



# TT & GL: Transaction Types and General Ledger

Overview and demonstration of setting up KSA's  
Transaction Types and the General Ledger.

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# KSA System Configuration

- KSA works with KFS by default
- Defines special top level default information that is specific to each institution.
  - Examples:
    - Institution's Name, address and phone number
    - How the SSN or Student ID should display
    - Preferred processing for refunding, cash tracking, payment application, general ledger, recognition year etc.
    - Preferred transaction start /end dates
    - General Ledger Transmission preferences

# KSA General Ledger Types

- Defines special top level default Asset GL account numbers that are automatically used in the General Ledger processing and are NOT defined in the Transaction Types.
  - Only requires Description, Asset GL account number and Debit/Credit
  - Examples:
    - SAR Student Accounts Receivable
    - TPC Third-Party Billing Contracts (TP)
    - PP Payment Plans (Payment Billing)

# KSA – Transaction Types

- Defines critical default attributes for Payments and Charges that are used throughout processing in KSA.
- Makes it easier for the end user to not have to be concerned with Debit vs. Credit or GL account numbers
- Provides accurate transactions/reporting to the General Ledger



# Two Basic Types of Transactions

- Payment Types – forms of payments that might be paid toward a student's charges.
- Charge Types – the many various types of charges that could be assessed to a student such as: Tuition, Room & Board, and misc. fees

# Transaction Types are Versioned

- A single transaction type can be versioned over time.
- The same “code” can be reused in different time periods.
- Anything about the type can be altered:
  - GL breakdown
  - What it is allowed to pay
  - Statement text,
  - Etc.

# Make New from Model

- Provides a way of re-using a TT when pertinent attributes such as a General Ledger account might need to be changed rather than adding a new TT.
  - Duplicates the original TT attributes for ease of modification.
  - A sequential sub-code or version is automatically assigned.

# Make New from Model - Dates

- Begin and End dates are used to prevent overlap of a transaction type protecting the validity of the use.
- When a Start date is changed documentation of the reason for the change is required.
  - A warning is provided with the potential number of transactions that would be affected by this change.
- The prior version's End date is automatically populated to the day before the Start date of the new version.
- The Effective date of a payment or charge is compared to the TT dates to enforce the appropriate version's attributes.



# Default General Ledger Breakdown

- Defines the General Ledger account number(s) that are to be used by the TT.
  - Ability to define 1 or more GL accounts
    - 2 or more would result in “splitting” the TT amount over the designated account numbers.
  - When entering multiple GL account numbers, the desired percentages are entered for the first account(s) and a 0% for the last account.
    - This results in applying the “remainder” to that account which avoids losing pennies when a transaction amount is not even \$\$
    - Prevents unbalanced GL entries

# Default Clearing Period

- Defines the length of time for a particular payment type to clear for processing.
  - Example: Personal checks might carry a 10 day clearing period to ensure that the check is not returned as insufficient funds.
  - Defaults to no clearing period if not specified
  - Prevents refunding until clearing period has passed

# Credit Permission (payment)

- Used specifically with Payment Application which defines what charges can be paid by the payment type.
  - Masking is used for identifying 1 or many charge TT's to allow or “not” allow payment application.
    - Examples:
      - A non-refundable registration deposit can only pay the registration fee.
      - Financial aid can only pay allowable charges.
      - A book award can only pay bookstore charges.
      - A cash payment can pay “anything”, but it should pay tuition first.

# Priority (payment types)

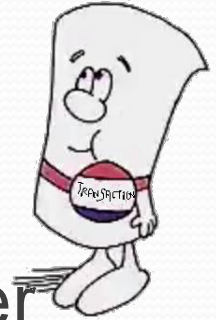
- This value is used if there are multiple payments to be processed during Payment Application.
  - Payment types with the highest priority are applied to charges first.
    - Title IV payments would most likely carry a higher priority than Cash payment types so that they would be applied to allowable charges first.
  - If there are payment types with the same or equal priority, the payment is applied to the charges in date sequence earliest being first.

# Priority (charge types)

- This value is used if there are multiple charges to be processed during Payment Application.
  - Charge types with the highest priority are basically paid first.
  - The effective date of the transaction is used in the payment application rules to apply the institution's preference for paying charges with the same priority.

# Tags

I am:  
A payment  
that the IRS  
considers  
cash, AND I  
am a money  
order.



- Associates additional attributes that are user defined to the transaction type for later processing.
  - A CASH tag might be helpful so that later the transactions would be included in the Form 8300 reporting.
  - A FINAID tag is useful with Payment Application rules to identify Financial Aid payments, as well as applying the maximum of \$200 to prior year charges.

# Is Refundable?

- Is the payment type considered to be all or partially refundable when a credit balance exists.
  - Defaults to unchecked or non-refundable
    - For example: Non-refundable Registration deposits.
  - When checked, the payment's unallocated amount will be considered in the potential refund processing.
  - Works in conjunction with the Refund Rules

# Refund Rules – to Source

- Defines the rules for determining how a refund for the TT is to be processed.
  - All refunds are subject to the Clearing Period
  - When NO refund rule is defined for a refundable TT it defaults to student.
- Example – Credit cards are refunded to source for 45 days

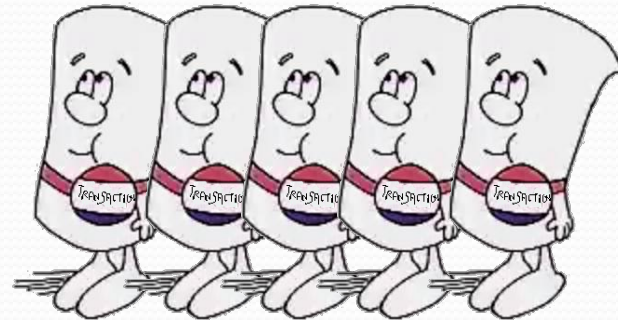


# GL – Make Effective

- This process goes out and gathers transactions in the accounts that have not yet been processed to the General Ledger
  - (General Ledger Entry=Not Generated).
  - Creates the double entry GL transactions based on the TT setup
    - From GL types and the Default GL Breakdown
  - Batches them in a Queued status for optional review

# GL - Pending

- These “queued” transactions are grouped by GL account number and can be easily reviewed for accuracy. However, they are NOT updateable.
  - Transactions are displayed including the GL Type (SAR, TPC etc.) along with GL Breakdown account numbers
  - Each entry references the Originating account for problem solving if necessary



# GL – Export Pending

- This process batches the queued (pending) transactions and assigns them to a unique batch number in preparation for loading the batch into the school's Financial System.
  - Transactions are changed from Queued status to a Complete status
  - Select + to view a Summary of GL accounts that are included in the batch
  - Select on the generated batch number to drill down to view the detail if desired (same type view as pending)

# GL – Download to XML

- Once the “batched” transactions have been approved for loading to the Financial System, they are downloaded to an XML file.
- User selects the location for the downloaded file to reside for further processing.



```
<?xml version="1.0" encoding="UTF-8" standalone="true"?>
- <batch xmlns="http://www.kuali.org/kfs/gl/collector">
  - <header>
    <chartOfAccountsCode>01</chartOfAccountsCode>
    <organizationCode>KS</organizationCode>
    <transmissionDate>2013-11-01-04:00</transmissionDate>
    <batchSequenceNumber>5847476406813521946</batchSequenceNumber>
    <personUserId>admin</personUserId>
    <emailAddress>bursar@sigmauniversity.edu</emailAddress>
    <campusCode>01</campusCode>
    <phoneNumber>8882345678</phoneNumber>
    <mailingAddress>1000 Campus ave UMD 20009</mailingAddress>
    <departmentName>Bursar</departmentName>
  </header>
  - <glEntry>
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    <chartOfAccountsCode>01</chartOfAccountsCode>
    <accountNumber>0131120</accountNumber>
    <objectCode>1326</objectCode>
    <balanceTypeCode>TR</balanceTypeCode>
    <universityFiscalAccountingPeriod>13</universityFiscalAccountingPeriod>
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    <originationCode>KS</originationCode>
    <documentNumber>KSAJV50050</documentNumber>
    <transactionLedgerEntryDescription>KSA General Ledger Transaction</transactio
    <transactionLedgerEntryAmount>520</transactionLedgerEntryAmount>
    <debitOrCreditCode>D</debitOrCreditCode>
    <transactionDate>2013-11-01</transactionDate>
  </glEntry>
  - <glEntry>
    <universityFiscalYear>2013</universityFiscalYear>
    <chartOfAccountsCode>01</chartOfAccountsCode>
    <accountNumber>8888880</accountNumber>
```

# Let's take a closer look!



**kuali.s**  
student accounts