University of Hawaii

Intro to Kuali Financial System
# Table of Contents

Kuali Financial System ........................................................................................................... 4  
Overview............................................................................................................................... 4

What is Kuali? ......................................................................................................................... 4  
As Versatile as a Wok... ...................................................................................................... 4

Why KFS? ............................................................................................................................... 5

KFS Benefits .......................................................................................................................... 6

Who Will Use KFS.................................................................................................................. 6

Logging In and Out of KFS ..................................................................................................... 7  
Process................................................................................................................................. 7

The Basic KFS Interface ........................................................................................................ 13  
Process................................................................................................................................. 13

Conducting a Basic Document Search.................................................................................. 28  
Process................................................................................................................................. 28

Conducting a Saved Detailed Search.................................................................................... 33  
Process................................................................................................................................. 33

Using Wildcards to Conduct a Search.................................................................................. 39  
Process................................................................................................................................. 39

Using the Search Magnifying Glass ...................................................................................... 48  
Process................................................................................................................................. 48
Kuali Financial System

Overview

The Kuali Financial System (KFS) is based on the Financial Information System used at Indiana University for more than 10 years. KFS is a modular financial accounting system designed to meet the needs of higher education. The University of Hawaii (UH) has implemented the following KFS modules: Chart of Accounts, General Ledger, Financial Processing, Labor Ledger, Accounts Receivable, Contracts and Grants, Purchasing, Accounts Payable and Capital Asset Management.

The University of Hawaii has been involved with the Kuali Financial Project since its inception in 2005. In November 2008, the UH began its internal project to determine how KFS would be implemented. On July 9, 2012 UH went live with KFS!

What is Kuali?

"Kuali" is a Malaysian word which refers to a small wok. A wok is a versatile cooking tool; although it is used primarily for stir-frying, it can also be used for steaming, deep frying, braising, stewing, smoking, or making soup.

As Versatile as a Wok...

Although the Kuali Financial System cannot be used for cooking purposes, it is as versatile as a wok:

- **Versatility in Development:** It has been developed by a group of versatile institutions of higher education and other organizations that have similar financial processing and reporting needs. The Kuali Foundation includes several UC campuses (UC Davis, Irvine), other public universities (Colorado State University, Indiana University, and The University of
Arizona), private universities (Cornell University), and a community college (San Joaquin Delta College). The various perspectives from these institutions of higher education allow us to develop systems that address the increasingly complex world of university finance and accounting.

- **Versatile Modules**: Kuali’s modular design includes a base system of Chart of Accounts (COA), General Ledger (GL), Transactions, Reporting, and Workflow. Additional modules that will be implemented include: Accounts Receivable (AR), Budgeting, Purchasing (PUR), Accounts Payable (AP), Capital Assets Management (CAM), Endowment, Enhanced Decision Support/Reporting, Labor Distribution, Pre- and Post-Award Research Administration, Cash Receipting and Disbursement.

- **Versatility in Routing and Business Rule Development**: Kuali features flexibility in establishing business and routing rules which will make it a sustainable financial system into the future. For example, the Kuali Financial System will give you the ability to ad hoc route to an individual or to a workgroup.

### Why KFS?

- Approach recommended by UH Business Process Council (BPC), (www.hawaii.edu/bpc), which said:
  1. FMIS works, but is not our long-term future
  2. Commercial software options unattractive to UH
  3. Community source approach optimized control, cost and risk factors
- Recommendation accepted by Administration and Board of Regents (BOR)
- Kuali embodies better, if not, best practices
- Kuali will better position UH for the future
- Makes good business sense
KFS Benefits

- **Designed by higher education for higher education:** KFS was developed from the Indiana University Financial Information System and enhanced to meet the requirements of the other partner institutions.

- **Proven and modular architecture:** The system uses the J2EE architecture and is designed to allow institutions to implement only those modules that meet their requirements.

- **Community source:** Collaboration with other Universities ensures that we are not alone and expands the resources available for maintenance and new development.

- **Reduced implementation costs:** There is no vendor or licensing fees.

- **Electronic Workflow:** KFS provides for electronic routing of all financial transaction and maintenance documents with attachments and notes.

- **Consistent look and feel and integrated modules:** The modules within KFS have the same look and feel and information is readily available across the modules.

Who Will Use KFS

- **Central Office** staff in the Financial Management Office, Office of Research Services, and University Budget Office that review and approve documents, prepare financial statements and set policies and procedures for the University.

- **Fiscal staff** in the schools, colleges, and divisions that manage financial information, review and approve procurement and payment documents and initiate financial transactions.

- **Departmental staff** that initiate procurement and payment documents.

- **Deans, Directors and Principal Investigators** that may be responsible for reviewing and approving documents using accounts within their programs.
Logging In and Out of KFS

Process

This tutorial walks you through logging into and out of the University of Hawai‘i’s Kuali Financial System.

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Kuali Financial System (KFS) is a web-based application which can be accessed from any computer with an internet connection. After accessing the URL for KFS, you arrive at the <strong>Main Menu</strong>. The URL for KFS is <a href="http://kfs.hawaii.edu">kfs.hawaii.edu</a></td>
</tr>
</tbody>
</table>
### Step # Procedure

**2.** You are not yet logged in to **Kuali Financial System**.  

![Main Menu Tab](image)

**3.** To login in to **KFS** you can click on any **link**, **button** or **tab** on the **Main Menu**.

Click the “**Main Menu**” tab.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| 4.     | The system will present the standard UH Web Login Service.  
        | Click in the "**UH Username**" field to enter your **UH Username**. |
| 5.     | Log in with your **UH Username**.  
<pre><code>    | Enter &quot;**Username**&quot; in the **UH Username** field. |
</code></pre>
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Click in the “<strong>UH Password</strong>” field to enter your password.</td>
</tr>
</tbody>
</table>
| 7.    | Enter "**password**" in the UH Password field.  
**Note:** You will enter your UH Username and UH Password to log in to KFS. If you have forgotten your password, click the [Forgot my Password](#) link to update it. |
<p>| 8.    | Click the “<strong>Login</strong>” button. |
| 9.    | <strong>Note:</strong> If you are already logged into another UH system, KFS may use those credentials and log you into <strong>KFS</strong> without you re-entering your username and password. |</p>
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>You are now logged into <strong>Kuali Financial System</strong>.</td>
</tr>
<tr>
<td>11.</td>
<td>The <strong>Main Menu</strong> lists all the functions most users need to complete <strong>Kuali Financial System</strong> tasks.</td>
</tr>
</tbody>
</table>
| 12.   | When you are done with KFS, click the Logout button, which logs you out of the application.  

**Note:** If you are on a public or shared computer, be sure to clear history and cache, exit and close the browser. Also, be aware that you will automatically be logged out of KFS if you are inactive for **sixty** (60) minutes.  

Click the “Logout” button.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>You have successfully logged into and out of <strong>Kuali Financial System</strong>.</td>
</tr>
</tbody>
</table>
The Basic KFS Interface

Process
In this tutorial, you will learn the basic features of the Kuali Financial System interface that you will want to be familiar with. KFS is a web-based application which can be accessed from any computer with an internet connection.

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td>The <strong>Main Menu</strong> tab gives the general campus user a large variety of choices. The functions are grouped by category, such as <strong>Transactions</strong>, <strong>Custom Document Searches</strong>, <strong>Balance Inquires</strong>, etc.</td>
</tr>
<tr>
<td>15.</td>
<td>The <strong>Message of the Day</strong> displays information about system updates or upcoming events.</td>
</tr>
</tbody>
</table>
### Step # | Procedure
--- | ---
16. | The **Maintenance** tab is used by central department users and for Accounts Receivable. ◼️
17. | The **Administration** tab displays the list of functions that are used by staff members who maintain the Financial System. ◼️
18. | The **doc search** button allows you to search for documents. You may search by a combination of document properties such as **Document Type** or **Document ID**, or more specialized properties in Detailed Search. ◼
19. | The **Action List** contains e-docs that have been routed to you to take action on, or e-docs you have saved but not submitted. ◼️
Step # | Procedure
--- | ---
20. | E-docs appear in your **Action List** when an action is requested. Once you have taken the action requested the e-docs are removed from your action list. An **Action Requested** can include **Approval**, **Acknowledgement**, **Complete**, or **FYI**.

21. | Helpful Links:

   [http://hawaii.edu/kualifinancial/?page=tipsoftheweek&showSubMenu=tipsoftheweek](http://hawaii.edu/kualifinancial/?page=tipsoftheweek&showSubMenu=tipsoftheweek)

   See the **Tips of the Week** on Action List Actions, Setting Your Action List Preferences and Why the Delegate Filters Disappear From the Action List.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.</td>
<td>You can sort the action list by clicking on any of the column headers.</td>
</tr>
<tr>
<td></td>
<td>• The ID column lists the unique document ID number (e-doc number).</td>
</tr>
<tr>
<td></td>
<td>• The Type column displays the document type that needs your action.</td>
</tr>
<tr>
<td></td>
<td>• The Title column shows the description the user entered in the description field on the document overview tab.</td>
</tr>
<tr>
<td></td>
<td>• The Route Status column shows the documents routing path. The different Route Statuses include; Saved, Enroute, Processed, Disapproved, and Exception.</td>
</tr>
<tr>
<td></td>
<td>• The Action Requested column displays the action you need to take on the e-doc.</td>
</tr>
<tr>
<td></td>
<td>• The Initiator column displays the name of the individual who created the e-doc.</td>
</tr>
<tr>
<td></td>
<td>• The Date Created column displays the time and date stamp when the e-doc was created. The Group Request shows the Group Name that received the routing.</td>
</tr>
<tr>
<td></td>
<td>• The Log column is a shortcut to the Route Log tab in the e-doc.</td>
</tr>
</tbody>
</table>

23. A document search can be conducted from any of the three major tabs: **Main Menu**, **Maintenance**, and **Administration**.

Click the “doc search” button.

24. Below describes the multiple fields you can use to search for a document.

**Type** - Allows the users to search by the Document Type for example **DV**.

**Initiator** - Allows you to conduct a search by entering the document creator’s UH Username.

**Document/Notification Id** - Allows the user to search by the unique system generated number.

**Date Created From** - This gives the user the ability to search for documents created beginning from a specific date.

**Date Created To** - Function allows the user to search for documents created
up to a specific date. **Note:** when using a **Date Created From** and the **Date Created To** the search will retrieve documents between specific dates.

**Name This Search (Optional) - KFS** allows the user to create a saved search. This function is covered in the tutorial called Conducting a Saved Detailed Search.

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**Step #** | **Procedure**
---|---
25. | When using the basic **doc search** function there are multiple ways to conduct a search for an e-doc such as **Document type**, **Initiator**, and **Document Id**. One way to search for a document is to use the **Initiator** field.

Please type “dgarcia4” in the **Initiator** field.

26. | Click the “**search**” button.

27. | The search criteria will appear below the **document lookup** fields. To view the document, click on the desired **document number** under the
Document/Notification ID field. Select the document Id “6238” link.

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>28.</td>
<td>By default the e-doc opens up with most of the tabs fully expanded. Click the “collapse all” button.</td>
</tr>
<tr>
<td>29.</td>
<td>The document header is found in the upper right hand corner on every e-doc. Here is an example of a document header. Anytime an e-doc is copied from another document the Copied from Document Id field shows the document number of the original document that was copied.</td>
</tr>
</tbody>
</table>

- The Doc Nbr displays a unique number used to identify each
document. This is a system-generated number which can be used to search for a document.

- The **Initiator** field identifies the User Id of the person who created the document.
- The **Status** field shows the current status of a document within the workflow process.
- The **Created** field contains a time and date stamp of when the document was created.
- The **Copied from Document Id** field displays the original document number that was used to copy a new e-doc.

Click the “**show**” button on the document overview tab.

### Step # 30.

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>30.</td>
<td>The <strong>Document Overview</strong> tab includes basic information about the e-doc.</td>
</tr>
</tbody>
</table>
Each e-doc has a minimum of three standard fields: **Description**, **Explanation**, and **Organization Document Number**. There are additional fields on other e-docs such as **Total Amount** on the Pre-Encumbrance and **Bank Code** on the Disbursement Voucher.

- The **Description** field is the one field you must fill out in order to save the e-doc. The asterisk next to the field indicates it’s a required field.
- The **Explanation** field is used to provide further details about the purpose of the e-doc. This is a required field per UH policy.
- The **Organization Document Number** field is an optional field that any department can use as an additional identifier and can be used to search for documents.
- The **Total Amount** field displays the amount entered into the amount field(s) on the Accounting Lines tab on the Financial Processing e-docs.

Click the “hide” button.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>31.</td>
<td>Click the “show” button on the <strong>Notes and Attachments</strong> tab.</td>
</tr>
</tbody>
</table>
| 32.   | The **Notes and Attachments** tab displays user notes, attachments, or system generated notes about the document.  

**Note:** You must click the **add** button to add a note to the e-doc.  

- The **number** in the parentheses on the tab displays the number of notes and attachments on the document.  
- The **Posted Timestamp** displays the date and time the note was entered into the system.  
- The **Author** field shows the name of the person who entered the note.  
- The **Note Text** displays the note the user entered and is permanent on the document. Some notes are system generated.  
- The **Attached File** field displays the filename path for the attached file. Once the file has been attached it becomes a permanent document in the system and anyone can view the file.  

**Note:** In the **Vendor Create** e-doc, only Disbursing can view the attachments. There are also other attachment types that are restricted to certain system roles.  

**Note:** Some documents may have system generated notes. When adding an attachment or a note is also required. Once you have entered a **Note** or an **Attachment** to your e-doc you must click the **add** button to save the note or attachment to your document.
### Step # | Procedure
--- | ---
33. | Click the “**hide**” button on the **Notes and Attachments** tab. ▼ hide

34. | KFS includes an electronic routing process called Workflow. The **Ad Hoc Recipients** tab allows you to enter another individual or group into the workflow.

Click the “**show**” button on the **Ad Hoc Recipients** tab. ▶ show

35. | Once you have determined if you’re adding a **person** or **group** the next step is to fill out the provided fields.

- The **Action Requested** field allows you to request that the person Acknowledge, Approve, or FYI the document.
- The **Person** or **Group** fields are required when you want to route the
document to an individual or to a group. You can either type in the person’s **UH Username/Group Name** or select the magnifying glass to conduct a look up. The **Namespace Code** field will auto populate if you conduct a search for the **Group Name**. Otherwise the **Namespace Code** field is required for sending a Group an **Adhoc** request.

- The *add* button adds the information into the e-doc.
- If the document is **ENROUTE** or **FINAL**, you must click the **send ad hoc request** button to send the route request.
- Note: Once the document has been submitted or the send ad hoc request button has been clicked, the ad hoc information will disappear and the requested actions will appear in the route log.

**Note:** An **Adhoc** routing for **Acknowledge** or **FYI** can be done anytime on a document. An **Adhoc** routing for **Approval** can only be done before the initiator submits the document or when it is in the **Action List** of an approver before the document is approved.

Click the “*hide*” button to collapse the **Ad Hoc** tab.
### Step # | Procedure
--- | ---
36. | The **Route Log** tab displays information about the documents workflow status. The **Route Log** is like a map of where the document started (**ID** tab), where it has been (**Actions Taken** tab) and where it is going (**Pending** and **Future Actions** tabs).

Click the "**show**" button on the **Route Log** tab.

37. | The **Id** tab shows information about the document and the workflow status.
- **ID** is the **Doc Nbr** that is displayed in the document header found in the upper right hand corner on every e-doc.
- **Title** shows the description entered in the **Document Over-view** tab.
- **Type** describes the type of e-doc created.
- **Initiator** indicates the name of the individual who created the document.
- **Route Status** displays the current workflow status of the document.
• **Node(s)** shows the workflow process.
• **Created** shows the time and date when the document was created.
• **Last Modified** shows the last time the document was changed.
• **Last Approved** displays the date and time the document was approved.
• **Finalized** shows the date and time when the document status was changed to FINAL.

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**Step #** | **Procedure**
---|---
38. | The **Action Taken** tab displays the Actions that have been completed. This area shows more information about the document.

  • **Action** shows the action(s) that have been completed on the document. **Taken By** displays the name of the person who performed the action.
  • **For Delegator** shows the name if the person who is the delegator of
The account.

- **Time/Date** shows when the route node was generated
- **Annotation** displays an auto generated system note.

### Step # 39.

The **Pending Action Requests** shows the next action and the person who needs to take action on the document.

- **Action** shows the action needed to move the document through the workflow process.
- **Requested of** shows the name of the person who needs to complete the next action.
- **Time/Date** shows when the action was completed
- **Annotation** an auto generated note.
- **In Action List** indicates the Action List(s) the document is in.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>40.</td>
<td><strong>The Log Action Message</strong> may be used to add a message to the Route Log. This could be used to log messages related to the status of the document. <strong>Note:</strong> This message is only in the Route Log and does not show up in the Notes and Attachments tab.</td>
</tr>
<tr>
<td>41.</td>
<td>Click the “<strong>close</strong>” button.</td>
</tr>
<tr>
<td>42.</td>
<td>You have just completed the tutorial on <strong>Understanding the Basic Interface of KFS</strong>.</td>
</tr>
</tbody>
</table>
Conducting a Custom Document Search

Process

Kuali Financial System contains a robust search engine. Within KFS there are multiple ways to conduct a search. This tutorial will teach you how to conduct a Custom Document Search.

Step # | Procedure
--- | ---
43. | The custom search is used when you’re looking for specific document types which include more search options pertaining to the document type.
44. | From the **Custom Document Searches** box click the “**Purchase Orders**” link.

Purchase Orders
45. Choose the “Open” option from the **Purchase Order Status** list.

46. Enter “7000001” into the **Account Number** field.

47. Click the “search” button.

48. Since you are searching for a **Purchase Order** by **Account Number** and **Purchase Order Status** your search results will be limited to all **Purchase Orders** in an **Open** status for **Account Number 7000001**.
Step # | Procedure
---|---
49. | The search results appear at the bottom of the screen. The search results can be sorted by selecting the column heading. The underlined information indicates that you can click on the value and drill down for more information. Click the “7111” link under the **Document/Notification ID** field.

50. | The document may open in another **window** or **tab** depending on the browser settings.

**Note:** The **KFS** application requires the use of the vertical and horizontal scroll bars to view the entire page.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>51.</td>
<td>The <strong>Route Log</strong> displays a table of general document information for the document and a detailed list of current <strong>Action Taken</strong> and <strong>Pending Action Requests</strong>.</td>
</tr>
<tr>
<td>52.</td>
<td>Different buttons appear at the bottom of the document depending on the document and the document status. For example, if the document had been approved by all parties you would not see the <strong>submit</strong> or <strong>approve</strong> buttons. Click the “<strong>close</strong>” button.</td>
</tr>
</tbody>
</table>
53. You have successfully completed a **Custom Document Search**.

**Note**: To learn more about different search functions within KFS, please view the other tutorial on Conducting a Saved Detailed Search.
Conducting a Saved Detailed Search

Process

In this tutorial you will learn how to create a saved detailed search. You can save searches that you will use frequently as this will result in conducting a faster search.

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>54.</td>
<td>The detailed search function is found under the doc search button. Click the “doc search” button.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>--------</td>
<td>-----------</td>
</tr>
</tbody>
</table>
| 55.    | In this example, you will be using the detailed search function to create a saved search.  

**Note:** The Name this Search (Optional) field appears on this screen. You can save both a basic or detailed search.  
Click the “detailed search” button. |
| 56.    | You will need to populate the search fields. You're looking for Pre-Encumbrance documents that were saved and created by dgarcia4 (David Garcia).  
In other words, you are searching for documents that have an Initiator Id of dgarcia4, Doc Type of PE, and a Route Status as saved.  
Click in the “Initiator” field. |
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>57.</td>
<td>In this example, we are looking for e-docs created by David Garcia. Please type “dgarcia4” into the Initiator field.</td>
</tr>
<tr>
<td>58.</td>
<td>You will want to enter the abbreviated name for the e-doc for example DV for disbursement voucher or PE for pre-encumbrance. Enter “PE” into the Type field.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>-------</td>
<td>-----------</td>
</tr>
<tr>
<td>59.</td>
<td>If you want to narrow your search results you can select the different route statuses of the document. In this example, you only want to view the PE documents with a Route Status of “saved”. Select “- SAVED” option.</td>
</tr>
<tr>
<td>60.</td>
<td>Once you have entered your search criteria you are now ready to name your search. Please enter “My Saved PE Docs” into the Name this search (optional) field.</td>
</tr>
<tr>
<td>61.</td>
<td>Click the “search” button.</td>
</tr>
</tbody>
</table>
Step # | Procedure
--- | ---
62. | Your search results are now displayed. If you need to conduct another search with different criteria you can easily clear all the search fields and begin a new search.

Click the “clear” button.

63. | In this example, you conducted a saved search, and cleared your search criteria. If you need to locate the saved search you can access it by using the drop down menu.

Select the “Drop Down Menu” button.
### Step # | Procedure
--- | ---
64. | You will have a list of the named search you have conducted. Click "**My Saved PE Docs**" from the list options.

| **My Saved PE Docs** |

65. | Once you selected the saved search the application automatically conducts the search for you, no need to click the **search** button again.

**Note:** The **clear saved searches** button does not delete the search you created but deletes all saved searches.

66. | You have just completed the tutorial on **Conducting a Saved Detailed Search**.
Using Wildcards to Conduct a Search

This tutorial walks you through Using **Wildcards** to Conduct a Search in the **Kuali Financial System**.

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<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>67.</td>
<td><strong>Wildcards</strong> are extremely useful when searching for values you want in KFS, but do not know the exact name of the value.</td>
</tr>
</tbody>
</table>
| 68.    | **Wildcards** are used in free-form text fields (one without a magnifying glass next to it).  
  
  In this example, you are looking for an account that includes Insurance in the name. |
### Step # | Procedure
--- | ---
69. | Click in the **Account Name** field.
70. | Enter **Insurance** in the **Account Name** field.
71. | Click the **search** button.
**Step #** | **Procedure**
--- | ---
72. | Your search did not return any results.

Without the use of a **Wildcard** the system looks only for accounts with Insurance as the exact name and in this case, there aren't any. However, you know the account you are looking for contains the word insurance in the name.
73. The asterisk (*) can be used as the wildcard. The next steps will take you through the different ways to use the wildcard.

74. Click in the Account Name field and enter "Insurance" in the Account Name field.

75. Click the "search" button.
Step #  Procedure

76. Your new search returned 76 results.

When you use Wildcards at the beginning and end of the name, the results that are returned include all accounts that contain that name any place in the Account Name field.

For this search, you see accounts that include Insurance anywhere in the Account Name.
77. Next, change the wildcard to only be used in the front of the name. Click in the **Account Name** field and enter "**Insurance**" in the **Account Name** field.

78. Click the "search" button.
Step # 79.

This time your search returned 28 results.

You searched with the **Wildcard** at the beginning of the name; therefore, the system returns results with all accounts that end with the name that was searched.

For this search, you see all accounts in the system that end with the name Insurance.
80. Lastly, change the wildcard to only be used at the end of the name. Click in the Account Name field and enter “insurance*” in the Account Name field.

81. Click the “search” button.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| 82. | Your new search returned 1 result.  
You searched with the Wildcard at the end of the name; therefore, the system returns results with all accounts that begin with the name that was searched.  
So, for your search you see all accounts in the system that begins with the name Insurance. |
| 83. | Other examples of search operators:  
**Wildcards:** * or %  
**Operators:** Greater than >, greater than or equal to >=, Less than <, and less than or equal to <= |
| 84. | You have successfully completed the Wildcard Search tutorial. |
Using the Search Magnifying Glass

Process

In this tutorial, you will learn how to use the Magnifying Glass to conduct a lookup.

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>85.</td>
<td>Within KFS, you will see fields that allow you to search for the appropriate value to enter. Click the “Pre-Encumbrance” button.</td>
</tr>
</tbody>
</table>
86. If you know the correct value, you can enter it directly into the field. If you do not know the value, use the magnifying glass to look up the value.

Click the “Search Magnifying Glass” button for the Account Number field.
Step # | Procedure
--- | ---
87. | The fields you see when you search for a value depend on what kind of lookup you are doing.

**Note:** If you were to click the search button at the bottom of the screen without filling out any of the search fields you will see all the accounts in the system. Using the search fields helps narrow your search results.

88. | In this example, you are looking at the **Account Lookup** screen; the fields you see are particular to the account.

Click the **"Search Magnifying Glass"** button for the **Chart Code** field.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>89.</td>
<td>Some of the fields on the Lookup screen also have a magnifying glass icon next to them. For example if you click on the <strong>Cash Object Code</strong> magnifying glass lookup button you will be at another lookup screen.</td>
</tr>
<tr>
<td>90.</td>
<td>At this point you do not need to enter any other values. You are looking for all of the <strong>Chart Codes</strong> in the system. Click the “<strong>search</strong>” button.</td>
</tr>
<tr>
<td>91.</td>
<td>You can click on any of the column headers to sort your search results. Now that you have a list of the different <strong>Chart Codes</strong> choose the appropriate one for your account. For this example, select &quot;MA&quot;. Select the “<strong>return value</strong>” link next to &quot;MA&quot;. The system will return the selected value to the previous screen.</td>
</tr>
</tbody>
</table>
92. Click the “search” button.

93. The search results appear at the bottom of the screen.

**Note:** The underlined information means that you can click on the link to drill down for more information.

Select the “return value” link next to the account that you would like to use.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| 94.    | The value will be populated in the field in which you selected to conduct a lookup.  
**Note:** You can conduct a lookup on any field with a **Magnifying Glass**, or type the value if you know it. |
| 95.    | You have just completed the tutorial on **Using the Search Magnifying Glass**. |
KFS Glossary of Common Terms

Account
Identifies a pool of funds assigned to a specific university organizational entry for a specific purpose. Seven digit number that is used on financial transactional documents in KFS.

Asset
An economic resource owned by the organization. Common assets include Cash, Investments, Accounts Receivable, Notes Receivable, Prepaid Expenses, Inventory and Capital Assets such as Equipment, Buildings and Land.

Attachment
The pathname of a related file to attach to a Note. Use the 'Browse...' button to open the file dialog, select the file and automatically fill in the pathname. All KFS e-docs have the ability to upload attachments to it.

Campus
Identifies the different fiscal and physical operating entities of an institution for use in the KFS.

Chart
Defines the valid charts that make up the high-level structure of the KFS Chart of Accounts. It also defines who has management responsibilities for each chart. Accounts and object codes are specific to each chart. Represented in KFS by a two character code.

Continuation Account
An attribute of the Account; the account designated to accept transactions posted to an expired account. The Continuation Account is required if the Account has an expiration date.

Customer
Customer is essentially a recipient of goods and services provided by an institution. Customer can be a person or a business. It agrees to pay for the goods and services rendered by an institution.
Delegate
A KFS user role that allows another user to approve documents at the Account Review level of routing as if they were the Fiscal Officer of an account. Fiscal Officers can delegate approval authority to other users based on attributes of a transaction, such as document type and dollar amount. Workflow is capable of supporting other types of delegates.

Document Number
A unique, sequential, system-assigned number for a document.

Document Type
Document Type is used to distinguish between the different types of transactions (e.g., Cash Receipts, Disbursement Vouchers) or maintenance actions (e.g., Account or Fund Group maintenance) possible in the KFS as well as transactions that can be fed from external systems. A separate Workflow Document Type defines the routing behavior of KFS documents.

Fiscal Officer
An attribute of the Account; the individual who is responsible for the financial transactions of a particular account. Most documents will route to the Fiscal Officer for approval.

Fiscal Period
Defines the various periods to which General Ledger entries can be posted. Months of the year are the most obvious examples, but other periods include beginning balance, C&G beginning balance and period 13 for closing transactions.

Fiscal Year
1) An institution's defined yearly period used for the purposes of financial reporting. 2) Defines the active fiscal years to which General Ledger entries can be posted.

General Ledger
The official repository for the University's financial and budget information that stores account balance and budget information for multiple fiscal years as well as detailed records of all financial transactions.
Initiator
A KFS user role for a person who creates (initiates or authors) a new document for routing. Any Kuali user may initiate most of the document types, however, an Initiator may be required to belong to a Role for certain restricted document types (for example, Journal Voucher).

Object Code
A four character code assigned to transactions to classify the transaction as a specific income, expense, asset, liability or fund balance transaction. Global functionality is available for this document.

Organization
Refers to a unit within the institution such as department, responsibility center, campus, etc.

Payee
Defines the entity who you wish to pay on the DV document, e.g., Vendors, Employees, Customers, etc.

Reviewer
A KFS user role that refers to a type of KFS user who acts on a document that has arrived in their action list via an Action Request for a document that has been ad-hoc routed to them for 'Acknowledgment' or 'FYI.' See also Ad Hoc Recipients.

Route Log
A special workflow function that displays the Routing history of a given document or selected documents. The documents are displayed in a separate window from the action lists, and Documents Searches. The Route Log displays a table of general document information for the document and a detailed list of current Actions Taken and pending Action Requests.

Submit
A workflow action button used by the initiator of a document to begin workflow routing for that transaction. It moves the document (through workflow) to the next level of approval. After a document is submitted, it remains in 'ENROUTE' status until all approvals have taken place.

Vendor
Entity that provides goods or services.

For a complete list of the KFS Glossary go to http://hawaii.edu/kualifinancial/docs/Kuali_Glossary.pdf