

Accounting FIT

Which KFS eDoc Should I Use?

I Want to....	Use this eDoc	Short Name	Notes
Make adjustments in coding (account, object code, sub-account, etc.) on a previous transaction	General Ledger Transfer	GLT	The initiator is prompted to find the existing transaction that needs re-coding. Cannot be used to correct budget amounts. Only current fiscal year transactions can be re-coded from fiscal accounts. Payment Requests need to be paid before they can be moved with a GLT.
Make an adjustment to the general ledger, and the GLT is not appropriate	Distribution of Income and Expense	DI	Use the DI instead of the GLT when the transaction amount is calculated, when there is an asset or liability object code, or in a fiscal account for prior year transactions.
Transfer cash between accounts	Transfer of Funds	TF	Transfers are only allowed between similar accounts (rules are sub-fund based).
Bill for goods or services provided by one university department to another	Internal Billing	IB	Reflects income to the provider and expense to the customer. Routes to the FO on the expense side of the transaction.
Regularly bill for goods or services provided by one university department to another	Service Billing	SB	Does not route for approval. Must have Service Biller role in KFS. Based on a formal agreement between service provider and the department being billed.
Move student salary/fringe expenditures from one account to another	Salary Expense Transfer	ST	ONLY to be used for Student Payroll (object codes 5240, 5245, 5370). Users can only move expenses from accounts they have access to. Most other salary moves require a Smart HR transaction.