

GETTING STARTED WITH KFS: REFERENCE GUIDE

ACCESS TO KFS

Attending a KFS training class does NOT result in access to KFS.

1. Complete the *Critical Data in KFS* online training: <https://expand.iu.edu/browse/e-training/courses/critical-data-kfs>
2. Someone in your department must request KFS access on your behalf via a System User Role document.

Complete instructions: <https://fms.iu.edu/training/kuali-financial-system/>

IU ACCOUNTING TERMINOLOGY

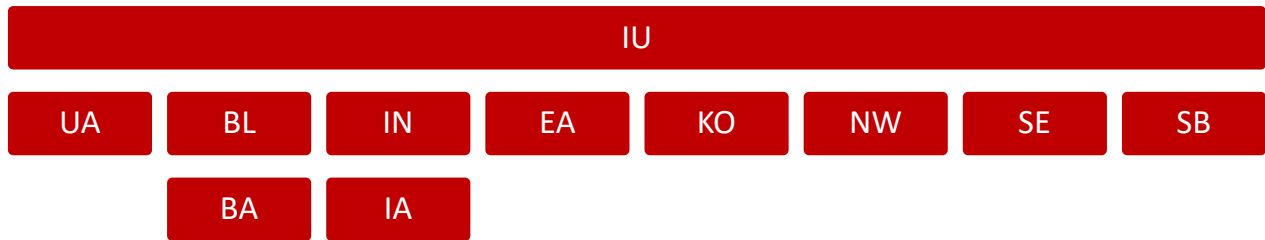
- **Accounting:** The organization of financial data (income, expense, asset, and liability).
- **Chart of Accounts (COA):** Provides structure for all accounting, reporting, and budgeting at IU. IU's financial structure is built using chart codes, responsibility centers, organizations, accounts, object codes, and other COA components.
- **Chart Codes:** IU's Chart of Accounts is divided into twelve charts. Each campus has a unique chart; in addition, subsidiary charts on the Bloomington and Indianapolis charts separate the activity of some auxiliary units.
- **Accounts:** Identifies a specific pool of funds that are set aside for a specific purpose. Accounts tell us **who** is making the financial transaction for **what** purpose. All accounts at IU are seven digits, unique, and chart-specific.
- **Fund Groups:** Accounts are grouped by category based on shared activity or objective.
- **Object Codes:** Classification of a financial transaction as income, expense, asset, liability, or fund balance. Object codes tell us what **kind** of transaction is being made. All object codes at IU are four digits and unique to a chart and fiscal year.
- **General Ledger (GL):** The official, chronological repository of IU's financial and budget information. The GL stores account balances and budget information for multiple fiscal years, as well as detailed records of all financial transactions. When a KFS document reaches final status, the detail it contains is recorded to the GL. The GL is the basis for IU's financial reports.

Complete list of IU accounting terms: <https://fms.iu.edu/documentation/accounting-terminology/>

ACCOUNTING ANALOGY

- IU's financial system is a building.
- The Chart of Accounts is the building's blueprints.
- Chart codes are the rooms in the building.
- Fund groups are the file cabinets in the rooms.
- Accounts are the drawers in the file cabinets.
- Object codes are the folders in the file drawers.

CHART CODE VISUALIZATION



More information about Chart Codes: <https://fms.iu.edu/documentation/chart-codes/>

FUND GROUP PREFIXES

This table is abbreviated. Find a complete table at: https://fms.iu.edu/index.php/download_file/1097/

Prefix	Fund Group	Details
03-19	General Fund	Expense-driven, base-budgeted accounts used for daily operating expenses (e.g., office supplies, payroll, etc.). Each chart has its own general fund account prefix.
11, 20-24	Designated Fund	Funds set aside by the university for a specific purpose or function. Examples: Continuing Education, Public Service, and Faculty Research.
25-29	Restricted Funds	Funds provided from an external source, often as a gift, with restrictions on how the funds may be used.
40-59	Contract and Grant Funds	Each account represents a specific contract or grant. These funds are administered through the Office of Research Administration.
60-66	Auxiliary Funds	Accounts linked to revenue-generating activities that provide a good or service that does not directly support IU's mission. Both auxiliary and non-auxiliary units can have auxiliary accounts.

OBJECT CODES PREFIXES

Object codes are grouped according to object type code (e.g., expense, income, asset, or liability).

Prefix	Object Code
0 or 1	Income
2 or 3	Salaries and Wages
4 or 5	General Expense
56 or 57	Benefits
6	Employee Travel (non-employee travel: 4088 and 4089)
7	Capital Equipment
8	Assets
9	Liabilities / Transfer Codes

KFS ACRONYMS

Common acronyms you will see while processing financial transactions.

Abbreviation	Meaning
FMS	Financial Management Services. The accounting hub of the university that is responsible for many of IU's financial policies and procedures.
CR	Chrome River. IU's expense management system. Used to process travel and expense reimbursement.
IUIE	Indiana University Information Environment. Reporting tool for KFS and HRMS. Updated nightly.
HRMS	Human Resource Management System. Where payroll is processed.
KT, Time	Kuali Time. Automated timekeeping system. Built on Kuali code, but not part of KFS.
FIS	Obsolete. Financial Information System. Introduced at IU in 1993 and replaced by KFS in February, 2013.
EPIC	Obsolete. Electronic Procurement Invoicing Center. Purchasing system replaced by the Purchasing Accounts Payable (PURAP) module in KFS.
TEM	Obsolete. Travel Expense Module in KFS. Owned by Travel Management Services. Replaced by Chrome River in 2018.

ROUTE NODES

After a user initiates a KFS document, additional individuals must review and approve the document before the transaction is finalized.

Node	Description
1	User initiates a transaction by submitting a KFS document.
2	Fiscal Officer (FO) responsible for each account must approve the transaction.
2A	FO may have set up an Account Delegate to approve documents on their behalf.
3	Organization might have additional people that approve transactions involving certain documents, accounts, campus charts, and/or object codes.
4	Depending on the transaction type, other offices may need to approve the document.
5	Final (approved) status – document is recorded as a General Ledger entry.

More information about route nodes: <https://fms.iu.edu/documentation/document-routing#overview>

COMMON ROUTE STATUSES

- **Initiated:** Created, but not saved or submitted.
- **Saved:** Created and saved for later submission.
- **Enroute:** Submitted and pending approval requests.
- **Final:** Accumulated all required approvals. Transaction posts to the General Ledger.
- **Disapproved:** An individual on the route log as disapproved the document.

Complete list of route statuses: <https://fms.iu.edu/documentation/document-routing#status>

AD HOC RECIPIENT OPTIONS

- **Approve:** The user must verify that the document is completed correctly and the transaction is acceptable. This user will be the first stop on the route log; the document will not continue routing until they have approved the document. An ad hoc approver can only be added before the document is submitted.
- **Acknowledge:** The user must open the document, but does not need to formally approve the document. The document will continue along its normal route log whether or not a user has acknowledged the document.
- **FYI:** Sends a user a courtesy request that allows them to view the document. An FYI can be cleared from the Action List or from the document itself. The document will continue along its normal route log whether or not a user has acknowledged the document.

More information about Ad Hoc Routing: <https://fms.iu.edu/documentation/document-routing/#adhoc>

RESOURCES

- IU Policies: <http://policies.iu.edu/>
- IU Data Classifications: <https://datamgmt.iu.edu/>
- Wildcard Characters: <https://fms.iu.edu/documentation/wildcard-characters/>
- KFS Documentation Library: <https://fms.iu.edu/documentation/>
- FMS Newsletter: <https://fms.iu.edu/training/listservs/subscribe-fms-newsletter>
- FMS Trainings: <https://cust.fms.iu.edu/cgi-bin/train/catalog>
- IU Compliance: <https://compliance.iu.edu/report-concern/index.html>
- FMS Customer Service: <https://fms.iu.edu/support/>