4.121 UH Project Fiscal Reports – KFS Monthly Expenditures Report

I. Overview

The KFS Monthly Expenditures Report provides detail transaction information for a specific project for the current month, and also provides the ability to review prior months. This report includes all transactions processed or posted in KFS. This report is updated on a daily basis (generally every morning).

II. Procedures

A. In UH Project Fiscal Reports – Project Reports, select Report Name: "KFS Monthly Expenditures Report".

B. Enter the project number in the Project Number field (i.e. 6100001).

C. The KFS Monthly Expenditures Report defaults to report information for the current month. To review a prior month, enter the desired period as MM/YYYY.

D. Click on the "Retrieve Report" button.

III. Contents

A. Sub-Account

In KFS, the five character sub-account is an optional element of the project account number that enables departments to monitor financial activity in detail.

B. Object Code

Separate object codes are assigned to account for each type of expenditure. Refer to Policy 4.010 Chart of Accounts.

C. Sub-Object

In KFS, a sub-object code may be assigned to the object code to provide project specific detail for the expenditure. The three character sub-object code is an optional element of the object code that allows the creation of a finer distinction within the particular object code.

D. Doc Type

Refer to the following chart for a list of common KFS Document Types for expenditure transactions.

Document Type	Description
ACHD	ACH Disbursement
AD	Advance Deposit
CCR	Credit Card Receipt
CHKD	Check Disbursement

Document Type	Description
DI	Distribution of Income and Expense
DVCA	Disbursement Voucher
ECST	Salary Expense Transfer for Effort Certification
GEC	General Error Correction
IB	Internal Billing
ICR	Indirect Cost Recovery
ND	Non-Check Disbursement
PAY	Labor – Normal Payroll Activity
PCDO	Procurement Card
PREQ	Payment Request
SB	Service Billing
ST	Salary Transfer
TF	Transfer Of Funds

E. Origin

The origin code represents the database source of the transaction.

Refer to the following chart for a list of common KFS Origin Codes.

Origin Code	Database Source
01	KFS
BN	Banner
CS	Cashiers
LC	Labor Corrections
MF	KFS Batch
P1	Payroll
RC	RCUH
TC	Telecom
TV	eTravel

F. Document Number

This is the applicable Document Number in KFS.

G. Description

This is the applicable Transaction Ledger Entry Description in KFS.

H. Document Date

This is the applicable Transaction Date in KFS.

I. Amount

This is the applicable Transaction Ledger Entry Amount in KFS.

IV. Relevant Documents

Policy 4.010 Chart of Accounts

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