

KFS E-Doc <i>Financial Processing</i>	Short Name	Department Owner	What is it for?	Who can or will use it?	Notes
Advance Deposit	AD	Bursar	To record deposits that go directly to the bank	All departments	To be used for receipt of wires or ACH payments, as well as RDS check batches.
Budget Adjustment	BA	Budget Office	To move budget after the fiscal year begins; move spending authority within the OPTUI (2-ledger) subfund; move budget within an account; establish budget in a new account	All departments	May need to be done in conjunction with a Transfer of Funds.
Cash Receipt	CR	Bursar	To record cash and checks received by departments for subsequent deposit into bank accounts by Bursar's Office	Cash Receipt Initiator	To be used for cash and/or checks received that will be brought to the Bursar's Office for deposit.
Credit Card Receipt	CCR	Bursar	To record the receipt of income via credit card payment	All departments	You must use a separate document for each credit card type. There are currently two types: American Express and Visa/MasterCard/Other. This document can be used with a negative amount for chargebacks.
Disbursement Voucher	DV	Accounts Payable	To pay an entity outside of UConn when a Purchase Order is not required	All departments	Also used for employee and student reimbursements (Travel / Out-of-Pocket expenses)
Distribution of Income and Expense	DI	Accounting	To move expenses or revenues from one or many accounts to one or many other accounts	All departments	Use only when either expense on both sides or revenue on both sides. If revenue on one side and expense on the other, use IB or SB.
General Error Correction	GEC	Accounting	To correct errors in coding (account, object code, etc.) made in another e-doc	All departments	Cannot be used to correct a BA/SSBA (Use another BA/SSBA); Payroll, or TF (Use another TF)

KFS E-Doc <i>Financial Processing, cont.</i>	Short Name	Department Owner	What is it for?	Who can or will use it?	Notes
Internal Billing	IB	Accounting	To bill for goods or services provided by one university department to another university department	All departments	Reflects income to the provider and expense to the customer. Routes for Fiscal Officer approval based on the expense side of the transaction.
Intra-Account Adjustment	IAA	Accounting	To recode activity for secondary coding (Sub-Accounts, Sub-Object Codes, Project Codes)	All departments	Will not allow for a change in account or object code. Doesn't route to a central office for approval.
Pre-Encumbrance	PE	Accounting	A one-sided entry to set aside future expenses that are not already encumbered	All departments	All Pre-encumbrances need to be disencumbered, either automatically or manually.
Single-Sided Budget Adjustment	SSBA	Budget Office	Move spending authority between accounts; move budget within an account; establish budget in a new account. Can be used for a one-sided adjustment (only one section of the Accounting Lines needs to be completed, using either a revenue or an expense object code)	All departments	Cannot be used for OPTUI (2-Ledger) accounts.
Transfer of Funds	TF	Budget Office / Accounting	To transfer funds (cash) between accounts	All departments	May need to be done in conjunction with a BA. Can only use transfer object codes (3xxx).
Year End Budget Adjustment	YEBA	Budget Office	Used after the soft close of the fiscal year to move current budget. Both sections of the Accounting Lines must be filled in and must balance.	All departments	Can only be used for fiscal accounts.

KFS E-Doc <i>Chart of Accounts</i>	Short Name	Department Owner	What is it for?	Who can or will use it?	Notes
Account	ACCT	Accounting (Chart Managers)	To open a new account, or edit an account attribute such as fiscal officer	All departments	A new account may need approval by OSP or the Budget Office. To edit an account, look up the account, and click <i>edit</i> .

KFS E-Doc <i>Capital Asset Management (CAM)</i>	Short Name	Department Owner	What is it for?	Who can or will use it?	Notes
Asset Global (Add)	AA	Inventory Control	To record a gift of equipment	Department CAM Processors	The account on the payment tab should always be 9077002, and the object code should be the same as if the asset was being purchased.
Asset Fabrication	FR	Inventory Control	To set up an asset that will be built on campus	Department CAM Processors	Once an asset is set up, payments can be applied to the asset.
Asset Location Global	ALOC	Inventory Control	To record the movement of an equipment asset from one location to another	Department CAM Processors	Use only when the equipment <i>does not change</i> departmental ownership.
Asset Transfer	AT	Inventory Control	To record the transfer of equipment location <i>and ownership</i> from one department to another. Also used to surplus tagged equipment.	Department CAM Processors	Use only when the equipment <i>will change</i> departmental ownership. When surplus equipment, transfer the equipment to Surplus' KFS account: 4195970.
Equipment Loan/Renew/Return	ELR	Inventory Control	To record the loan of a tagged equipment asset that will be removed from state property	Department CAM Processors / Faculty and Staff	Go to Main Menu ~ Lookup and Maintenance ~ Capital Asset Management ~ Asset to look up the asset. Then click "loan" or "return" or "return" to initiate the documents. Routes to the FO on the ownership account, Inventory Control, and the Borrower for approval.

KFS E-Doc <i>Other</i>	Short Name	Department Owner	What is it for?	Who can or will use it?	Notes
P-Card Reallocation	PCDO	Purchasing	To reallocate pro-card transactions	Departments who have pro-cards	This document is not initiated; it is automatically generated and sent to the record manager. Remember to change the object code from 7130. Attach receipts – especially for any equipment purchases.
Service Billing	SB	Accounting	To bill for goods or services provided by one university department to another university department	Must have the KFS-FP Service Billing Processor role	Reflects income to the provider and expense to the customer. Does not route for Fiscal Officer approval; based on a formal pre-agreement between the service provider and the department being billed.
KFS E-Doc <i>Labor Distribution</i>	Short Name	Department Owner	What is it for?	Who can or will use it?	Notes
Salary Expense Transfer	ST	Accounting	To move student salary/fringe/wc expenditures from one account to another	All departments	ONLY to be used for Student Payroll (object codes 5240, 5245, 5640, 5725). Users can only move expenses from accounts they have access to. Routes to Accounting for approval. (Most other salary moves require a Payroll Authorization). Nature of reallocation (support) is required.

KFS E-Doc <i>PURAP</i>	Short Name	Department Owner	What is it for?	Who can or will use it?	Notes
Requisition	REQS	Purchasing	To request the purchase of goods/services. Once approved, it will become a Purchase Order	All Departments	Can be initiated directly in KFS, or by going through Husky Buy catalogs.
Purchase Order	PO	Purchasing	This is the document that is sent to the vendor requesting the purchase of goods/services	Purchasing	An APO, (Automatic Purchaser Order) does not need to be approved by a Purchasing Agent. The APO limit for HuskyBuy requisitions is \$5K; for non-catalog requisitions is \$250.
Receiving	RCV	Accounts Payable	To record the receipt of goods/services	All Departments	Qty Purchase Orders over \$5K require receiving. Can be initiated by clicking on the "Receiving" button on the bottom of a PO, or from the link: Main Menu ~ Transactions ~ Purchasing/Accounts Payable ~ Receiving.
Payment Request	PREQ	Accounts Payable	These are Vendor Purchase Order invoices entered by Accounts Payable. The PREQ will only route to the Fiscal Officer after a Receiving e-doc is completed (if required).	Accounts Payable	If you get a Vendor invoice in the mail and it has a PO, mail the invoice to Accounts Payable referencing the PO#. <u>DO NOT</u> create a DV for these types of invoices.
Vendor	VEND	Accounts Payable	To create a new vendor, or edit an existing vendor	All Departments	Be sure that the vendor doesn't already exist in KFS. Do not attach W-9's or W8Ben's – fax them to x5846. Check standardization for abbreviations, etc. in the PURAP Procedure Guide.