KUALI BASICS

Presented by Campus Services

Colorado State University

Campus Services

Campus Services, a financial customer services unit within Business and Financial Services, partners with the campus community by providing professional, knowledgeable and responsible business and financial solutions.

Overview

- Overview of Kuali

- Screen Layout/Document Overview

- Fiscal Roles/Responsibilities

- Action List

- Document Search

- Employee Starting or Leaving

- Logging In from Off Campus

Overview of Kuali Financial System (KFS)

■ Developed by and for Higher Education

■ Consolidated financial system

■ Workflow - electronic routing approval process

■ Built in checks and balances thus reducing mistakes

■ Creates audit trail

■ System of Record (support needs to be attached to all entries and should be in PDF format)

KFS Document Terminology

- Disbursement Voucher (DV)

- Distribution of Income and Expense (DI)

- General Error Correction (GEC)

- Internal Order (IO)

- Internal Billing (IB)

- Procurement Card (Pcard)

- Travel Authorization (TA)

- Travel Reimbursement (TR)

- Account / Sub-Account

- Object Code / Sub-Object Code

SCREEN LAYOUT & DOCUMENT OVERVIEW

kuali | Financials

Home Buttons

Home Screen

Action List

Doc Search

Summer ▾

⚠ This is a test environment

Back Door | Login

Action List

Document Search

Current User

HOME

Home

Jump to... Ctrl+K

MESSAGE OF THE DAY

ACCOUNTING

ACCOUNTS RECEIVABLE
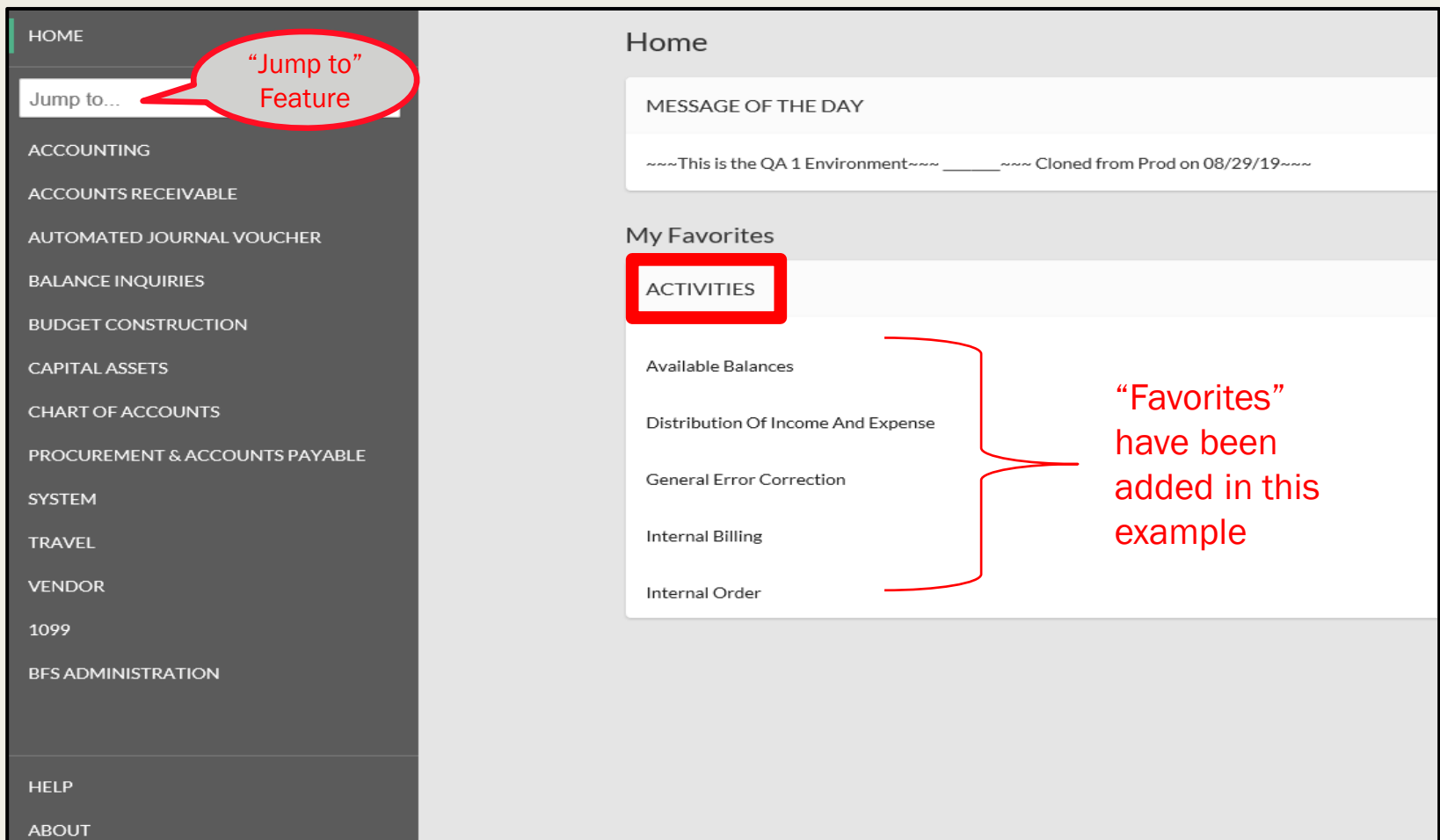
~~~This is the QA 1 Environment~~~ _____~~~ Cloned from Prod on 08/29/19~~~

AUTOMATED JOURNAL VOUCHER

BALANCE INQUIRIES

My Favorites

Bookmarked Favorites

⚙

BUDGET CONSTRUCTION

CAPITAL ASSETS

ACTIVITIES

CHART OF ACCOUNTS

PROCUREMENT & ACCOUNTS PAYABLE

Advance Deposit

SYSTEM

TRAVEL

Available Balances

VENDOR

Cash Receipt

1099

BFS ADMINISTRATION

General Error Correction

Internal Billing

Menu Options

Internal Order

HELP

ABOUT

Collapse Navigation Button

Collapse Navigation ‹

Adding Favorites in Kuali 7.0

- Select an area from the Main Menu and then you'll see 1, 2 or 3 boxes: Activities, Reference or Administration. (EX: Accounting)

- "Favorites" can be bookmarked by clicking on the ♡ Icon when you hover over a Document Name or other activity. (EX: General Error Correction)

Screen Layout for Documents

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- Each option on the main menu is setup virtually the same
  - *Document Header – document number, initiator, created, status (shown at a minimum)*
    - Some documents have additional items
  - *Document Body – layered stack of tabs, each tab will be tailored to the individual tasks to be performed*

Standard Transaction Tabs

- **Document Overview** – Description, Explanation, Org Doc

- **Accounting Lines** – enter details of transaction including account number, object code, amount

- **General Ledger Pending Entries** –pending entries display <u>after</u> saving or submitting the document

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◉ Action List　🔍 Doc Search　👤 Summer ▾

⚠ This is a test environment

Back Door ID　| Login |

General Error Correction ⓘ

Doc Nbr : 20325050
Initiator : sleaming@colostate.edu

Status : INITIATED
Created : 10:04 AM 09/23/2019

| EXPAND ALL | COLLAPSE ALL |

DOCUMENT OVERVIEW　⌄

ACCOUNTING LINES ⓘ Import Templates　⌄

ACCOUNTING LINES FOR CAPITALIZATION　⌄

CREATE CAPITAL ASSETS　⌄

MODIFY CAPITAL ASSETS　⌄

GENERAL LEDGER PENDING ENTRIES　⌄

NOTES AND ATTACHMENTS (0)　⌄

AD HOC RECIPIENTS　⌄

ROUTE LOG　⌄

Submit　Save　Close　Cancel　Copy

Standard Tabs

- **Notes and Attachments** – additional notes and documentation, or system generated remarks

- **Ad Hoc Recipients** – allows the user to interrupt the normal workflow routing to include additional individuals not in the routing path

- **Route Log** – displays workflow status details

Document Overview

Required fields marked with an asterisk * for most documents

- **Description** – appears in the action list and in doc search, maximum 40 characters

- **Explanation** – enter *detailed* purpose or justification, maximum of 400 characters

- **Org. Doc. #** - optional user-defined document number

- **Total Amount** – this field populates after the document has been saved or submitted

General Error Correction ❓

Doc Nbr : 20325050
Initiator : sleaming@colostate.edu
Status : INITIATED
Created : 10:04 AM 09/23/2019

EXPAND ALL   COLLAPSE ALL

DOCUMENT OVERVIEW ⌃

OVERVIEW

* Description :
Organization Document Number :
Explanation :

FINANCIAL DOCUMENT DETAIL

Total Amount :

Accounting Lines

- **Chart Code** - defaults to CO

    - *PB-CSU Pueblo, CO-CSU Fort Collins, BG-System Office, GC-CSU Global*

    - *CR,GR,OT are Central use only*

- **Account Number** - enter account number or do a search

- **Object Code** - enter object code

- **Amount** - negative amounts are not allowed (exceptions to this rule are Cash Receipts and Internal Billing)

- **Ref Origin Code** – Will mostly use 01 (KFS), but if you have questions contact Campus Services

- **Reference Number** – cannot have spaces, but can be whatever number or word is most applicable

Other Lines

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- **Add** – click button and required fields will populate, a blank accounting line will appear above the added entry

- **Important Note** - the total debits and credits must net to zero or error message will appear when clicking save or submit

Sub Accounts/Sub Objects/Projects

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Optional user defined fields

- **Sub Account** – allows tracking of activity within a particular account at a finer level of detail

- **Sub Object Code** – finer distinction within a particular object code on an account

- **Project Code** – assigns an identifier to transactions that may span multiple accounts

Help Icon

- **Help Feature** - access to help navigation is available by clicking on the Help Icon, a description of the screen you are in will appear.

General Error Correction

Field Lookup

- **Field Lookup** – allows you to lookup reference table information and displays a list of valid values for you to select from

1. Fill in one or more search criteria, or leave blank to retrieve all data

2. Symbols * and % may be used as wildcards

3. Click Search

Field Lookup (cont.)

- List of applicable values displays, you may do one of the following:

  - *Return value – returns line information to the main document*

  - *Cancel – directed back to main document*

  - *Sort - click name of column to sort retrieved values*

General Ledger Pending Entries

- Displays actual line items in the entry that will be posted to the General Ledger once the document has been saved.

- This tab will contain the message "There are currently no General Ledger Pending Entries associated with the Transaction Processing Document" when the document has not been saved or is final

GENERAL LEDGER PENDING ENTRIES

GENERAL LEDGER PENDING ENTRIES

There are currently no General Ledger Pending Entries associated with this Transaction Processing document.

Notes and Attachments

- Displays user notes, attachments, or system-generated remarks about the document

- **Posted Timestamp and Author -** display only

- **Note Text** – required if adding to this tab

- **Attached File** – optional, similar to attaching a file in email
  - *Use PDF files for attachments*

- Click "**add**" to include your notes to the document

Ad-Hoc Recipients

- Allows interruption of the normal workflow routing of document to include **additional** individuals or workgroups in routing path

- * Action Requested
  - *Acknowledge* - *allows entry to process and post if ad hoc recipient does not acknowledge*
  - *Approve* - *holds up entry before posting*
  - *FYI* - *allows entry to process and post if ad hoc recipient does not FYI*

Ad-Hoc Recipients

- **Person Requests:**
  - *Enter the KFS username*
    - *OR*
  - *Click the magnifying glass for the Person Lookup screen – enter search criteria and click **Search**. Click the **Return Value** link for desired person*

- Select **Action Requested:** Approve, Acknowledge, Complete or FYI

- Click "**Add**" in the Actions column to add the current line

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AD HOC RECIPIENTS

PERSON REQUESTS

*PERSON	*ACTION REQUESTED	ACTIONS
🔍	APPROVE ▾	ADD

AD HOC GROUP REQUESTS

*NAMESPACE CODE	*NAME	*ACTION REQUESTED	ACTIONS
	🔍	APPROVE ▾	ADD

Ad-Hoc Recipients

- Ad Hoc Group Requests:

    Namespace Code - automatically populates after a group is selected

    Name – enter workgroup name or click magnifying glass to search for a specific workgroup

- Click **add** in the Actions column to add the current line

Route Log

- Route Log tab displays details on workflow status, actions taken and approvals still needed

Document Actions – Basic Operations

Select document link from main menu, complete required tabs then choose the appropriate action as listed below:

- **Submit** – message will appear in top left of screen indicating successful submission

  - *automatic error checking prevents inaccurate or incomplete documents from being submitted and a message will appear indicating problem(s)*

- **Save** – after entering the Description field (at minimum) click save to work on the document later

  - *message will appear in the upper left corner- "Document was successfully saved."*

Basic Operations (cont.)

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- **Cancel** – click the cancel button if you wish to delete the document - click yes when prompted "Are you sure you want to cancel?"

- **Close** – click close to return to the main menu - you will be prompted to save the document before exiting

You can also copy a document:

- **Copy** – retrieve the document you want to copy, click copy and a duplicate document with a new document ID is created (this is helpful when creating similar entries)

FISCAL ROLES & RESPONSIBILITIES

Fiscal Roles/Responsibilities

Colorado State University

- Fiscal Officer

- Account Manager

- Account Supervisor

Fiscal Roles/Responsibilities

- **Fiscal Officer**
  - *Account level oversight role*
  - *Individual (not a group)*
  - *Each e-doc requires Fiscal Officer approval*
    - Final department approver if <=$1,000 (Document Types: DV, IB, IO, REQ, and WOA) – excludes when object code 6649 is used
  - *Authority can be delegated*
  - *Fiscal managerial staff*
  - *Responsibility to understand what you are doing and reviewing before you approve*

Fiscal Roles/Responsibilities

- **Account Manager** (fiscal)

  - *Ensures the accomplishment of financial objectives*

  - *Funds are spent according to plan and allocation of expenses is appropriate*

  - *No transaction approval*

  - *College Business Officers, Departmental Administrators or equivalents*

Fiscal Roles/Responsibilities

- **Account Supervisor** (programmatic)

  - *Provides a leadership role as a supervisor providing oversight for account management*

  - *Account Supervisor cannot be the same as the fiscal officer or account manager*

  - *Directors, Department Heads (Chairs), Principal Investigators*

Document Approval Limits

Departmental Approvals:

<=$1,000 — Fiscal Officer

Department (Doc. Types: AV, BA, DI, GEC, Encumbrance, TF)

$1,000.01-$9,999.99 — Fiscal Officer

Department (organization-ORG)

(Doc. Type: DV, IB, IO, REQ,WOA)

>=$10,000 — Fiscal Officer

Department (organization-ORG)

Dean/VP (division-DIV)

Route Log

Action	Requested Of
PENDING APPROVE	ORG-8045
PENDING APPROVE	DIV-V4

ACTION LIST

Main Menu – Action List

Action List

- **Action List** – view and act on the documents currently pending your completion, acknowledgement, approval, and FYI
  - *If there are no documents currently pending, the words "No Action List items found" will display on the screen.*

Action List Preferences

- **Preferences** – enter personal preferences for Kuali such as automatic refresh rate, action list page size, email notification, row colors based on the status of the document

Action List Preferences cont'd

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Fields Displayed In Action List	
Document Type	☑
Title	☑
ActionRequested	☑
Initiator	☐
Delegator	☑
Date Created	☑
Date Approved	☐
Current Route Node(s)	☐
WorkGroup Request	☑
Document Route Status	☑
Clear FYI	☑
Use Outbox	☑

Document Route Status Colors for Actionlist Entries											
Saved	○	○	○	○	○	○	◉	○	○	○	○
Initiated	○	○	○	○	○	○	◉	○	○	○	○
Disapproved	○	○	○	○	○	○	◉	○	○	○	○
Enroute	○	○	○	○	○	○	◉	○	○	○	○
Approved	○	○	○	○	○	○	◉	○	○	○	○
Final	○	○	○	○	○	○	◉	○	○	○	○
Processed	○	○	○	○	○	○	◉	○	○	○	○
Exception	○	○	○	○	○	○	◉	○	○	○	○
Canceled	○	○	○	○	○	○	◉	○	○	○	○

Action List Preferences cont'd

DOCUMENT SEARCH

Main Menu – Doc Search

Doc Search

- *Doc Search – allows user to search for a document (the asterisk * is the wildcard)*
- *Initiator Network id – user id of document initiator*
- *Document/Notification id – document number for transaction*
- *Date Created From/To – enter date or range of dates to search*
- *A list of transactions that meet the criteria will populate below the doc search menu*

Search Results

- Links or icons associated with retrieved data allow you to drill down for more detail

- **Document /Notification Id Drilldown –** click link to open document

- **Route Log Lookup –** click route log icon to see where the document is in the routing process

- Results may be exported into CSV (comma separated value), a **spreadsheet (excel),** or XML formats

Document Id	Document Type	Title	Status	Initiator	Date Created	Route Log
20326254	Person	Person - new person-MORTENSEN	FINAL	Swaro, John Joseph	09/25/2019 08:02 AM	
20326244	Purchase Order Close	Purchase Order Close - 2019-08-12 AFNAN15@COLOSTATE.E	FINAL	USER, KR	09/25/2019 06:28 AM	
20326249	Purchase Order Close	Purchase Order Close - Stuart	FINAL	USER, KR	09/25/2019 06:28 AM	
20326239	Purchase Order Close	Purchase Order Close - 2019-08-09 MLHADDIX@COLOSTATE.	FINAL	USER, KR	09/25/2019 06:28 AM	
20326221	Electronic Invoice Reject Document	Electronic Invoice Reject Document - PO: UNKNOWN Vendor: FISHER SCIENTIFIC CO	ENROUTE	USER, KR	09/25/2019 04:01 AM	
20326220	Electronic Invoice Reject Document	Electronic Invoice Reject Document - PO: UNKNOWN Vendor: Office Depot Inc	ENROUTE	USER, KR	09/25/2019 04:01 AM	
20326216	Electronic Invoice Reject Document	Electronic Invoice Reject Document - PO: UNKNOWN Vendor: FISHER SCIENTIFIC CO	ENROUTE	USER, KR	09/25/2019 04:01 AM	

Export options: CSV | spreadsheet | XML

EMPLOYEE STARTING OR LEAVING

New Employee KFS Access

- A new employee must fill out an application for access to Kuali Financial Systems

- A Hospitality approver must fill out a hospitality form

- A Department approver (ORG-xxxx) must fill out a signature authorization form

- Capital Asset Manager processors should fill out a KFS application designating that role

- Officers with authority to disposition assets (EACR) should fill out a new Property Accountability – Authorized Signers form
  - *The above forms can be found at:*
    http://busfin.colostate.edu/Resources/Forms.aspx
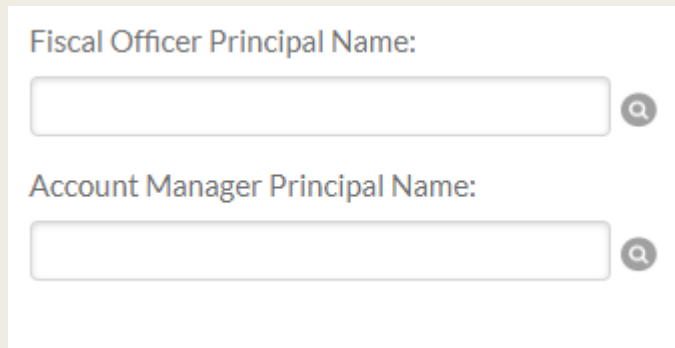
Employee Leaving Department

Checklist before Employees Departure:

- Cancel KFS access for the person leaving, including date they are leaving
    - *To cancel access contact Connie MacNaughton at connie.macnaughton@colostate.edu*

- If applicable, designate a new:
    - *Fiscal Officer*
    - *Account Manager*
    - *Account Supervisor*
    - *Department approver (ORG-xxxx)*
    - *Dean/VP approver (DIV-XX)*
    - *Official Function (Business Authorized Function) approver (HOSP-xxxx)*
    - *Delegate*
    - *Capital Asset Manager (CAM) processor*
    - *Disposition of Assets (EACR) signer*
    - *PCARD reconciler*
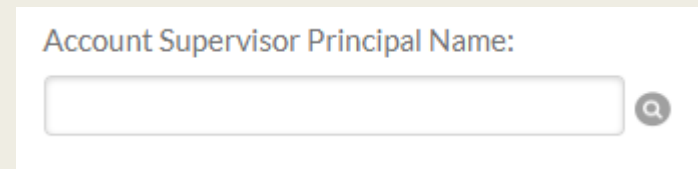   - *PCARD cardholder*

Employee Leaving Department

- To see if the employee leaving is a Fiscal Officer, Account Manager, or Account Supervisor, from the account lookup screen, search each field to determine if changes are needed.

Fiscal Officer Principal Name:
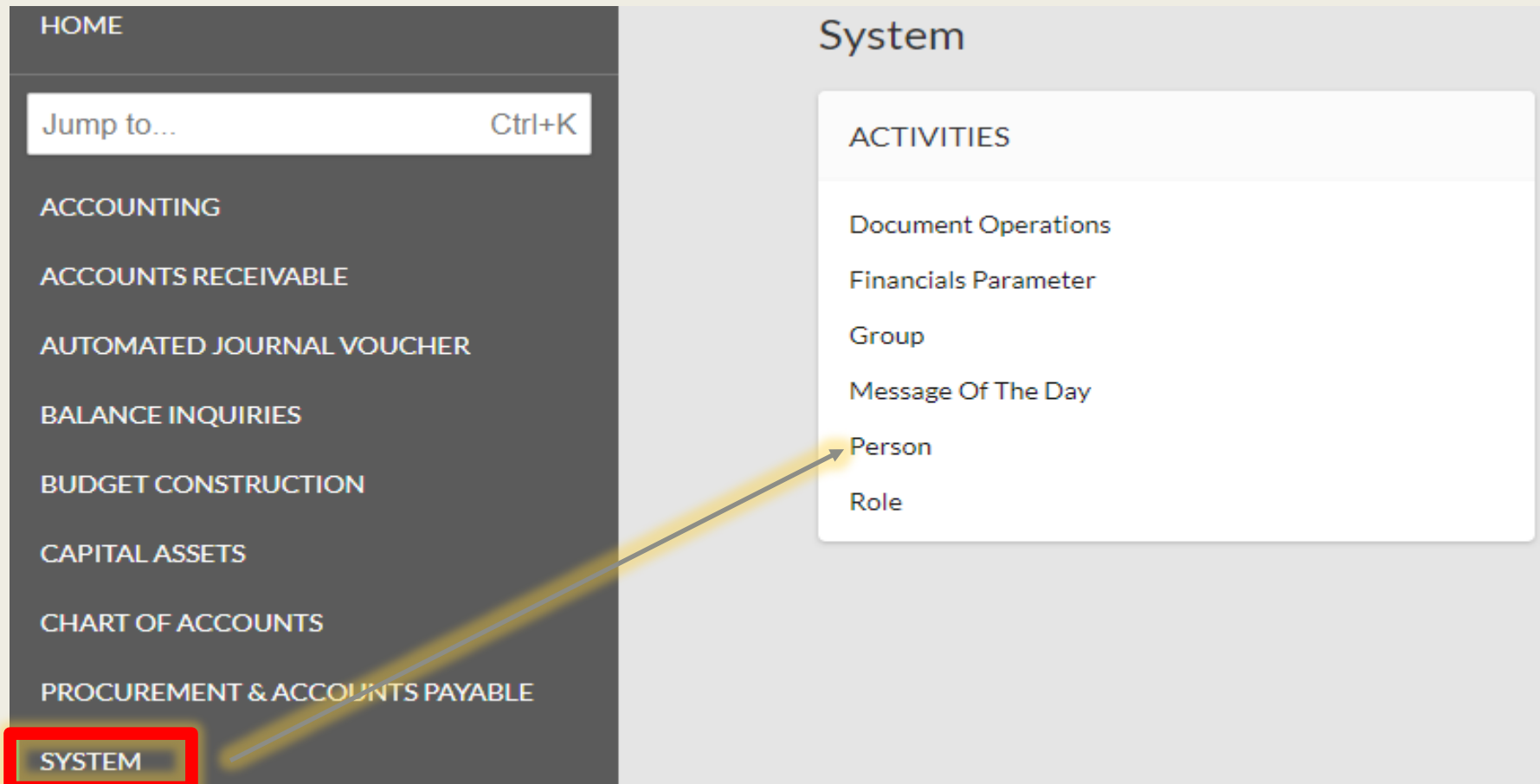
Account Manager Principal Name:

Account Supervisor Principal Name:

- To make changes to all the employee's accounts use account global documents to make necessary changes.
  - *Exclude 53xxxxx accounts – send those updates to your SP Team.*
    - Account Global Document link, under "Links and Guides"
    - http://busfin.colostate.edu/Depts/Campus_Svcs.aspx

Employee Leaving Department

- Approver Roles – Department/Division/Official Functions
    - *Go to the "System" tab and click on the person link*

Employee Leaving Department

■ Then, search by the person's first & last name.

■ From the search results, click on the person's name.

Employee Leaving Department

- From the person's record, click "show" on the membership tab

Employee Leaving Department

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Person

expand all | collapse all

Overview	▶ show
Contact	▶ show
Privacy Preferences	▶ show
Membership	▼ hide

▼ hide Groups

	Group	Namespace Code	Name	Type	Active From Date	Active To Date
1	1000473	KR-WKFLW	CampusServices	Default	06/19/2013	
2	1003044	KR-WKFLW	PRJE	Default	06/19/2013	

▼ hide Roles

	Role	Namespace Code	Name	Type	Active From Date	Active To Date
1	54	KFS-SYS	User	Financial System User	07/01/2014 12:00 AM	

▼ hide Role Qualifier

	* Namespace Code	* Chart Code	* Organization Code	Active From Date	Active To Date
1	KFS-SYS	CO - Colorado State University	6003	07/01/2014 12:00 AM	

	Role	Namespace Code	Name	Type	Active From Date	Active To Date
2	10242	KFS-SYS	Help Desk	Default	08/07/2014 12:00 AM	

▼ hide Delegations

close

Employee Leaving Department

- Review if user is a department (ORG), Dean/VP office (DIV), or official function (HOSP) approver.

  - *ORG-xxxx (xxxx = department #)*

  - *DIV-xx (xx = 2 character division code)*

  - *HOSP-xxxx (xxxx = department #)*

- New approvers for any of these levels need to complete access form(s)

Employee Leaving Department

- Review if user is a delegate
  - *From the 'Account Delegate Lookup' screen, search to determine if user is a delegate.*

Employee Leaving Department

- Other Roles:
  - *Capital Asset Manager (CAM) processor*
  - *Asset Representative (assigned capital assets in CAM) – transfer assets to a new representative.*
  - *Internal Order Supplier (IO)*
  - *Review if user is a member of any other roles*

Membership			▼ hide

▼ hide	Groups		
	Group	**Namespace Code**	**Name**
1	1003090	KR-WKFLW	CAM-PROCESSOR
2	1000810	KR-WKFLW	IO-153

  - *This user is both a CAM processor and an internal order supplier.*
  - *Users needing access to these roles should complete an access form*

Employee Leaving Department

- PCARD reconciler and/or cardholder
  - *Review if user is a reconciler*
  - *name is PCARD-xxxx*

	Group	Namespace Code	Name
1	1002984	KR-WKFLW	PCARD-3044
2	1002855	KR-WKFLW	PCARD-1170

▼ hide **Groups**

- Contact the PCARD Help Desk to update PCARD reconciler role and to cancel the card.
  - *procurement_pcard_help_desk@Mail.Colostate.edu*

Employee Leaving Department

Checklist:

- Delete Users Access

- Update Fiscal Officer, Account Manager, Account Supervisor

- Assign new Delegates

- Update Approval authority

- Other Roles (CAM's, Asset Representative, Internal Orders, etc.)

- PCARD – update reconciler role

- PCARD – cancel card

LOGIN FROM OFF CAMPUS

Login From Off Campus

- Open a secure connection with your EID- https://secure.colostate.edu

- Login to the Administrative Applications and Resources (AAR)

- Open Kuali Financial System (KFS)

- If System is going to be down, it is usually announced ahead of time.

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Contact your Campus Service Representative

Kris King	491-6752
Publina Meldrum	491-4148
Summer Leaming	491-2801