

COLORADO STATE UNIVERSITY-PUEBLO
Financial Procedure Instructions
FPI 1-7

1. **Procedure Title:** Kualii Financial System (KFS) Related Systems
2. **Procedure Purpose and Effect:** KFS is supported by a variety of other computer systems. This describes those systems.
3. **Application of Procedure:** This procedure applies to those departments and areas that need to interface transactions into KFS.
4. **Exemptions:** Not applicable.
5. **Definitions:**

Origin Code - KFS can accept transactions from external systems, such as a payroll or billing system. Each external system is identified by a specific Origination Code, as is the KFS. The Origination Code document is used to identify the system from which a transaction originates. This information is recorded in the General Ledger and can be used in reporting.

6. **Procedure Statement:**

KFS is supported by a variety of systems, which feed data to KFS. These systems maintain detailed information related to their functionality and feed summary level accounting data to KFS. In addition, the Operational Data Store (ODS or data warehouse) contains a copy of the raw data as maintained in KFS.

A. Accounts Receivable

Management of Accounts Receivable billings is maintained on two systems: Student Accounts Receivable (Banner) and Campus Loan Manager (CLM). Billed amounts and descriptions, due dates and funding, payment amounts, and date paid are recorded in the Accounts Receivable systems. The Accounts Receivable systems feed summary level information (funding and amount billed) to KFS on a daily basis.

B. Cashiering

The Cashiering system records all cash receipts/income of the University. Payments received from students, non-student customers, and student loan recipients are processed in the Cashiering System. Deposits that are received at other locations -- bookstore, athletic events, etc., as well as state or federal research grant proceeds are also recorded in the Cashiering System. Summary level information (funding and amount received) is fed to KFS on a daily basis.

C. HR Administrative Information System

AIS contains both personnel and payroll related data. The personnel module maintains biographical information, job assignment, and fringe benefits data on each University employee. The payroll module maintains rate of pay, hours worked, payroll deductions, federal & state income tax reporting, and University accounting/funding information for each University employee. The payroll module of AIS feeds information (employee name, funding, and amount paid) to KFS at each pay period.

D. Kualii Research

Kualii Research (KR) is a component of Kualii that may be used for Sponsored Project (53) accounts.

E. Operational Data Store (ODS)

The ODS is a data warehouse containing the raw, detailed information as recorded in KFS and other systems. ODS contains a copy or mirror image of the data as recorded in KFS. It is a database designed to distribute central administrative data to individual University departments, allowing users to download data to their PC. It provides a convenient and easy mechanism for ad hoc or standard queries and reporting. ODS is an inquiry system only and must be accessed with a database product. Common reporting tools used are Microsoft Access, WEB Focus and eThORITY. KFS feeds data to ODS on a daily basis.

F. Service Billings

Some units may interface service billing transactions from a system they maintain into KFS. They may utilize custom software to manage their business operations. These units must be pre-authorized to interface with KFS through Information Technology and OFM.

7. **Reference and Cross-References**: Information Systems OFM will assist units who have a need to interface transactions to KFS.
8. **Forms and Tools**: None.