



University of
Connecticut

KFS Distribution of Income and Expense Guide for Travel Advances

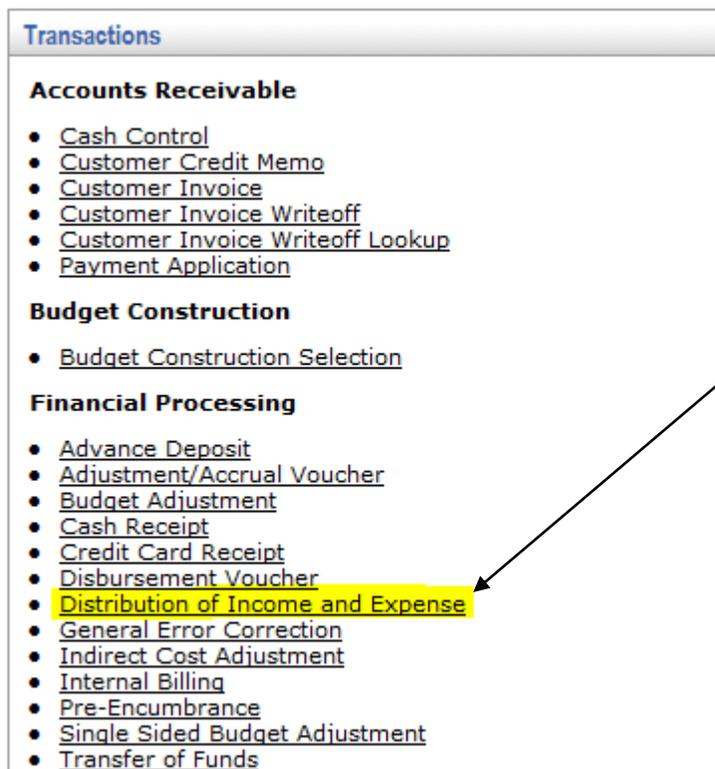
For UConn Employees

Office of Travel Services

How to Create Distribution of Income and Expense Documents

When a traveler receives an advance for a trip but does not use up the entire advance, a Distribution of Income and Expense (DI) document needs to be submitted in Kuali Financial System (KFS) to reconcile the advance that was issued. Here is a step by step guide on how to submit a DI; the instructions begin after you login to KFS.

1. On the **Main Menu** tab in KFS you first need to open a DI by clicking on the link labeled Distribution of Income and Expense. This link can be found on the far left of the page under the section labeled “Transactions” and under the subsection labeled “Financial Processing”.



For example, an employee received a \$700.00 travel advance but only spent \$650.00 of the advance. A DI would need to be done to apply the \$650.00 to the correct expenditures in KFS. Then, the employee would write a personal check back to the UConn for the \$50.00 they didn't spend.

Once you click on this link a new DI document will open and you can begin filling out the necessary information.

2. Next you can begin by filling out the **Document Overview** tab.

- In the Description box you should enter “Travel Advance Recon.” and then the traveler’s last name. Due to the space limitation you only can enter up to eight characters for the traveler’s last name.
- Next, in the Explanation box you should write “T” and then the Travel Approval (TA) or Office Sequence number. The Travel Approval number is the Document ID number on the top right of the TA. Office sequence numbers will only be used if the traveler had an Electronic Travel Information Form (E-TIF) instead of a TA; E-TIFs should only be filled out for guests of the University, and the Athletics and Admissions department. Once this box in the **Document Overview** tab is complete, it should look like the example below:

Document Overview		hide	
* Description:		Travel Advance Recon. - Smith	Explanation: T123456
Organization Document Number:			
Financial Document Detail			Total Amount:

3. The next tab that needs to be filled out is the **Accounting Lines** tab. *This tab needs to be filled out carefully to make sure the advance is reconciled correctly.*

In the **From** accounting line:

- In the Chart box select “UC” from the drop down box
- In the Account Number box always enter “9044680” which is the *Employee Travel Advance account*.
- In the Sub Account box please enter the traveler’s sub account. If you are unsure of their sub account number you can look it up by clicking on the magnifying glass  icon next to the sub account box. When you click this it will bring you to a search page. The information that should be filled out to complete a search is as follows:
 1. Enter “UC” in the Chart Code Box.
 2. Enter “9044680” in the Account Number Box.
 3. Enter the traveler’s last name in the format asterisk, their last name, asterisk (*Last name*). After this information is filled out you should hit the **search** button and then names that meet your search criteria should appear. Below is an example of how the page will look before you hit the **search** button:

Chart Code:	UC 
Account Number:	9044680 
Sub-Account Number:	
Sub-Account Name:	*Smith*
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"/>	

Next to the traveler’s name you would like to choose click the Return Value link. This will then bring you back to the page of your DI and the traveler’s sub account will now be populated in the Sub Account box.

- The Object Code box should always be “1170” – *Cash Advances – Travel*.
- The Org Ref Id box should be just the TA/Office sequence number.
- The Amount box should be the amount the traveler is *claiming* from the trip, this may not necessarily be the full amount that was spent on the trip. The advance amount issued minus this amount should equal the amount of money the traveler owes back to the University. When the line is complete hit the “Add” button next to the **From** accounting line. The finished accounting line should look exactly like the accounting line on the original

advance DV that was issued except for the amounts may differ. Here is an example below of what this accounting line should look like.

Accounting Lines								
Accounting Lines ?								
From	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount
add:	UC	9044680	1234	1170			123456	500.00

4. The next accounting line you will need to fill out is the **To** accounting line.

- In the Chart box select “UC” from the drop down list.
- In the Account Number box you should enter the account you would like the charge the trip expenditure to. You can add multiple accounting lines in this section if you need to.
- In the Object code box enter the object code for the trip. Here is are common object codes that are usually used:
 1. 7630 – *Foreign Travel*
 2. 7635 – *Out-of-State Travel*
- Last the Amount box should be the amount the traveler is *claiming* from the trip, this may not necessarily be the full amount that was spent on the trip. The advance amount issued minus this amount will equal the amount of money the traveler owes back to the University. *The amount(s) entered in the accounting line(s) under the To tab must equal the amount entered in the From tab.* Once this Amount box is filled out click the “Add” button next to the **To** accounting line. Your accounting line should look something like the example shown below:

To								
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount
add:	UC	1234567		7635				500.00

5. The last tab you will need to fill out is the **Notes and Attachments** tab. Here you will need to attach all proper documentation for this DI. Proper documentation includes, but is not limited to:

1. A signed Travel Reimbursement Form
 2. Approved TA or E-TIF
 3. Award letters if using award accounts
 4. All original receipts for claims
 5. All other documentation that needs to be filled out for the traveler’s claims such as Mileage log, Business Meal Form, or Approvals for out of policy claims.
- To attach a document first add a short description in the Note Text box.
 - Next click on the **browse** button which will then allow you to select a saved file from a location on your computer. Once you select the file you can click the “Add” button next to the attachment. After you have attached an item the page should look like this:

Notes and Attachments (1) hide

Notes and Attachments					
	Posted Timestamp	Author	* Note Text	Attached File	Actions
add:			<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="add"/>
				<input type="button" value="CANCEL"/>	
1	04/17/2014 10:11 AM	Mary R Loftus	Travel Reimbursement Forms	 TravelReimbursement2013.xlsx (1 MB, application/vnd.openxmlformats-officedocument.spreadsheetml.sheet)	

Ad Hoc Recipients show

There will be a timestamp next to your attachment and the tab will show how many attachments you have added in parentheses as well.

6. After all the tabs have been filled out correctly and the appropriate attachments are on the DI you can then hit the submit button. Then the traveler will need to send a check to the Travel Office (U-Box 6220) made payable to **UConn** for the rest of the unused advance. If you have any questions while filling out and submitting DIs please feel free to contact anyone at the Travel Office at 860-486-2068.