Distribution of Income and Expense (DI)

The *Distribution of Income and Expense (DI)* e-doc is used to distribute the income, expense, assets and liabilities from a holding account to one or more appropriate account(s).

Distribution is necessary when one account has incurred expenses or received income on behalf of one or more other accounts. [Do not confuse this e-doc with 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.]

The DI 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, and central administration staff are typical users of the DI documents.

This is the path to follow from the Main Menu of the Kuali Portal to get to the Distribution of Income and Expense.

<table>
<thead>
<tr>
<th>E-Doc</th>
<th>Purpose</th>
<th>FRS Equivalent</th>
<th>Users</th>
<th>Restrictions</th>
<th>Routing</th>
</tr>
</thead>
</table>
| Distribution of Income and Expense (DI) | • Distribute income or expense from a holding account to the account that earned the income or incurred the expense.  
• Move income, expenses, assets or liabilities within an account to a different sub-account, object code, or sub-object code.  
• To correct object codes. | Interdepartmental Transfer (IDT) | Central and Department Users | Not to be used to distribute payroll related expenses | Routes to Fiscal Officer |

7/6/11 version
Choose Distribution of Income and Expense from the Departmental Menu, as shown.
DI Document Layout

The DI e-doc has two main parts:
1. The Document Header
2. The Distribution Of Income and Expense Tabs

Note: The DI e-doc has only the standard financial transaction document tabs.

The DOCUMENT HEADER displays the:

- Document Number (Doc Nbr)
- Initiator
- Status
- Date and Time Stamp (Created)

These four fields in the Document Header are automatically filled-in when you initiate (open) a new document. The Status will update based on actions taken by the initiator, as well as, approvers and reviewers, as the e-doc routes for approval.

The other three fields (Doc Nbr, Initiator and Created) cannot be changed or modified in any way.

It’s a good idea to write down the Doc Nbr on your original documentation so you can easily pull up the DI when you are performing a search.

To help with readability begin with all tabs collapsed by clicking collapse all.
You can open each tab, one at a time, by clicking **show** on each individual tab. Start with clicking **show** on the **Document Overview** tab.

**Document Overview** shows what the Distribution of Income and Expense e-doc is created for and it allows you to enter both a **Description** (required) and a **brief Explanation** (optional). Choose terminology that will make sense to you later when you perform searches.

**NOTE:** As always, fields marked with an asterisk (*) are required and cannot be left blank.
In this chart, required fields are further marked by appearing in blue highlight.

<table>
<thead>
<tr>
<th>Field</th>
<th>Condition</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Required</td>
<td>Short statement of what the DI is for. <em>This is what will display in the Action List, so be specific. Limited to 40 characters.</em></td>
</tr>
<tr>
<td>Org. Doc. #</td>
<td>Optional</td>
<td>Not required; optional number defined for interdepartmental purposes.</td>
</tr>
<tr>
<td>Explanation</td>
<td>Optional</td>
<td>Reasonable explanation of what the DI is for; used to supplement Description.</td>
</tr>
<tr>
<td>Total Amount</td>
<td>Display Only</td>
<td>Total dollar amount of the DI; updates when document is saved.</td>
</tr>
</tbody>
</table>

Remember to click **save** after completing each tab!

The save button is located at the bottom of the e-doc screen.

**The Accounting Period tab**

This tab is unique to only a few e-docs. This tab allows the initiator to indicate the accounting period in which the transaction should be included. For example, consider transactions (such as an IB) being prepared in the first few days of the month, say May 3rd. In this example, April month end closing has not yet occurred. Using the Accounting Period tab the initiator can code this transaction to be included in either April or May business. Only those accounting periods that are open will be available to select. Therefore, after April is closed and before June 1, only the May accounting period will appear as a choice.

Here is what it looks like opened

Clicking on the drop down arrow would present this option in the example we stated above.

FY2011, Period 11 MAY 2011
Next is the **Accounting Lines tab** which is divided into a **From** and a **To** section. In the **From** section, enter the accounting line(s) in which the transaction(s) currently reside(s). In the **To** section, enter the accounting line(s) that will share in the revenue or expense.

The chart on the next page describes each field on the *Accounting Lines* tab.
<table>
<thead>
<tr>
<th>Field</th>
<th>Condition</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart Code</td>
<td>Required</td>
<td>Select SI for Stevens Institute of Technology.</td>
</tr>
<tr>
<td>Account Number</td>
<td>Required</td>
<td>Fill-in manually or use the Search feature</td>
</tr>
<tr>
<td>Sub-Account Code</td>
<td>Optional</td>
<td>Fill-in if you wish to use a Sub-Account code that has been defined by your department for internal use – for example, Athletics may use sub-accounts for each club sport.</td>
</tr>
<tr>
<td>Object Code</td>
<td>Required</td>
<td>Fill-in manually or use the Search feature</td>
</tr>
<tr>
<td>Sub-Object Code</td>
<td>Optional</td>
<td>Fill-in if you wish to use a Sub-Object code that has been defined by your department for internal use – for example, in SSE the Travel Object Code can have Sub-Object codes for Course Delivery-Modules, Course Delivery-Regional, Business Relationships, and Professional Development.</td>
</tr>
<tr>
<td>Project Code</td>
<td>Optional</td>
<td>To indicate that the DI is associated with a specific project.</td>
</tr>
<tr>
<td>Organization Reference ID</td>
<td>Optional</td>
<td>Fill-in if you wish to use an Organization Reference ID that has been defined by your department for internal use.</td>
</tr>
<tr>
<td>Amount</td>
<td>Required</td>
<td>Amount of revenue or expense to move. Only use positive amounts; negatives are not allowed.</td>
</tr>
<tr>
<td>Actions</td>
<td>Required</td>
<td>Click add to add the Accounting Line when data entry is complete.</td>
</tr>
</tbody>
</table>

Remember to click save after completing each tab! The save button is located at the bottom of the e-doc screen.
General Ledger Pending Entries (GLPE) displays G/L transactions that are pending until the DI is complete and the G/L is updated. Information is presented on this tab, no action is required.

Pending Entries shown on this tab will go away after the e-doc status turns “Final” (one day after the Fiscal Officer’s date of approval). Before submitting the Distribution of Income and Expense, the GLPE tab will report that there are no pending entries. After the Distribution of Income and Expense is submitted, GLPE will look similar to the following:

![GLPE Table Example](image)

The GLPE will always show at least two entry lines for each account because Distribution of Income and Expense involves a change in the cash available.

In the example above, when the expense on 6013 object code is moved From 5101282 To 1100308:

- the account it is moved From now has more “cash”, as reflected in a debit to object code 1100 while
- the account the expense is moved To has less “cash”, shown by a credit to object code 1100.

Notes and Attachments is used to provide supplementary documentation regarding the Distribution of Income and Expense. Documentation might include a worksheet showing how the amount was determined, copies of original invoices, or memos requesting/approving the distribution of the income or expense. You can either type a note into the Note Text box by itself, or type a note and attach a file.

**NOTE: Although the Note field is marked with an asterisk (*), it is only required to be filled in when you attach a file.**

Click **add** when you have completed the Notes and Attachments tab.

![Notes and Attachments Example](image)

Remember to click **save** after completing each tab! The save button is located at the bottom of the e-doc screen.
Workflow will determine the routing of the e-doc once it is submitted. If you would like others to see the e-doc click show on the Ad Hoc Recipients tab.

Open the Ad Hoc Recipients Tab by clicking on show on that tab

A user can enter names into Ad Hoc Recipients to route the document to individuals outside the establish routing for approval (that will be seen in the Route Log tab).

Under Action Requested there are two choices: FYI and ACKNOWLEDGE

FYI does not require any action by the recipient.
ACKNOWLEDGE requires the recipient to open the e-doc. It does not delay the processing. However, the document will never reach its status of FINAL until the recipient asked to ACKNOWLEDGE has opened the e-doc.

SUBMITTING THE DISTRIBUTION OF INCOME AND EXPENSE
When you are ready to submit the DI, click the submit button at the bottom of the screen.
**Route Log** tells you where a document is in the workflow process. This is a helpful place to come back and see whether your transaction is complete. After submitting, it should look similar to the following.

![Route Log Example](image)