

## Journal Entries: CSU Intra-Account Adjustment How To

Use this document **ONLY** when the sub-account needs correcting.  
The campus account and object code will need remain the same.

Not all campus accounts have sub-accounts. Some 99 county campus accounts have sub-accounts setup under their 99 account. For example they may have sub-accounts such as 4H, MGAR, HORT, etc...

### How to Complete the Document:

The Intra-Account Adjustment (IAA) document is located under the Kualii Main Screen.

#### Transactions

##### Accounts Receivable

- [Cash Control](#)
- [Customer Credit Memo](#)
- [Customer Invoice](#)
- [Customer Invoice Writeoff](#)
- [Customer Invoice Writeoff Lookup](#)
- [Payment Application](#)

##### Budget Construction

- [Budget Construction Selection](#)

##### Financial Processing

- [Advance Deposit](#)
- [Adjustment/Accrual Voucher](#)
- [Budget Adjustment](#)
- [Cash Receipt](#)
- [Disbursement Voucher](#)
- [Distribution of Income and Expense](#)
- [General Error Correction](#)
- [Indirect Cost Adjustment](#)
- [Internal Billing](#)
- [Internal Order](#)
- [Pre-Encumbrance](#)
- [Intra-Account Adjustment](#)
- [Single Sided Budget Adjustment](#)
- [Transfer of Funds](#)
- [Work Order Authorization](#)

Complete the Document Overview section by adding a brief description of what you are doing, then expand on it in the Explanation field.

The Accounting Lines section is where the user inputs the account, object code, and the change needed for the sub-account.

Document Overview hide

**Document Overview**

\* Description: Add INTO sub-account  
 Organization Document Number: Explanation: Add INTO sub-account to document #13624496

Accounting Lines hide

**Accounting Lines** hide detail

From	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	CO Colorado State University	1300390 Miscellaneous Revenue - Non Exempt		1437 Other Receivables				70,195.49	
	* Reference Number	Line Description							
	13624496	Q1 INTO Admin Fee							
2	CO Colorado State University	1300390 Miscellaneous Revenue - Non Exempt		4401 Other Sales+Services+Ed Activities				70,195.49	
	* Reference Number	Line Description							
	13624496	Q1 INTO Admin Fee							
<b>Total: 140,390.98</b>									
To	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	CO Colorado State University	1300390 Miscellaneous Revenue - Non Exempt	INTO INTO Admin Fee	1437 Other Receivables				70,195.49	
	* Reference Number	Line Description							
	13624496	Q1 INTO Admin Fee							
2	CO Colorado State University	1300390 Miscellaneous Revenue - Non Exempt	INTO INTO Admin Fee	4401 Other Sales+Services+Ed Activities				70,195.49	
	* Reference Number	Line Description							
	13624496	Q1 INTO Admin Fee							
<b>Total: 140,390.98</b>									

Any support will need to be added in PDF format to the Notes and Attachment section.

Notes and Attachments (1) hide

**Notes and Attachments**

	Posted Timestamp	Author	* Note Text	Attached File	Notification Recipient	Actions
add:				Choose File No file chosen CANCEL		add
1	10/16/2017 11:18 AM	Peterson, Bethany	support	Doc 13667281_support.pdf (351 KB, application/pdf)		delete send

**Document Routing:** This document only routes to the Fiscal Officer on the account because this only allows sub- accounts and/or sub-object codes to be changed, added, or deleted and has no financial statement impact.

Route Log hide

**Route Log** refresh

ID: 13667281 hide

<b>Title</b>	Intra-Account Adjustment - Add INTO sub-account		
<b>Type</b>	Intra-Account Adjustment	<b>Created</b>	11:08 AM 10/16/2017
<b>Initiator</b>	Peterson, Bethany	<b>Last Modified</b>	02:55 PM 10/16/2017
<b>Route Status</b>	FINAL	<b>Last Approved</b>	02:55 PM 10/16/2017
<b>Node(s)</b>	Account	<b>Finalized</b>	02:55 PM 10/16/2017

Actions Taken hide

Action	Taken By	For Delegator	Time/Date	Annotation
SAVED	Peterson, Bethany		11:13 AM 10/16/2017	
COMPLETED	Peterson, Bethany		11:19 AM 10/16/2017	
APPROVED	Nielsen, Angela C.		02:55 PM 10/16/2017	

Action	Requested Of	Time/Date	Annotation
APPROVE	Nielsen, Angela C.	11:19 AM 10/16/2017	KFS-SYS Fiscal Officer CO 1300390
APPROVE	Nielsen, Angela C.	11:19 AM 10/16/2017	KFS-SYS Fiscal Officer CO 1300390
APPROVE	Nielsen, Angela C.	11:19 AM 10/16/2017	KFS-SYS Fiscal Officer CO 1300390
APPROVE	Nielsen, Angela C.	11:19 AM 10/16/2017	KFS-SYS Fiscal Officer CO 1300390

Future Action Requests show