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Kuali Financial System (KFS)

The Kuali Financial System (KFS) is a modular financial accounting system designed to meet the needs of higher education. KFS is a community source system that was originally developed by 10 partner institutions, including the University of Hawai‘i. It is now supported by Kuali, Inc. UH has implemented the following KFS modules with more information on each in the detailed section below: Accounts Receivable, Capital Asset Management, Chart of Accounts, Contracts and Grants, Effort Certification, Financial Processing, General Ledger, Labor Distribution, Pre-Disbursement Processor, Purchasing and Accounts Payable and Vendor. This document is intended for a quick reference guide and comprehensive training can be accessed on the FMO website at http://www.fmo.hawaii.edu/financial_systems/index.html#tab10.

KFS Modules

Accounts Receivable (AR): The Accounts Receivable (AR) module is used for billing non-student receivables. The module creates invoices, records payments, issues credit memos, tracks outstanding receivables, and maintains historical data regarding customer charges and payments.

Capital Asset Management and Builder (CAM/CAB): The KFS Capital Asset Management (CAM) module allows tracking of assets purchased through the financial system, assets received as gifts, and assets that have been transferred or even found. This module handles records for both capital and non-capital assets.

CAM documents allow you to create, maintain, and retire asset records. Additionally, Capital Asset Builder (CAB) can create asset records from data collected on financial transaction documents in other modules. The system also provides several documents to assist your organization with inventory management and other aspects of managing assets.

Capital Asset Builder (CAB) is the asset creation module for tracking movable capital additions. Information from the General Ledger and the Purchasing module is pulled together in CAB to create assets and add payments.

Chart of Accounts (COA): The Chart of Accounts (COA) is the set of tables that define the codes and coding structures within KFS, including attributes such as accounts, organizations, and object codes. The COA exists primarily to support and validate entries posted into the General Ledger (GL). For example, transactions cannot be applied to an account in the GL unless that account exists in the COA. The account and other COA attributes are associated with additional attributes, such as the fund group or organization associated with an account, or the object level that is associated with an object code. Defining these attributes and their various relationships is how the financial structure of an institution is defined. By leveraging the COA, the University can organize its information to support activities such as eDoc routing, management of internal controls, and internal and external reporting. Consistently recording transactions using proper account structure will assist with reporting and comparisons of data.

Contracts and Grants (CG): The Contracts and Grants (CG) module supports all post-award financial requirements for extramural projects, including indirect costs and cost share as well as budgets and project to date balances.

Effort Certification (EC): The KFS Effort Certification (EC) module uses a batch process to automate the creation of effort certification reports (also referred to as effort reports). These reports certify the percentage of effort an employee worked on a particular project. Each employee identified as being funded by or cost-shared
on a sponsored agreement has an effort certification report generated by a batch process. Each report routes for approval and may be modified to correct the distribution of effort. The effort certification report will generate an Effort Certification Salary Expense Transfer document to align the Labor Ledger and General Ledger with the newly certified effort. The fully-approved effort certification report serves as a permanent record detailing the distribution of effort for an employee for a given period.

Financial Processing (FP): The Financial Processing (FP) module provides various documents for end users to create transactions in KFS, for example, Disbursement Voucher, Advance Deposit, Internal Billing, and General Error Correction. This module also includes Administrative Transactions, such as Non-Check Disbursement and Journal Voucher for central administration’s use. The Procurement Card is also part of the Financial Processing module but is not a link on the main menu. Transactions are fed from the bank and create Procurement Card Documents for approval.

General Ledger (GL): The General Ledger (GL) contains all the financial transactions that are created via KFS documents, interfaced from external systems or created during batch processing. Files can be uploaded or corrected via the KFS General Ledger Correction Process document available for central administration use. Several Balance Inquiries are also provided in KFS to provide access to real time balances and encumbrance details.


Pre-Disbursement Processor (PDP): The Pre-Disbursement Processor (PDP) receives data from systems that need to make disbursements and outputs a data file that can be sent to a check writer or formatted and sent to a bank for automated clearing house (ACH) direct deposits. It can also generate ledger entries when appropriate, such as relieving liabilities when making a disbursement against a KFS Payment Request document.

Files for processing may be created from KFS eDocs (such as the Disbursement Voucher or the Payment Request document) or may be manually uploaded. The systems that provide these files are referred to as PDP 'customers'.

Purchasing and Accounts Payable (PURAP): The Purchasing and Accounts Payable (PURAP) module allows users to request materials and services, generate Purchase Orders (PO), process invoices and credit memos received from vendors. The Requisition, Purchase Order, Payment Request, Purchase Order Amendment, and Vendor Credit Memo documents use the workflow Kuali Enterprise Workflow component for document approval followed by encumbrance, expense, and liability entries in the General Ledger as required.

The system tracks the status of POs throughout their life cycle and manages encumbrances and other GL entries related to the procurement process. PO numbers are stored in the reference document number of the GL entry tables so the transactions may be easily tracked from the GL inquiry screens.

Vendor (VND): The KFS Vendor (VND) module allows the University to maintain a table to track businesses or other entities that the institution has done or plans to do business with. The Vendor table includes all information pertinent to a vendor, including tax ID, addresses, contacts, and other details required for the management of the institution's procurement process.
Logging In and Out of KFS

The KFS is a web-based application which can be accessed from any computer or web enabled devices. Access to KFS is authorized by department Fiscal Administrators. The URL for KFS is kfs.hawaii.edu. When you access the URL, you will arrive at the Main Menu.

You are not yet logged in to KFS. Click on the Main Menu tab and the UH Single Sign-On Authentication will be displayed. For more information on the UH Login, refer to https://www.hawaii.edu/its/uhlogin/.
Enter your UH Username and Password and click on ‘Log in’. You are now logged in to KFS. KFS will display the “Logged in User: UH username” if you have successfully logged in.

To Log out of KFS, simply click on the Logout button, located on the top right hand corner.

The Basic KFS Interface

The KFS portal is organized into three menu tabs. The **Main Menu** tab displays the list of transactions and functions that regular users are permitted to initiate. The **Maintenance** menu tab is geared towards central administration staff who maintain various reference tables to support field validation and lookups. The **Administration** menu tab displays the list of functions that only technical staff or super users in the functional area are likely to use.
The **Message of the Day** at the top of the page displays information about system updates or upcoming events.

The **Action List** button on the top left contains eDocs that have been routed to you to take action on, or eDocs you have saved but not submitted. EDocs appear in your Action List when an action is requested. Once you have taken the action requested, the eDocs are removed from your action list. Actions requested can include Approve, Acknowledge, Complete, FYI or Read Notes.

The **Doc Search** can be used to retrieve a document for review and/or action.

The magnifying glass icon 🕵️‍♂️ indicates that a data input field has a related lookup that can be used to select and return a value.

The calendar icon 🗓️ provides a calendar dialog that can be used to select a date.

**Conducting a Basic Document Search**

KFS contains a robust search engine. Within KFS there are multiple ways to conduct a search. Entering different values in the search fields will filter the search results accordingly.

1. **Document Type** – This is the KFS document type. You may enter the Document Type Code (e.g., PO not Purchase Order) or search for the code using the Document Type Lookup. For a complete list of Document Types, refer to the [Document Type Matrix](#).
2. **Initiator** – This is the UH username of the person who initiated the document. You may enter in the UH username or search for it from the Person lookup.
3. **Document Id** – This is the unique 7-digit Document Id assigned by KFS.
4. **Date Created From** – This is the date the document was created and represents the start date in a date range. You may enter in the date (MM/DD/YYYY) or select a date from the calendar lookup.
5. **Date Created To** - This is the date the document was created and represents the end date in a date range. You may enter in the date (MM/DD/YYYY) or select a date from the calendar lookup.
6. **Name this search** - KFS allows the user to create a saved search. You may enter a name that can be used to retrieve the search fields for subsequent searches.
After entering the search fields, click on search to execute the document search.

KFS will return all documents matching the search criteria. KFS has a 500 record limit for all system searches. To open the document, click on the Document Id.

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

**Additional Search Options**

In addition to the basic document search, KFS will provide additional search fields depending on the document type entered. For example, the financial processing document types will also display accounting line fields. This is an example of an Advance Deposit document search.
KFS also has a detailed Document Search that can be accessed by clicking on the ‘detailed search’ button in the document search window. The detailed search is commonly used to find documents with a given workflow status.

The detailed Document Search provides additional workflow fields that can be used to filter the search results.
You may use wildcards at the end of or within a string of characters to represent any character or characters. The symbols * (denotes any number of characters) and % (denotes a single character) may be used as wildcards.

To enter a range of numbers or dates, use any of these range operators: >, <, >=, <=, and .. Note that the ‘..’ operator may be used only between two date values. It may not be used with a single date. All other operators are used before single dates or numbers (e.g., amounts).

Examples: If seeking information between two dates enter MMDDYYYY..MMDDYYYY. If seeking information prior to a date, enter <MMDDYYYY.

KFS will return the records that match the search criteria entered.

**Action List Management**

The Action List can be accessed from any menu tab or within each eDoc.
Clicking on the action list button returns the Action List. The Action List displays a list of documents awaiting action by the user.

- **Id** – The document number which is an active link that will open the eDoc.
- **Type** – Document type name.
- **Title** – Concatenated value of the document type name and the document description.
  - ENROUTE – The document is still pending approvals.
  - SAVED - The document has not been submitted.
  - DISAPPROVED - The document has been disapproved by an approver after the document was submitted.
  - PROCESSED - The document was blanket approved or approved with a pending Acknowledge action.
  - FINAL - The document does not have pending actions and has been fully approved.
  - EXCEPTION - The document had a system error during processing.
  - CANCELLED – The document has been cancelled.
  - RECALLED - The document has been recalled.
- **Action Requested** - The action you must perform on the document.
  - ACKNOWLEDGE - The document requires you to open the eDoc and acknowledge that you have reviewed the eDoc before it can be removed from your action list. An action of **Acknowledge** does not stop the eDoc from moving through the workflow approval process.
- **APPROVE** - The document requires you to open the eDoc and either approve or disapprove the eDoc before it can be removed from your action list. An action of Approve prevents the eDoc from moving through the workflow approval process until you take action.
- **COMPLETE** – A document that you initiated and saved but have not yet submitted will remain in your action list until the action of Complete (eDoc submitted) has been taken, and therefore the eDoc has not routed anywhere. Documents that are ad hoc routed for completion will also show the Complete action requested.
- **FYI** - The document requires you to either open the eDoc and take action by clicking the FYI button at the bottom of the eDoc, or select the FYI option from the Actions column on the Action List page and then click the take actions button to remove the eDoc from your action list without opening the eDoc for review. An action of FYI does not stop the eDoc from moving through the workflow approval process.

- **Initiator** – User who initiated the document.
- **Delegator** – Indicates the Fiscal Officer assigned to the account when a document is routed to the Primary Delegate.
- **Date Created** – Date the document was initiated.
- **Actions** - Available on the action list page if the Clear FYI checkbox is checked in your action list preferences. Allows the user to select an action (FYI only) and then click on the take action button to take action on multiple documents.
- **Log** – Click on the Route Log icon to view the document’s route log.

The Action List may be configured for each individual user. Click on the preferences button within the Action List. For more information about account delegates, please refer to the Account Global Account Delegates Training Manual.

General Information regarding workflow preferences

- **Automatic Refresh Rate** - Determines how often your action list will be automatically refreshed in whole minutes. **Caution:** A time of 0 is for no automatic refresh. If you choose 0 you must refresh your action list manually by clicking the refresh button on the Action List page.
- **Action List Page Size** - Maximum number of rows that display on each page of your Action List.
- **Delegator Filter** - Used by Secondary Delegates to select whether Action List items for which they are a Delegate will display on their action list page amongst their own items, or use the filter option to search for the delegate action items.
  - **Secondary Delegators on Action List Page** – This is the default selection. This selection will provide a drop-down list box on the Action List page, but it is only available when there are eDocs pending their action as a Secondary Delegate.
Secondary Delegators only on Filter Page – When this option is selected the Secondary Delegate will use the filter button (located on the main Action List page) to search for eDocs pending their action as a Secondary Delegate.

- Primary Delegate Filter - Used by Fiscal Administrators to select whether their Primary Delegates are available in a drop-down list box on their Action List page, or to use the filter option to search for their delegates’ action items.
  - Primary Delegates on Action List Page – This is the default selection. This selection will provide a drop-down list box on the Action List page, but it is only available when there are eDocs pending action for the Fiscal Administrator’s Primary Delegate(s).
  - Primary Delegates only on Filter Page – When this option is selected the Fiscal Administrator will use the filter button (located on the main Action List page) to search for eDocs pending action by their Primary Delegate.

Sample of a Secondary Delegate’s Action List when the Delegator Filter is set to Secondary Delegators on Action List Page.

- Choose Secondary Delegation – Clears the Action List and shows only those things that have routed directly to you for approval.
- All - Shows only those items that you are listed as the Secondary Delegate, excludes any primary delegations.
- Specific name – Shows all the docs that you could take action on for this person as either the secondary or primary.

Sample of a Fiscal Administrator’s Action List when the Primary Delegate Filter is set to Primary Delegates on Action List Page.

- Choose Primary Delegation – Clears the Action List and shows only those eDocs that have routed directly to you as the Fiscal Administrator.
- All - Shows all the eDocs routed to the Fiscal Administrator’s Primary Delegate(s).
- Specific name – Shows all the eDocs that are in this Primary Delegate’s Action List as the delegate.

Fields Displayed in Action List
Users may select which fields they would like to view in their Action List. To remove or add a column, click on the related check box to add or remove the check. A check in the box will display the column on your Action List.

**Document Route Status Colors for Actionlist Entries**

Users may color code the items in the Action List by the Document Route Status. Select the radio button associated with a particular color for each route status.

**Email Notification Preferences**

Users may control how often as well as which documents and/or actions the email notification will be sent. Email notification includes links to the document that needs action and the user’s action list.

- **Receive Primary Delegate Emails** - Controls whether or not to receive email notifications of Action List items routed to you as a Primary Delegate.
- **Receive Secondary Delegate Emails** - Controls whether or not to receive email notifications of **Action List** items routed to you as a **Secondary Delegate**.
- **Default Email Notification** - Controls if and how often you would like to receive email notifications for new documents in your action list.
  - **None** - Select if you intend to be in KFS on a regular basis and do not need reminders.
  - **Daily** - Select if you want an email notification only once a day at 12:15pm.
  - **Weekly** - Select if you want an email notification only once a week on Sundays at 12:15 pm.
  - **Immediate** - Select if want an email notification every time your action list is updated. This is the default selection.

- **Document Type Notifications** - Overrides the default email notification. To specify a Document Type notification, enter the document type, select the notification preference and click on the **add** button. Enter the document type or look up the value. The notification values are the same as the Default Email Notification. To remove a previously defined Document Type Notification, click on the **delete** button next to the entry.
- **Send Email Notifications For** – Option to select which action(s) you want to be notified for. Check the box next to the action you want to be notified about. To remove or add an action, click on the related check box to add or remove the check. A check in the box will select the action for notification. This only affects **immediate** notifications.

The Action List may also be sorted by clicking on any of the column headers that are underlined. The default sort is by Document Id.

For complete training on KFS, please reference the complete training materials on the FMO website at [http://www.fmo.hawaii.edu/financial_systems/index.html#tab10](http://www.fmo.hawaii.edu/financial_systems/index.html#tab10).