003
2009	BL	1031400	-----	4502	---	EX	EXEN	02	813071358	Description Hidden	500.00	0.00	500.00	07/28/2003
2009	BL	1031400	-----	4910	---	EX	EXEN	02	172050035	Description Hidden	616.28	0.00	616.28	07/28/2003
2009	BL	1031400	-----	4502	---	EX	EXEN	02	813071260	Description Hidden	500.00	0.00	500.00	07/28/2003
2009	BL	1031400	-----	4502	---	EX	EXEN	02	813071261	Description Hidden	500.00	0.00	500.00	07/28/2003
2009	BL	1031400	-----	4502	---	EX	EXEN	02	813071262	Description Hidden	500.00	0.00	500.00	07/28/2003
2009	BL	1031400	-----	4502	---	EX	EXEN	02	813071357	Description Hidden	500.00	0.00	500.00	07/28/2003
2009	BL	1031400	-----	4502	---	EX	EXEN	02	813071358	Description Hidden	500.00	0.00	500.00	07/28/2003
2009	BL	1031400	-----	4910	---	EX	EXEN	02	172050035	Description Hidden	616.28	0.00	616.28	07/28/2003
2009	BL	1031400	-----	4910	---	EX	EXEN	02	173050064	Description Hidden	369.70	0.00	369.70	07/28/2003
2009	BL	1031400	BLDG	4910	---	EX	EXEN	02	811041863	Description Hidden	218.00	0.00	218.00	07/28/2003
2009	BL	1031400	SJD	4938	---	EX	EXEN	02	813092016	Description Hidden	434.19	0.00	434.19	07/28/2003
2009	BL	1031400	-----	4502	---	EX	EXEN	02	813071357	Description Hidden	500.00	0.00	500.00	07/28/2003
2009	BL	1031400	-----	4502	---	EX	EXEN	02	813071358	Description Hidden	500.00	0.00	500.00	07/28/2003
2009	BL	1031400	-----	4910	---	EX	EXEN	02	172050035	Description Hidden	616.28	0.00	616.28	07/28/2003
2009	BL	1031400	-----	4910	---	EX	EXEN	02	173050064	Description Hidden	369.70	0.00	369.70	07/28/2003
2009	BL	1031400	BLDG	4910	---	EX	EXEN	02	811041863	Description Hidden	218.00	0.00	218.00	07/28/2003
2009	BL	1031400	SJD	4938	---	EX	EXEN	02	813092016	Description Hidden	434.19	0.00	434.19	07/28/2003
2009	BL	1031400	-----	4502	---	EX	EXEN	02	813071261	Description Hidden	500.00	0.00	500.00	07/28/2003
2009	BL	1031400	-----	4502	---	EX	EXEN	02	813071262	Description Hidden	500.00	0.00	500.00	07/28/2003
2009	BL	1031400	-----	4502	---	EX	EXEN	02	813071357	Description Hidden	500.00	0.00	500.00	07/28/2003
2009	BL	1031400	-----	4502	---	EX	EXEN	02	813071358	Description Hidden	500.00	0.00	500.00	07/28/2003
2009	BL	1031400	-----	4910	---	EX	EXEN	02	172050035	Description Hidden	616.28	0.00	616.28	07/28/2003
2009	BL	1031400	-----	4910	---	EX	EXEN	02	173050064	Description Hidden	369.70	0.00	369.70	07/28/2003
2009	BL	1031400	BLDG	4910	---	EX	EXEN	02	811041863	Description Hidden	218.00	0.00	218.00	07/28/2003
2009	BL	1031400	SJD	4938	---	EX	EXEN	02	813092016	Description Hidden	434.19	0.00	434.19	07/28/2003
2009	BL	1031400	-----	5017	---	EX	EXEN	02	203071119	Description Hidden	20.58	0.00	20.58	07/28/2003
2009	BL	1031400	CWD	5200	---	EX	EXEN	02	813051985	Description Hidden	276.61	0.00	276.61	07/28/2003

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

The open amount reflects the total amount of the encumbrance for this document number while the closed amount reflects the amount of that encumbrance relieved to date.

## Fund Lookup



Sufficient Funds Checking is commonly used with the understanding that (a) some orders are never filled, and therefore their commitments will never become expenditures, and (b) at the end of the fiscal year, not all accounts are fully spent and there will be money left over to cover the overcommitments or overexpenditures assigned to accounts fully spent. The budget administrator must keep in mind that all accounts cannot be overcommitted or overspent and that the total expenditure for all accounts cannot be greater than the total allocation for all accounts, dependent upon fund attributes.


SFC checks would operate differently on encumbrances vs. expenditures

\* encumbrances would check against Free Balances (Budget - invoices (liabilities) [pending included] - expenditures [pending included] - encumbrances [pending included]), occurs when encumbrances is pending (when requisition created/accts and costs assigned)

\* expenditures would check against Cash Balance (Budget - expenditures [pending included]) - when Payment Request created (pending).

Fund Lookup allows operators to check the account balance at the time of assigning accounts to line items on requisitions, purchase orders, payment requests, disbursement vouchers, etc. The lookup also allows operators to check balances in advance, rather than waiting until the document is submitted to find out whether the account has enough money.

## Inquiry Criteria

Fill in at least **Chart Code**, **Account Number** and **Object Code**. Use the **lookup**  as necessary to select the criteria. The lookup criteria defaults to the current fiscal year.

Click .

## Search Results

The system returns a list of funds with balance, encumbrance and expense information. There is no drilldown available from this inquiry. Below is only a small sampling of results.


Chart Code	Account Number	Account Name	Organization Code	Object Code	Cash balance	Free Balance	Initial Budget Allocation	Net Allocation	Encumbrances	Sum Paid Invoices	Sum Unpaid Invoices	% Expended	% Expended & Encumbered
BL	PBRDAFE	Brodie African Studies E-books	LACQ	EBOK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BL	PBRDAFE	Brodie African Studies E-books	LACQ	EBOK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BL	PBRDAFE	Brodie African Studies E-books	LACQ	EBOK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BL	PBRDAFE	Brodie African Studies E-books	LACQ	EBOK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BL	PBRDAFE	Brodie African Studies E-books	LACQ	EBOK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BL	PBRDAFE	Brodie African Studies E-books	LACQ	EBOK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

## Flexible Offset Options

OLE uses the Offset Generation table inherited from KFS to generate appropriate offsets for transactions. This table indicates the object code used in offset generation, based on the transaction's chart, fiscal year, document type, and the balance type it affects. Offsets are generated automatically by a OLE e-doc or in 'Scrubber' during GL processing (i.e. batch jobs).

Normally, offsets are applied to the same account as the transaction that generated the offset. But OLE has a flexible offset feature that allows institutions to have offset entries applied to different accounts. This OLE feature includes two functions:


- Flexible banking offset
- Flexible offsets by account

 Offsets and full General Ledger functions in OLE will continue to be reviewed with Select & Acquire teams as we continue to build queries and budget functionality.

## ***Flexible Banking Offsets***

Document types that require a user to specify a bank account number (such as the Advance Deposit or Credit Card Receipt documents) can apply offset entries to a special account associated with this bank account number. If the `ENABLE_BANK_SPECIFICATION_IND` parameter is set to 'Y,' an additional set of cash entries is created to a designated accounting string (chart, account, sub-account, object code, and sub-object code) defined in the Bank document. These entries occur in addition to the normally generated cash offsets created to balance a set of transactions. In effect, they reclassify the generic cash entry to a bank-specific cash entry for reconciliation and tracking purposes. If the `ENABLE_BANK_SPECIFICATION_IND` parameter is set to 'N,' the normal balancing cash entries are created but the reclassification of cash to a bank-specific entry is not performed.

This option allows the user to specify the document types on which a bank code should appear. This information, which is specified in the `BANK_CODE_DOCUMENT_TYPES` parameter, allows you to specify bank information on additional document types that create disbursements or record revenue. A default Bank Code value should be established for each document type by using the `DEFAULT_BANK_BY_DOCUMENT_TYPE` parameter.


 For more information about the Bank Account document, see [Offset Account](#).



## Flexible Offsets by Account

This option allows OLE to redirect offset entries for an account to another specified account. It allows OLE to accommodate tracking offsets such as cash or liabilities in central designated accounts as opposed to tracking such offset entries in every account. The Offset Account document identifies the offset account for an object code and account number combination.

If the offsets by account option is enabled within the parameter USE\_FLEXIBLE\_OFFSET\_IND, OLE goes through a special process in e-docs and in 'Scrubber' during GL processing to determine the account that the offsets should be made to for a given transaction.

 For more information about flexible offsets by account, see [Offset Account](#).

When the flexible offsets function is enabled, generation of offsets on e-docs occurs as follows:

1. The offset object code is defined in the Offset Definition table.
2. The object code and account number are searched from the Offset Account table.
3. If a match is found in the Offset Account table, the offset is made in the offset account defined there.
4. If no match is found, the offset is made in the same account on which the original transaction occurred.

Generation of offsets in 'Scrubber' when the flexible offsets function is enabled occurs as follows:

1. 'Scrubber' looks up the document type for a transaction in the Document Type table.
2. 'Scrubber' checks the document type of the entry against the document types defined in the parameter.
  - OFFSET\_GENERATION\_DOCUMENT\_TYPES: If the document type is found in this parameter, 'Scrubber' does not generate offsets for this entry. This ensures that document types that should not generate offset entries (like journal voucher) do not have offsets generated during 'Scrubber' processing.
  - DOCUMENT\_TYPES\_REQUIRING\_FLEXIBLE\_OFFSET\_BALANCING\_ENTRIES: If the document type is found in this parameter, 'Scrubber' generates offsets even if the document type appears to be balanced. This allows 'Scrubber' to generate the proper flexible offsets for transactions that originate outside of KFS.
3. If you are using flexible offsets (parameter USE\_FLEXIBLE\_OFFSET\_IND is set to 'Y'), 'Scrubber' checks the document type against those found in the parameter.
4. If 'Scrubber' determines in the previous steps that an offset is to be generated, it determines the transaction's offset object code using the Offset Definition table.
5. If you are using flexible offsets (parameter USE\_FLEXIBLE\_OFFSET\_IND is set to 'Y'), 'Scrubber' searches for the object code and account number in the Offset Account table.
6. If a match is found in the Offset Account table, the offset is made in the offset account defined there. If no match is found, the offset is made in the same account on which the original transaction occurred.

# Administration Function: Schedule

**Administration** > **Batch** > **System** > • **Schedule** > **Batch Job Lookup** >  
**Modify Batch Job**

The Schedule option allows users to view, schedule or execute OLE batch processes (commonly called 'jobs' or 'batch jobs').

Only members of the OLE-SYS Operations or KR-SYS Technical Administrator role modify batch jobs though all users can use the batch job lookup. Members of OLE-SYS Operations can edit any existing schedule job belonging to an OLE namespace. Members of KR-SYS Technical Administrators can edit any existing schedule job belonging to the KR namespace.

When you select the **Schedule** option from the **Administration** menu, the system displays the Batch Job Lookup. This screen allows you to search for batch jobs by namespace, name, group, and statuses.

## Batch Job Lookup screen definition

Title	Description
Namespace	Select the Namespace (application and module) the job is associated with.
Job Name	Enter the name of the job prescribed by the system.
Job Group	Select from the <b>Job Group</b> list. The valid selections are  Scheduled: Jobs which are on the standard schedule. Jobs in this group are automatically executed by the schedulerJob.  Unscheduled: Normal groups, all jobs are present in this group. These jobs must be executed manually.
Job Status	Select from the <b>Job Status</b> list. The valid selections are:  Scheduled: Job has been scheduled for later execution

Succeeded: Job finished executing successfully  
 Cancelled: Job was cancelled, either before or during execution  
 Running: Job is currently executing  
 Failed: Job failed during execution

For more detail about the status of a job or any problems it encountered while executing you can view its associated log file using the Batch File Lookup.

The screen returns the applicable list of jobs:

Actions	Namespace	Job Name	Job Group	Job Status	Next Run Time	Steps	Dependencies
<a href="#">Modify</a>	OLE-COA	populatePriorYearDataJob	scheduled	Succeeded		updatePriorYearDataStep	
<a href="#">Modify</a>	OLE-COA	cfdaJob	scheduled	Scheduled	07/01/2013 12:00 AM	cfdaBatchStep	
<a href="#">Modify</a>	OLE-COA	populatePriorYearDataJob	unscheduled			updatePriorYearDataStep	
<a href="#">Modify</a>	OLE-COA	cfdaJob	unscheduled			cfdaBatchStep	
<a href="#">Modify</a>	OLE-COA	addPriorYearAccountsJob	unscheduled			addPriorYearAccountsStep	

Click the **Modify** link to open the Modify Batch Job maintenance e-doc.

## Document Layout

From the Modify Batch Job e-doc, you can run the standard scheduler.

**Modify Batch Job** [Return to Lookup](#)

---

Job Info ▼ hide

Job Info		Running		Other Commands
Job Name:	populatePriorYearDataJob	Job Group:	unscheduled	<input type="button" value="unschedule"/>          <input type="button" value="run"/>
Job Status:	<a href="#">Batch File lookup (to retrieve logs and reports)</a>		Start Step: <input type="text" value="1"/>	
		End Step: <input type="text" value="1"/>	Start Date/Time: <input type="text"/>	
		Results Email Address: <input type="text"/>		<input type="button" value="mail to me"/>


---

Steps ▼ hide

#	Name
1	updatePriorYearDataStep

---

Dependencies ▼ hide

 When the server is restarted, the **Job Info** values revert back to the original setting unless the configuration is changed.

This e-doc contains the **Job Info** tab, the **Steps** tab, and the **Dependencies** tab.

### Job Info Tab

The **Job Info** tab displays the basic information about the job and allows you to schedule or unscheduled the job. The **Job Info** tab includes three sections: **Job Info**, **Running**, and **Other Commands**.

### Job Info Section

In addition to listing the basic information about the job, clicking the Batch File Lookup URL takes you to the Batch File Lookup screen where you may view logs and reports generated by batch jobs.

**Batch File Lookup** ?

<p><b>File Path:</b></p>	<div style="border: 1px solid gray; padding: 2px;">             staging              ar                  customer                  invoiceWriteoff              cm                  barcode              fp                  procurementCard              gl                  collector                  correctionProcess                  enterpriseFeed                  originEntry                  collectorFlatFile                  collectorXml           </div>
<b>File Name:</b>	<input type="text"/>
<b>Last Modified Date From:</b>	<input type="text"/>
<b>Last Modified Date To:</b>	<input type="text"/>
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

### Running Section

The **Running** section allows a user to control a job schedule. When the user has appropriate access, the Running section displays information necessary to schedule a job.

By default, when clicking the run button, the system runs all steps of the job immediately or you may schedule the job to start at the specified date and time.

These parameters can be modified to only run a subset of steps on a job (shown in the **Steps** tab).

**Running**

Start Step:	<input type="text" value="1"/>				
End Step:	<input type="text" value="7"/>				
Start Date/Time:	<input type="text"/>				
Results Email Address:	<input type="text"/>	<input type="button" value="mail to me"/>			
	<input type="button" value="run"/>				

Running section

If you want to receive an email after the job completes, fill in the email address field or click the **Mail To Me** button to populate the email address from your user profile into the field. Otherwise, an email will be sent only on job failure, and it will be sent to the batch mailing list.

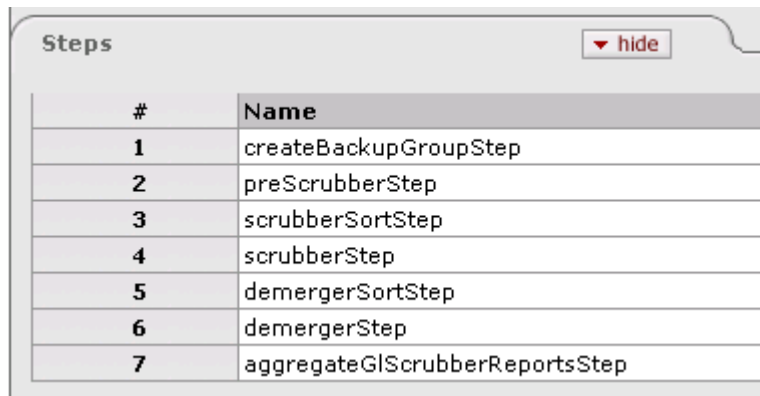
### Other Commands Section

You may issue the following commands from this section:

- Click **unschedule** to remove the job from the scheduled group. Clicking 'Unschedule' will remove the job from the scheduled group even if you are viewing an unscheduled version of the job when you click it.
- If a job is currently running, you can request that it be interrupted. This does not guarantee an immediate stop.

### Steps Tab

The **Steps** tab displays all the steps that make up this batch job. Steps are displayed in the order they are performed.

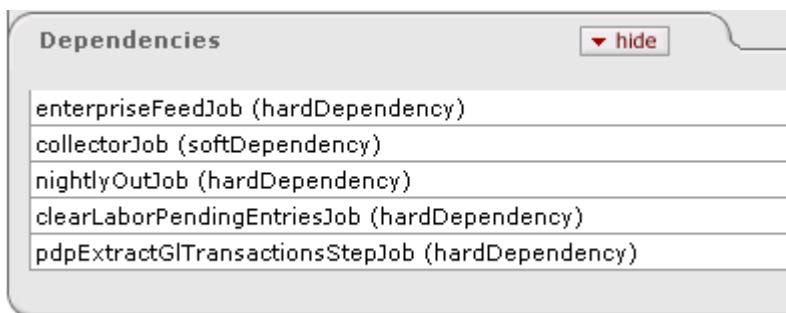


#	Name
1	createBackupGroupStep
2	preScrubberStep
3	scrubberSortStep
4	scrubberStep
5	demergerSortStep
6	demergerStep
7	aggregateGIScrubberReportsStep

### Dependencies Tab

The **Dependencies** tab displays all the other jobs on which the scheduled version of the current job depends. Batch jobs can have hard or soft dependencies. A soft dependency means that this job will not run until that dependent job has completed, but will run regardless of whether or not the job it depends on completed successfully. A hard dependency indicates that the job must not only complete before this job runs but it must complete successfully.

Note that you can run an unscheduled job without regard to the specified dependencies. The job will run automatically when the **run** button is clicked.



enterpriseFeedJob (hardDependency)
collectorJob (softDependency)
nightlyOutJob (hardDependency)
clearLaborPendingEntriesJob (hardDependency)
pdpExtractGITransactionsStepJob (hardDependency)

# Appendix

- [Terms and Definitions](#)
- [Roles](#)
- [Sample Chart/Account Codes](#)
- [Linked Resources](#)

# Chart of Accounts, Budget and Funds Terms and Definitions

Term	Definition
Account	Identifies a pool of funds assigned to a specific university organizational entity for a specific purpose. Global document functionality is available for this document.
Allocations	This is the primary area in which the ILS accounting is more granular and specific than at the parent organization level. A university will commonly budget operating funds for library acquisitions in one lump sum. The library then commonly subdivides that money into smaller chunks, according to the perceived needs of its users. The most common ways to subdivide the collection budget are: by school or administrative unit -- \$x for the School of Medicine, for instance, \$X for the School of Arts and Sciences, \$X for the Business School, etc.; by subject -- with the library deciding how many subject funds to subdivide the money into; by material type – dividing the budget among monographs, print serials, e-serials, other e-resources, rare material, etc.; or by combinations of these categories.
Batch Job	Batch jobs, or batch processing, are what update General Ledger balances, other KFS/OLE tables, and files/jobs for exports. Batch jobs need to be run on some schedule to keep OLE in sync with external systems, such as University Financial.
Chart	The Chart document is used to define the valid charts that make up the high-level structure of the KFS Chart of Accounts. It also indicates who has management responsibilities for each chart and which object codes are used for system-generated accounting lines for the chart.
Commitments	This is a running total of costs expected in the future, from purchase orders that have been placed, but not yet paid for. Commitments are an inexact science, and their importance varies according to the types of purchases the library makes. Many libraries only use them for some types of orders (like firm orders, or print monographs), but don't use them at all for other types (like serial standing orders).
DocStore	OLE architecture for structured and unstructured metadata (e.g., bib, item, holding, authority, licenses) that works in conjunction with linked transactional data in an OLE RDBMS/relational tables (e.g., purchasing, circulation, users, financial, borrowers). Also referred to as the Document Store.
e-doc	"electronic document", an online business transaction initiated in a Web-based form and routed electronically through a prescribed sequence of approvers. When the e-Doc has been through its entire approval process, it is maintained in a database for future reference. The OLE adaption of Kuali Financial System (KFS) for Select and Acquire uses e-Docs.
Manage Funds (Acquire)	Process supported by the system to make payment for a service or product. Included in this process is a log trigger and log response; the system records the usage of services or product for audit, reporting or billing purposes.
Object Code	Object codes represent all income, expense, asset, liability and fund balance classifications that are assigned to transactions and help identify the nature of the transaction Object Level. The Object Level document is used to maintain an attribute of the object code that is used to group similar object codes into categories for reporting

	Object Consolidation The Object Consolidation document defines a general category of object codes for reporting. One object consolidation includes the object codes belonging to one or more object levels.
Vendor	An organization or individual supplying materials for purchase, exchange or at no cost; KFS term is "supplier"

For additional OLE terms and definitions, see the [OLE glossary](#) wiki page.



# Chart of Accounts, Budget and Funds Roles

Below are some of the roles that will be authorized to manage and encumber funds. Please see individual e-docs for specific requirements in each workflow.

Sample users are provided for ease of testing and can be replaced with local library users.

Role Name	Sample User	Functions/ Permissions
BL (organization) Chart Manager	ole-cswinson	Derived role- approves Chart changes, or Organization changes on an Account, or Campus code changes
OLE-SYS- Org Reviewer	ole-cknotts (ACK) ole-smorell (APPROVE)	Changes to Accounts under BL organization, or changes that affect BL organization require these approvals.
Budget Reviewer	ole-butt	Default user/role charged with reviewing Purchase Order documents that exceed an account's sufficient funds balance (OLE is modifying code pending KFS 5 debugging of SFC).
Fiscal Officer Account Supervisor Account Manager	ole-rorenfro ole-jaraujo ole-rorenfro	Only Fiscal Officer has to approve account changes (based on name on account)
Sub-Fund Reviewer	ole-wakins	If sub-fund is present on Account, this is approver for changes.
Sub-Account Reviewer	ole-wjwitte (ACK) ole-gpbilly (APPROVE)	If sub-account changes made
Account Reviewer	N/A	N/A unless editing IU- University Level Chart. "BL" chart in sample data does not require, or defaults to Fiscal Officer.
Super user	ole-khuntley	

## Sample Chart/Account Codes

Type	Chart	Account #	Name
university acct	BL	1047410	Library Monographs
university acct	BL	1047415	Library Serials
Fund code	BL	2947486	CHEMISTRY
Fund code	BL	2947482	EDUCATION
Fund code	BL	2947430	GEOLOGY
Fund code	BL	2947485	BIOLOGY
Fund code	BL	2947483	MEDICAL SCIENCES
Fund code	BL	2947498	COMM & CULTURE
Fund code	BL	2947499	CENTRAL EURASIAN
Fund code	BL	2947487	COMPARATIVE LIT
Fund code	BL	2947489	FRENCH & ITALIAN
Fund code	BL	2947488	FOLKLORE
Fund code	BL	2947491	HISTORY
Fund code	BL	2947492	HIST & PHIL OF SCI
Fund code	BL	2947493	LATIN AMERICAN
Fund code	BL	2947494	LINGUISTICS
Fund code	BL	2947495	RELIGIOUS STUDIES
Fund code	BL	2947496	SOCIOLOGY
Fund code	BL	2947490	SPEECH AND HEARING
Fund code	BL	2947497	SPANISH/PORTUGUESE
Fund code	BL	2947484	COLLEGE OF ARTS AND SCIENCES
Fund code	BL	2947500	SCHOOL of MEDICINE

Object Code	Chart Name	Object Short Name	Object Name
7110	IU	MONO	MONOGRAPHS
7120	IU	SERIAL ACQ	SERIAL ACQUISITIONS
7100	BL	LIB ACQUIS	LIBRARY BOOKS
7110	BL	MONO	MONOGRAPHS
7112	BL	Mono Firm	Monograph Firm
7115	BL	Mono Appr	Monograph Approval
7120	BL	SERIALS	SERIALS
7122	BL	Serials Firm	Serials Firm
7125	BL	Serials Appr	Serials Approval

### Chart Codes with related Accounts/Object codes: BUDGETS

Chart Code	Account	Acct Name	Fiscal Year	Object	Object Name	CB Budget Amount
BL	2947486	CHEMISTRY	2012	7112	Monograph Firm	20,000
BL	2947486	CHEMISTRY	2012	7115	Monograph Approval	20,000
BL	2947486	CHEMISTRY	2012	7122	Serials Firm	20,000
BL	2947486	CHEMISTRY	2012	7125	Serials Approval	20,000
BL	2947482	EDUCATION	2012	7112	Monograph Firm	20,000
BL	2947482	EDUCATION	2012	7115	Monograph Approval	20,000
BL	2947482	EDUCATION	2012	7122	Serials Firm	20,000
BL	2947482	EDUCATION	2012	7125	Serials Approval	20,000
BL	2947430	GEOLOGY	2012	7112	Monograph Firm	20,000
BL	2947430	GEOLOGY	2012	7115	Monograph Approval	20,000

BL	2947430	GEOLOGY	2012	7122	Serials Firm	20,000
BL	2947430	GEOLOGY	2012	7125	Serials Approval	20,000
BL	2947485	BIOLOGY	2012	7112	Monograph Firm	20,000
BL	2947485	BIOLOGY	2012	7115	Monograph Approval	20,000
BL	2947485	BIOLOGY	2012	7122	Serials Firm	20,000
BL	2947485	BIOLOGY	2012	7125	Serials Approval	20,000
BL	2947483	MEDICAL SCIENCES	2012	7112	Monograph Firm	20,000
BL	2947483	MEDICAL SCIENCES	2012	7115	Monograph Approval	20,000
BL	2947483	MEDICAL SCIENCES	2012	7122	Serials Firm	20,000
BL	2947483	MEDICAL SCIENCES	2012	7125	Serials Approval	20,000
BL	2947498	COMM & CULTURE	2012	7112	Monograph Firm	20,000
BL	2947498	COMM & CULTURE	2012	7115	Monograph Approval	20,000
BL	2947498	COMM & CULTURE	2012	7122	Serials Firm	20,000
BL	2947498	COMM & CULTURE	2012	7125	Serials Approval	20,000
BL	2947499	CENTRAL EURASIAN	2012	7112	Monograph Firm	20,000
BL	2947499	CENTRAL EURASIAN	2012	7115	Monograph Approval	20,000
BL	2947499	CENTRAL EURASIAN	2012	7122	Serials Firm	20,000
BL	2947499	CENTRAL EURASIAN	2012	7125	Serials Approval	20,000
BL	2947487	COMPARATIVE LIT	2012	7112	Monograph Firm	20,000
BL	2947487	COMPARATIVE LIT	2012	7115	Monograph Approval	20,000
BL	2947487	COMPARATIVE LIT	2012	7122	Serials Firm	20,000
BL	2947487	COMPARATIVE LIT	2012	7125	Serials Approval	20,000
BL	2947489	FRENCH & ITALIAN	2012	7112	Monograph Firm	20,000
BL	2947489	FRENCH & ITALIAN	2012	7115	Monograph Approval	20,000
BL	2947489	FRENCH & ITALIAN	2012	7122	Serials Firm	20,000
BL	2947489	FRENCH & ITALIAN	2012	7125	Serials Approval	20,000
BL	2947488	FOLKLORE	2012	7112	Monograph Firm	20,000
BL	2947488	FOLKLORE	2012	7115	Monograph Approval	20,000
BL	2947488	FOLKLORE	2012	7122	Serials Firm	20,000
BL	2947488	FOLKLORE	2012	7125	Serials Approval	20,000
BL	2947491	HISTORY	2012	7112	Monograph Firm	20,000
BL	2947491	HISTORY	2012	7115	Monograph Approval	20,000
BL	2947491	HISTORY	2012	7122	Serials Firm	20,000
BL	2947491	HISTORY	2012	7125	Serials Approval	20,000
BL	2947492	HIST & PHIL OF SCI	2012	7112	Monograph Firm	20,000
BL	2947492	HIST & PHIL OF SCI	2012	7115	Monograph Approval	20,000
BL	2947492	HIST & PHIL OF SCI	2012	7122	Serials Firm	20,000
BL	2947492	HIST & PHIL OF SCI	2012	7125	Serials Approval	20,000
BL	2947493	LATIN AMERICAN	2012	7112	Monograph Firm	20,000
BL	2947493	LATIN AMERICAN	2012	7115	Monograph Approval	20,000
BL	2947493	LATIN AMERICAN	2012	7122	Serials Firm	20,000
BL	2947493	LATIN AMERICAN	2012	7125	Serials Approval	20,000
BL	2947494	LINGUISTICS	2012	7112	Monograph Firm	20,000
BL	2947494	LINGUISTICS	2012	7115	Monograph Approval	20,000
BL	2947494	LINGUISTICS	2012	7122	Serials Firm	20,000
BL	2947494	LINGUISTICS	2012	7125	Serials Approval	20,000
BL	2947495	RELIGIOUS STUDIES	2012	7112	Monograph Firm	20,000
BL	2947495	RELIGIOUS STUDIES	2012	7115	Monograph Approval	20,000
BL	2947495	RELIGIOUS STUDIES	2012	7122	Serials Firm	20,000
BL	2947495	RELIGIOUS STUDIES	2012	7125	Serials Approval	20,000
BL	2947496	SOCIOLOGY	2012	7112	Monograph Firm	20,000
BL	2947496	SOCIOLOGY	2012	7115	Monograph Approval	20,000
BL	2947496	SOCIOLOGY	2012	7122	Serials Firm	20,000

BL	2947496	SOCIOLOGY	2012	7125	Serials Approval	20,000
BL	2947490	SPEECH AND HEARING	2012	7112	Monograph Firm	20,000
BL	2947490	SPEECH AND HEARING	2012	7115	Monograph Approval	20,000
BL	2947490	SPEECH AND HEARING	2012	7122	Serials Firm	20,000
BL	2947490	SPEECH AND HEARING	2012	7125	Serials Approval	20,000
BL	2947497	SPANISH/PORTUGUESE	2012	7112	Monograph Firm	20,000
BL	2947497	SPANISH/PORTUGUESE	2012	7115	Monograph Approval	20,000
BL	2947497	SPANISH/PORTUGUESE	2012	7122	Serials Firm	20,000
BL	2947497	SPANISH/PORTUGUESE	2012	7125	Serials Approval	20,000
BL	2947500	LIBRARY ACQUISITIONS GENERAL	2012	7119	Mono Services	45,000
BL	2947500	LIBRARY ACQUISITIONS GENERAL	2012	7129	Serial Services	45,000
BL	1047410	Library Acquisitions	2012	7100	LIB ACQUIS	0

### Sample Library (OLE) Organizations

CHART CODE	ORG CODE	ORG NAME
<b>HIGHER LEVEL ORGANIZATIONS</b>		
BL	LIBR	LIBRARY
BL	LACQ	LIBRARY ACQUISITIONS
<b>OLE Level Organizations</b>		
BL	BI	BIOLOGY - LIFESCI
BL	CHEM	CHEMISTRY - CHEM
BL	CMLT	COMPARATIVE LITERATURE - WELLS
BL	FOLK	FOLKLORE/ETHNOMUSICOLOGY - WELLS
BL	FRIT	FRENCH & ITALIAN - WELLS
BL	GEOL	GEOLOGICAL SCIENCES - GEOLOGY
BL	SPHS	SPEECH & HEARING - WELLS
BL	HIST	HISTORY - WELLS
BL	HPSC	HIST & PHIL OF SCIENCE - WELLS
BL	LNAM	LATIN AMERICAN - WELLS
BL	LING	LINGUISTICS - WELLS
BL	REL	RELIGIOUS STUDIES - WELLS
BL	SOC	SOCIOLOGY - WELLS
BL	SPAN	SPANISH & PORTUGUESE - WELLS
BL	CMCL	COMMUNICATION & CULTURE - WELLS
BL	CEUS	CENTRAL EURASIAN STUDIES - WELLS
BL	EDL	EDUCATION - EDUC
BL	MEDS	MEDICAL SCIENCES - LIFESCI

## Linked Resources

- [OLE Basics](#): E-docs, action buttons- basic overview of elements
- [KFS Online Users Guide](#)
- [KFS Chart of Accounts](#)
- [OLE User Documentation](#) on the wiki
- [OLE Release Documentation](#) on the wiki
- [OLE Roadmap](#)