KFS6 Release Notes

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

- Able to default chart code based on user's primary department

Send Notes (Notification Recipient)

- Able to add Notes to any eDoc and Send it to another user
- Shows in action list as action READ NOTES
- Parameter to determine if action is ACKNOWLEDGE or FYI type. (UH setting is FYI)

Balance Inquiries

- New Current Account Balances
    - Lists balances for account(s)
    - Able to filter multiple account(s) based on search filter options (Organization, Fiscal Officer, etc)
- Option to exclude sub-accounts from inquiry
    - Allows for balances by Consolidation (main account plus sub accounts), Detail (main account and sub accounts listed separately) or Exclude Sub-Accounts (only main account)
    - On Available Balances, Consolidation by Balances, Cash Balances, Current Account Balances, General Ledger Balances
- Option to list transaction amounts as either debit/credit or +/- on General Ledger Entry
    - The Debit/Credit View (include) displays the transaction amount with a Debit/Credit Code column. All amounts are positive and the debit/credit code determines whether the amount increases or decreases the balance based on the object type.
    - The +/- view (exclude) displays the amounts as positive or negative values with a + or - sign based on the object type.
- Open Encumbrances
    - Option to enter the PO Number (vs. the eDoc number) to view updated encumbrance balances.
    - Option to exclude zeroed out encumbrances. Default is to exclude zeroed out encumbrances.

  - Able to view balances when PO/POA has been finalized but has not gone through nightly batch processing.

Document Search

- Chart Code, Account Number and Organization removed from search results. These fields were randomly displaying one set of values from the eDoc. eDocs may have multiple accounts so the information was confusing. The fields are still available as search criteria.

Action List Preferences

- Outbox displays documents that user has taken an action (i.e., approve, fyi, acknowledge) on. Users can choose whether to display the Outbox or not via the “Use Outbox” preference. Documents can be deleted from the Outbox to remove them from the list. The action list display will toggle between Action List and Outbox if the Outbox is selected.
- Email notifications can be specified by Document Type. If a specific document type (e.g., DV) is specified with a notification preference, it will override the default email notification.
- Email notifications can be selected for specific action types (e.g., complete, approve, acknowledge, fyi). This only affects immediate email notifications.

Chart of Accounts

Account cannot be closed if open encumbrance exists

- Error message displayed upon save or submit: This Account cannot be closed because it has open Encumbrance.

New tab on the Account maintenance eDoc, Indirect Cost Recovery (ICR) Accounts, required for CG accounts and sub-accounts. The new version allows for more than one ICR account to be specified for proration of the amount, but UH will only use one account.

Financial Processing

Recall action

- Able to recall eDocs that have been submitted as long as the next pending action (other than ad hoc route for complete) has not been acted upon
- Can recall after complete action
- Only Initiator can recall
- Can recall to action list (i.e., correct or change) or to cancel (status RECALLED)
- Only available on **Financial Processing** documents
- Documents recalled to action list must be reloaded before editing

Intra Account Adjustment (IAA)

- Any user can initiate
- Only routes to FO
- Allows transfer between sub account or sub object
- Account number and object code on from/to must match

Line Description

- All transactional eDocs have a Line Description field on the accounting line
- Line Description field has been added to the import templates
- The Line Description is 40 characters. If it is populated, the Line Description will populate the Transaction Ledger Entry Description on the GL entry rather than the Document Description.

Capital Asset tab

- Capital Edit tab has been replaced with new tabs that will allow creation of multiple assets (Accounting Lines for Capitalization, Create Capital Assets, Modify Capital Assets)

AD/CCR

- Added error correction feature which will fully reverse the original transaction
  - Same as other eDocs

PE

- Able to specify IN on parameter for valid object types (UH only allows EX)
- Error correction button removed

DV

- Link to Disbursement Info on the PDP tab (like PREQ)
- Allows negative accounting lines
- Removed Non-employee Travel and Prepaid Travel tabs (UH)

PCDO

- Changes to the Accounting Lines tab
  - Cardholder Name is no longer linked to KFS Cardholder Profile
  - Removed Disputed with Bank, Dispute Info, Dispute Reason fields
  - Removed Goods/Service Received checkbox
  - Renamed Received Date field to Goods/Services Received; input field and calendar feature remain unchanged
  - Optional Line Description field has been added (see FP notation above)

<u>Purchasing</u>

REQ/PO

- Able to specify account distribution by percentage or dollar
  - KFS will convert the entered value (e.g., amount) to the other value (percentage). The proration is stored as a percent.
  - Specification does not affect the liquidation logic or priority
- Able to specify percentage distribution using 2 decimal places
- User must click “calculate” before REQ/PO/POA can be routed to the next node.

PO

- PO Number is masked while PO/POA is in process/enroute
  - The PO Number cannot be viewed by the Initiator, Content Reviewer, and Account Supervisor.
  - The PO number can be viewed by the Organizational Purchasing Officer, Risk Manager and Central Procurement Approver.
  - Once the PO/POA has been fully approved and finalized, the PO Number can be viewed by all users
- Printed PO now includes Requestor's Name, Phone and Email information and displays the additional data below the Item Line section. Changes to the default data can be made in the PO Additional Institutional Info tab by users allowed to edit PO documents, e.g. Organizational Purchasing Officers, Risk Manager and Central Procurement Approvers.

PO Amendment

- FYI will be sent to FO with Annotation: "Amendment to Purchase Order nnnnnn (Document id nnnnnnn) resulted in the generation of Pending General Ledger Entries."

<u>Accounts Receivable</u>

Customer Invoices (INV)

- AR Processors must use the lookup tool on the AR Billing Org to select the AR Billing Org since the field can not be updated manually and the AR Billing Org will default to the AR Processing Org when the invoice is initiated.

Payment Documents (APP/CTRL)

- Cannot correct/error correct (i.e., reverse) payments. If errors are found after the payment has been finalized, an invoice and/or credit memo must be processed to correct the AR balances and module.
- Customer Refunds are not automatically processed from the AR module. Customer refunds must be initiated separately using a DV to the customer.

Contract and Grants Invoice (CINV [CGIN in KFS4]) Report

- CINV Report items have moved under Accounts Receivable in the Report section on the Main Menu. For INV: Billing Statement, Customer Aging Report, Customer Invoice, Federal Financial Report, and Invoice Report Delivery.
- CINV, tab name change to Transmission Details (from Invoice Type Assignments), with additional data fields

Fiscal Year End

Auto Disapprove job

- Job was changed to reference the immediate parent document type. Only one parent document type may be specified. UH will need to run the job multiple times for each document type.