

KUALI FINANCIAL SYSTEM v7.0 UPGRADE TRAINING

Fall 2019

Presented by Business Financial Services



KFS v7.0 TRAINING TOPICS

- **Why are we upgrading KFS to v7.0?**
- **What is changing?**
- **What is not changing?**
- **When will v7.0 be implemented?**
- **Will I be able to use KFS during implementation?**
- **Will there be more upgrades?**



WHY IS CSUP UPGRADING TO KFS v7.0?

- Updating our code platform
- Will aid us in taking code drops (patches) more timely (as they are released by Kualii)
- Taking advantage of the new user interface look and feel
- Moving our technology forward and taking advantage of efficiencies, enhancements and User Interface improvements like “My Favorites” functionality



WHAT IS CHANGING WITH KFS v7.0?

- **New look “feel”**
- **Color palette and some fonts have changed**
- **New look and functionality of Home Page**
- **New Menu functionality**
- **New features!**



- Transactions**
 - Accounts Receivable
 - Cash Control
 - Customer Credit Memo
 - Customer Invoice
 - Customer Invoice Writeoff
 - Customer Invoice Writeoff Lookup
 - Payment Application
 - Budget Construction
 - Budget Construction Selection
 - Financial Processing
 - Advance Deposit
 - Adjustment/Accrual Voucher
 - Budget Adjustment
 - Cash Receipt
 - Disbursement Voucher
 - Distribution of Income and Expense
 - General Error Correction
 - Indirect Cost Adjustment
 - Internal Billing
 - Internal Order
 - Pre-Encumbrance
 - Intra-Account Adjustment
 - Single Sided Budget Adjustment
 - Transfer of Funds
 - Work Order Authorization
 - Purchasing/Accounts Payable
 - Contract Manager Assignment
 - Payment Request
 - Receiving
 - Requisition
 - Shop Catalogs
 - Vendor Credit Memo
 - Travel
 - Travel Arranger
 - Travel Authorization
 - Travel Reimbursement
- Custom Document Searches**
 - Financial Transactions
 - Accounts Receivable
 - Customer Invoices
 - Customer Credit Memos
 - Customer Invoice Writeoffs
 - Cash Controls
 - Payment Applications
 - Capital Asset Management
 - Asset Maintenance
 - Effort Certification
 - Effort Certification
 - Financial Processing
 - Disbursement Vouchers
 - Purchasing/Accounts Payable
 - Electronic Invoice Rejects
 - Payment Requests
 - Purchase Orders
 - Receiving
 - Requisitions
 - Vendor Credit Memos
 - Travel
 - Travel Authorization
 - Travel Reimbursement
- Balance Inquiries**
 - General Ledger
 - Available Balances
 - Balances by Consolidation
 - Cash Balances
 - General Ledger Balance
 - General Ledger Entry
 - General Ledger Pending Entry
 - Open Encumbrances
- Reports**
 - Accounts Receivable
 - Billing Statement
 - Customer Aging Report
 - Customer Invoice
 - Effort Certification
 - Duplicate Certifications Rejects
 - Effort Certification Extract Build
 - Outstanding Certifications by Chart/Crg/Report
 - Outstanding Certifications By Report
 - General Ledger
 - Trial Balance
- Year End Transactions**
 - Financial Processing
 - Year End Journal Voucher
- 1099 Process**
- Record Maintenance**
 - Payer

HOME

Jump to... Ctrl+K

- ACCOUNTING
- ACCOUNTS RECEIVABLE
- AUTOMATED JOURNAL VOUCHER
- BALANCE INQUIRIES
- BUDGET CONSTRUCTION
- CAPITAL ASSETS
- CHART OF ACCOUNTS
- PROCUREMENT & ACCOUNTS PAYABLE
- SYSTEM
- TRAVEL
- VENDOR
- HELP
- ABOUT

Home

MESSAGE OF THE DAY

~~~~This is the QA 1 Environment~~~~ \_\_\_\_\_ ~~~~ Cloned from Prod on 08/29/19~~~~

#### My Favorites

- ACTIVITIES
- Adjustment/Accrual Voucher
- Available Balances
- Balances by Consolidation
- Year End Journal Voucher

# NEW SIDE MENU TABS

- HOME
- Jump to... Ctrl+K
- ACCOUNTING** ←
- ACCOUNTS RECEIVABLE
- AUTOMATED JOURNAL VOUCHER
- BALANCE INQUIRIES
- BUDGET CONSTRUCTION
- CAPITAL ASSETS
- CHART OF ACCOUNTS
- CONTRACTS & GRANTS BILLING
- PRE-DISBURSEMENT
- PROCUREMENT & ACCOUNTS PAYABLE
- SYSTEM
- TRAVEL
- VENDOR
- 1099

## Accounting

### ACTIVITIES

- Advance Deposit
- Adjustment/Accrual Voucher
- Budget Adjustment
- Cash Receipt
- Distribution Of Income And Expense
- General Error Correction
- Indirect Cost Adjustment
- Internal Billing
- Internal Order
- Intra-Account Adjustment
- Journal Voucher
- Non-Check Disbursement
- Pre-Encumbrance
- Single Sided Budget Adjustment
- Transfer Of Funds
- Work Order Authorization
- Internal Supplier Id

### REFERENCE

- KFS Training Guides

# NEW JUMP TO ... SEARCH FEATURE

⚠ This is a test environment

Impersonating swaroj@colostate.edu

HOME

Jump to...

Ctrl+K

ACCOUNTING

ACCOUNTS RECEIVABLE

AUTOMATED JOURNAL VOUCHER

BALANCE INQUIRIES

BUDGET CONSTRUCTION

CAPITAL ASSETS

CHART OF ACCOUNTS

CONTRACTS & GRANTS BILLING

PRE-DISBURSEMENT

## Accounting

ACTIVITIES

Advance Deposit

Adjustment/Accru

Budget Adjustmen

Cash Receipt

Distribution Of In

General Error Cor

Indirect Cost Adju

Internal Billing

Internal Order

Intra-Account Adjustm

general

General Error Correction

Accounting

General Ledger Balance

Balance Inquiries

General Ledger Correction Process

System

General Ledger Entry

Balance Inquiries

General Ledger Pending Entry

Balance Inquiries

↑ ↓ to navigate

↵ to select

ctrl ↵ to open in a new tab

esc to dismiss

Open this from anywhere by typing Ctrl+K

# THE "MY FAVORITES" FEATURE

HOME

Jump to... Ctrl+K

ACCOUNTING

ACCOUNTS RECEIVABLE

AUTOMATED JOURNAL VOUCHER

BALANCE INQUIRIES

BUDGET CONSTRUCTION

CAPITAL ASSETS

CHART OF ACCOUNTS

CONTRACTS & GRANTS BILLING

Accounting

ACTIVITIES

- Advance Deposit
- Adjustment/Accrual Voucher
- Budget Adjustment
- Cash Receipt
- Distribution Of Income And Expense
- General Error Correction
- Indirect Cost Adjustment
- Internal Billing
- Internal Order
- Intra-Account Adjustment

REFEREN

KFS Trainin

Select Heart icon to add to My Favorites

HOME

Jump to... Ctrl+K

ACCOUNTING

ACCOUNTS RECEIVABLE

AUTOMATED JOURNAL VOUCHER

BALANCE INQUIRIES

BUDGET CONSTRUCTION

CAPITAL ASSETS

CHART OF ACCOUNTS

CONTRACTS & GRANTS BILLING

Home

MESSAGE OF THE DAY

~~~KFS FINANCIALS UPGRADE~~~ \_\_\_\_\_ Cloned from Prod on 08/08/19~~~

My Favorites

ACTIVITIES

- General Error Correction

Home

MESSAGE OF THE DAY

~~~KFS FINANCIALS UPGRADE~~~ \_\_\_\_\_ ~~~ Cloned from Prod on 08/08/19~~~

My Favorites



ACTIVITIES

- Distribution Of Income And Expense
- General Error Correction
- Transfer Of Funds

Remove an item  
from My Favorites



# ACTION LIST AND DOC SEARCH BUTTONS

Action List

Doc Search

⚠ This is a test environment

Back Door ID

HOME

Jump to... Ctrl+K

ACCOUNTING

Home

MESSAGE OF THE DAY

Action List | [Outbox](#)

18 items retrieved, displaying all items.

| <u><a href="#">Id</a></u> | <u><a href="#">Type</a></u> | <u><a href="#">Title</a></u>                                                   | <u><a href="#">Route Status</a></u>    | <u><a href="#">Action Requested</a></u> | <u><a href="#">Initiator</a></u> | <u><a href="#">Delegator</a></u> | <u><a href="#">Date Created</a></u> | <u><a href="#">Last Approved Date</a></u> | <u><a href="#">Group Request</a></u> | <u><a href="#">Current Route Node(s)</a></u> |    |
|---------------------------|-----------------------------|--------------------------------------------------------------------------------|----------------------------------------|-----------------------------------------|----------------------------------|----------------------------------|-------------------------------------|-------------------------------------------|--------------------------------------|----------------------------------------------|---------------------------------------------------------------------------------------|
| <a href="#">20052568</a>  | Payment Request             | Payment Request - PO: 643594 Vendor: Avogadros Number                          | ENROUTE, Awaiting Hospitality Approval | APPROVE                                 | <a href="#">Akin, Cherie L</a>   |                                  | 11:25 AM 08/02/2019                 | 04:12 PM 08/07/2019                       | <a href="#">HOSP-1301-1376</a>       | Hospitality                                  |    |
| <a href="#">20055386</a>  | Procurement Card            | Procurement Card - PETER A NELSON                                              | ENROUTE                                | APPROVE                                 | <a href="#">USER, KR</a>         |                                  | 03:09 PM 08/02/2019                 | 07:08 AM 08/25/2019                       |                                      | Account                                      |   |
| <a href="#">20095143</a>  | General Error Correction    | General Error Correction - Correct Inv 01793-007                               | PROCESSED                              | ACKNOWLEDGE                             | <a href="#">LaFlair, Kent</a>    |                                  | 02:40 PM 08/07/2019                 |                                           | <a href="#">DIV-GA</a>               | CampusServiceReviewer                        |  |
| <a href="#">20097332</a>  | Disbursement Voucher        | Disbursement Voucher A - < \$5000 - D.McLean, reimb Wilbur's, 8/6/19 [E:N:N:N] | ENROUTE                                | APPROVE                                 | <a href="#">Sippy, Nicole</a>    |                                  | 04:07 PM 08/07/2019                 | 08:58 AM 08/08/2019                       | <a href="#">HOSP-1301-1376</a>       | Hospitality                                  |  |
| <a href="#">20102790</a>  | Account                     | Edit Account - DOE Computational Science Graduate Fe...                        | PROCESSED                              | ACKNOWLEDGE                             | <a href="#">USER, KR</a>         |                                  | 06:31 AM 08/09/2019                 |                                           | <a href="#">DIV-GA</a>               | Join                                         |  |
| <a href="#">20102791</a>  | Account                     | Edit Account - Use of ARM Observations from Northern...                        | PROCESSED                              | ACKNOWLEDGE                             | <a href="#">USER, KR</a>         |                                  | 06:31 AM 08/09/2019                 |                                           | <a href="#">ORG-1371</a>             | Join                                         |  |
| <a href="#">20102792</a>  | Account                     | Edit Account - Evaluation of Climate Model Precipita...                        | PROCESSED                              | ACKNOWLEDGE                             | <a href="#">USER, KR</a>         |                                  | 06:31 AM 08/09/2019                 |                                           | <a href="#">ORG-1371</a>             | Join                                         |  |

# ACTION LIST AND DOC SEARCH BUTTONS CONT'D...

Document Search 

Backdoor Id swaroj@colostate.edu is in use

 detailed search

clear saved searches

Searches 

\* required field

|                                                                                                                  |                      |                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document Type:                                                                                                   | <input type="text"/> |    |
| Initiator:                                                                                                       | <input type="text"/> |    |
| Document Id:                                                                                                     | <input type="text"/> |                                                                                                                                                                          |
| Date Created From:                                                                                               | <input type="text"/> |                                                                                       |
| Date Created To:                                                                                                 | <input type="text"/> |                                                                                       |
| Name this search (optional):                                                                                     | <input type="text"/> |                                                                                                                                                                        |
| <input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/> |                      |                                                                                                                                                                                                                                                             |

# HOME AND NAVIGATION

**kuali**

Financials

⚠ This is a test environment

HOME

Jump to... Ctrl+K

ACCOUNTING

ACCOUNTS RECEIVABLE

AUTOMATED JOURNAL VOUCHER

BALANCE INQUIRIES

BUDGET CONSTRUCTION

CAPITAL ASSETS

CHART OF ACCOUNTS

CONTRACTS & GRANTS BILLING

PRE-DISBURSEMENT

PROCUREMENT & ACCOUNTS PAYABLE

SYSTEM

TRAVEL

VENDOR

1099

BFS ADMINISTRATION

HELP

ABOUT

Collapse Navigation



**kuali**

Financials

⚠ This is a test environment

General Error Correction ⓘ

DOCUMENT OVERVIEW

OVERVIEW

\*Description :

Organization Document Number :

FINANCIAL DOCUMENT DETAIL

Total Amount :

## Discard Changes?

If you choose to continue, any unsaved changes to this document will be lost.

Cancel

Continue



# COLLAPSE NAVIGATION

▲ This is a test environment

HOME

Jump to... Ctrl+K

ACCOUNTING

ACCOUNTS RECEIVABLE

AUTOMATED JOURNAL VOUCHER

BALANCE INQUIRIES

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PRE-DISBURSEMENT

PROCUREMENT & ACCOUNTS PAYABLE

SYSTEM

TRAVEL

VENDOR

1099

BFS ADMINISTRATION

HELP

ABOUT

Collapse Navigation

## General Error Correction

### DOCUMENT OVERVIEW

#### OVERVIEW

\* Description:

Organization Document Number:

#### FINANCIAL DOCUMENT DETAIL

Total Amount :

### ACCOUNTING LINES [Import Templates](#)

#### FROM

| * CHART | * ACCOUNT            | SUB-ACCOUNT          | * OBJECT             | SUB-OBJECT           | PROJECT              | ORG REF ID           | * AMOUNT |
|---------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------|
| CO ▾    | <input type="text"/> | 0.00     |

#### TO

| * CHART | * ACCOUNT            | SUB-ACCOUNT          | * OBJECT             | SUB-OBJECT           | PROJECT              | ORG REF ID           | * AMOUNT |
|---------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------|
| CO ▾    | <input type="text"/> | 0.00     |

Submit

Save

Close

Cancel

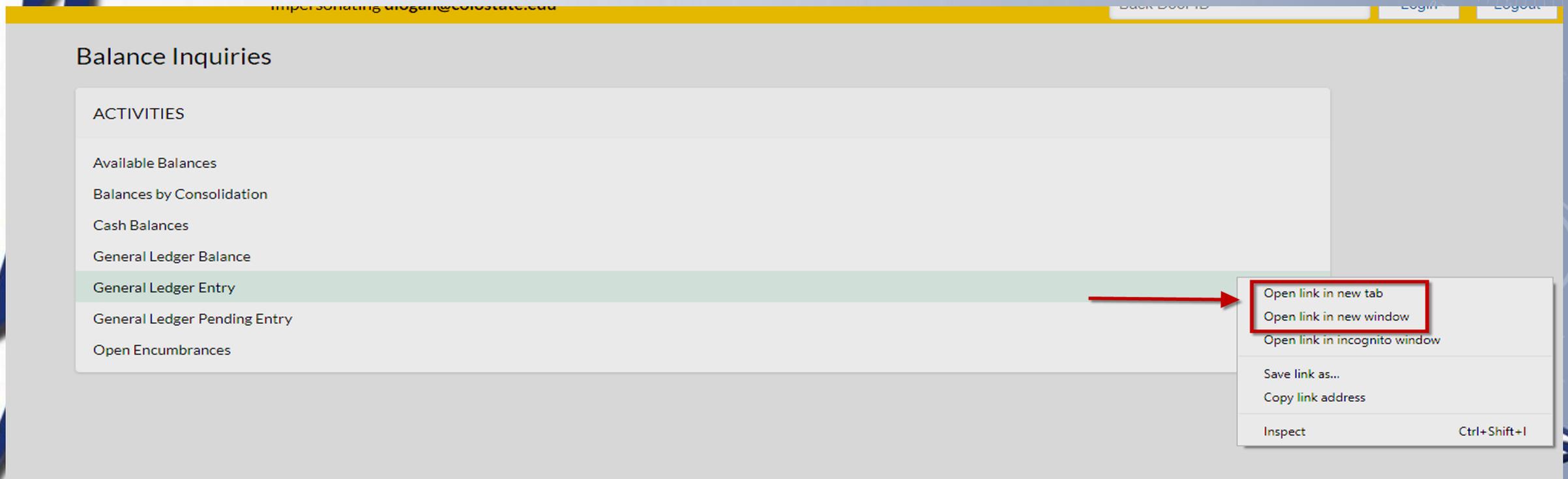
Copy

# MULTIPLE WINDOW FUNCTIONALITY

Kuali 7.0 limits the number of windows/pages that open automatically



Right click on link & select “Open link in new window” to open add'l windows



A screenshot of a web application interface. At the top, there is a yellow navigation bar with the text 'impersonating drogan@colorstate.edu' on the left and 'Back', 'Login', and 'Logout' on the right. Below the navigation bar is a section titled 'Balance Inquiries'. Under this section is a list of 'ACTIVITIES':

- Available Balances
- Balances by Consolidation
- Cash Balances
- General Ledger Balance
- General Ledger Entry (highlighted in light green)
- General Ledger Pending Entry
- Open Encumbrances

A red arrow points from the 'General Ledger Entry' link to a context menu that is open. The menu contains the following options:

- Open link in new tab
- Open link in new window (highlighted with a red box)
- Open link in incognito window
- Save link as...
- Copy link address
- Inspect (with keyboard shortcut Ctrl+Shift+I)

# EXTERNAL LINKS

## Accounting

### ACTIVITIES

- Advance Deposit
- Adjustment/Accrual Voucher
- Budget Adjustment
- Cash Receipt
- Distribution Of Income And Expense
- General Error Correction
- Indirect Cost Adjustment
- Internal Billing
- Internal Order
- Intra-Account Adjustment
- Non-Check Disbursement
- Pre-Encumbrance
- Single Sided Budget Adjustment
- Transfer Of Funds
- Work Order Authorization
- Internal Supplier Id

### REFERENCE

[KFS Training Guides](#)

### REFERENCE

[KFS Training Guides](#)

## Kuali Financial System Information

KFS will upgrade to version 7.0 in late October. Sign up now for KFS 7.0 Upgrade Training in the My Learning Training Calendar. Search for "KFS" to find a list of dates/times the training is available, choose the best option for you, and click "REGISTER".

### Financial Document Guides

- Overview of Document Layout
- Adjustment/Accrual Voucher
- Advance Deposit
- Automated Journal Voucher (Prorate)
- Budget Adjustment
- Cash Receipt
- Disbursement Voucher
- Distribution of Income and Expense
- General Error Correction
- Internal Billing
- Internal Order

### Financial Document Guides (continued)

- Intra-Account Adjustment
- Line Item Receiving
- Payment Request
- Pre-Encumbrance
- Single Sided Budget Adjustment
- Transfer of Funds
- Travel Arranger
- Travel Authorization
- Travel Reimbursement
- Vendor Credit Memo
- Work Order Authorization

### Forms

- Application for Kuali Financial System
- Application for Authorized Business Function Approvals
- Application for Signature Authorization
- DHA Authorization Form
- TEM Arranger Application
- TEM AR Customer Form

### Kuali Trainings

- Account Create and Fund Accounting
- Administration
- Balance Inquiries
- Basics
- Document Searches
- International and Group Travel
- Internal Order, Internal Billing, and Line Item Receiving
- Out-of-State Travel and Travel Advances
- Journal Entry
- TEM Overview
- Travel Arrangers

### Tools

- Account Delegate
- Account Global
- Department Higher Authority - How to Approve
- eName - How to Find
- Importing Lines on Financial Documents
- Logging into Kuali from Off Campus
- Moving Accounts Between Departments
- Object Code Cheat Sheet
- Object Code Listing with Definitions
- Sub Account Create
- Sub Object Code Create

### Tools (continued)

- Sub-Fund Quick Tip Guide
- TEM Profile Step by Step
- Transfer of Funds Matrix
- Travelers - How to Approve
- Travel Documents - Searching
- Wildcards

### Capital Equipment

- See Property Management

Links will be built in the References box on the Home page



General Error Correction ⓘ

## DOCUMENT OVERVIEW

### OVERVIEW

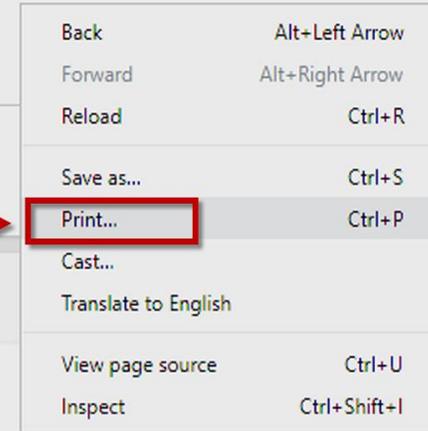
\* Description : GEC to correct  
Organization Document Number :

Explanation : GEC to c  
135020

Right click on  
an eDoc and  
select "Print"

### FINANCIAL DOCUMENT DETAIL

Total Amount : 3,274.03



A context menu is displayed over the document content. The menu items are: Back (Alt+Left Arrow), Forward (Alt+Right Arrow), Reload (Ctrl+R), Save as... (Ctrl+S), Print... (Ctrl+P), Cast..., Translate to English, View page source (Ctrl+U), and Inspect (Ctrl+Shift+I). The 'Print...' option is highlighted with a red rectangular box, and a red arrow points to it from the left.

## ACCOUNTING LINES ⓘ Import Templates

### FROM

| * CHART                   | * ACCOUNT                     | SUB-ACCOUNT | * OBJECT                     | SUB-OBJECT | PROJECT | ORG REF ID | * AMOUNT | * REF ORIGIN CODE | * REF NUM |
|---------------------------|-------------------------------|-------------|------------------------------|------------|---------|------------|----------|-------------------|-----------|
|                           |                               |             |                              |            |         |            | 0.00     |                   |           |
| 1 CO                      | 2002025                       |             | 6073                         |            |         |            | 3,246.03 | 01                | T10158    |
| Colorado State University | Continuation Account - Inf... |             | Out State Employee Travel... |            |         |            |          |                   |           |

# E-DOC REDESIGN – EXAMPLE OF A GEC

**General Error Correction** Doc Nbr: 20269815    Status: INITIATED  
Initiator: swaroj@colostate.edu    Created: 10:20 AM 08/25/2019

**Document Overview** hide

**Document Overview**

\* Description:     Explanation:

Organization Document Number:

**Financial Document Detail** Total Amount:

**Accounting Lines** hide

**Accounting Lines** hide detail

| From | * Chart                 | * Account Number     | Sub-Account          | * Object             | Sub-Object           | Project              | Org Ref Id           | * Amount | Actions             |
|------|-------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------|---------------------|
| add: | CO                      | <input type="text"/> | 0.00     | import lines<br>add |
|      | * Reference Origin Code | * Reference Number   | Line Description     |                      |                      |                      |                      |          |                     |
|      | <input type="text"/>    | <input type="text"/> |                      |                      |                      |                      |                      |          |                     |
| To   | * Chart                 | * Account Number     | Sub-Account          | * Object             | Sub-Object           | Project              | Org Ref Id           | * Amount | Actions             |
| add: | CO                      | <input type="text"/> | 0.00     | import lines<br>add |
|      | * Reference Origin Code | * Reference Number   | Line Description     |                      |                      |                      |                      |          |                     |
|      | <input type="text"/>    | <input type="text"/> |                      |                      |                      |                      |                      |          |                     |

**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

**General Error Correction** Doc Nbr: 20114308    Status: INITIATED  
Initiator: dlogan@colostate.edu    Created: 10:19 AM 08/25/2019

**EXPAND ALL**    **COLLAPSE ALL**

**DOCUMENT OVERVIEW** ^

**OVERVIEW**

\* Description:     Explanation:

Organization Document Number:

**FINANCIAL DOCUMENT DETAIL**

Total Amount:

**ACCOUNTING LINES** Import Templates ^

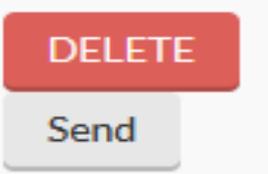
**FROM** HIDE DETAILS IMPORT LINES

| * CHART | * ACCOUNT            | SUB-ACCOUNT          | * OBJECT             | SUB-OBJECT           | PROJECT              | ORG REF ID           | * AMOUNT | * REF ORIGIN CODE    | * REF NUMBER         | LINE DESCRIPTION     | ACTIONS                                                                                                           |
|---------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------|----------------------|----------------------|----------------------|-------------------------------------------------------------------------------------------------------------------|
| CO      | <input type="text"/> | 0.00     | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input style="background-color: #28a745; color: white; border: none; padding: 2px 5px;" type="button" value="+"/> |
|         | * REF ORIGIN CODE    | * REF NUMBER         | Line Description     |                      |                      |                      |          |                      |                      |                      |                                                                                                                   |
|         | <input type="text"/> | <input type="text"/> |                      |                      |                      |                      |          |                      |                      |                      |                                                                                                                   |

**TO** HIDE DETAILS IMPORT LINES

| * CHART | * ACCOUNT            | SUB-ACCOUNT          | * OBJECT             | SUB-OBJECT           | PROJECT              | ORG REF ID           | * AMOUNT | * REF ORIGIN CODE    | * REF NUMBER         | LINE DESCRIPTION     | ACTIONS                                                                                                           |
|---------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------|----------------------|----------------------|----------------------|-------------------------------------------------------------------------------------------------------------------|
| CO      | <input type="text"/> | 0.00     | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input style="background-color: #28a745; color: white; border: none; padding: 2px 5px;" type="button" value="+"/> |
|         | * REF ORIGIN CODE    | * REF NUMBER         | Line Description     |                      |                      |                      |          |                      |                      |                      |                                                                                                                   |
|         | <input type="text"/> | <input type="text"/> |                      |                      |                      |                      |          |                      |                      |                      |                                                                                                                   |

# COMPARISON OF KFS V6.0 AND V7.0 BUTTONS & ICONS

| Button Name                        | KFS 6.0                                                                              | KFS 7.0                                                                               | Button Function                                                                                                                          |
|------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Balance Inquiry                    |     |    | Will Show the current balance of an account                                                                                              |
| Add Accounting Lines               |     |    | Once all required information has been entered for the accounting lines, selecting this button will add the accounting line to the e-doc |
| Add                                |     |    | Once a line of data has been completed, selecting the Add button will add that data to the eDoc                                          |
| eDoc Line Actions                  |     |    | Line actions after the line has been added                                                                                               |
| eDoc - Notes & Attachments Actions |   |   | Actions available after adding an attachment on an eDoc                                                                                  |
| Lookup                             |   |  | The magnifying glass icon can be selected to go into a lookup screen.                                                                    |
| Open Requisition Accounting Lines  |  |  | In the Requisition eDoc this button will open the accounting lines for a line item that has been added                                   |

# E-DOC ACTION BUTTONS

## DOCUMENT OVERVIEW ↑

### OVERVIEW

\* Description:

Organization Document Number:

Explanation:

### FINANCIAL DOCUMENT DETAIL

\* Year: 2020 Total Amount:

### REQUISITION DETAIL

\* Chart/Org: CO / 1301 🔍 \* Funding Source: INSTITUTION ACCOUNT ▾

Receiving Required:  Payment Request Positive Approval Required:

Account Distribution Method: Proportional

## DELIVERY ↑

### FINAL DELIVERY

\* Delivery Campus: MC - CSU Main Campus 🔍 \* Delivery To: Logan, David Lowell 🔍

Building: 🔍 building not found set as default building Phone Number: 970-491-3965

\* Address 1:  Email: David.Logan@colostate.edu

Address 2:

\* Room:

Calculate Submit Save Close Cancel

ACCOUNTING LINES ? [Import Templates](#)

FROM ACCOUNTING LINES ? [Import Templates](#) HIDE DETAILS IMPORT LINES

| *CHART | *ACCOUNT             | SUB-ACCOUNT          | *OBJECT              | SUB-OBJECT           | PROJECT              | ORG REF ID           | *AMOUNT | *REF ORIGIN CODE     | *REF NUMBER          | LINE DESCRIPTION     | ACTIONS                                                                                                                                |
|--------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------|----------------------|----------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| CO     | <input type="text"/> | 0.00    | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input style="background-color: #28a745; color: white; border: none; padding: 5px 10px; border-radius: 3px;" type="button" value="+"/> |

TO HIDE DETAILS IMPORT LINES

| *CHART | *ACCOUNT             | SUB-ACCOUNT          | *OBJECT              | SUB-OBJECT           | PROJECT              | ORG REF ID           | *AMOUNT | *REF ORIGIN CODE     | *REF NUMBER          | LINE DESCRIPTION     | ACTIONS                                                                                                                                |
|--------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------|----------------------|----------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| CO     | <input type="text"/> | 0.00    | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input style="background-color: #28a745; color: white; border: none; padding: 5px 10px; border-radius: 3px;" type="button" value="+"/> |

## Data Import Templates

[Kuali](#) Financials line import templates allow you to import any number of accounting lines and purchasing line items, and other types of data from a comma-delimited (.csv) file. This section contains a table that lists types of documents for which templates are available in the default system and provides a link to the corresponding template for each [document type](#). Following the table is a process overview that includes complete instructions for using templates to import multiple lines of data. Additional subsections contain detailed information about each template.

### More:

- [Links to Default Data Import Templates](#)
- [Process Overview](#)
- [Creating a .csv File](#)
- [Standard\\_Import.xls](#)
- [AV\\_Import.xlsx](#)
- [BA\\_YEBA\\_Import.xlsx](#)
- [GEC\\_YEGEC\\_Import.xls](#)
- [ICA\\_Import.xlsx](#)
- [JV\\_Ext\\_Encumbr\\_Import.xlsx](#)
- [JV\\_NonOffset\\_Bal\\_Type\\_Import.xlsx](#)
- [JV\\_Offset\\_Bal\\_Type\\_Import.xlsx](#)
- [LLJV\\_Import.xls](#)
- [ND\\_Import.xls](#)
- [PE\\_Disencumbrance\\_Only\\_Import.xls](#)
- [PURAP\\_Item\\_Import.xls](#)
- [PURAP\\_Account\\_Import.xls](#)
- [CAM\\_MPAY\\_Account\\_Import.xls](#)
- [AR\\_Customer\\_Upload.xls](#)
- [Milestone\\_Import\\_bulk\\_template.xlsx](#)
- [PredeterminedBilling\\_Import\\_bulk\\_template.xlsx](#)
- [PDP\\_PaymentSpreadsheetUpload.csv](#)

## WHAT IS NOT CHANGING WITH KFS V7.0?

- **Basic KFS functionality**
- **Workflows of the documents**
- **General Ledger**
- **Chart of Accounts**
- **Object Codes & Sub-Object Codes**
- **Kuali TO/FROM concept**
- **eDocs available today will be available in KFS v7.0**
- **Rice screens – examples are Route Log and Action List**



## WHEN WILL KFS V7.0 BE IMPLEMENTED?

- No set date yet but most likely early November
  - Implementation would be on a Saturday & Sunday
  - “Go Live” would then be on Monday
- Potential for implementation timing to move



# WILL I BE ABLE TO USE KFS ON IMPLEMENTATION WEEKEND?

- No, KFS will not be available during the implementation
- Watch for email Reminders and Notices –
  - BUS\_FIN list
  - CAAG
  - CAPAC
- Online Reminders and Notices –
  - Posted 3 places w/in BFS site
  - Posted on KFS Log-in screen



# WHERE CAN I FIND KFS UPGRADE NOTICES?



Log in with your CSU Pueblo eAccount

eAccount:

Password:

Don't Remember Login

**Important!**

## Kuali Financial System (KFS)

We are pleased to announce that the Kuali Financial System (KFS) production environment is live to enter fiscal year 2015 transactions at Colorado State University-Pueblo!

While it is a tremendous accomplishment to bring the KFS system online, much work remains to be accomplished in the coming months, including converting FY14 A/P balances, implementing budgets, implementing capital assets, and completing our first Kuali fiscal year-end a year from now. Over the next two years, we will be re-engineering processes, updating policies, and procedures, and deploying more of the KFS functionality to our users.

We recognize that it will take a period of adjustment for all of us to become familiar with the KFS financial system, processes, and tools. As we all get used to doing things in a new way, we encourage your feedback to ensure processes and resources are revised or refined to serve the needs of the campus community. Please know we are here to support you, and we will continue to send additional communications with important news and updates.



## WILL THERE BE MORE UPGRADES IN THE NEAR FUTURE?

- Yes and code drops (patches) will be more frequent than in the past
  - The next code drop has a new eDocument:
    - General Ledger Transaction document - nice features and capabilities
  - Timing of the next code drop:
    - No set date but expect it in early 2020 (prior to fiscal year-end)
    - Test environment first for BFS and Campus test out the new eDoc and it's functionality
- Emails and Notices will be used for upcoming changes



# Q&A AND KFS 7.0 SANDBOX TIME

- Q&A
  - KFS 7.0 Upgrade Questions:  
[Sarah.Lowell@csupueblo.edu](mailto:Sarah.Lowell@csupueblo.edu)
- Accessing the KFS 7.0 test environment a.k.a. the “Sandbox”



# ACCESS TO THE KFS 7.0 “SANDBOX”

- Open the browser you use today to access KFS:
  - Chrome / Firefox / Microsoft Edge / Internet Explorer
- Go to Faculty/Staff Portal on CSU-Pueblo’s website:
  - <https://www.csupueblo.edu/faculty-and-staff/index.html>
  - Enter your username and password
- Click on “KFS QUAL 1” link





# QUESTIONS?

**Please send all KFS 7.0 Upgrade Questions to Sarah Lowell  
in Business Financial Services:**

Sarah Lowell

719-549-2145

