Financial Management Office

KFS Upgrade Information

Fiscal Administrator Town Hall
January 18, 2018
KFS Upgrade Specifics

- KFS version 6.0.1
- Rollout on 1/17/2018
- No change to existing URLs:
  - KFS: https://kfs.hawaii.edu
  - eThority: https://ethority.reports.hawaii.edu/
  - PCX: https://kfs.hawaii.edu/lrs/webconnect/
- Old bookmarks and links will route to KFS main menu (e.g., action list notifications)
- Same user interface, no big changes
- No changes to reporting (eThority or Jasper)
General

• Ad hoc Route for Completion
  ▫ Able to add ad hoc route to person or group for COMPLETE action.
  ▫ Routes for completion when Initiator clicks on SUBMIT.
  ▫ Does not require all field validation when routing for completion.
  ▫ Completer must fill in required fields and click on COMPLETE.
  ▫ Only available when document is SAVED or INITIATED.

• Default Chart Code on Accounting Line
Chart of Accounts

- New tab on the Account maintenance eDoc, Indirect Cost Recovery Accounts
- Required for CG accounts and sub-accounts
Financial Processing (FP)

- Recall Action
  - New action button

- Intra-Account Adjustment
  - New FP document

- Line Description on all FP eDocs
  - New Field added in accounting line
Financial Processing (continued)

• Recall Action
  ▫ New action button ![recall](image) that allows the **initiator** to recall a completed/submitted Financial Processing document for editing or for canceling provided it has not been acted upon by any other user
  ▫ Previously, if an initiator discovered an issue with a financial processing document after it was completed/submitted, the initiator would have to contact the next approver to disapprove the document and complete/submit a new document if applicable
  ▫ Refer to [website](#) for more details
Financial Processing (continued)

• Intra-Account Adjustment
  ▫ New FP document to be used as follows provided the transactions are within the same account and object code combination:
    o Add sub-account and/or sub-object information for an existing transaction
    o Transfer balances between sub-accounts or sub-object codes
    o Correct errors in sub-account and/or sub-object coding
  ▫ Can be initiated by any user and routes to the Fiscal Officer for approval
    o If the initiator is also the Fiscal Officer, no secondary Fiscal Officer approval is required
  ▫ Refer to website for more details
Financial Processing (continued)

• Line Description on all FP eDocs
  ▫ New Field added in accounting line for FP eDocs that did not already include the line description
  ▫ Allows the user to provide more detailed information regarding the specific accounting line
  ▫ Line description displays in the Transaction Ledger Entry Description
  ▫ Limited to 40 characters
  ▫ New Import templates should be used to upload accounting line transactions
Capital Assets

- Changes to Capital Asset tab on FP eDocs
  - Capital Edit tab replaced by 3 new tabs in KFS6
    - Accounting Lines for Capitalization
    - Create Capital Assets
    - Modify Capital Assets
Capital Assets

- Ability to create and modify asset records for each accounting line with equipment object codes

Procurement Card (PCDO)

- Changes to Accounting Lines tab
  - Added Line Description
  - Removed Disputed with Bank, Dispute Info, Dispute Reason fields
  - Removed Goods/Services Received checkbox
  - Renamed Received Date field to Goods/Services Received Date; input field and calendar feature remain unchanged

Purchasing

- Able to specify account distribution by percentage or dollar
- PO Number is masked while PO/POA is in process/enroute; UH has unmasked the # to OPOs, Risk Manager, Central Procurement Approvers
- Printed PO displays Requestor name, phone number and email address on output document
- Open Encumbrance enhancements:
  - Able to view pending PO encumbrance balances by PO # vs eDoc #.
  - Excludes accounting lines with zero outstanding amounts as a default
```
Accounts Payable - Vendor

<table>
<thead>
<tr>
<th>Corporate Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>* Vendor Type:</td>
<td></td>
</tr>
<tr>
<td>* Is this a foreign vendor: No</td>
<td></td>
</tr>
<tr>
<td>Tax Number:</td>
<td></td>
</tr>
<tr>
<td>TIN Name:</td>
<td></td>
</tr>
<tr>
<td>Tax Number Type:</td>
<td>FEIN SSN NONE</td>
</tr>
<tr>
<td>* Ownership Type:</td>
<td></td>
</tr>
<tr>
<td>Ownership Type Category:</td>
<td></td>
</tr>
<tr>
<td>W-9 Received:</td>
<td></td>
</tr>
<tr>
<td>W-9 Signed Date:</td>
<td></td>
</tr>
<tr>
<td>W-8 Received:</td>
<td></td>
</tr>
<tr>
<td>W-8 Signed Date:</td>
<td></td>
</tr>
<tr>
<td>W-8 Type:</td>
<td></td>
</tr>
<tr>
<td>Country of Incorporation/Citizenship:</td>
<td></td>
</tr>
<tr>
<td>GIIN Code:</td>
<td></td>
</tr>
<tr>
<td>Foreign Tax ID:</td>
<td></td>
</tr>
<tr>
<td>Date of Birth:</td>
<td></td>
</tr>
<tr>
<td>Chapter 3 Status Code:</td>
<td></td>
</tr>
<tr>
<td>Chapter 4 Status Code:</td>
<td></td>
</tr>
<tr>
<td>Backup Withholding Begin Date:</td>
<td></td>
</tr>
<tr>
<td>Backup Withholding End Date:</td>
<td></td>
</tr>
<tr>
<td>Debarred:</td>
<td></td>
</tr>
</tbody>
</table>

- New fields under Corporate Information
  - W-9 signed Date
  - W-8 Received
  - W-8 Signed Date
  - W-8 Type
  - Country of Incorporation/Citizenship
  - GIIN Code
  - Foreign Tax ID
  - Date of Birth
  - Chapter 3 Status Code
  - Chapter 4 Status Code
- Fixed issue with attachments
```
Accounts Receivable

- Contract and Grants Invoice Report items have moved under Accounts Receivable in the Report section on the Main Menu.
Accounts Receivable (Cont)

• Cannot correct/error correct (i.e., reverse) payments.
• Customer Refunds are not automatically processed from the AR module.
Labor Ledger

• New Error Certification tab for CG accounts
  ▫ Required if ST is beyond 3 fiscal periods
  ▫ Provide details on the expenditures, benefit to the project, why it must be transferred and why it is late
  ▫ http://www.fmo.hawaii.edu/financial_systems/upgrade/docs/Error_Certification.pdf
Labor Ledger View – 2 New Query Options

- **Amount View Option**: ‘Monthly’ option aggregates month specific transactions. The ‘Accumulate’ option is a running total of current month activity plus any prior month transactions.

- **Exclude entries with only CG Beginning Balances**: ‘Yes’ option will NOT display accounts with monthly totals that all equal to zero. The ‘No’ option will display zero balance accounts.
## Labor Ledger View

### Amount View Option: ‘Monthly’

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Object Code</th>
<th>Sub-Object Code</th>
<th>Balance Type Code</th>
<th>Position Number</th>
<th>Object Type Code</th>
<th>Employee Name</th>
<th>Beginning Balance Line Amount</th>
<th>Contracts Grants Beginning Balance Amount</th>
<th>Account Line Annual Balance Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>MA</td>
<td>1121182</td>
<td>&quot;ALL*&quot;</td>
<td>2001</td>
<td>&quot;ALL*&quot;</td>
<td>AC</td>
<td>12</td>
<td>&quot;ALL*&quot;</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>16,339.13</td>
</tr>
</tbody>
</table>

|    | July      | October     | January          | April       | May          | June         | Year End  |       |       |         |                                       |                                       |
|    | 2,717.50  | 4,076.25    | 0.00             | 0.00        | 0.00        | 0.00        | 0.00      |       |       |         |                                       |                                       |
|    | August    | November    | February         | May         | June         | Year End    |           |       |       |         |                                       |                                       |
|    | 2,717.50  | 2,717.50    | 2,717.50        | 0.00        | 0.00        | 0.00        |           |       |       |         |                                       |                                       |
|    | September | December    | March            | March       | Year End    |             |           |       |       |         |                                       |                                       |
|    | 2,717.50  | 1,392.88    | 1,392.88        | 0.00        | 16,339.13   |             |           |       |       |         |                                       |                                       |

### Amount View Option: ‘Accumulate’ (same employee as above)

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Object Code</th>
<th>Sub-Object Code</th>
<th>Balance Type Code</th>
<th>Position Number</th>
<th>Object Type Code</th>
<th>Employee Name</th>
<th>Beginning Balance Line Amount</th>
<th>Contracts Grants Beginning Balance Amount</th>
<th>Account Line Annual Balance Amount</th>
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<tr>
<td>2018</td>
<td>MA</td>
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<td>&quot;ALL*&quot;</td>
<td>AC</td>
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<td></td>
<td>0.00</td>
<td>0.00</td>
<td>16,339.13</td>
</tr>
</tbody>
</table>

|    | July      | October     | January          | April       | May          | June         | Year End  |       |       |         |                                       |                                       |
|    | 2,717.50  | 12,228.75   | 16,339.13        | 16,339.13   | 16,339.13   | 16,339.13   | 16,339.13 |       |       |         |                                       |                                       |
|    | August    | November    | February         | May         | June         | Year End    |           |       |       |         |                                       |                                       |
|    | 5,435.00  | 14,946.25   | 16,339.13        | 16,339.13   | 16,339.13   | 16,339.13   |           |       |       |         |                                       |                                       |
|    | September | December    | March            | March       | Year End    |             |           |       |       |         |                                       |                                       |
|    | 8,152.50  | 16,339.13   | 16,339.13        | 16,339.13   | 16,339.13   |             |           |       |       |         |                                       |                                       |
Exclude entries with only CG Beginning Balances: ‘No’ (NOTE: ANY zero balance account will be affected by this option, not just CG accounts.)

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Object Code</th>
<th>Sub-Object Code</th>
<th>Balance Type Code</th>
<th>Position Number</th>
<th>Object Type Code</th>
<th>Employee Name</th>
<th>Beginning Balance Line Amount</th>
<th>Contracts Grants Beginning Balance Amount</th>
<th>Account Line Annual Balance Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>MA</td>
<td>1200314</td>
<td><em>ALL</em></td>
<td>2001</td>
<td><em>ALL</em></td>
<td>AC</td>
<td>1</td>
<td><em>ALL</em></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>July</td>
<td>0.00</td>
<td>October</td>
<td>0.00</td>
<td>January</td>
<td>0.00</td>
<td>April</td>
<td>0.00</td>
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<td></td>
<td>August</td>
<td>0.00</td>
<td>November</td>
<td>0.00</td>
<td>February</td>
<td>0.00</td>
<td>May</td>
<td>0.00</td>
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<td>December</td>
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<td>March</td>
<td>0.00</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Year End</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
General Ledger

- **Current Account Balances**
  - New General Ledger Balance Inquiry

- **Debit/Credit View**
  - New General Ledger Entry Lookup display option
General Ledger (continued)

• **Current Account Balances**
  - Displays summary Expense budget available balance, cash expenditure authority and current fund balance
  - Budget Record Level on the Account determines which balances are displayed
  - Allows user to return summary balances for single or multiple accounts based on search filters
  - Does not provide drilldown capability to view balance details
  - Refer to [website](#) for more details
General Ledger (continued)

Current Account Balances

Search Filters available:
- Organization Code
- Fiscal Officer Principal Name
- Account Supervisor Principal Name
- Account Manager Principal Name
General Ledger (continued)

- **Debit/Credit View**
  - Include or Exclude the Debit/Credit code associated with the general ledger transaction in the General Ledger Entry Lookup display
  - **Include** Debit/Credit View displays the Debit/Credit Code
    - Same as KFS 4
  - **Exclude** Debit/Credit View does not display the Debit/Credit Code
    - Default setting
    - Designed for non-accountants
    - Based on Object Type:
      - Positive amount = balance increase
      - Negative amount = balance decrease
General Ledger (continued)

- **Debit/Credit View**
  - DI 2335569 General Ledger Entry Lookup display
  - **Include** Debit/Credit View displays Debit/Credit Code
    - Same as KFS 4
    - Object Type EX=Debit, Balance Increase
    - Object Type AS=Credit, Balance Decrease
General Ledger (continued)

- **Debit/Credit View**
  - DI 2335569 General Ledger Entry Lookup display
  - **Exclude** Debit/Credit View NOT displayed
    - Object Type EX=Positive Amt, Balance Increase
    - Object Type AS=Negative Amt, Balance Decrease
Conversion Issues

- Attachments on Customer and Vendor creates are missing.
- Purchasing Application Document Status is not displaying consistently on document search.
- CG Invoices have incorrect AR Processing Org.
Reference Information

  - Powerpoint presentation
  - Release Notes
  - Reference Documents for enhancements
- Any questions, submit a trouble ticket
  - [KFS Trouble Ticket](http://www.fmo.hawaii.edu/financial_systems/KFS_Trouble)