Background

KFS 6 introduces a new Financial Processing eDoc called the Intra-Account Adjustment (IAA) document. The IAA is used to add sub-account and/or sub-object information for an existing transaction, transfer balances between sub-accounts or sub-object codes, or correct errors in sub-account and/or sub-object coding provided the transactions are within the same account and object code combination.

The IAA:

- Accounting line:
  - Includes the following fields:
    - Required Reference Number field to reference the original transaction eDoc number
    - Optional Line Description field
  - Account/Object code combination must balance for the From and To accounting lines
- Allows adjustment to:
  - Actual Balances (Balance Type AC) only
  - Income or Expense object codes (except Payroll object codes)
- Does not allow:
  - Changes to the account or object code
  - Adjustments to Cost Sharing sub-accounts (Sub-Account Type Code=CS)
- Can be initiated by any user and routes to the Fiscal Officer for approval
  - If the initiator is also the Fiscal Officer, no secondary Fiscal Officer approval is required

Getting Started

The IAA document is located in the Main Menu>Transactions>Financial Processing section:

The IAA document has only the standard financial transaction document tabs and does not have any unique tabs of its own.
The Accounting Lines tab is in the **From** and **To** format and includes the Required *Reference Number* field to reference the original eDoc number and Optional Line Description field.

The Account/Object code combination must balance for the **From** and **To** accounting lines. In the above example, the **From** accounting line #1, Account MA 3331432/Object Code 0724 Amount $100.00 balances to the **To** accounting line #1 MA 3331432/Object Code 0724 $50.00 and line #2 MA 3331432/Object Code 0724 $50.00.

After the IAA is successfully submitted the document routes to the Fiscal Officer for approval. In the following example the Initiator is also the Fiscal Officer on the account, therefore after the document is submitted the Fiscal Officer approves the IAA.
was completed, the Fiscal Officer approval was automatically logged and the Route Status=FINAL. No secondary Fiscal Officer approval was required.

The General Ledger Entry Lookup for IAA Document Number 2395819 displays the To and From entries and Generated Offset Entries to Object Code 8100.