



UNIVERSITY OF HAWAII

**Standard KFS eDoc Layout
User Guide**

Fiscal Services Office

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KFS eDoc Layout Overview

The Kuali Financial System (KFS) provides several types of maintenance and transactional eDocs to perform maintenance functions for various reference tables or to enter financial transactions in the different modules and general ledger. While each KFS eDoc is unique, there are some standard tabs and attributes that are found in every KFS eDoc. Please refer to the specific KFS eDoc User Guides for more information about the functionality of the standard tabs as well as other tabs that are unique to those documents.

Document Header

The Document Header displays the document type name and system information about the document.

Pre-Encumbrance ?	Doc Nbr: 3240842	Status: SAVED
	Initiator: echun	Created: 02:21 PM 10/22/2018

The basic information found in the document header of all KFS eDocs includes the following display only data:

- **Doc Nbr** – KFS generated number. The unique number used to identify each document. KFS assigns a sequential number to each document when it is created, regardless of the type of document.
- **Initiator** – UH username of the person initiating the eDoc.
- **Status** – The current status of the eDoc: Initiated, Saved, Enroute, Final, Processed, Disapproved, Canceled, or Recalled.
- **Created** – Time and date the eDoc was created.

Expand All and Collapse All

The document body is organized in a stack of labeled tabs that are similar to file folders. Based on the type of document, the system displays a different set of tabs.

The screenshot shows a document interface with a stack of tabs. At the top right, there are buttons for "expand all" and "collapse all". A red box highlights a "* required field" label. The tabs include "Document Overview" (with a "show" button), "Accounting Lines" (with a "show" button), "General Ledger Pending Entries" (with a "show" button), "Notes and Attachments (0)" (with a "hide" button), "Ad Hoc Recipients" (with a "show" button), and "Route Log" (with a "show" button). The "Notes and Attachments" tab is active, displaying a table with columns: "Posted Timestamp", "Author", "* Note Text", "Attached File", "Notification Recipient", and "Actions". The "Note Text" column has a red box around the asterisk. The "Attached File" column has a "Browse..." button and "No file selected." text. The "Actions" column has an "add" button. A "CANCEL" button is also visible below the "Attached File" column.

- **Expand all and collapse all buttons**, available on all KFS eDocs, will expand or collapse all tabs on the page.
 - When a tab is collapsed, click on the show button to display the contents of the tab.
 - To collapse an individual tab, click on the hide button.
- **Required fields** are denoted with an asterisk and a line cannot be added or document cannot be submitted until all required fields contain the appropriate data.

Document Overview Tab

The Document Overview tab is a standard tab on all KFS eDocs. The three fields available on all KFS eDocs are Description, Explanation and Organization Document Number. The Financial Document Detail section is only available on **transactional** eDocs and includes the Total Amount and other fields depending on the document type.

The screenshot shows a 'Document Overview' window with a 'hide' button. It contains the following fields:

- * Description:** 052-UH Bookstore PageMaker7
- Organization Document Number:** (empty field)
- Explanation:** To encumber funds for Adobe PageMaker7 for Education Programs
- Financial Document Detail:** Total Amount: 126.00

Document Overview

- **Description – (Required)** Enter your 3 digit Fiscal Office (FO) Code followed by a short description of what the transaction is for. The description is used to identify the financial transaction and is included in the General Ledger (GL) inquiry**, Standard Reports, Action List and Document Search. This field is limited to 40 characters.
****Note:** If entered, the eDoc accounting line description field (see screenshot in the Accounting Lines Tab below) will be displayed in the GL inquiry instead of the Document Overview Description.
- **Explanation – (UH Required)** Enter a more detailed explanation of what the transaction is for to supplement the short description. Although it is not a system required field, UH is requiring the Explanation field to be entered as further explanation of what you are trying to accomplish. This field will accommodate up to 400 characters.
- **Organization Document Number – (Optional)** Used for departmental reference. This field is limited to 10 characters.

Financial Document Detail

- **Total Amount – (Display-only)** Displays the total amount of the accounting lines when the document is successfully saved or submitted.

Accounting Lines Tab

The accounting information for a financial transaction is entered in the Accounting Lines tab. The required fields and the format of the tab vary by document type. Refer to the specific eDoc user guide for more information about the respective Accounting Lines Tab. The following is an example of a Distribution of Income and Expense (DI) Accounting Lines tab that includes the Line Description field, if entered will be displayed in the GL inquiry.

The screenshot shows an 'Accounting Lines' window with a 'hide' button. It displays a table with the following columns: * Chart, * Account, Sub-Account, * Object, Sub-Object, Project, Org Ref Id, * Amount, and Actions. The table is divided into 'From' and 'To' sections. A red box highlights the 'Line Description' field in the 'From' section.

Accounting Lines									
From									
	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	SW Systemwide	1134402 FISCAL SERVICES		3200 SUPPLIES, OFFICE				100.00	
Line Description									
								Total: 100.00	
To									
	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	SW Systemwide	1134412 TAX SERVICES OFFICE		3200 SUPPLIES, OFFICE				100.00	
Line Description									
								Total: 100.00	

General Ledger Pending Entries Tab

After the Accounting Lines tab is completed and the transactional eDoc is saved or submitted, the General Ledger Pending Entries tab displays the transactions that are to be posted to the General Ledger (GL) when the document is fully approved and the GL batch process has run.

General Ledger Pending Entries												
Seq #	Fiscal Year	Chart	Account	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2019	SW	1134402	-----	3200	---	-----	DI	AC	EX	100.00	C
2	2019	SW	1134402	-----	8100	---	-----	DI	AC	AS	100.00	D
3	2019	SW	1134412	-----	3200	---	-----	DI	AC	EX	100.00	D
4	2019	SW	1134412	-----	8100	---	-----	DI	AC	AS	100.00	C

In addition to the accounting information entered in the accounting lines by the user, the General Ledger Pending Entries tab may include system-generated offset transactions to enforce the basic rule that debits must equal credits and to support other KFS business rules. In the above example, the offsetting object code 8100 transactions were system generated entries.

Note: After the batch process has been run, the general ledger pending entries are removed from this tab.

Notes and Attachments Tab

The Notes and Attachments tab is an optional standard tab that can be used to add notes specific to this eDoc or electronically attach supporting documentation. System generated information about the document may also be displayed. The number of added notes and/or attachments is indicated on the tab.

DO NOT include Personally Identifiable Information (PII) in the Note Text or attachments. Refer to Executive Policy 2.214, Institutional Data Classification Categories and Information Security Guidelines for more information regarding PII.

Notes and Attachments (0)				
Notes and Attachments				
	Posted Timestamp	Author	* Note Text	Attached File
add:				<input type="button" value="Browse..."/> No file selected. <input type="button" value="add"/>

- **Posted Timestamp** – (Display-only) Date and time when the attachment and/or note was posted.
- **Author** – (Display-only) Name of the user who added the note and/or attachment. A system generated note is displayed with author=KFSSYS.
- **Note Text** – (**Optional/Required**) Enter any notes relevant to the document or attachment.
 - Required to be completed when attaching a file.
- **Attached File** – (Optional) Attach a file by clicking Browse and using the standard Choose File dialog box.
 - The maximum size of an attachment is 50 megabytes.
 - Enter a brief description of the attachment in the Note Text box.
 - The cancel button can be used to clear the file you have selected.
 - If there is a business need to attach documentation that includes PII, the PII information should be redacted in order to protect the sensitive data.
- **Actions** – (**Optional/Required**) Click on the “add” button to add the Note and/or file to the document.

Note:

- After an attachment has been added to a **transactional** eDoc, users (initiator and any approver in the eDoc’s route log) may delete an unwanted attachment provided the eDoc is in one of the following statuses: INITIATED, SAVED, CANCELED OR DISAPPROVED.

Budget Adjustment Backdoor Id echun is in use Doc Nbr: 3244859 Status: SAVED
Initiator: echun Created: 09:44 AM 11/27/2018

Document Overview show
 Accounting Lines show
 General Ledger Pending Entries show
 Notes and Attachments (1) hide

	Posted Timestamp	Author	* Note Text	Attached File	Notification Recipient	Actions
add:				Browse... No file selected. CANCEL		add
1	11/28/2018 08:11 AM	Chun, Elaine	add note and unwanted attachment	binding strips.jpeg (2 KB, image/jpeg)		delete send

Ad Hoc Recipients show
 Route Log show

- Click on the “delete” button in the Actions column beside the Note/Attachment to be removed. Upon removal, KFS will automatically add a note indicating the filename and the name of the user who deleted the Note/Attachment.

Notes and Attachments (1) hide

	Posted Timestamp	Author	* Note Text	Attached File	Notification Recipient	Actions
add:				Browse... No file selected. CANCEL		add
1	11/28/2018 08:16 AM	KFSSYS	The note/file "binding strips.jpeg" was deleted by echun			delete send

If the delete button is not available:

- For eDocs with notes or attachments that do not include sensitive data but was inadvertently added, add a note to disregard the incorrect note/attachment and then add/attach the correct note/attachment.
- For eDocs with notes or attachments that include sensitive data, users may request deletion by submitting a trouble ticket using the web link below.
 - Please be sure to include the eDoc number, the note/attachment number and the reason for removal, e.g., sensitive information.
 - Attach a new note or redacted attachment if needed.



Submit a Trouble Ticket <https://www.hawaii.edu/kualifinancial/feedbackForm.php>

Ad Hoc Recipients Tab

The Ad Hoc Recipients tab is a standard tab on all KFS eDocs that allows users to Ad Hoc route the eDoc to another person or group in addition to the normal routing. Remember however, that each time the eDoc is routed to another **approver** it increases the time the eDoc reaches final approval.

- **Action Requested** – The following action options may be available depending on the type of eDoc and the document status:
 - **Approve** – Routes the eDoc for additional approval and interrupts the routing process. The eDoc must be opened, viewed and until the Approve action is completed, the eDoc will not route to the next approver.
Note: If the Ad Hoc Recipient **disapproves** the eDoc, the Route Status=DISAPPROVED and no further routing will occur. A FYI notification is sent to the initiator and anyone else who previously approved the eDoc.
 - **Complete** – Routes the **Financial Processing** eDoc to to another user or group for completion, or for review prior to approval routing. The eDoc will not continue in the workflow until it is completed and submitted.
Important Note: There are some functionality issues with this feature that have not been fully tested at the Quali Foundation level. If the Ad Hoc Recipient is unable to complete the eDoc, the eDoc should be canceled and started again.
 - **FYI** – Routes the eDoc as a courtesy notification and can be cleared from the user’s action list or by opening the eDoc and clicking on the FYI button.
 - **Acknowledge** – Routes the eDoc to another user or group to view and acknowledge the transaction. The eDoc must be opened, viewed and the acknowledge button must be clicked to clear the eDoc from the user’s action list.
 - Neither the FYI nor Acknowledge action requests will stop the eDoc from moving forward.
- **Person Requests**
 - **Person** – Enter the Ad Hoc Recipient’s UH username or select the desired UH username from the Person lookup.
- **Ad Hoc Group Requests**
 - **Namespace Code** – Enter the desired group’s Namespace Code or if a Group Name lookup is performed, when the value of the desired group is returned, the Namespace Code field will be automatically populated.
 - **Name** – Use the Group Name lookup and click the Return Value link for the desired group and both the Namespace Code and Name fields will be automatically populated.
- **Actions**
 - Click on the “add” button to add the ad hoc recipient request.
 - Click on the “delete” button to remove an ad hoc recipient request before the ad hoc request is sent.

Refer to the “Workflow Action Buttons” section for information on how to send an ad hoc route request.

Tip: Review the Route Log to determine which users or groups are already in the workflow of the document and **DO NOT** add them for Ad Hoc routing because this will cause delays in the document reaching Final status.

Route Log Tab

The Route Log tab is displayed on all KFS eDocs and shows the status of an eDoc, who has taken action on an eDoc and who still needs to take action. The routing for user action vary by the document type's workflow responsibilities. Refer to the specific eDoc user guide for more information about the respective document's workflow.

Route Log hide

Route Log refresh

ID: 3240842 hide

Title	Pre-Encumbrance - 052-UH Bookstore PageMaker7		
Type	Pre-Encumbrance	Created	02:21 PM 10/22/2018
Initiator	Chun, Elaine	Last Modified	02:31 PM 10/22/2018
Route Status	ENROUTE	Last Approved	
Node(s)	Account	Finalized	

Actions Taken hide

	Action	Taken By	For Delegator	Time/Date	Annotation
show	SAVED	Chun, Elaine		02:27 PM 10/22/2018	
	COMPLETED	Chun, Elaine		02:31 PM 10/22/2018	

Pending Action Requests hide

	Action	Requested Of	Time/Date	Annotation
show	IN ACTION LIST APPROVE	Apo, Byron	02:31 PM 10/22/2018	KFS-SYS Fiscal Officer MA 2014000

Future Action Requests hide

	Action	Requested Of	Time/Date	Annotation

Log Action Message hide

Action Message log

- **Document ID**

Displays the eDoc's system-assigned ID number plus basic information, such as the document title(combination of the document type and Document Overview Description), document type, initiator, current route status, date created and the dates when it was most recently modified, approved and finalized.

The **Route Status** indicates where a document is in its routing process. The system displays the route status in both the Route Log tab and the document header.

- **Canceled** – Denoted as void and should be disregarded. This status is applied when an initiator creates a document and cancels it before submitting it for approval.
- **Disapproved** – Disapproved by an approver.
- **Enroute** – Pending approval requests.
- **Exception** – Routed to an exception queue because workflow encountered an error when trying to process its routing.
- **Final** – No pending approval or acknowledgement requests. Documents in Final status are considered approved and affect the General Ledger or update Chart of Account values.
- **Initialized** – Created but has not yet been saved or submitted.
- **Processed** – No pending approval requests but requires one or more pending acknowledgement requests. Processed documents are considered approved and impact the General Ledger or update Chart of Account values.
- **Recalled** – Initiator recalled and cancelled the document before the next action was taken.

- **Saved** – Document has been started and saved but was not completed or routed. Allows the initiator to save the entered data and retrieve the document from the action list for completion and routing at a later time.

Note: Approved or Committed statuses may be displayed as a result of a system error or performance issue.

- **Actions Taken**

Displays the actions that have already been taken including the type of action taken, the name of the person who took the action, the time and date the action was taken and any routing annotation entered for the eDoc.

Common actions taken description:

- **Completed** – Initiator or Ad Hoc Recipient for completion completed and submitted the document which is enroute for the next user’s action.
- **Approved** – Approved by an approver.
- **Disapproved** – Disapproved by an approver.
- **Recalled** – Initiator recalled and cancelled the document before the next action was taken.

Other Fields/functionality:

- **For Delegator** – Displays the name of the delegator for which action was taken on the delegator’s behalf. For example, for Fiscal Officer/Administrator approval, the Fiscal Officer/Administrator’s name is shown here if this person’s delegate took action on the document.
- **Show button** – Displays the details of each action.

- **Pending Action Requests**

Displays where the eDoc is currently located in the workflow including the next action to be taken and the requested action of the user or group name at the current route node.

Pending action request description:

- **In Action List Approve** – The eDoc is in the user or group’s action list for approval.
- **In Action List FYI or Acknowledge** – The eDoc is in the user or group’s action list for FYI notification or Acknowledgement. The FYI or Acknowledge action requests will not stop the eDoc from moving forward.
- **Pending Approve** – The document’s workflow has identified other approval actions needed at this route node but has not actually sent these requests. These approval action requests will be sent after the “In Action List” approvals have been taken.

Other Fields/functionality:

- **Annotation** – Displays the workflow/responsibility role related to the pending action.
- **Show button** – Displays the details of each action.

- **Future Action Requests**

Displays the action requests that Workflow will generate in the future based on the information currently on the document. Future action requests are listed in the order in which they are to occur.

- **Log Action Message**

The Log Action Message tab allows authorized users to add a message directly to the Route Log.

Workflow Action Buttons

Workflow action buttons appropriate to user's role and document status are displayed at the bottom of the eDoc. The action buttons displayed may vary by document type therefore refer to the specific eDoc user guide for more information about the respective document's workflow action buttons.

When initiating or opening a saved transactional eDoc the following workflow action buttons may appear:



- **Submit** – Routes the completed document for approval.
 - If an ad hoc recipient has been added to the **Ad Hoc Recipients** tab, the submit action will also send the ad hoc route request.
 - **Recall** – For most **Financial Processing** eDocs, if the next action has not been taken, the initiator has the following workflow action buttons and can recall the document to the action list or cancel the document using the recall button. The recall button is not available after the next action has been taken.



- **Save** – Saves the entered data. The saved document may be retrieved from the user's action list for completion and routing at a later time.
- **Reload** – Refreshes the eDoc after submission so the new status of the document is displayed. The reload button may also be used to restore the document to the last saved version.
- **Close** – Closes the eDoc and allows the user to exit the document and return to the main menu.
- **Cancel** – Cancels the eDoc prior to submitting the document for approval. Canceled eDocs are considered void and should be disregarded.
- **Copy** – Copies the eDoc and creates a new document. This function creates a new document with a new document number based on the existing document. The document number for the copied-from document is displayed in the document header and also noted in the Notes and Attachments tab of the new document.

If the eDoc is **in your Action List** for approval the following workflow buttons may appear:



- **Send Ad Hoc Request** – Routes the document to the person or group added to the **Ad Hoc Recipients** tab for the requested action. The ad hoc recipient will receive the action request and the eDoc will remain in your Action List.
- **Save** – Saves the entered data. The saved document may be retrieved from your action list for approval/disapproval at a later time.
- **Reload** – Refreshes the eDoc after approval/disapproval and displays the new status of the document. The reload button may also be used to restore the document to the last saved version.
- **Approve** – Logs the Approved action taken in the route log and sends the document to the next routing level if applicable.
 - If an ad hoc recipient has been added to the **Ad Hoc Recipients** tab, the approve action will also send the ad hoc route request and the document will no longer be in your Action List.
- **Disapprove** – Logs the Disapproved action taken in the route log and an acknowledge action request is sent to the initiator and anyone else who previously approved the eDoc; the initiator may then copy the eDoc and begin the process again.
- **Close** – Closes the eDoc and allows the user to exit the document and return to the main menu.
- **Copy** – Copies the eDoc and creates a new document. This function creates a new document with a new document number based on the existing document. The document number for the copied-from document is displayed in the document header and also noted in the Notes and Attachments tab of the new document.

Other workflow buttons may appear depending on the kind of action request received for the document or additional action that can be taken on a document.

acknowledge

FYI

blanket approve

error correction

- **Acknowledge** – The acknowledge button is available only to users to whom a document has been routed for acknowledgement. To respond to the acknowledge request, the user must open the document and click on the button in order to remove the request from the action list.
 - Documents with no pending approval requests but has pending acknowledge requests are in “Processed” status.
- **FYI** – The FYI button is available only to users to whom a document has been routed for FYI notification. The user can either open the document and click on the button to respond to the FYI request or can clear the FYI request directly from the action list without opening the document.
 - Documents with no pending approval requests but has pending FYI requests are in “Final” status.
- **Blanket Approve** – Logs the Blanket Approved action taken in the route log, bypasses all subsequent levels of approval and immediately moves a document to “Processed” or “Final” status. Anyone who would otherwise have received the document for approval receives an acknowledge request instead.
 - The blanket approve button is only available to users with roles that have the blanket approve document permission, such as the Contracts & Grants Processor or GALC Manager roles.
- **Error Correction** – Allows the user to correct documents by creating a new document that reverses the original transaction. The error correction function can be used only on documents that have completed the routing process and have been fully approved. The new document that reverses the original entries displays the document number being corrected in the document header and the Notes and Attachments tab.
 - Not all document types are eligible for error correction.
 - After the original transactions have been reversed, a new document can be processed with the correct transactions if applicable.
 - The error correction action should not be confused with the General Error Correction (GEC) document type. Please refer to the General Error Correction User Guide for more information.