Financial Management Office

KFS Upgrade Informational Webinar
KFS Upgrade Specifics

- KFS version 6.0.1
- Rollout on 1/17/2018
- No change to existing URLs:
  - KFS: [https://kfs.hawaii.edu](https://kfs.hawaii.edu)
  - eThority: [https://ethority.reports.hawaii.edu/](https://ethority.reports.hawaii.edu/)
  - PCX: [https://kfs.hawaii.edu/lrs/webconnect/](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] 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

- 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
Labor Ledger View

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><em>ALL</em></td>
<td>2001</td>
<td><em>ALL</em></td>
<td>AC</td>
<td>1122182</td>
<td><em>ALL</em></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>16,339.13</td>
</tr>
</tbody>
</table>

#### July
<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>2,717.50</td>
</tr>
</tbody>
</table>

#### October
<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>4,076.25</td>
</tr>
</tbody>
</table>

#### January
<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>0.00</td>
</tr>
</tbody>
</table>

#### April
<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### 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>
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<tr>
<td>2018</td>
<td>MA</td>
<td>1121182</td>
<td><em>ALL</em></td>
<td>2001</td>
<td><em>ALL</em></td>
<td>AC</td>
<td>1122182</td>
<td><em>ALL</em></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>16,339.13</td>
</tr>
</tbody>
</table>

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<tbody>
<tr>
<td>July</td>
<td>2,717.50</td>
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#### August
<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>5,435.00</td>
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#### September
<table>
<thead>
<tr>
<th>Month</th>
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</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>8,192.50</td>
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#### October
<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>October</td>
<td>12,228.75</td>
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#### November
<table>
<thead>
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<th>Month</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>November</td>
<td>14,946.25</td>
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#### December
<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>December</td>
<td>16,339.13</td>
</tr>
</tbody>
</table>

#### January
<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>16,339.13</td>
</tr>
</tbody>
</table>

#### February
<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>16,339.13</td>
</tr>
</tbody>
</table>

#### March
<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>16,339.13</td>
</tr>
</tbody>
</table>

#### April
<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>16,339.13</td>
</tr>
</tbody>
</table>

#### May
<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>16,339.13</td>
</tr>
</tbody>
</table>

#### June
<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>16,339.13</td>
</tr>
</tbody>
</table>

#### Year End
<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year End</td>
<td>16,339.13</td>
</tr>
</tbody>
</table>
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>
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<th>Account Line Annual Balance Amount</th>
</tr>
</thead>
<tbody>
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<td>2018</td>
<td>MA</td>
<td>1200314</td>
<td><em>ALL</em></td>
<td>2001</td>
<td><em>ALL</em></td>
<td>AG</td>
<td><em>ALL</em></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<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>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>0.00</td>
<td>November</td>
<td>0.00</td>
<td>February</td>
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<td>May</td>
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<tr>
<td>September</td>
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<td>December</td>
<td>0.00</td>
<td>March</td>
<td>0.00</td>
<td>June</td>
<td>0.00</td>
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<td></td>
</tr>
<tr>
<td>Year End</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
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<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

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Fiscal Period</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Fiscal Officer Principal Name</th>
<th>Beginning Fund Balance</th>
<th>Beginning Current Assets</th>
<th>Beginning Current Liabilities</th>
<th>Total Income</th>
<th>Total Expense</th>
<th>Encumbrances</th>
<th>Budget Available Balance</th>
<th>Cash Expenditure Authority</th>
<th>Current Fund Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>01</td>
<td>6100045</td>
<td>1234</td>
<td>5678</td>
<td>VIT</td>
<td>201,150.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>173,030.37</td>
<td>0.09</td>
<td>28,119.63</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
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<td>05</td>
<td>6100046</td>
<td>1234</td>
<td>5678</td>
<td>VIT</td>
<td>1,200,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,200,000.00</td>
<td>0.09</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
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<td>VIT</td>
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<td>124,138.63</td>
<td>0.00</td>
<td>124,207.11</td>
</tr>
</tbody>
</table>
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
  - Object Type EX=Positive Amt, Balance Increase
  - Object Type AS=Negative Amt, Balance Decrease
Reference Information

  - Powerpoint presentation
  - Release Notes
  - Reference Documents for enhancements
- Any questions, submit a trouble ticket
  - KFS Trouble Ticket