An Introduction to KFS
How to navigate through the system
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1) **Training Goal and Objectives**

A. **Training Goal:**
   The overall goal of the course is to understand the basic functionality of KFS and how it is utilized by the university.

B. **Objectives:**
   There are several objectives that will be focused on throughout the course:
   1. Understanding how to navigate through KFS,
   2. The My KFS Landing page,
   3. How to manage your action list,
   4. eDoc basics, and
   5. How to do field searches.
2) Understanding KFS

A. The Kuali Financial System (KFS):

1. The Kuali Financial System (KFS) is the system used to record financial transactions for the entire university.
   - It is a fully auditable financial application that is uniquely suited to higher education. It empowers users throughout the institution to make informed decisions about all income and expenditures, including travel, procurement, research, assets, labor, and interdepartmental activities.
   - Most transactions are done within KFS, however, a few others are fed into KFS from other systems (i.e. PeopleSoft).

2. KFS is easily accessible through the following link on any desktop web browser:
   - ess.uconn.edu
   - fiscaltraining.uconn.edu
   - financesystems.uconn.edu
   → TO LOG IN: Enter your NetID and Password
2) Understanding KFS

B. Basic Terminology:

1. General Ledger (G/L) - The G/L is the official repository of all the University’s financial and budget information. It stores account balance and budget information for multiple fiscal years, beginning July 1, 2012, as well as detailed records of all financial transactions. Whenever a financial transaction in an eDoc is fully approved, it is recorded in the G/L and affects the balances.
   • UCONN has 2 Ledger (2GL), 3 Ledger (3GL), and 4 Ledger (4GL) accounts within KFS. An account number within KFS that starts with a 2, 3, or a 4, demonstrates what ledger it belongs to.

2. eDoc – A KFS eDoc, is an electronic document that represents a business transaction or a maintenance action within KFS.
   • Transaction eDocs: which include financial processing such as Budget Adjustments (BA), Disbursement Vouchers (DV), or Cash Receipts (CR)
   • Maintenance eDocs: used to add a vendor, or to add a new account

3. Kuali Financial Data Mart (KFDM) – is a repository for all KFS data. (Note: KFDM is updated nightly).

4. WebFOCUS – is the reporting tool used to obtain financial reports from KFDM.

For more definitions and basic KFS terminology, refer to the KFS eDocs Quick Reference Guide in the back of the manual
3) The KFS Interface

A. My KFS Tab:

The My KFS Tab is your own personalized Dashboard, that can easily be customized to fit your needs.

1. **My Action List** – This is the most important area, and lists what workflow actions are required of you. It is listed according to the eDoc Type.

2. **Top Transactions** – You can customize this area by bookmarking those KFS transactions or searches, that you tend to perform most often.

3. **News and Events** – Important updates and other information will be uploaded here.

4. **KFDM Reports** – This area links directly to standard reports found in WebFOCUS, which pulls KFS data from the data mart. You can customize this area by bookmarking those standard reports that you tend to run most often.
3) The KFS Interface

B. Main Menu Tab:

1. **Message of the Day** – It is important that you remember to read the message each time you log in.

2. **1st Column** – The Transaction Column is used for creating and performing most transactions.

3. **2nd Column** – Used mostly for document searches or looking for detailed information on accounts or vendors.

4. **3rd Column** – Used for analyzing balances or for reporting.

Quick Tip: The Introduction to KFS Course covers a high level overview of understanding the functionalities of KFS. Additional courses are offered for most of the sub-menu groups listed above. See Course Catalog under Additional Information and Resources within this manual.
A. Searching for a Document:

You can search a document using the doc search button at the top of the Main Menu screen, or you can click on the specific search links located within the second column of the Main Menu.

Within the doc search button, you can search by:

- **Document Type** – for example - DV-Disbursement Voucher,
- **Initiator** – user id of document initiator – use the lookup feature,
- **Document id** – document number for the transaction, or
- **Date Created From/To** – enter date or range of dates that the transaction was created.

Use a wildcard "*" or "%" if needed.
4) Document Searches

A. Searching for a Document (cont.):
If you enter a specific Document Type, and hit the Tab Key on your keyboard, it will automatically open additional options that can provide more detail for your search based on the doc type.

Or, you can use the detailed search button which gives you more options.
4) Document Searches

B. Search Results:

Any Link found within the search results, can be launched to provide you with more detail. A link found to a document, will open that document directly.

You can also **SORT the results**, by clicking on the column header.

In addition, you can also view the **Route Log**, which when opened, will show you where the document is within the routing process.

You also have the option to **export** the search results into a .csv (comma separated value) format, an excel spreadsheet or XML formatted document.
A. Understanding a KFS eDoc:

Most electronic documents (eDoc) are created from or can be found from the Main Menu Tab.

For example - once you click on the transaction a new eDoc will launch.

All eDocs have a similar layout with tabs that look like file folders. The number and type of tabs, depends on the eDoc.

For each transaction, the tabs that require you to populate specific fields will be opened automatically.
5) **How to Navigate through a document**

A. **Understanding a KFS eDoc:**

**FOR EXAMPLE:**

1. This is an example of a Requisition.
2. **Required fields are marked with an * asterisk**, and has the tab opened.
3. **Help ICON** – the help feature provides access to a description and definition of what the eDoc is.
5) How to Navigate through a document

A. Understanding a KFS eDoc:

**eDoc Action buttons** are located as buttons at the bottom of a document. These buttons change as the eDoc moves through the workflow.

1. **Copy** – retrieve the document you want to copy, click **copy** and a duplicate document with a new document ID is created.

2. **Save** – after entering the Description field, click **save** to work on the document later, a message will appear in the upper left corner - “Document was successfully saved”.

3. **Submit** – After successful completion of a document, click **submit** to route the document via workflow. A message will appear in top left of screen indicating successful submission.
   - Automatic error checking, prevents inaccurate or incomplete documents from being submitted and a message will appear indicating problem(s).

4. **Close** – click **close** to return to the main menu, you will be prompted to save the document before exiting

**Cancel** – click the **cancel** button if you wish to delete the document, click yes when prompted “Are you sure you want to cancel?”
5) How to Navigate through a document

B. Processing a Transaction:

1. Document Overview Tab:

   Each blank field with an * is required. Others will default automatically:

   - **DESCRIPTION** - will appear in the action list and in any document searches, and only allows a maximum of 40 characters.
   - **CHART/ORG** – will always default as UC for UConn, and your respective organization number.

Other fields include:

   - **EXPLANATION** – should have detailed purpose and justification entered in the field, and allows a maximum of 400 characters (optional).
   - **ORGANIZATION DOCUMENT NUMBER** – is an optional field and can be defined with your own document number.
   - **TOTAL AMOUNT** – this field will populate automatically after you have saved or submitted the final document.
How to Navigate through a document

B. Processing a Transaction:

2. Accounting Lines Tab:

Accounting information for a financial transaction is entered in the Accounting Lines Tab. (The required fields and the format of the Tab vary slightly by document type).

- **CHART CODE** - will always pre-fill automatically with our default code: UC (for UConn).
- **ACCOUNT NUMBER** – Account numbers are determined by the specific department. You can enter it manually, or do a search to find one.
- **OBJECT CODE** – enter in the correct corresponding code. You can enter it manually, or do a search to find one.
- **AMOUNT** – you **can not** enter negative amounts in this field (exceptions to the rule are processing cash receipts and internal billing transactions).
- **LINE DESCRIPTION** – this field is optional, but will appear in the general ledger.
- **ADD** – you **must** click the add button to populate the fields, which will create a blank accounting line that will appear ABOVE the added entry.

Object Codes:

- 1xxx – Assets
- 2xxx – Liabilities
- 3xxx – Fund Balances
- 4xxx – Revenues / Income
- 5xxx – Expenses (Salaries / Fringe)
- 6xx(+)) – Other Expenses
5) How to Navigate through a document

B. Processing a Transaction:

2. Accounting Lines Tab (cont.):

If you have multiple accounting lines to enter, you can import them into the system using a .csv file. An upload MUST be done with a .csv file.

1. Click on the Import Lines button.
2. Then Choose File, to find the file you need to import (must be a .csv file).
3. Then click add.

You can also click on: next to Accounting Lines, to view the accounting line templates that are available to use.
5) How to Navigate through a document

B. Processing a Transaction:

3. General Ledger Pending Entries Tab:

Displays the actual line items in the entry that will be posted to the General Ledger.

- If you need to see the entries, hit the Save button within the eDoc, to populate the tab.

Prior to saving, OR, after the entries have been posted, you will see a message that states: “There are currently no General Ledger Pending Entries associated with the Transaction Processing Document”.

Once you Save and/or Submit the eDoc, the entries will be visible.
5) How to Navigate through a document

B. Processing a Transaction:

4. Notes and Attachments Tab:

Displays user notes, attachments, or system-generated remarks about the document

- **NOTE TEXT** – is a required field, if you are adding to this tab.
- **ATTACHED FILE** – this is an optional field (except for an invoice on a payment request).
  - It is similar to attaching a file in email.

Click add under Actions, to include your notes and/or your attachment to the document.

- After adding the attachment, you can also enter a Notification Recipient to let another user know that the document was attached.
5) How to Navigate through a document

B. Processing a Transaction:

Field Lookup:

Field Lookup allows you to lookup reference Table information, and will display a list of valid values for you to select from.

1. Fill in one or more search criteria, or leave it blank to retrieve ALL data available.
2. You can use a wildcard – which are symbols * and % (enter them before or after).
3. Click Search.
4. Click the “return value” link, to enter the value automatically into the Accounting line, and bring you back to your previous screen.
5) How to Navigate through a document

B. Processing a Transaction:

Remember - eDoc Action buttons change as it moves through the workflow. Once you have completed entering in the required fields of the eDoc, you need to **SUBMIT** the document for it to process. Saving it will, place the document into “Pending” mode.

A message will appear in top left of screen indicating successful submission.

**Error Messages**

If there is an error in your eDoc, a message appears at the top of the eDoc after you click submit, and a red circle appears where the error occurred along with an explanation.

![Error Message Image]
A. Roles and Responsibilities:

The role assigned to you on an account, dictates your permissions and responsibilities within KFS:

1. **Fiscal Officer (FO)**
   - Typically have day to day responsibilities
   - Receives most if not all of the workflow requests
   - Must approve documents or disapprove

2. **Account Supervisor**
   - On Grant Accounts: Usually assigned to the Principal Investigator (PI)
   - On Non-Grant Accounts: Usually assigned to the Department Head
   - Receives only certain workflow requests

3. **Account Manager**
   - On Grant Accounts: Usually assigned to the Department Head
   - On Non-Grant Accounts: Usually assigned to Deans or Directors
A. **My KFS Action List:**

In KFS, you receive action requests for eDocs through your action list. This list provides information about each document that requires your attention.

You can easily click on the link within your Action List to open the document.
6) Workflow Requests and Routing

B. eDoc Workflow Actions:

These actions are also located as buttons at the bottom of the document. The buttons change as the eDoc moves through the workflow.

1. **Approve** - grants approval of the document.
2. **Disapprove** – stops the workflow, and a message is prompted immediately: “Are you sure you want to disapprove this document?” The disapprover must enter a reason, and the initiator and all previous approvers are sent an acknowledgment with the reason on the Notes tab.

3. **Error Correction** – This will display on certain Financial Processing eDocs after they are final. If an entire eDoc is incorrect and needs to be reversed, use this button. It will create another eDoc that is an exact reversal of the incorrect eDoc. (If an eDoc is only partially incorrect, a GEC can be used).

4. **Recall** – The initiator can recall certain FP eDocs back to their action list for correction, or to recall and cancel. It must be recalled before any action is taken on it.
6) Workflow Requests and Routing

C. Routing Status:

1. **Initiated** - document has been created by initiator prior to routing.
2. **Cancelled** - document has been cancelled by initiator prior to routing and routing stops.
3. **Saved** - document has been saved by initiator prior to routing; sent to his/her action list.
4. **Enroute** – after submissions, document is being routed and awaiting approval.
5. **Processed** - document has been approved by all reviewers and is awaiting an acknowledgement.
6. **Final** - document has received all of the required approvals and has been acknowledged by all reviewers.
7. **Disapproved** - document has been disapproved by reviewer; routing stops.
6) Workflow Requests and Routing

C. Routing Status (cont.):

The Route Log Tab within an eDoc, displays details on the workflow status and actions that have or have yet to be taken.
A. **Adhoc Routing Tab:**

Allows interruption of the normal workflow routing of document to include additional individuals or workgroups in routing path.

**Action Requested:**

- **Approve** - holds up entry before posting.
- **Acknowledge** - allows entry to process and post if ad hoc recipient does not acknowledge / must open up the eDoc to acknowledge.
- **FYI** - allows entry to process and post if ad hoc recipient does not FYI.
- **Complete** - sends an incomplete eDoc to another person for them to complete it. That person is required to then submit the eDoc.

**Person Requests:**

- Click magnifying glass to enter Person Lookup screen, click search after entering criteria and click return value link for person/workgroup desired.
- Click add in the Actions column to add the current line.

**Ad Hoc Groups:**

- **Namespace Code** - automatically populates after a group is selected.
- **Name** – enter workgroup name or click magnifying glass to search for a specific workgroup.
B. **Action List – Personal Preferences:**

You can enter personal preferences for your action list.

1. Click on action list located at the top left of the screen.
2. Then click on preferences, on the right hand side.

You can customize:

- The Automatic Refresh Rate
- The Page Size
- Email Notification Preferences
- Row colors, based on the status of a document
8) Additional Information and Resources

C. Course Catalog:

Go to: prodev.uconn.edu, and REGISTER for one or more of the following courses that are available to assist you with these areas of KFS.

<table>
<thead>
<tr>
<th>Transactions</th>
<th>Course Name:</th>
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<tbody>
<tr>
<td>Accounts Receivable</td>
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<tr>
<td>- Cash Control</td>
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<td>- Customer Credit Memo</td>
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<td>- Customer Invoice</td>
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<td>- Customer Invoice Writeoff</td>
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<td>- Customer Invoice Writeoff Lookup</td>
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<td>- Payment Application</td>
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<td>Budget Construction</td>
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<td>- Budget Construction Selection</td>
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<td>Financial Processing</td>
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<td>- Advance Deposit</td>
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<td>- Adjustment/Receivables Voucher</td>
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<td>- Budget Adjustment</td>
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<td>- Cash Receipt</td>
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<td>- Credit Card Receipt</td>
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<td>- Disbursement Voucher</td>
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<td>- Distribution of Income and Expense</td>
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<td>- General Error Correction</td>
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<td>- Indirect Cost Adjustment</td>
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<td>- Internal Billing</td>
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<td>- Intra-Account Adjustment</td>
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<td>- Pre-Encumbrance</td>
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<td>- Single-Sided Budget Adjustment</td>
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<td>- Transfer of Funds</td>
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<td>Labor Distribution</td>
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<td>- Benefit Expense Transfer</td>
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<td>- Salary Expense Transfer</td>
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<tr>
<td>Purchasing Accounts Payable</td>
<td>KFS PURAP (Purchasing / Accounts Payable) Training</td>
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<td>- Bulk Receiving</td>
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<td>- Contract Manager Assignment</td>
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<td>- Payment Request</td>
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<td>- Receiving</td>
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<td>- Requisition</td>
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<td>- Shop Catalogs</td>
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<td>- Vendor Credit Memo</td>
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<td>Lookup and Maintenance</td>
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<td>Capital Asset Builder</td>
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<td>- Pre-Asset Tagging</td>
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<td>- Asset Fabrication</td>
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<td>- Asset Location Global</td>
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<td>- Asset Payment</td>
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<td>- Asset Retirement Global</td>
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</table>
D. **Tips and Tricks:**

**Keyboard shortcuts**

- **Open Multiple Windows**
  Hold down **“CTRL”** and click on a link to load KFS in another Tabbed window

- **Searching**
  Use wild cards: * (asterisk) or % (percentage)

- **Look-up Multiple Accounts and Object Codes at once**
  Use “|” (pipe) between account numbers, to enter multiple numbers

### Object Codes:

- 1xxx — Assets
- 2xxx — Liabilities
- 3xxx — Fund Balances
- 4xxx — Revenues / Income
- 5xxx — Expenses (Salaries / Fringe)
- 6xxx(+) — Other Expenses

### Additional Coding:

- **Sub-Account** — allows tracking of activity within a particular account at a finer level of detail
- **Sub-Object Code** — finer distinction within a particular object code on an account
- **Project Code** — assigns an identifier to transactions that may span multiple accounts

*These are Optional Fields to further categorize transactions*