



UNIVERSITY  
*of* HAWAI'I  
SYSTEM

# 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

The screenshot displays the 'Account' maintenance interface. It features a list of tabs on the left side, each with a 'show' button: Document Overview, General Account Info, Additional Account Info, Budget and Sufficient Funds, Account Responsibility, User Defined Optional, Capital UBS Project, Central Office Defined, Contracts And Grants, Indirect Cost Recovery Accounts (with a 'hide' button), Notes and Attachments (0), Ad Hoc Recipients, and Route Log. The 'Indirect Cost Recovery Accounts' section is expanded, showing a form for adding a new account. The form includes the following fields: 'Indirect Cost Recovery Chart Of Accounts Code' (a dropdown menu), 'Indirect Cost Recovery Account Number' (a text input field), 'Account Line Percent' (a text input field), and 'Active Indicator' (a checkbox). An 'add' button is located at the bottom right of the form.

- 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


 A rectangular button with rounded corners and a light gray gradient background. The word "recall" is written in a bold, red, sans-serif font in the center of the button.

- Intra-Account Adjustment

- New FP document

## Financial Processing

- [Advance Deposit](#)
- [Budget Adjustment](#)
- [Credit Card Receipt](#)
- [Disbursement Voucher](#)
- [Distribution of Income and Expense](#)
- [General Error Correction](#)
- [Internal Billing](#)
- [Intra-Account Adjustment](#)
- [Pre-Encumbrance](#)
- [Single Sided Budget Adjustment](#)
- [Transfer of Funds](#)


- Line Description on all FP eDocs

- New Field added in accounting line

Accounting Lines										
Accounting Lines ?										
From										
	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
	KA	2241512		3700				1,608.62		
	Kapiolani CC	TFSE - POSTAGE		POSTAGE						
1	Line Description									
								Total: 1,608.62		
To										
	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
	KA	2226692		3700				32.35		
	Kapiolani CC	TFSE - VC FOR ADMIN SERVICES		POSTAGE						
1	Line Description									

# Financial Processing (continued)

- **Recall Action**

- New action button  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:
  - Add sub-account and/or sub-object information for an existing transaction
  - Transfer balances between sub-accounts or sub-object codes
  - Correct errors in sub-account and/or sub-object coding
- Can be initiated by any user and routes to the Fiscal Officer for approval
  - 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**

Kuali financial systems 6.0.1.0.1-SNAPSHOT (Drades)

Main Menu Maintenance Administration

action list doc search

Logged in User: sizumi Login Logout

General Error Correction ?

Doc Nbr: 2427211 Status: INITIATED

Initiator: sizumi Created: 02:06 PM 12/08/2017

expand all collapse all

\* required field

Document Overview show

Accounting Lines show

Accounting Lines for Capitalization show

Create Capital Assets show

Modify Capital Assets show

General Ledger Pending Entries show

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log show

submit save close cancel copy

# Capital Assets

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

General Error Correction Backdoor Id sizumi is in use

Doc Nbr: 2395736 Status: INITIATED Copied from Document Id: 2395687  
 Initiator: sizumi Created: 01:55 PM 12/18/2017

Document Overview

Accounting Lines

Accounting Lines for Capitalization

Seq #	Line Type	Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Percent	Line Desc	Select Line
1	Target	MA	3800914		772G			GEC 1A	1,200.00	100.00	RCUH	<input checked="" type="checkbox"/>
1	Source	MA	6100493		772U			GEC 1	1,200.00	100.00	RCUH	<input checked="" type="checkbox"/>

Select Amount Distribution Method

←

If you wish to delete all capitalization information in order to edit or enter new capitalization accounting lines, click the following button.

Create Capital Assets

Modify Capital Assets

- [http://www.fmo.hawaii.edu/financial\\_systems/upgrade/docs/Capitalization Financial Processing eDoc.pdf](http://www.fmo.hawaii.edu/financial_systems/upgrade/docs/Capitalization_Financial_Processing_eDoc.pdf)

# 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
  - [http://www.fmo.hawaii.edu/financial\\_systems/upgrade/docs/PCDO\\_Changes.pdf](http://www.fmo.hawaii.edu/financial_systems/upgrade/docs/PCDO_Changes.pdf)

# Purchasing

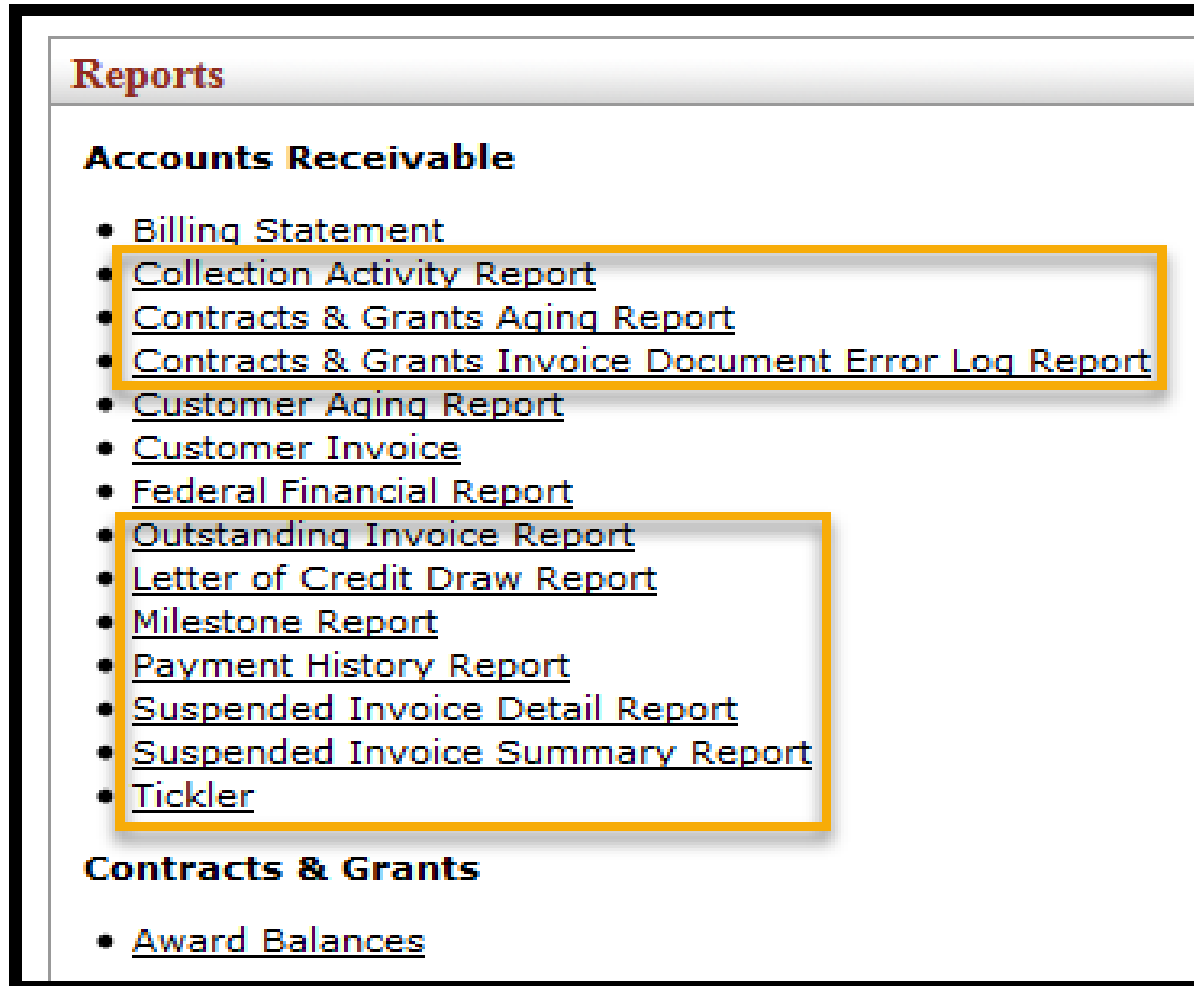
- Able to specify account distribution by percentage or dollar
- PO Number is masked while PO/POA is in process/enroute; UH has unmasked the # to OPOs, Risk Manager, Central Procurement Approvers
- Printed PO displays Requestor name, phone number and email address on output document
- Open Encumbrance 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

Corporate Information	
* Vendor Type:	<input type="text"/>
* Is this a foreign vendor:	No <input type="text"/>
Tax Number:	<input type="text"/>
TIN Name:	<input type="text"/>
Tax Number Type:	<input type="radio"/> FEIN <input type="radio"/> SSN <input checked="" type="radio"/> NONE
* Ownership Type:	<input type="text"/>
Ownership Type Category:	<input type="text"/>
W-9 Received:	<input type="text"/>
W-9 Signed Date:	<input type="text"/>
W-8 Received:	<input type="text"/>
W-8 Signed Date:	<input type="text"/>
W-8 Type:	<input type="text"/>
Country of Incorporation/Citizenship:	<input type="text"/>
GIIN Code:	<input type="text"/>
Foreign Tax Id:	<input type="text"/>
Date of Birth:	<input type="text"/>
Chapter 3 Status Code:	<input type="text"/>
Chapter 4 Status Code:	<input type="text"/>
Backup Withholding Begin Date:	<input type="text"/>
Backup Withholding End Date:	<input type="text"/>
Debarred:	<input type="text"/>

- 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



The screenshot shows a software interface with a 'Reports' section. Under 'Accounts Receivable', there is a list of reports. Two groups of reports are highlighted with orange boxes: the first group includes 'Collection Activity Report', 'Contracts & Grants Aging Report', and 'Contracts & Grants Invoice Document Error Log Report'; the second group includes 'Outstanding Invoice Report', 'Letter of Credit Draw Report', 'Milestone Report', 'Payment History Report', 'Suspended Invoice Detail Report', 'Suspended Invoice Summary Report', and 'Tickler'. Below this list is the 'Contracts & Grants' section with 'Award Balances'.

**Reports**

**Accounts Receivable**

- [Billing Statement](#)
- [Collection Activity Report](#)
- [Contracts & Grants Aging Report](#)
- [Contracts & Grants Invoice Document Error Log Report](#)
- [Customer Aging Report](#)
- [Customer Invoice](#)
- [Federal Financial Report](#)
- [Outstanding Invoice Report](#)
- [Letter of Credit Draw Report](#)
- [Milestone Report](#)
- [Payment History Report](#)
- [Suspended Invoice Detail Report](#)
- [Suspended Invoice Summary Report](#)
- [Tickler](#)

**Contracts & Grants**

- [Award Balances](#)

- 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](http://www.fmo.hawaii.edu/financial_systems/upgrade/docs/Error_Certification.pdf)



# Labor Ledger View

**Labor Ledger View** ?

* Fiscal Year:	2018
* Employee ID:	
Balance Type Code:	<input checked="" type="radio"/> Actual <input type="radio"/> A21 <input type="radio"/> Internal Encumbrar
Consolidation Option:	<input checked="" type="radio"/> Consolidation <input type="radio"/> Detail <input type="radio"/> Exclude S
Include Pending Ledger Entry:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All
Amount View Option:	<input checked="" type="radio"/> Monthly <input type="radio"/> Accumulate
Exclude entries with only CG Beginning Balances:	<input checked="" type="radio"/> Yes <input type="radio"/> No

## 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'

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Position Number	Object Type Code	Employee Name	Beginning Balance Line Amount	Contracts Grants Beginning Balance Amount	Account Line Annual Balance Amount					
2018	MA	1121182	*ALL*	2001	*ALL*	AC	-----	*ALL*	[REDACTED]	0.00	0.00	16,339.13					
										<b>July</b>	2,717.50	<b>October</b>	4,076.25	<b>January</b>	0.00	<b>April</b>	0.00
										<b>August</b>	2,717.50	<b>November</b>	2,717.50	<b>February</b>	0.00	<b>May</b>	0.00
										<b>September</b>	2,717.50	<b>December</b>	1,392.88	<b>March</b>	0.00	<b>June</b>	0.00
												<b>Year End</b>	0.00				

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

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Position Number	Object Type Code	Employee Name	Beginning Balance Line Amount	Contracts Grants Beginning Balance Amount	Account Line Annual Balance Amount					
2018	MA	1121182	*ALL*	2001	*ALL*	AC	-----	*ALL*	[REDACTED]	0.00	0.00	16,339.13					
										<b>July</b>	2,717.50	<b>October</b>	12,228.75	<b>January</b>	16,339.13	<b>April</b>	16,339.13
										<b>August</b>	5,435.00	<b>November</b>	14,946.25	<b>February</b>	16,339.13	<b>May</b>	16,339.13
										<b>September</b>	8,152.50	<b>December</b>	16,339.13	<b>March</b>	16,339.13	<b>June</b>	16,339.13
												<b>Year End</b>	16,339.13				

# Labor Ledger View

**Exclude entries with only CG Beginning Balances: 'No'** (**NOTE**: ANY zero balance account will be affected by this option, not just CG accounts.)

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Position Number	Object Type Code	Employee Name	Beginning Balance Line Amount	Contracts Grants Beginning Balance Amount	Account Line Annual Balance Amount																															
<u>2018</u>	<u>MA</u>	<u>1200314</u>	*ALL*	<u>2001</u>	*ALL*	<u>AC</u>	-----	*ALL*	[REDACTED]	<u>0.00</u>	<u>0.00</u>	0.00																															
										<table border="1"> <thead> <tr> <th>July</th> <th>0.00</th> <th>October</th> <th>0.00</th> <th>January</th> <th>0.00</th> <th>April</th> <th>0.00</th> </tr> </thead> <tbody> <tr> <td>August</td> <td><u>0.00</u></td> <td>November</td> <td><u>0.00</u></td> <td>February</td> <td><u>0.00</u></td> <td>May</td> <td><u>0.00</u></td> </tr> <tr> <td>September</td> <td><u>0.00</u></td> <td>December</td> <td><u>0.00</u></td> <td>March</td> <td><u>0.00</u></td> <td>June</td> <td><u>0.00</u></td> </tr> <tr> <td colspan="6"></td> <td>Year End</td> <td><u>0.00</u></td> </tr> </tbody> </table>		July	0.00	October	0.00	January	0.00	April	0.00	August	<u>0.00</u>	November	<u>0.00</u>	February	<u>0.00</u>	May	<u>0.00</u>	September	<u>0.00</u>	December	<u>0.00</u>	March	<u>0.00</u>	June	<u>0.00</u>							Year End	<u>0.00</u>
July	0.00	October	0.00	January	0.00	April	0.00																																				
August	<u>0.00</u>	November	<u>0.00</u>	February	<u>0.00</u>	May	<u>0.00</u>																																				
September	<u>0.00</u>	December	<u>0.00</u>	March	<u>0.00</u>	June	<u>0.00</u>																																				
						Year End	<u>0.00</u>																																				

# General Ledger

- Current Account Balances
  - New General Ledger Balance Inquiry
  
- Debit/Credit View
  - New General Ledger Entry Lookup display option

**Balance Inquiries**

**General Ledger**

- [Available Balances](#)
- [Balances by Consolidation](#)
- [Cash Balances](#)
- [Current Account Balances](#)
- [General Ledger Balance](#)
- [General Ledger Entry](#)
- [General Ledger Pending Entry](#)
- [Open Encumbrances](#)

**General Ledger Entry Lookup** ?


Fiscal Year: 2018	Document Type:
Chart Code:	Origin Code:
Account Number:	Document Number:
Sub-Account Number:	Organization Document Number:
Object Code:	Project Code:
Sub-Object Code:	Organization Reference Id:
Balance Type Code: AC	Reference Document Type Code:
Object Type Code:	Reference Origin Code:
Fiscal Period: 07	Reference Document Number:
Pending Entry Approved Indicator: <input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All	<b>Debit/Credit View:</b> <input type="radio"/> Include <input checked="" type="radio"/> Exclude

# 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)



[Main Menu](#)
[Maintenance](#)
[Administration](#)

[Help Resources](#)  
 6.0.1.0.1-SNAPSHOT (Oracle9i)

[action list](#)
[doc search](#)

Logged in User: echun
 Login
Logout

### Current Account Balances Lookup \* required field

* Fiscal Year:	2018
* Fiscal Period:	06
Chart Code:	
Account Number:	6*
Sub-Account Number:	
Organization Code:	
Fiscal Officer Principal Name:	
Account Supervisor Principal Name:	david
Account Manager Principal Name:	
Consolidation Option:	<input checked="" type="radio"/> Consolidation <input type="radio"/> Detail <input type="radio"/> Exclude Sub-Accounts
Include Pending Ledger Entry:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All

search
clear
cancel

166 items retrieved, displaying 1 to 100. [First/Prev] 1, 2 [Next/Last]

Fiscal Year	Fiscal Period	Chart Code	Account Number	Sub-Account Number	Organization Code	Fiscal Officer Principal Name	Current Budget	Beginning Fund Balance	Beginning Current Assets	Beginning Current Liabilities	Total Income	Total Expense	Encumbrances	Budget Available Balance	Cash Expenditure Authority	Current Fund Balance
2018	06	SW	6100047	----	VPIT	sokada	201,150.00	0.00	0.00	0.00	0.00	173,030.37	0.00	28,119.63	0.00	0.00
2018	06	SW	6100144	----	VPIT	sokada	1,200,000.00	0.00	0.00	0.00	0.00	1,200,000.00	0.00	0.00	0.00	0.00
2018	06	SW	6101587	----	VPIT	sokada	2,186,534.00	0.00	0.00	0.00	0.00	1,938,158.26	124,138.63	124,237.11	0.00	0.00

## 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 Entry Lookup Backdoor Id echun is in use

Fiscal Year:	2018	Document Type:	
Chart Code:	KA	Origin Code:	
Account Number:	2226692	Document Number:	2335569
Sub-Account Number:		Organization Document Number:	
Object Code:		Project Code:	
Sub-Object Code:		Organization Reference Id:	
Balance Type Code:	AC	Reference Document Type Code:	
Object Type Code:		Reference Origin Code:	
Fiscal Period:	03	Reference Document Number:	
Pending Entry Approved Indicator:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All	Debit/Credit View:	<input checked="" type="radio"/> Include <input type="radio"/> Exclude

search clear cancel

2 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Fiscal Period	Document Type	Origin Code	Document Number	Transaction Ledger Entry Description	Transaction Ledger Entry Amount	Debit Credit Code	Transaction Date
2018	KA	2226692	----	3700	---	AC	EX	03	DI	01	2335569	057 AUX POSTAGE REPLACEMENT	32.35	D	09/08/2017
2018	KA	2226692	----	8100	---	AC	AS	03	DI	01	2335569	TP Generated Offset	32.35	C	09/08/2017



# 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

General Ledger Entry Lookup ? Backdoor Id echun is in use

Fiscal Year:	2018	Document Type:	
Chart Code:	KA	Origin Code:	
Account Number:	2226692	Document Number:	2335569
Sub-Account Number:		Organization Document Number:	
Object Code:		Project Code:	
Sub-Object Code:		Organization Reference Id:	
Balance Type Code:	AC	Reference Document Type Code:	
Object Type Code:		Reference Origin Code:	
Fiscal Period:	03	Reference Document Number:	
Pending Entry Approved Indicator:	<input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All	Debit/Credit View:	<input type="radio"/> Include <input checked="" type="radio"/> Exclude

search clear cancel

2 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Fiscal Period	Document Type	Origin Code	Document Number	Transaction Ledger Entry Description	Transaction Ledger Entry Amount	Transaction Date
2018	KA	2226692	----	3700	---	AC	EX	03	DI	01	2335569	057 AUX POSTAGE REPLACEMENT	32.35	09/08/2017
2018	KA	2226692	----	8100	---	AC	AS	03	DI	01	2335569	TP Generated Offset	-32.35	09/08/2017

## 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

- KFS Upgrade Webpage:  
[http://www.fmo.hawaii.edu/financial\\_systems/KFS\\_Upgrade.html](http://www.fmo.hawaii.edu/financial_systems/KFS_Upgrade.html)
  - Powerpoint presentation
  - Release Notes
  - Reference Documents for enhancements
- Any questions, submit a trouble ticket
  - [KFS Trouble Ticket](#)