



# **UNIVERSITY OF HAWAII**

# **Distribution of Income and Expense User Guide**

**Fiscal Services Office**

**June 2019**

# Table of Contents

Distribution of Income and Expense .....	3
Distribution of Income and Expense Workflow .....	3
Creating a Distribution of Income and Expense .....	4
Accounting Lines Tab.....	5
From Section.....	5
To Section .....	6
Capital Asset Related Tabs .....	7
General Ledger Pending Entries Tab .....	7
Distribution of Income and Expense Examples and Scenarios.....	8
Example 1 – Reallocate Security Deposit to Reimburse Expense .....	8
Example 2 – Distribute Monthly Postage Charges .....	12

## Distribution of Income and Expense

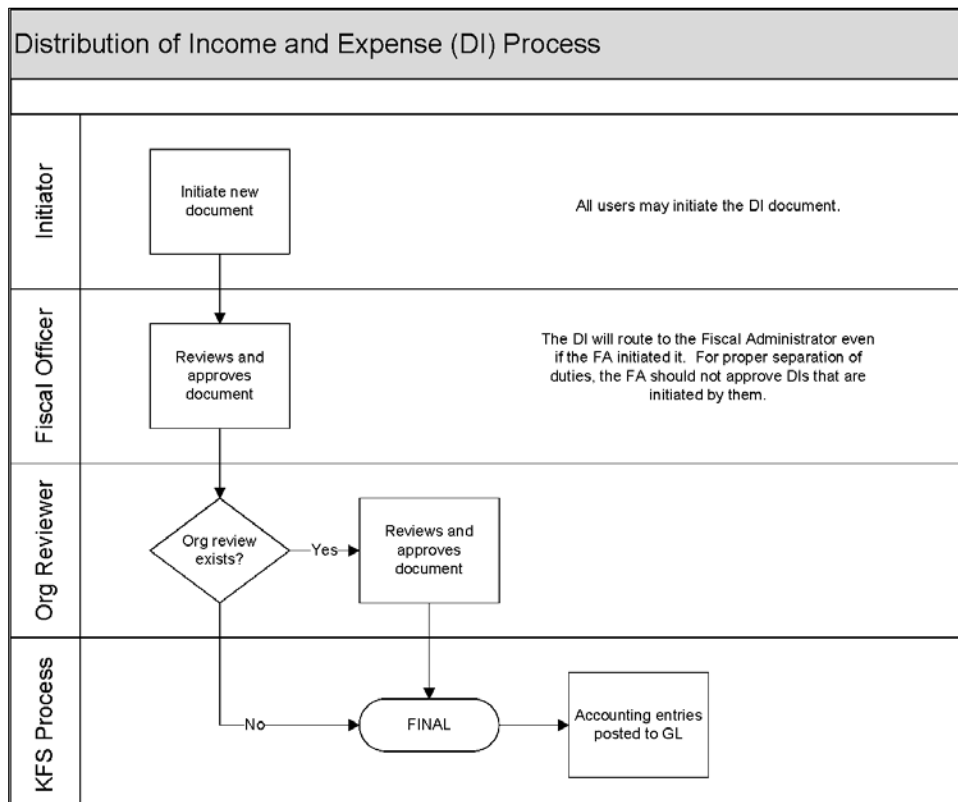
The Distribution of Income and Expense (DI) document allows you to distribute income or expenses from a holding account to one or more accounts when one account has incurred expenses or received income on behalf of one or more other accounts. It can also be used to move income, expenses, assets or liabilities to other sub-accounts, object codes, or sub-object codes.

The DI should not be used for the following transactions:

Transaction Description	Use Doc Type
To bill a department for interdepartmental goods or services provided. *SB eDoc is restricted to specified users and only authorized income accounts may be entered.	IB-Internal Billing or SB-Service Billing*
To correct errors for previously posted <b>non-labor</b> actual (Balance Type AC) transactions.	GEC-General Error Correction
To transfer funds (cash) between accounts as mandated by contractual agreements or to allocate unrestricted cash as authorized by the Hawaii State Legislature or other governing agency.	TF-Transfer of Funds
To correct or transfer salary and fringe benefit expenses from one account to one or more accounts.	ST-Salary Transfer

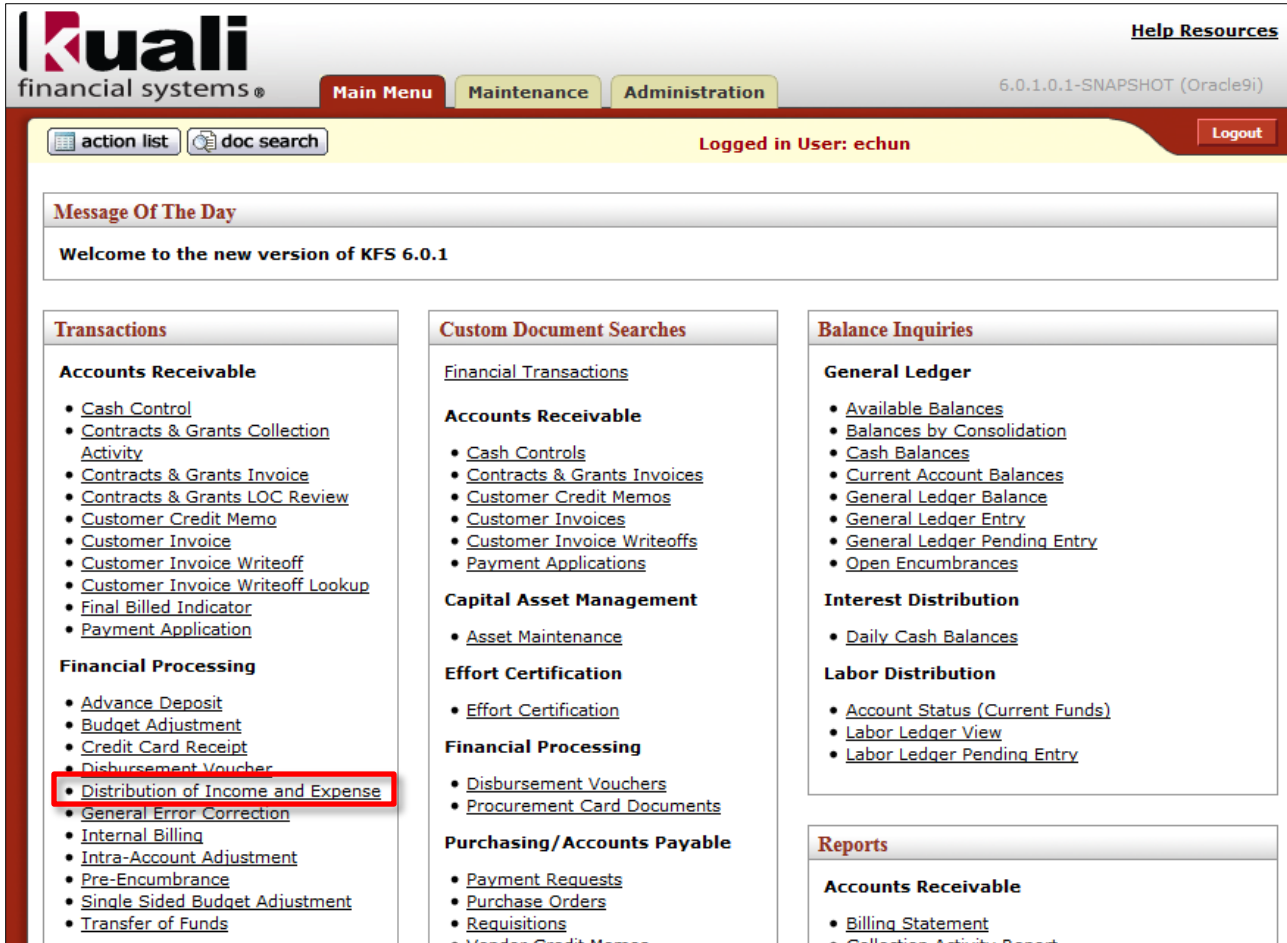
## Distribution of Income and Expense Workflow

The DI eDoc may be initiated by any Kualii Financial System (KFS) user, but the document will route to the Account Fiscal Administrator or Account Delegate for approval. Further approval may be required by an Organization Reviewer if established. The following diagram illustrates the general workflow of the DI document, including applicable KFS roles in the routing cycle and processing requirements of each.

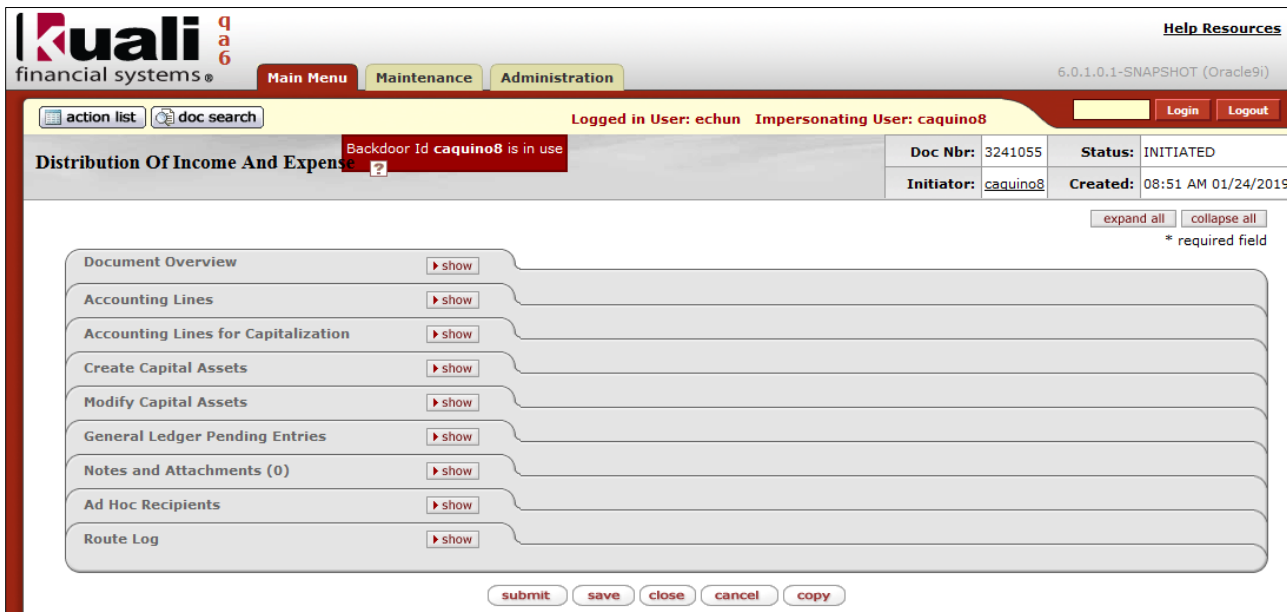


# Creating a Distribution of Income and Expense

To create a DI document, go to the Main Menu tab, Transactions menu group, Financial Processing sub-group and select Distribution of Income and Expense.



The DI eDoc contains the standard document header, 9 tabs, and 5 action buttons.



For more information about the standard document header, tabs, and workflow action buttons, please refer to the Standard KFS eDoc Layout User Guide.

## Accounting Lines Tab

The accounting information for the Distribution of Income and Expense is entered in the Accounting Lines tab. There are two sections in this tab: **From** and **To**.

The screenshot displays the 'Accounting Lines' tab interface. It features two main sections: 'From' and 'To'. Each section contains a table with the following columns: \* Chart, \* Account, Sub-Account, \* Object, Sub-Object, Project, Org Ref Id, \* Amount, and Actions. The 'From' section is highlighted with a red box, and the 'To' section is also highlighted with a red box. Both sections have a search icon next to each input field and an 'add' button in the Actions column. The 'From' section shows a \* Chart value of 'MA' and a \* Amount of '0.00'. The 'To' section also shows a \* Chart value of 'MA' and a \* Amount of '0.00'. There are also 'import lines' buttons in the top right of each section and a 'hide detail' button in the top right of the entire tab.

### From Section

Accounting lines entered in the **From** section of the document represents a **decrease** in income (revenue), expense, asset or liability.

- **Chart – (Required)** Select the Chart code from the Chart List. Default chart code is based on the initiator’s primary department chart code.
- **Account – (Required)** Enter the account number or search for it from the Account lookup.
- **Sub-Account – (Optional)** Enter the sub-account number or search for it from the Sub-Account lookup.
- **Object – (Required)** Enter the object code or search for it from the Object Code lookup.
  - Cash, Fund Balance, Labor (Salary, Hourly Wages, and Fringe Benefits), Transfer (Mandatory and Non-Mandatory), Budget, Assessment, and a few other object types and object sub-types are not allowed on this document.
- **Sub-Object – (Optional)** Enter the sub-object code or search for it from the Sub-Object Code lookup.
- **Project – (Optional)** Enter the project code or search for it from the Project Code lookup.
- **Org Ref Id – (Optional)** Enter reference data to further identify the transaction. (Limited to 8 characters).
- **Amount – (Required)** Enter the amount of this accounting line.
  - Negative amounts are not allowed.
- **Line Description – (Optional)** Enter Line Description data to further identify the transaction. (Limited to 40 characters).
  - The accounting line description data will be displayed in the GL inquiry instead of the Document Overview tab Description.
- **Actions – (Required)** Click the ‘add’ button to add the accounting line information.

## To Section

Accounting lines entered in the **To** section of the document represents an **increase** in income (revenue), expense, asset or liability.

- **Chart – (Required)** Select the Chart code from the Chart List. Default chart code is based on the initiator’s primary department chart code.
- **Account – (Required)** Enter the account number or search for it from the Account lookup.
- **Sub-Account – (Optional)** Enter the sub-account number or search for it from the Sub-Account lookup.
- **Object – (Required)** Enter the object code or search for it from the Object Code lookup.
  - Cash, Fund Balance, Labor (Salary, Hourly Wages, and Fringe Benefits), Transfer (Mandatory and Non-Mandatory), Budget, Assessment, and a few other object types and sub-types are not allowed on this document.
- **Sub-Object – (Optional)** Enter the sub-object code or search for it from the Sub-Object Code lookup.
- **Project – (Optional)** Enter the project code or search for it from the Project Code lookup.
- **Org Ref Id – (Optional)** Enter reference data to further identify the transaction. (Limited to 8 characters).
- **Amount – (Required)** Enter the amount of this accounting line.
  - Negative amounts are not allowed.
- **Line Description – (Optional)** Enter Line Description data to further identify the transaction. (Limited to 40 characters).
  - The accounting line description data will be displayed in the GL inquiry instead of the Document Overview tab Description.
- **Actions – (Required)** Click the ‘add’ button to add the accounting line information.

**Important Note:** For eDocs with Accounting Lines in the **From** and **To** format, accounting information can either be entered in both the From and To sections, or only in the From section or only in the To section, depending on the object codes used.

The following matrix displays the effects of using the From or To sections to increase or decrease an object type balance and the respective debit or credit code assigned to the accounting entries posted in the General Ledger.

Object Type Code	Object Type Name	Increase		Decrease	
		Debit or Credit?	Accounting Line	Debit or Credit?	Accounting Line
AS	ASSET	Debit	TO	Credit	FROM
LI	LIABILITY	Credit	TO	Debit	FROM
IN	INCOME-CASH	Credit	TO	Debit	FROM
EE	EXPENDITURE NOT EXPENSE	Debit	TO	Credit	FROM
EX	EXPENSE EXPENDITURE	Debit	TO	Credit	FROM

For example, to record a reallocation (decrease) of Student Housing security deposit (Object Type=LI-Liability) to reimburse (decrease) a repair expense (Object Type=EX-Expense Expenditure), both accounting lines would be entered in the **From** section to decrease both the security deposit liability and the repair expense. The General Ledger entries would show a Debit code (D) assigned to the accounting line with the Liability object code and a Credit code (C) assigned to the accounting line with the Expense object code.

Refer to the Distribution of Income and Expense Examples and Scenarios section for additional information.

## Capital Asset Related Tabs

When a capital asset object code is used in the Accounting Lines tab, the Accounting Lines for Capitalization, Create Capital Assets and Modify Capital Assets tabs are required to be completed. The tabs are used to create and/or modify single or multiple asset records related to the financial transaction.

Accounting Lines for Capitalization	<input type="button" value="show"/>
Create Capital Assets	<input type="button" value="show"/>
Modify Capital Assets	<input type="button" value="show"/>

For more information, please refer to the Capital Asset Management Financial Processing eDoc at:  
[http://www.fmo.hawaii.edu/financial\\_systems/upgrade/docs/Capitalization\\_Financial\\_Processing\\_eDoc.pdf](http://www.fmo.hawaii.edu/financial_systems/upgrade/docs/Capitalization_Financial_Processing_eDoc.pdf)

## General Ledger Pending Entries Tab

After the DI eDoc is saved or submitted, the General Ledger Pending Entries tab displays the transactions that are to be posted to the General Ledger (GL) when the document is fully approved and the GL batch process has run.

General Ledger Pending Entries <input type="button" value="hide"/>												
Seq #	Fiscal Year	Chart	Account	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2019	MA	2262962	----	9230	---	-----	DI	AC	LI	100.00	D
2	2019	MA	2262962	----	8100	---	-----	DI	AC	AS	100.00	C
3	2019	MA	2289252	----	5800	---	-----	DI	AC	EX	100.00	C
4	2019	MA	2289252	----	8100	---	-----	DI	AC	AS	100.00	D

In addition to the entries created by the user, the General Ledger Pending Entries tab includes system-generated offset transactions to the Cash Object Code 8100.

After the batch process has been run, the general ledger pending entries are removed from this tab.

# Distribution of Income and Expense Examples and Scenarios

## Example 1 – Reallocate Security Deposit to Reimburse Expense

DI eDoc number 3241055 was processed to reallocate \$100.00 of security deposit to offset repairs for room damage.

The screenshot displays the Kualifinancial systems interface. At the top, the logo 'Kuali financial systems' is visible along with navigation tabs for 'Main Menu', 'Maintenance', and 'Administration'. The user is logged in as 'echun' and impersonating 'akozai'. The document title is 'Distribution Of Income And Expense'. The document number is 3241055, status is FINAL, and it was created on 01/24/2019 at 08:51 AM. The description is '023 Reallocate Security Dep to Repairs' and the explanation is 'To reallocate security deposit to offset repairs for room damage.' The total amount is \$200.00. The accounting lines section shows two entries: one for 'TENANT SECURITY DEPOSIT' (9230 DEPOSITS PAYABLE) and another for 'MAINTENANCE' (5800 R&M, OTHER), both with amounts of \$100.00.

From	Chart	Account	Sub-Account	Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	MA UH-Manoa	2262962 TENANT SECURITY DEPOSIT		9230 DEPOSITS PAYABLE				100.00	
Line Description									
2	MA UH-Manoa	2289252 MAINTENANCE		5800 R&M, OTHER				100.00	
Line Description									
								<b>Total: 200.00</b>	
To									
<b>Total: 0.00</b>									

### Document Header

- **Doc Nbr:** 3241055-KFS generated document number.
- **Status:** FINAL-eDoc is fully approved, no pending approval or acknowledgement requests.
- **Initiator:** caquino8-UH username of person initiating eDoc.
- **Created:** 08:51 AM 01/24/2019-Time and Date eDoc was initiated.

### Document Overview tab

- **Description:** Starts with the 3 digit Fiscal Office Code of 023 followed by a brief description of the transaction.
- **Explanation:** Includes more detailed description of the transaction.
- **Total Amount:** \$200.00 is the same as the total amount of the accounting lines.

### Accounting Lines tab

- **From** section was completed with the required fields Chart, Account, Object and Amount for **both** transactions. The optional fields including the Line Description were left blank.
  - Both transactions were entered in the **From** section to record a decrease in the Deposits Payable liability and Repairs and Maintenance expense.
- **To** section does not contain any transactions, Total: 0.00.
- **The Accounting Lines From Total** of \$200.00 is the same as the Total Amount in the Document Overview tab.



Capital Asset Related tabs were not completed since capital asset object codes were not used in the transactions.

**General Ledger Pending Entries tab**

Accounting Lines for Capitalization												
Create Capital Assets												
Modify Capital Assets												
General Ledger Pending Entries												
General Ledger Pending Entries												
Seq #	Fiscal Year	Chart	Account	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2019	MA	2262962	-----	9230	---	-----	DI	AC	LI	100.00	D
2	2019	MA	2262962	-----	8100	---	-----	DI	AC	AS	100.00	C
3	2019	MA	2289252	-----	5800	---	-----	DI	AC	EX	100.00	C
4	2019	MA	2289252	-----	8100	---	-----	DI	AC	AS	100.00	D

- **Sequence #1** displays the **From accounting line 1** Chart=MA, Account=2262962, Object Code=9230, Amount=\$100.00 and additional fields:
  - **Fiscal Year**=2019-Current Fiscal Year.
  - **Doc Type**=DI-Distribution of Income and Expense.
  - **Balance Type**=AC-Actual.
  - **Object Type**=LI-Liability.
  - **Debit/Credit Code**=D-Debit [Debit to a Liability Object Code records a decrease in the liability balance\*].
- **Sequence #2** displays the system generated offset entry with the same information as Sequence #1 except for:
  - **Object Code**=8100 Cash (Claim on Cash).
  - **Object Type**=AS-Asset.
  - **Debit/Credit Code**=C-Credit [Credit to an Asset Object Code records a decrease in the asset balance\*].
- **Sequence #3** displays the **From accounting line 2** Chart=MA, Account=2289252, Object Code=5800, Amount=\$100.00 and additional fields:
  - **Fiscal Year**=2019-Current Fiscal Year.
  - **Doc Type**=DI-Distribution of Income and Expense.
  - **Balance Type**=AC-Actual.
  - **Object Type**=EX-Expense Expenditure.
  - **Debit/Credit Code**=C-Credit [Credit to an Expense Object Code records a decrease in the expense balance\*].
- **Sequence #4** displays the system generated offset entry with the same information as Sequence #3 except for:
  - **Object Code**=8100 Cash (Claim on Cash).
  - **Object Type**=AS-Asset.
  - **Debit/Credit Code**=D-Debit [Debit to an Asset Object Code records an increase in the asset balance\*].

\*Refer to the matrix on page 6 that displays the effects of using the From or To sections to increase or decrease an object type balance and the respective debit or credit code assigned to the accounting entries posted in the General Ledger.

## Route Log tab

Notes and Attachments (0)

Ad Hoc Recipients

Route Log

**Route Log** Backdoor Id akozai is in use

ID: 3241055

<b>Title</b>	Distribution Of Income And Expense - 023 Reallocate Security Dep to Repairs		
<b>Type</b>	Distribution Of Income And Expense	<b>Created</b>	08:51 AM 01/24/2019
<b>Initiator</b>	Aquino, Carolyn	<b>Last Modified</b>	09:12 AM 01/24/2019
<b>Route Status</b>	FINAL	<b>Last Approved</b>	09:12 AM 01/24/2019
<b>Node(s)</b>	SubFund	<b>Finalized</b>	09:12 AM 01/24/2019

**Actions Taken**

	Action	Taken By	For Delegator	Time/Date	Annotation
	SAVED	Aquino, Carolyn		09:04 AM 01/24/2019	
<input type="button" value="show"/>	COMPLETED	Aquino, Carolyn		09:06 AM 01/24/2019	
<input type="button" value="hide"/>	APPROVED	Kozai, Aileen	Aquino, Carolyn	09:12 AM 01/24/2019	
<input type="button" value="hide"/>	APPROVE	Aquino, Carolyn		09:06 AM 01/24/2019	KFS-SYS Fiscal Officer MA 2262962
	APPROVE	Kozai, Aileen (Secondary Delegate)		09:06 AM 01/24/2019	Delegation of: KFS-SYS Fiscal Officer MA 2262962 to principal akozai
<input type="button" value="hide"/>	APPROVE	Aquino, Carolyn		09:06 AM 01/24/2019	KFS-SYS Fiscal Officer MA 2289252
	APPROVE	Kozai, Aileen (Secondary Delegate)		09:06 AM 01/24/2019	Delegation of: KFS-SYS Fiscal Officer MA 2289252 to principal akozai

**Future Action Requests**

**Log Action Message**

**Action Message**

- **ID: 3241055**-KFS generated DI document number
  - **Route Status:** FINAL-Financial documents in Final status affect the General Ledger.
  - **Finalized:** 09:12 AM 01/24/2019-Time and Date eDoc reached FINAL status.
- **Actions Taken**
  - **COMPLETED:** Taken By Aquino, Carolyn (Fiscal Officer/Administrator for MA 2262962 and MA 2289252), Time/Date 09:06 AM 01/24/2019-Time and Date Initiator submitted the DI.
  - **APPROVED:** Taken By Kozai, Aileen (Secondary Account Delegate for MA 2262962 and MA 2289252), For Delegator Aquino, Carolyn (Fiscal Officer/Administrator for MA 2262962 and MA 2289252), Time/Date 09:12 AM 01/24/2019-Time and Date Secondary Account Delegate approved the DI.

**Note:** Because the Initiator is also the Fiscal Officer/Administrator for the accounts, the Fiscal Officer approval was done by the account delegate to ensure separation of duties.

**For more information about the standard document header, tabs, and workflow action buttons, please refer to the Standard KFS eDoc Layout User Guide.**

The **General Ledger Entry Lookup** for Document Number 3241055 returned 4 items for DI 3241055 finalized on 01/24/19. The 4 records returned are the entries displayed in the General Ledger Pending Entries tab that have posted to the General Ledger.

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financial systems

Main Menu Maintenance Administration

action list doc search

General Ledger Entry Lookup

Fiscal Year: 2019 Document Type: [ ]  
 Chart Code: [ ] Origin Code: [ ]  
 Account Number: [ ] **Document Number: 3241055**  
 Sub-Account Number: [ ] Organization Document Number: [ ]  
 Object Code: [ ] Project Code: [ ]  
 Sub-Object Code: [ ] Organization Reference Id: [ ]  
 Balance Type Code: [ ] Reference Document Type Code: [ ]  
 Object Type Code: [ ] Reference Origin Code: [ ]  
 Fiscal Period: 07 Reference Document Number: [ ]  
 Pending Entry Approved Indicator:  No  Approved  All Debit/Credit View:  Include  Exclude

search clear cancel

4 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Fiscal Period	Document Type	Origin Code	Document Number	Transaction Ledger Entry Description	Transaction Ledger Entry Amount	Debit Credit Code	Transaction Date	Organi Doc Num	ending Entry approved indicator
2019	MA	2289252	-----	5800	---	AC	EX	07	DI	01	3241055	023 Reallocate Security Dep to Repairs	100.00	C	01/24/2019		
2019	MA	2262962	-----	8100	---	AC	AS	07	DI	01	3241055	TP Generated Offset	100.00	C	01/24/2019		
2019	MA	2289252	-----	8100	---	AC	AS	07	DI	01	3241055	TP Generated Offset	100.00	D	01/24/2019		
2019	MA	2262962	-----	9230	---	AC	LI	07	DI	01	3241055	023 Reallocate Security Dep to Repairs	100.00	D	01/24/2019		

For more information about the General Ledger Entry Lookup, please refer to the General Ledger Balance Inquiries User Guide.

## Example 2 – Distribute Monthly Postage Charges

DI eDoc number 3241056 was processed to distribute the monthly postage charges from the Auxiliary Mailroom to the Human Resources Department for items processed by the mailroom during the month of December 2018.

**Document Header**

Doc Nbr:	3241056	Status:	FINAL
Initiator:	echun	Created:	09:15 AM 01/24/2019

**Document Overview**

* Description:	018 Postage Recharge Dec 2018	Explanation:	To distribute monthly postage charges for the month of DEC 2018 for Mail Code 235.
Organization Number:			
Financial Document Detail		Total Amount:	10.00

**Accounting Lines**

Accounting Lines									
From									
* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
MA UH-Manoa	2258992 TUITION F&O AUXILIARY MAILROOM		3700 POSTAGE				10.00		
Line Description									
							Total: 10.00		
To									
* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
MA UH-Manoa	2254672 AFO CENTRAL HUMAN RESOURCES		3700 POSTAGE				10.00		
Line Description									
							Total: 10.00		

### Document Header

- **Doc Nbr:** 3241056-KFS generated document number.
- **Status:** FINAL-eDoc is fully approved, no pending approval or acknowledgement requests.
- **Initiator:** echun-UH username of person initiating eDoc.
- **Created:** 09:15 AM 01/24/2019-Time and Date eDoc was initiated.

### Document Overview tab

- **Description:** Starts with the 3 digit Fiscal Office Code of 018 followed by a brief description of the transaction.
- **Explanation:** Includes more detailed description of the transaction.
- **Total Amount:** \$10.00 is the same as the accounting lines **From** and **To** Totals.

### Accounting Lines tab

- **From** section was completed with the required accounting information for the postage expense to be distributed from Auxiliary Mailroom. The optional fields including the Line Description were left blank.
- **To** section was completed with the required accounting information for the postage expense to be distributed to Human Resources. The optional fields including the Line Description were left blank.

## General Ledger Pending Entries tab

General Ledger Pending Entries												
Seq #	Fiscal Year	Chart	Account	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2019	MA	2258992	-----	3700	---	-----	DI	AC	EX	10.00	C
2	2019	MA	2258992	-----	8100	---	-----	DI	AC	AS	10.00	D
3	2019	MA	2254672	-----	3700	---	-----	DI	AC	EX	10.00	D
4	2019	MA	2254672	-----	8100	---	-----	DI	AC	AS	10.00	C

- **Sequence #1** displays the **From accounting line 1** Chart=MA, Account=2258992, Object Code=3700, Amount=\$10.00 and additional fields:
  - **Fiscal Year**=2019-Current Fiscal Year.
  - **Doc Type**=DI-Distribution of Income and Expense.
  - **Balance Type**=AC-Actual.
  - **Object Type**=EX-Expense Expenditure.
  - **Debit/Credit Code**=C-Credit [Credit to an Expense Object Code records a **decrease** in the expense balance\*].
- **Sequence #2** displays the system generated offset entry with the same information as Sequence #1 except for:
  - **Object Code**=8100 Cash (Claim on Cash).
  - **Object Type**=AS-Asset.
  - **Debit/Credit Code**=D-Debit [Debit to an Asset Object Code records an increase in the asset balance\*].
- **Sequence #3** displays the **To accounting line 1** Chart=MA, Account=2254672, Object Code=3700, Amount=\$10.00 and additional fields:
  - **Fiscal Year**=2019-Current Fiscal Year.
  - **Doc Type**=DI-Distribution of Income and Expense.
  - **Balance Type**=AC-Actual.
  - **Object Type**=EX-Expense Expenditure.
  - **Debit/Credit Code**=D-Debit [Debit to an Expense Object Code records an **increase** in the expense balance\*].
- **Sequence #4** displays the system generated offset entry with the same information as Sequence #3 except for:
  - **Object Code**=8100 Cash (Claim on Cash).
  - **Object Type**=AS-Asset.
  - **Debit/Credit Code**=C-Credit [Credit to an Asset Object Code records a decrease in the asset balance\*].

\*Refer to the matrix on page 6 that displays the effects of using the From or To sections to increase or decrease an object type balance and the respective debit or credit code assigned to the accounting entries posted in the General Ledger.

For more information about the standard document header, tabs, and workflow action buttons, please refer to the Standard KFS eDoc Layout User Guide.

The **General Ledger Entry Lookup** for Document Number 3241056 returned 4 items for DI 3241056 finalized on 01/24/19. The 4 records returned are the entries displayed in the General Ledger Pending Entries tab that have posted to the General Ledger.

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Main Menu Maintenance Administration

action list doc search

**General Ledger Entry Lookup**

Fiscal Year: 2019 Document Type: [ ]  
 Chart Code: [ ] Origin Code: [ ]  
 Account Number: [ ] **Document Number: 3241056**  
 Sub-Account Number: [ ] Organization Document Number: [ ]  
 Object Code: [ ] Project Code: [ ]  
 Sub-Object Code: [ ] Organization Reference Id: [ ]  
 Balance Type Code: [ ] Reference Document Type Code: [ ]  
 Object Type Code: [ ] Reference Origin Code: [ ]  
 Fiscal Period: 07 Reference Document Number: [ ]  
 Pending Entry Approved Indicator:  No  Approved  All Debit/Credit View:  Include  Exclude

search clear cancel

4 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Fiscal Period	Document Type	Origin Code	Document Number	Transaction Ledger Entry Description	Transaction Ledger Entry Amount	Debit Credit Code	Transaction Date	Organi Doc Num	ending entry approved indicator
2019	MA	2254672	-----	3700	---	AC	EX	07	DI	01	3241056	018 Postage Recharge Dec 2018	10.00	D	01/24/2019		
2019	MA	2254672	-----	8100	---	AC	AS	07	DI	01	3241056	TP Generated Offset	10.00	C	01/24/2019		
2019	MA	2258992	-----	3700	---	AC	EX	07	DI	01	3241056	018 Postage Recharge Dec 2018	10.00	C	01/24/2019		
2019	MA	2258992	-----	8100	---	AC	AS	07	DI	01	3241056	TP Generated Offset	10.00	D	01/24/2019		

For more information about the General Ledger Entry Lookup, please refer to the General Ledger Balance Inquiries User Guide.