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IU KFS Overview and Introduction 1 02/17/2012
Introduction

This guide provides an introduction to the Kuali Financial System (KFS) user documentation. It also provides an overview of the KFS, including its components, the common characteristics of KFS screens, and instructions for performing common operations.

This introductory guide is one of several guides on using the KFS. All guides are available as downloadable files and as online help that is embedded in the KFS.

The Kuali Financial System (KFS) is a community-source software application system developed by and for higher education institutions to serve their financial software needs. The purpose of KFS user documentation set is to provide high-quality descriptions of how the software system interacts and performs with manual procedures in order to appropriately respond to business events. It is aimed at not only providing user guides and online help for implementing institutions, but also providing a basis for training new system users. The documentation contains detailed descriptions of the functionality of each component of the application, so it may serve as a reference for users who are already quite familiar with financial business rules and web-based software.

The audience is all users of KFS, but the focus is on standard end-users rather than those involved in configuration and maintenance. Administrator and superuser functions are covered, but not in great detail. These user types, as well as implementation specialists, and those seeking information about installation, customization, configuration, implementation, workflow, system administration and maintenance should consult the KFS technical documentation resources that are accessible from www.kuali.org. Additionally, these users may refer to technical documentation on the KFS wiki (http://test.kuali.org/confluence) for more detailed information resources.

The term 'end user' is meant to differentiate software developers from the users of the programs they write, and similarly, for information technology professionals to distinguish the system administrator from the users of computers for which the administrator is responsible. The administration topics in this documentation cover only the maintenance documents used for maintaining reference tables used in system administration.

Organization and Conventions

This help documentation is designed to help you use the system efficiently by providing information about:

- Basic concepts
• Screen navigation
• Action options
• Using the software to accomplish tasks
• Electronic document and workflow routing

The entire documentation set is embedded in the KFS and is available to users via the help icon located to the right of the title of each activity-specific screen. It is also available for download from the Kuali Financial System Learning Center.

The downloadable documentation consists of 13 related files. Depending on the KFS modules implemented at IU and the division of responsibility and authority among users, different groups of users may need access to different documentation files. A few of the files, however, are essential to every institution:

• This volume—Kuali Financial System: Overview and Introduction to the User Interface—contains basic information that every user needs in order to work efficiently in the KFS portal.
• A companion volume, Kuali Financial System: Guide to Core Components and Functions, covers all functions of the General Ledger, Chart of Accounts, Vendor, and Pre-Disbursement Processor modules. It also covers a number of system reports and functions. Even the most basic KFS implementation relies on these modules and system functions.
• The Kuali Financial System Guide to System Administration Functions covers system-wide functions that are usually maintained by KFS system administrators.
• The KFS Glossary defines terms used throughout the documentation set.

Nine additional volumes cover modules used at Indiana University:

• Kuali Financial System: Guide to the Accounts Receivable Module
• Kuali Financial System: Guide to the Budget Construction Module
• Kuali Financial System: Guide to the Financial Processing Module
• Kuali Financial System: Guide to the Capital Assets Modules
• Kuali Financial System: Guide to the Effort Certification Module
• Kuali Financial System: Guide to the Labor Distribution Module
• Kuali Financial System: Guide to the Contracts and Grants Module
• Kuali Financial System: Guide to the Purchasing/Accounts Payable Module

Users may download any or all volumes as needed from the Kuali Financial System Learning Center.

All KFS documentation, both downloadable and online, is meant to demonstrate how the system works and thus serves as a helpful desk reference during day-to-day system usage. Once familiar with the basic functionality of the KFS, you may use this material as a valuable guide to performing less common tasks and as a source of information should you experience any difficulties.

Icons and Symbols

“Warning” or "Important Note" will periodically appear in red in the documentation. This is an important note that to pay attention to.

Screen Images and Test Data

Screen images (and data displayed therein) may not be technically identical to what can be viewed in the actual application, and are provided for demonstration purposes only.

Institutional Business Processes and KFS Implementation

Various components of KFS modules contain functions that are configurable prior to implementation, based on individual institutional business processes. KFS is delivered with a set of data elements; some of which come with pre-populated
(hard-coded) values, while others are configurable by institution. These may include, but are not limited to, administrative, maintenance and control data such as restrictions, names, types, groups and codes that can be modified, removed or added to, based on your institution's unique business rules.

**Configurable Values**

Many values referenced in this user documentation are configurable, and an institution implementing KFS could choose to customize them. Wherever possible an effort has been made to make key values configurable as parameters as opposed to 'hard coding' values into the application. Therefore, some of the references in the user documentation to specific values for fields or attributes may differ from those in use at IU, depending on the institution's configuration decisions.

**Key Kuali Components**

'Kuali' is an umbrella of applications development, under which smaller applications known as modules are developed to support end-user tasks. Modules are portions of larger programs that carry out specific functions. They may be implemented alone or combined with other modules.

The KFS's modular architecture allows institutions to implement only the functional elements they need. In this way, the KFS can be scaled to meet the needs of institutions of any size.

Currently falling under the Kuali umbrella are the Kuali Nervous System (KNS), which encompasses infrastructure components, and the Kuali Enterprise Workflow (KEW), which automates routing of electronic documents (e-docs) for approval according to specified business rules. The core system is comprised of Rice (which includes KEW), Chart of Accounts, Financial Processing, General Ledger, Pre-Disbursement Processing, and Vendor modules. These are considered 'core' modules because they depend on one another, while non-core modules and their components depend on the core because these core modules are necessary for other functional modules to operate.

Specifications are available for institutions to develop their own interfaces to the core system modules. Any dependency of one non-core component on another non-core component is flexible, which allows IU to implement unique combinations of subsets via parameterization and service interface definition to meet institutional users' needs.

Now for a closer look at **Kuali Nervous System (KNS), Kuali Enterprise Workflow (KEW), and Kuali Financial System (KFS):**

**Kuali Nervous System (KNS)**

The KNS is the underlying infrastructure code that any KFS module may employ to perform its functions. The KNS is functionality common to many modules. Examples include creating custom attributes, attaching electronic images, uploading data from desktop applications, lookup/search routines, and database interaction. The KNS is a core technical module composed of reusable code components that provide common pieces of functionality. The KNS is a technical framework that enforces consistency in the applications that use it. It promotes adherence to the architectural principles and development standards defined by the Kuali architects. The KNS also provides a stable core of development tools providing a more efficient development paradigm.

**Kuali Enterprise Workflow (KEW)**

The Kuali Enterprise Workflow (KEW) is a general purpose, content-based electronic routing infrastructure or workflow engine. Client applications use the KEW to automate and regulate the routing and approval processes for the transactions/documents they create. Workflow starts with an e-doc that users compose in a client application such as the KFS or another Web application that requires routing and approval of documents. The KEW electronically routes the e-doc to designated individuals and groups for approval in a prescribed sequence, according to established university or departmental business rules and policies based on the e-doc's content.

The KEW streamlines mediated business processes across the enterprise. Via the KEW centralized routing system, users can access and search for many types of e-docs from various client applications, such as HR, Purchasing, Travel, Research Administration, Timekeeping, etc.
Accessing the appropriate documents is accomplished from a single location that provides both action list and doc search buttons. The Route Log for each document allows users to follow its progress.

**Kuali Financial System (KFS)**

The Kuali Financial System (KFS) is a functional module (application) that interfaces with the core modules of KNS and KEW. It is also an application that itself is comprised of many modules (sometimes referred to as sub-modules). KFS includes a base system of these modules.

- **Chart of Accounts**: controlling tables that define financial information.
- **General Ledger (GL)**: repository of all financial and budget information.
- **Financial Transactions Processing**: allows account managers and organizations to transact financial business through electronic means, rather than by using paper forms.
- **Reporting/Decision Support**: allows account managers and others to access financial information and provide tools to assist in the analysis of the financial information.

Additional modules may be implemented when institutions identify a need. These modules include: Accounts Receivable, Budgeting, Capital Asset Management, Endowment, Enhanced Decision Support/Reporting, Labor Distribution, Purchasing/Accounts Payable, and Post-Award (Contracts and Grants).

**KFS Architecture**

The three main components of the KFS architecture are electronic documents (e-docs) in which users initiate and update financial data; the General Ledger (GL), where financial data is stored; and decision support, which enables users to retrieve data from the GL.

Here are definitions of how the three components shown in the diagram, at right, work and interact:

**E-Docs**

In the KFS, department personnel initiate a transaction from their desktop Web browser. This transaction is called a document (often called an e-doc or electronic document). The initiator receives immediate feedback on the validity of the document both in light of the appropriateness of data and the compliance with business rules. The KEW routes a valid document to one or more designated approvers based on the type and content of the transaction. Fully approved transactions are sent to the General Ledger at a later time.

Anyone who initiates, reviews or approves financial transactions may be a user of an e-doc, including:

- Departmental support staff, professional staff, and faculty
- Fiscal officers and delegates
- Contracts and Grants principal investigators
- Deans, directors, and department chairs
- Administrators

**General Ledger (GL)**

The GL is the official repository of all the university's financial and budget information. It stores account balance and budget information for multiple fiscal years as well as detailed records of all financial transactions. Whenever a financial transaction in an e-doc is fully approved, it is recorded in the GL and affects balances.

**Decision Support**

Decision support is a collection of online services that provide access to the data within the KFS. Decision support includes inquiries and reports available in the KFS. You can use decision support to:
• View account budgets, balances, and individual transactions.
• Retrieve standard reports such as Account Status or Account Transaction Listing.
• Generate pre-defined or custom reports from financial and system data.

**KFS Modules**

This section introduces the major software modules that constitute the KFS. These modules include Chart of Accounts (COA), Vendor, Purchasing and Accounts Payable (PURAP), Pre-Disbursement Processor (PDP), Capital Asset Management (CAM), Accounts Receivable (AR), Contracts and Grants (C&G), Effort Certification, and Labor Distribution.

Each module is explained as follows:

**Chart of Accounts**

The Chart of Accounts (COA) is the set of tables that define the codes and coding structures within KFS, including attributes such as accounts, organizations, and object codes. The COA exists primarily to support and validate entries into the General Ledger (GL). For example, transactions cannot be applied to an account in the GL unless that account exists in the COA. The account and other COA attributes are associated with additional attributes, such as the fund group or organization associated with an account, or the object level that is associated with an object code. Defining these attributes and their various relationships is how the financial structure of an institution is defined. By leveraging the COA, IU can organize its information to support activities such as e-doc routing, management of internal controls, and internal and external reporting.

The KFS features a very flexible, multiple Chart of Accounts capability that can accommodate the needs of Carnegie Class institutions, from small community colleges to large multi-campus research institutions.

**Vendor**

The KFS Vendor module allows IU to maintain a table to track businesses or other entities that IU has done or plans to do business with. The Vendor table includes all information pertinent to a vendor, including tax ID, addresses, contacts, and other details required for the management of IU's procurement process.

This module also provides a lookup that allows Purchasing and Accounts Payable users to quickly identify vendor contracts by description, by vendor, and even by payment terms.

**Purchasing and Accounts Payable (PURAP)**

The Purchasing and Accounts Payable (PURAP) module allows users to request materials and services, generate and transmit purchase orders, and process invoices and credit memos received from vendors. The requisition, purchase order, payment request, purchase order amendment, and credit memo documents use the workflow Kuali Enterprise Workflow component for document approval followed by encumbrance, expense and liability entries in the General Ledger as required.

The system tracks the status of POs throughout their life cycle and manages encumbrances and other G/L entries related to the procurement process. PO numbers are stored in the reference document number of the G/L entry tables so you may track the transactions easily from the G/L inquiry screens.
Pre-Disbursement Processor (PDP)

The Pre-Disbursement Processor (or PDP) receives data from systems that need to make disbursements and outputs a data file that can be sent to a check writer or formatted and sent to a bank for automated clearing house (ACH) direct deposits. It can also generate ledger entries when appropriate, such as relieving liabilities when making a disbursement against a KFS Payment Request document.

Files for processing may be created from KFS e-docs (such as the Disbursement Voucher or the Payment Request document) or may be manually uploaded. The systems that provide these files are referred to as PDP 'customers'. Depending on the specifications of these customers, checks and ACH deposits may be formatted in various ways before being outputted.

Capital Asset Management (CAM)

The KFS Capital Asset Management (CAM) module allows you to track assets purchased through IU's financial system, assets received as gifts, and assets that have been transferred or even found. This module handles records for both capital and non-capital assets.

CAM e-docs allow you to create, maintain, and retire asset records. Additionally, the system can create asset records from data collected on financial transaction documents in other modules. The system also provides several documents to assist your organization with inventory management and other aspects of managing assets.

In the KFS, the Capital Asset Builder (CAB) is the asset creation module for tracking movable capital additions. Information from the General Ledger and the Purchasing module is pulled together in the CAB to create assets and add payments.

Accounts Receivable (AR)

The Accounts Receivable module is used for billing non-student receivables. The module creates invoices, records payments, issues credit memos, tracks outstanding receivables, and maintains historical data regarding customer charges and payments.

Contracts and Grants (C&G)

The KFS supports all post-award financial requirements for contracts and grants, including indirect costs and cost share as well as budgets and project to date balances.

Effort Certification

The KFS Effort Certification module uses a batch process to automate the creation of effort certification reports (also referred to as effort reports). These reports certify the percentage of effort an employee worked on a particular project. Each employee identified as being funded by or cost-shared on a sponsored agreement has an effort certification report generated by a batch process. Each report routes for approval and may be modified to correct the distribution of effort. After being fully approved, an effort certification report generates Salary Expense Transfer documents to align the Labor Ledger and General Ledger with the newly certified effort. The fully-approved effort certification report serves as a permanent record detailing the distribution of effort for an employee for a given period.

This module allows IU to control the periods for which effort certification reports are created and the types of employees that are included in a particular group of reports. You may also generate effort certification reports on an exception basis, view effort certification reports still outstanding for approvals, inquire on the extracted Labor Ledger data used to build effort certification reports, and more.

Labor Distribution

The Labor Distribution module of the Kuali Financial System (KFS) manages the accounting aspects of compensation-related expenses such as salaries and benefits. It includes salary transfer, benefit transfer, Labor Ledger correction process, and Labor Ledger journal voucher e-docs. Labor distribution reports are accessed through balance inquiries.
Navigating through the KFS

After you access the KFS by typing or pasting the URL for it into your browser's address bar, you need to know where to find information and how to navigate. This section covers these topics: KFS Menus, Screen Elements (including Standard Data Entry, Selection, Action, and Navigation Tools), and Logging on and off the KFS.

KFS Menus

The KFS portal is organized into four menu tabs. The KFS Modules tab displays the list of transactions and functions that regular users are permitted to initiate. This is the default tab when you login to KFS. The Resources tab displays links to webpages and other materials that support KFS. The Reference and Maintenance menu tab is geared toward the central administration staffs who maintain various reference tables to support field validation and lookups. The Technical Links menu tab displays the list of functions that the only technical staff or super users in the functional area are likely to use.

The portal also has 5 links to often used items or functions. Shop Catalogs launches the Purchasing online catalog functionality. Balance Inquiries launches a list of GL and LL inquiries that users can run. Search for Documents launches a document search for all KFS documents. View Action List opens a user’s KFS action list. Browse Policies directs the user to the policy links for the various functions.

KFS Modules

The KFS Modules tab lists electronic documents and functions that departmental users are usually allowed to initiate. They are listed by the following categories. Each of these categories is further subdivided into the various documents that pertain to that function.
For information on working with the various module functions, see the KFS guide to the specific module.

**Reference and Maintenance**

The Maintenance menu provides access to a variety of user-defined reference tables that are essential to the KFS. These tables define attributes the system uses to validate transactions and allow users to look up values as necessary. The tables also control the often-complex relationship between elements for internal and external reporting. For example, the KFS relies on maintenance tables for basic information such as the sub-fund groups to which new accounts may be assigned and the calendar month that correlates to the first month of IU's fiscal year. This table-controlled flexibility is one of the features that make the KFS a highly configurable application.

These important reference tables are maintained by electronic documents called maintenance documents or e-docs. Each of the KFS reference tables is maintained by a specific maintenance e-doc that is routed for approval before the table is updated. All users can look up values in the KFS reference tables via the lookup screens on the maintenance menu, but only members of the KFS-SYS Manager role may initiate most documents in the maintenance menu. They are listed by the following categories:
Screen Elements

Each menu tab is organized into multiple submenus that group similar types of functions. Each menu tab also has these standard features:

- Workflow functionality is accessible from View Action List and Search for Documents buttons at the top of the screen.
- The current user is displayed on the upper left corner of the screen.
- A Provide Feedback link on the upper right corner of the screen allows anyone to report bugs, issues, and suggestions.
- Expand All or Collapse All enables the user to expand or collapse the portal tabs. This is not available on the Resources tab.
- Set Default Home enables the user to set the KFS portal page as their default home page.
Standard Data Entry, Selection, Action, and Navigation Tools

Online forms within this web-based software application allow you to enter and select information and to perform actions and navigate, both within and outside the system. The following table briefly outlines the basic tools.

### Basic KFS tools:

<table>
<thead>
<tr>
<th>Element</th>
<th>KFS Reference / Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>box</td>
<td>(a.k.a. edit box, text box, or entry field): A rectangular box in which you can type text. If the box already contains text, you can select that default text or delete it and type new text. Use a keyboard to type or clipboard to paste text and numbers into the field.</td>
</tr>
<tr>
<td>check box</td>
<td>(a.k.a. selection box): A square box that is selected or cleared to turn on or off an option. More than one check box can be selected. Use a mouse to click within the box to place a check mark symbol to indicate the option is selected.</td>
</tr>
<tr>
<td>option</td>
<td>(a.k.a. radio button, option button): A round button used to select one of a group of mutually exclusive options. Use a mouse to click within the circle. The dot symbol indicates that the option is selected.</td>
</tr>
<tr>
<td>list</td>
<td>(a.k.a. drop-down menu, combo box, or list box): A box with an arrow indicating a list that drops (expands) downward for viewing (may expand upward to take advantage of available screen real estate). Click the down arrow icon to list menu options, and then click the text to highlight and select an option.</td>
</tr>
<tr>
<td>button</td>
<td>(a.k.a. command button, action button): A rectangular button with a text label that indicates the action to be performed. Use a mouse to click the button to initiate the action.</td>
</tr>
</tbody>
</table>

**External Link:** [ IU Kuali.org ](http://www.kuali.org)  
Link (external file or Web page hyperlink): Use a mouse to click on the underlined text (usually blue in color) to navigate to a different Web page or system within the same Web browser (may open a new pop-up window).

**Link:** An internal hyperlink to a different place on the current page, a different screen within the current application, or a related system. Use your mouse to click on the underlined text to cause the desired information to appear.

### Logging on to and out of KFS

When you select an item on a menu tab for the first time in a session, the KFS asks for your user ID and password. The KFS performs user authentication and authorization to restrict access to business transactions, according to IU's prevailing practices.

To logout of KFS, close out of what you are working on by clicking the “X” in the upper right corner. Then logout of OneStart by clicking “logout” in the top right corner of the screen (see arrow below).
**KFS E-Doc Fundamentals**

The following sections describe the page layout, common attributes of an e-doc, and basic functions.

**E-Doc Screen Layout**

An e-doc consists of a document header and a document body. The document header in the upper right corner of the screen contains system information about the document. The document body is organized in a stack of labeled tabs that are similar to file folders. Based on the type of document, the system displays different sets of tabs. To facilitate the document input process, an initiated document opens with required tabs expanded and optional tabs collapsed. Workflow action buttons appropriate to your role are displayed at the bottom of the screen.

![Diagram of E-Doc Screen Layout](image)

**Document Header**

**Basic information in the document header:**

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Number (Document Nbr)</td>
<td>The unique number used to identify each document. KFS assigns a sequential number to each document when it is created, regardless of the type of document.</td>
</tr>
<tr>
<td>Status</td>
<td>A code that identifies the status of a document within the Workflow process.</td>
</tr>
<tr>
<td>Initiator</td>
<td>The user ID of the document initiator.</td>
</tr>
<tr>
<td>Created</td>
<td>The time and date the document was created.</td>
</tr>
</tbody>
</table>

**Optional information in the document header:**

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copied from Document ID</td>
<td>KFS allows users to create new financial documents based on previous transactions by way of a copy function. When one document is copied from another, the document number of the copied document appears here.</td>
</tr>
<tr>
<td>Correct Document ID</td>
<td>The KFS gives you the option of reversing a fully approved financial transaction through the use of an error correction function. When one document is a correction of another, the document number of the document being corrected appears here. This information is displayed only when the document was created using the error correction feature in an existing document.</td>
</tr>
</tbody>
</table>
Expand All /Collapse All Buttons

You may expand or collapse all tabs in a document by clicking **expand all** or **collapse all**.

- Click **expand all** to expand all of the e-doc tabs.

- Click **collapse all** to collapse all of the tabs.

Show/Hide Buttons

Click **show** or **hide** on the tabs to expand or collapse an individual tab.
Required Fields

All required fields in an e-doc are denoted with an asterisk. You cannot submit the document until all required fields contain data.

<table>
<thead>
<tr>
<th>* Chart</th>
<th>* Account</th>
<th>SubAccount</th>
<th>* Object</th>
</tr>
</thead>
</table>

Date Fields

Dates must be specified in mm/dd/yyyy format. Alternatively, you may select a date by clicking the calendar and selecting from the calendar that is subsequently displayed. At right is a calendar example.

Standard Links and Icons

Since KFS is a web-based application, hyperlinks and icons are used for navigation. Clicking hyperlinks and icons allow you to drill down into document detail and to obtain additional information.

Help Icon

When you click the icon by the title in the top left corner of an e-doc or other screen, the help system displays information about and instructions for working with the screen.

Field Lookup

The round magnifying glass or 'lookup' icon allows you to look up reference table information so you avoid data entry errors.
After you click the icon, the system displays a list of valid values for you to select from or connects you to a form that allows you to search for the value you need.

To look up valid values in this form:

```
<table>
<thead>
<tr>
<th>Balance Type Code:</th>
<th>Balance Type Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Name:</td>
<td></td>
</tr>
<tr>
<td>Offset Generation:</td>
<td></td>
</tr>
<tr>
<td>Encumbrance:</td>
<td></td>
</tr>
<tr>
<td>Active Indicator:</td>
<td></td>
</tr>
</tbody>
</table>
```

Enter one or more search criteria or leave all search criteria fields blank to retrieve all. To specify search criteria:

- Type data into any combination, all, or none of the listed search fields. (Most search fields change letters to uppercase for the search.)

- If desired, use wildcards at the end of or within a string of characters to represent any character or characters. The symbols * (denotes any number of characters) and % (denotes a single character) may be used as wildcards.

- If desired, to enter a range of numbers or dates, use any of these range operators: >, <, >=, <=, and .. Note that the .. operator may be used only between two date values. It may not be used with a single date. All other operators are used before single dates.

- Specify dates in the format mm/dd/yyyy.

- Using logical operators & (AND) and | (OR) with multiple search parameters.

- Specify whether to search for values that are active, not active, or both.

Click **search**.

IU KFS displays the list of applicable values that you have requested. After the value list is displayed, you may take one of the following actions by clicking the hyperlinks labeled **a** through **c** below.

(a) Click **return value** to select the code.

(b) Click **return with no value** to cancel the search (or click cancel).

(c) Click the name of a column to sort the retrieved values by that column.
Multiple Value Lookup

Multiple value lookup is used in global documents and labor e-docs. Documents requiring a list of values come with a special multiple value lookup screen where you may select multiple values from the search list. The **Look Up / Add Multiple xxx Lines** (where xxx is the name of the attributes you are updating) link is available in the applicable section of the tab where this feature is available.

Clicking the **Look Up / Add Multiple xxx Lines** takes you to a special search screen where you are given an opportunity to build a list of values from which you may choose one or more values by selecting the check boxes in the rightmost column.

- Click **select all** to select all values in the list.
- Click **unselect all** to clear the check boxes for all values in the list.
Clicking \( \text{cancel} \) returns you to the tab you came from without populating the tab.

### Export Options Links

To export the result of the table lookup to your local computer in CSV, Excel, or XML format:

1. Click the **export option** link for the format you want.

   ![Export Options Link](image)

2. Click one of the buttons and follow the standard prompts.

### Drilldown

After you perform a search, when the system displays a link or icon in the list of retrieved data, you can drill down into (that is, display) details for any of the linked items. Standard drilldown features in the IU KFS include the following:

- **Document ID drilldown:** Clicking the Document ID link retrieves the specified document so you can view or edit it.
- **User drilldown:** Clicking a linked user ID takes you to a Person Impl Inquiry report. (See following example, arrows show where data would appear.)
• Route log lookup: Clicking the **Route Log** icon takes you to the KFS Route Log for the document in this row. The Route Log contains two tabs summarizing routing activities. The **Action Taken** tab logs prior events and the **Pending Action Requests** tab logs known future events, from which you can see current Workflow action requests.

---

### Standard Tabs

While the tabs contained in various e-docs may vary from one document type to another, a set of standard tabs is included in every e-doc. All documents contain **Document Overview**, **Notes and Attachments**, **Ad Hoc Recipients**, and **Route Log** tabs. Additionally, financial transactions e-docs contain the **Accounting Lines** tab and the **General Ledger Pending Entries** tab. Another tab, **Capital Edit**, is included on many but not all financial transaction documents.

#### Document Overview Tab

The **Document Overview** tab identifies the document and includes four fields—**Description**, **Explanation**, **Total Amount**, and **Org. Doc #**. Other data fields may be available in the document overview of specific documents.

The **Description** field is a required field on every e-doc because it is used to identify the financial transaction and is included in the GL inquiry, standard reports, action list, and document search.
The **Explanation** and **Org Doc#** fields allow you to include additional information about the document. The **Total Amount** field is updated when the document is submitted successfully.

### Document Overview tab definitions:

<table>
<thead>
<tr>
<th><strong>Title</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Required. Enter the short description for the document. The description appears in the GL Inquiry, standard reports, action list and document search a primary identification of the document.</td>
</tr>
<tr>
<td>Explanation</td>
<td>Optional. Enter a more detailed explanation than the information supplied in the description field. This field provides justification for the transaction.</td>
</tr>
<tr>
<td>Total Amount</td>
<td>Display-only. Displays the total amount of accounting lines when the document is submitted successfully.</td>
</tr>
<tr>
<td>Org Doc #</td>
<td>Optional. Enter the value that may include departmental or organizational information. This number is not the same as the Document Number assigned by the KFS.</td>
</tr>
</tbody>
</table>

### Accounting Lines Tab

Accounting information for a financial transaction is entered in the **Accounting Lines** tab. This is where the accounting string data is entered. The required fields and the format of the tab vary slightly by document type. The **Amt** field may also look different, depending on the type of document you are creating.

#### Single-Sided Entry

A number of documents require you to enter information onto only one side of the transaction because the balancing side of the transaction is automatically generated by the KFS based on pre-set business rules. An example of a single-sided entry is the Cash Receipt (CR) document.
Double-Sided Entries

Several types of documents function by placing accounts, object codes, and amount combinations in separate sections of the Accounting Lines tab. These sections may be entitled From/To, Income/Expense, Decrease/Increase, etc., depending on the type of document.

In a document with From/To sections (such as the General Error Correction or GEC document), the From section of the transaction represents a decrease in income, expense, or budget to an account. For example, when an account is entered in the From section of a GEC document and the object code is an expense type; the transaction reduces (credits) the expense and increases (debits) cash for that account.

The To section of this same type of transaction represents an increase in income, expense, or budget to an account. For example, when an account is entered in the To section of a GEC document and the object code is an expense type, the transaction increases (debits) the expense and decreases (credits) cash for this account.

Debit/Credit Entries

A document requiring both debit and credit entries has fields for the debit or credit amount on each accounting line. A debit and credit may not be entered on the same accounting line; only a debit or a credit may be entered on a single line. The Journal Voucher (JV) document is an example of a document requiring debit/credit entry.
Accounting Lines tab definitions:

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart</td>
<td>Required. Select the chart code from the Chart list. This code identifies the chart of accounts for an account. Two alphabetic characters.</td>
</tr>
<tr>
<td>Account</td>
<td>Required. Enter the account number or search for it from the Account lookup. Account is a numerical identifier for a pool of funds assigned to a specific university division for a specific function. Seven numeric characters.</td>
</tr>
<tr>
<td>Sub-Account</td>
<td>Optional. Enter the sub-account number or search for it from the Sub-Account lookup.</td>
</tr>
<tr>
<td>Object</td>
<td>Required. Enter the object code or search for it from the Object Code lookup. Object code provides a specific classification identifier used in a particular financial transaction. Represents buckets of income and expense. Four numeric characters.</td>
</tr>
<tr>
<td>Sub-Object</td>
<td>Optional. Enter the sub-object code or search for it from the Sub-Object lookup.</td>
</tr>
<tr>
<td>Project</td>
<td>Optional. Enter the project code or search for it from the Project lookup.</td>
</tr>
<tr>
<td>Object Type</td>
<td>Required only for the Journal Voucher document. Enter the object type code or search for it from the Object Type lookup. This value is auto-populated based on the object code used in the JV document when you click add.</td>
</tr>
<tr>
<td>Organization Reference</td>
<td>Optional. Enter the appropriate data for the transactions.</td>
</tr>
<tr>
<td>Amount</td>
<td>Required. Enter the amount. Provides the amount of the transaction referenced on an individual line of the “From” or “Two” zones. Up to fifteen numeric characters.</td>
</tr>
<tr>
<td>Ref Origin Code</td>
<td>Required only for the General Error Correction document. Enter the ref origin code or search for it from the Origination Code lookup.</td>
</tr>
<tr>
<td>Ref Number</td>
<td>Required only for the General Error Correction document. Enter the ref number.</td>
</tr>
<tr>
<td>Line Desc</td>
<td>Optional in most documents. Enter a description of the transaction line. This field is required in a few documents and is noted as required in the help documentation for these types of documents.</td>
</tr>
</tbody>
</table>

Some of the above fields are not included in all documents.

Specific requirements for each document type are noted in the section for the document type.

**Displaying Account Detail**

Descriptions for the accounting string data may be hidden or shown by clicking show detail and hide detail. The default is to show detail.

The system displays the alternate option after you click the button.

- Clicking [hide detail] hides the COA titles in the Accounting Lines tab:
Clicking displays the COA titles in the Accounting Lines tab:

Accounting Lines Buttons
The accounting lines buttons offer the following options.

- To add an accounting line to the document, click add.

The system validates the account number, expiration status and business rules specific to the document type. If the account number is expired, you must check the Expired Override box or enter a different account in order to add the line. If the account is "closed" you will not receive a prompt to override.

- To delete the accounting line, click delete.
• To open the balance inquiry menu, click the Balance Inquiries at the top of the KFS portal. Then select one of the reports by the name of the report which is a link to the report.

Sales Tax

KFS can be configured to require sales tax information on the selected document types as well as the account and object code combinations. The document types and account/object code combinations are stored in two separate business rules. When an account and object combination in the account and object code parameter is used on a document in the document type parameter, the systems displays the sales tax line after you add the accounting line.

Note: The system does not display the sales tax line until you enter the account and object code and click the add button.

Import Lines

If you have a number of accounting lines to enter, you may create a .csv file containing the transactions and import it into the document. Click the “import lines” button to upload a file.

For information about accessing and using the import templates, see Data Import Templates.
Restrictions

Each financial transaction document is governed by business rules for the document type and the accounting line data. Rules may be derived from specific attributes associated with the account, object code, or other accounting string data. The following is a partial list of account and object code attributes that may cause restrictions on various documents.

Attributes that may cause restrictions in entering accounting lines:

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Cross Edits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>Fund Group, Sub-Fund Group, Budget Recording Level, Effective/Expiration Date, Account Sufficient Funds, Object Presence Control, Income Stream Account</td>
</tr>
<tr>
<td>Object Code</td>
<td>Object Type, Object Sub-Type, Object Level, Consolidated Object Code</td>
</tr>
</tbody>
</table>

Capital Edit Tab

The Capital Edit tab is included only in Cash Receipt, Distribution of Income and Expense, General Error Correction, Internal Billing, Procurement Card, and Service Billing financial transaction documents.

This tab allows users to add a new asset or update information about an existing asset to which this transaction applies. Information is required in this tab when the Accounting Lines tab contains an object code belonging to one of the following object type codes:

- AM: Art & museum objects
- CF: Capital movable equipment - federally funded
- CM: Capital equipment - university funded
- CO: Capital equipment - federally or other owned
- C1: Capital lease equipment - above threshold
- C2: Capital lease equipment - below threshold
- UC: Movable fabrication - university funded
- UF: University constructed - federal funded
- UO: Movable fabrication - federally owned

Note that these object type codes are defaults, and IU's values may vary (as defined in the parameter KFS-CAB FINANCIAL_PROCESSING_CAPITAL_OBJECT_SUB_TYPES).

Use of this tab varies based on the business rules for each type of financial transaction.

For more information about using this tab, see the documentation on the specific type of transaction you are performing.

The Capital Edit tab includes two sections—Retrieve Asset to be Updated and Create New Assets. Both sections are displayed regardless of the type of transaction, but for some types of transactions only one section or the other is appropriate.
Retrieve Asset To Be Updated Section

This section allows you to retrieve information about an existing asset in order to associate it with a financial transaction.

**Retrieve Asset To Be Updated section definition:**

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Number</td>
<td>Required when making changes to information for an asset that has already been added to the data base. Enter the asset number or select it from the Asset lookup.</td>
</tr>
</tbody>
</table>

**Business Rules**

- The asset number entered must identify an active valid asset. Active assets have an inventory status code of 'a' (active), 'c' (active and non-accessible), 's' (surplus), or 'u' (university constructed).
- The asset number entered is locked until the financial document is approved, canceled, or disapproved.
- An existing asset may be modified only if the object code with the capital object subtype is displayed on the From or Income portion of the Accounting Lines tab. For document types with only one section in the Accounting Lines tab (such as the Cash Receipt or Procurement Card document), the documents themselves may also be used to modify assets.

**Process**

When a financial document that modifies an existing asset is approved, the system adds a payment to the asset database for the given asset number. Next, a batch process loads an approved financial document into Capital Asset Builder Other GL Transactions. Finally, the Capital Asset Office reviews the transaction and, if appropriate, applies the transaction to the asset.

Create New Assets Section

Use this section to create a new asset record and associate the asset with a financial transaction.

**Create New Assets section definitions:**

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Quantity</td>
<td>Required. Enter a number to indicate how many assets will be created in the data base.</td>
</tr>
<tr>
<td>Asset Type</td>
<td>Required. Enter the code that identifies the type of asset. You may search for this code from the Asset Type lookup.</td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Required. Use the Vendor lookup to find the name of the vendor from whom the asset was obtained.</td>
</tr>
<tr>
<td>Manufacturer</td>
<td>Required. Enter the name of the asset's manufacturer.</td>
</tr>
<tr>
<td>Model</td>
<td>Optional. Enter the model number of the asset.</td>
</tr>
<tr>
<td>Asset Description</td>
<td>Required. Enter a detailed description of the asset.</td>
</tr>
<tr>
<td>Action</td>
<td>Click add to add the asset or clear to clear the fields in this section.</td>
</tr>
<tr>
<td></td>
<td>After you click add, the system displays the fields described below.</td>
</tr>
<tr>
<td>Tag Number</td>
<td>Optional. Enter the unique identification number issued by the university and affixed to the asset.</td>
</tr>
<tr>
<td>Serial Number</td>
<td>Optional. Enter the unique identification number assigned by the manufacturer to the asset.</td>
</tr>
</tbody>
</table>
### Business Rules

- If you specify a tag number, the system verifies that the number is not already being used on an active asset.
- An asset may be created only if the object code with the capital object sub type is displayed on the To or Expense portion of the Accounting Lines tab. Note that the Procurement Card document may also be used to create a new asset.

### Process

When a financial document capitalizes an expense, the system creates a new asset in the asset database. Then a batch process loads an approved financial document into Capital Asset Builder Other GL Transactions. Finally, the Capital Asset Office reviews the transaction and, if appropriate, creates the asset.

### General Ledger Pending Entries Tab

After a financial transaction document has been saved or submitted, the General Ledger Pending Entries tab displays the actual entries that are to be posted to the GL when the document is fully approved and the GL batch process has run. In addition to the entries the user created, the General Ledger Pending Entries tab may include system-generated offset transactions. Before you submit the document, this tab contains the message ‘There are currently no General Ledger Pending Entries associated with the Transaction Processing document’.

When the document is submitted into routing for approval, the pending entries are displayed in the General Ledger Pending Entries tab. If offset entries are generated by the KFS, they are also displayed in this tab.

After a transaction is fully approved, these entries are posted in a batch process to the General Ledger. After the batch process has been run, the general ledger pending entries are moved from this tab of the document.
Balancing Rules

Each e-doc is governed by a set of balancing rules, some of which are more complex than others. The balancing rules within a document often enforce the basic rule that debits must equal credits. Whether or not an accounting line generates a debit or credit relies on various factors, including which side of a double-sided document it is in and whether the object code used represents income, expense, assets, or liabilities, etc.

The Accounting Lines total in some documents may balance to sections in the document or to entries in the tabs on the document. For example, the Cash Receipt document's Accounting Lines tab balances to the Reconciliation section of the document.

Notes and Attachments Tab

Size and File Type Restrictions for Attachments: The maximum size of attachments is 5 megabytes by default, but IU may change that limit. The system imposes no restrictions on types of files that may be attached.

The Notes and Attachments tab displays user notes, attachments, or system-generated information about the document. The number of notes and/or attachments is indicated on the tab.

Notes and Attachments tab definitions:

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posted Timestamp</td>
<td>Display-only. The time and date when the attachment or note was posted.</td>
</tr>
<tr>
<td>Author</td>
<td>Display-only. The full name of the user who has added the notes or attachments.</td>
</tr>
<tr>
<td>Note Text</td>
<td>Required. Enter comments.</td>
</tr>
<tr>
<td>Attached File</td>
<td>Optional. Select the file to attach by clicking Browse and using the standard Choose File dialog box. Click Cancel to clear the file name you have selected.</td>
</tr>
</tbody>
</table>

Click add to add a note.

Ad Hoc Recipients Tab

The Ad Hoc Recipients tab allows you to interrupt the normal workflow routing of the document and include individuals or groups in the routing path. Ad hoc routing does not supersede the normal workflow routing of the document but is in addition to the normal routing.

The Ad Hoc Recipients tab has two sections: Person Requests and Ad Hoc Group Requests. Use one or both of the sections to route the document to a person, group, or both.
Ad Hoc Recipients tab definition

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Requested</td>
<td>Required. Select the desired action from the <strong>Action Requested</strong> list. The choices are <strong>APPROVE</strong>, <strong>ACKNOWLEDGE</strong>, and <strong>FYI</strong>.</td>
</tr>
<tr>
<td>Person</td>
<td>Required when routing the document to an individual. Enter a user ID or select it from the lookup.</td>
</tr>
<tr>
<td>Ad Hoc Group Requested</td>
<td>Required when routing the document to a group. Enter a group name or select it from the lookup.</td>
</tr>
</tbody>
</table>

- Click **add** in the **Actions** column to add the current line.
- Click **delete** in the **Actions** column to delete the current line.

Ad Hoc Routing in the Purchasing/Accounts Payable Module

Ad hoc routing is not available in Purchasing/Accounts Payable documents because the workflow statuses are closely related to the document statuses (PO and requisition status, etc.).

Route Log Tab

Most financial documents require one or more approvals before they impact the General Ledger. The process usually begins with Workflow identifying all account numbers used on the document and requesting the approval of the fiscal officers associated with these accounts. The applicable routing information for each e-doc can be found in its **Route Log** tab.

Basic E-Doc Operations

This section describes basic e-doc operations that you perform on many different types of documents.

Making a Balance Inquiry

The **Balance Inquiries** button provides access to balances related to the General Ledger and Labor Distribution.
To access any of the balance inquiry screens and perform a search, follow these steps:

1. Select the desired inquiry from the **Balance Inquiries** button at the top of the KFS portal.

2. The system displays the requested lookup screen. This screen may display default values; these values may be changed.

3. Enter values in all fields preceded by an asterisk. Narrow the search as desired by including additional criteria. If desired, use % and * as wildcards at the end of or within a string of characters to represent any character (%) or characters (*).

4. Click **search** when you have entered all necessary criteria and are ready to retrieve the balances.

For information about individual GL balance inquiries, see *General Ledger Balance Inquiries* in the KFS documentation guides. For information about individual balance inquiries related to Labor Distribution and Endowment, see the KFS Guide to the Labor Distribution Module.

**Initiating a Document**

1. Select the document link from the main menu.
   If you have not logged into the KFS, the system prompts to enter your user ID and password.

2. Click the “+” sign under the “Create” column.

3. Complete required tabs for the document.

4. For information about the requirements for a particular type of e-doc, see the help documentation for the specific document type.

5. Click **submit** to route the document for approval.

**Copying a Document (initiating a document based on another document)**

You may initiate a new document based on an existing document.

1. Retrieve the document from which you want to copy using the “Search for Documents” button or the “Document Search” icon next to the document type in the portal.

2. Click **copy** in the array of workflow action buttons.
   The system creates a new document with a new document ID. The document ID information for the copied-from document is displayed in the document header and also in the **Notes and Attachments** tab of the new document.

Clicking the **Copied from Document Id** takes you to the document you copied from.

A note stating that the document was copied from another document is attached to the copied-from document.

3. Complete required tabs for the document.

4. Click **submit** to route the document for approval.
Lookup and Copy Feature for Chart of Account Maintenance e-docs:
To create a Chart of Accounts code that is similar to one of the existing codes, click the copy link. The system creates a document with the same values, except for the values in the identifying fields. This copy feature is available directly on the document lookup and is not available from the valid value lookup within the financial transaction documents.

<table>
<thead>
<tr>
<th>Chart Code</th>
<th>Chart Description</th>
<th>Chart Active Indicator</th>
<th>Cash Object Code</th>
<th>Accounts Payable Object Code</th>
<th>Chart Manager Name</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA</td>
<td>BLOOMINGTON AUX</td>
<td>Yes</td>
<td>9000</td>
<td>9041</td>
<td>BUFFNER, ROMEO K</td>
<td>edit copy</td>
</tr>
<tr>
<td>BL</td>
<td>BLOOMINGTON</td>
<td>Yes</td>
<td>9000</td>
<td>9041</td>
<td>SWINSON, CHARLEY H</td>
<td>edit copy</td>
</tr>
<tr>
<td>CA</td>
<td>CALF</td>
<td>Yes</td>
<td>9000</td>
<td>9041</td>
<td>SHUBERT, HERBERTO R</td>
<td>edit copy</td>
</tr>
<tr>
<td>FW</td>
<td>FORT WAYNE</td>
<td>Yes</td>
<td>9000</td>
<td>9041</td>
<td>BRAZIL, WELDON B</td>
<td>edit copy</td>
</tr>
<tr>
<td>HO</td>
<td>HOSPITALS</td>
<td>Yes</td>
<td>9000</td>
<td>9041</td>
<td>GINN, SANDI A</td>
<td>edit copy</td>
</tr>
<tr>
<td>IA</td>
<td>INDI AUXILIARY</td>
<td>Yes</td>
<td>9000</td>
<td>9041</td>
<td>HUGH, SYDL, Z</td>
<td>edit copy</td>
</tr>
<tr>
<td>IN</td>
<td>INDIANAPOLIS</td>
<td>Yes</td>
<td>9000</td>
<td>9041</td>
<td>GINN, RANDO A</td>
<td>edit copy</td>
</tr>
<tr>
<td>IU</td>
<td>INDIANA UNIV</td>
<td>Yes</td>
<td>9000</td>
<td>9041</td>
<td>GEDREY, KM G</td>
<td>edit copy</td>
</tr>
<tr>
<td>KO</td>
<td>KOKOMO</td>
<td>Yes</td>
<td>9000</td>
<td>9041</td>
<td>CHAISSON, OSCAR P</td>
<td>edit copy</td>
</tr>
<tr>
<td>NW</td>
<td>NORTHWEST</td>
<td>Yes</td>
<td>9000</td>
<td>9041</td>
<td>MERAZ, LAWRENCE V</td>
<td>edit copy</td>
</tr>
<tr>
<td>SB</td>
<td>SOUTH BEND</td>
<td>Yes</td>
<td>9000</td>
<td>9041</td>
<td>FORTUNE, METZI O</td>
<td>edit copy</td>
</tr>
<tr>
<td>SP</td>
<td>SOUTHEAST</td>
<td>Yes</td>
<td>9000</td>
<td>9041</td>
<td>HARTFIELD, JANA K</td>
<td>edit copy</td>
</tr>
<tr>
<td>UA</td>
<td>UNIV ADMIN</td>
<td>Yes</td>
<td>9000</td>
<td>9041</td>
<td>BRAZIL, WELDON B</td>
<td>edit copy</td>
</tr>
</tbody>
</table>

Saving a Document
1. To save the document to work on later, click save in the array of workflow action buttons.
2. Verify that the document was successfully saved. The system displays a message in the upper left corner.
3. Retrieve the document at a later time to continue working.

Canceling a Document
Documents in 'INITIATED' status that are canceled are removed from the database and cannot be retrieved or viewed.
1. To cancel a document, click cancel in the array of workflow action buttons.
2. When prompted, 'Are you sure you want to cancel?' click yes to proceed.

Closing a Document
1. To close a document and return to the main menu, click close in the array of workflow action buttons.

2. When prompted 'Would you like to save this document before you close it?' click yes to proceed. Closing a document in 'INITIATED' status has the same effect as canceling the document.

Routing a Document
The e-doc process supports both pre-established workflow routing and ad hoc routing. In workflow routing, the KFS routes the document to the proper users based on business rules established in Workflow. Ad hoc routing allows a user to route the document to one or more individual users and/or groups for approval, acknowledgement, or FYI.

Unless you want to add an ad hoc routing, select one of the action buttons to route the document in the predefined routing hierarchy.

Ad Hoc Routing in the Purchasing/Accounts Payable Module
Ad hoc routing is not available in Purchasing/Accounts Payable documents because the workflow statuses are closely related to the document statuses (PO and requisition status, etc.).

Using the Action List
The View Action List button is located in the upper left corner of the screen allows you to view and act on documents that require your completion, acknowledgement, approval, and FYI.

Documents sent to your action list may request various types of actions from you.
The most commonly requested actions are:

- **Approve**: Verify that the transaction is acceptable. Approved financial documents continue routing to additional approvers, or if fully approved, are included in the next update to the General Ledger.

- **Acknowledge**: View and acknowledge a transaction, without the need for giving formal approval. You must open the document from your action list to clear it out. This type of action request is generated to prior approvers and the initiator when a document is disapproved.

- **FYI**: A courtesy request allowing you to view the transaction or to clear the request from your action list without viewing it. You do not need to view the transactions sent for FYI routing.

### Using Doc Search to Find a Document

The **doc search** button is located in the upper left corner of the screen. Using this button, you can search for a document you want to view or work with.

1. Enter search criteria.

2. Click the **document ID** link to open the document, the **Initiator ID** link to retrieve a workflow user report, or the **Route Log** icon to view the workflow status.

### Document search criteria

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Document type. Enter the document type or select it from the Document Type lookup.</td>
</tr>
</tbody>
</table>
Initiator | User ID of the document initiator. Enter the user ID or select it from the Person lookup.
--- | ---
Document/Notification ID | Enter the numeric document ID assigned by the system.
Date Created from/to | Enter or select from the calendar the range of document creation dates to search. You may select the From date only, the To date only, or both.
Name this search (optional) | To save the search criteria for future use, enter a name for the search. All saved search are accessed via a list at the top of the document search screen.

**Using Wildcards (*) in the Search Criteria:** The use of asterisks in the search criteria allows you to perform pattern matching. To search for documents containing a string of characters in alphanumeric fields such as Document Title, you may enter a character string in the search criteria accompanied by asterisks. For example, enter '*test' to search for a document title that ends with the word ‘test’. Enter 'test*' to search for a document title that begins with the word ‘test’. Enter '*test*' to search for a document title that has the word 'test' somewhere in the document title.

**Performing Specialized Document Searches**

Choosing the document search icon from the Document Search column next to a document causes the system to display a standard Document Lookup screen that contains a few slight changes to accommodate the type of search you have elected to perform. After you retrieve documents, your role determines whether you have view-only permission or a variety of maintenance permissions that allow you to change the documents.

**Custom Document Searches submenu:**

<table>
<thead>
<tr>
<th>Menu Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Transactions</td>
<td>Provides search capabilities that help you easily locate financial transaction documents because it includes additional fields such as account number and total amount.</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>Provides searches for customer invoices, customer credit memos, customer invoice write-offs, cash controls, and payment applications.</td>
</tr>
<tr>
<td>Capital Asset Management</td>
<td>Provides searches for asset maintenance documents.</td>
</tr>
<tr>
<td>Contracts &amp; Grants</td>
<td>Allows search for proposals within the Contracts &amp; Grants module.</td>
</tr>
<tr>
<td>Effort Certification</td>
<td>Allows search for effort certifications derived from salary and benefit data for use with Federal grants.</td>
</tr>
<tr>
<td>Financial Processing</td>
<td>Allows search for disbursement vouchers with additional data fields.</td>
</tr>
<tr>
<td>Purchasing/Accounts Payable</td>
<td>Allows searches for a variety of Purchasing and AP documents using standard search fields along with additional fields that are unique to each document type. Search documents include Electronic Invoice Rejects, Payment Requests, Purchase Orders, Receiving, Requisitions, and Vendor Credit Memos.</td>
</tr>
</tbody>
</table>

**Common Features and Search Options**

The following example shows the document lookup screen for the Cash Receipt document.
This screen includes the document type CR pre-populated in the Type field. It also contains other fields you may want to use as search criteria in your search for one or more cash receipts.

Each search screen gives you options for two search results types.

- **Document Specific Data:** In the search results, display information specific to the document(s).

- **Workflow Data:** In the search results, display information specific to the workflow status of the document(s).

To search for specific documents, follow these basic steps:

1. To restrict the search to documents that meet criteria of your choice, enter search data as appropriate.

2. If desired, save this set of search criteria for reuse later by entering a descriptive name in the Name this search field.

3. Click the “Search” button at the bottom of the screen.
   The system retrieves a list of items that match your search criteria.

4. Choose from among these options:
   - To sort the list, click on the header you want to sort on. Click once to sort in ascending order and click again to sort in descending order.
   - Some cells (such as those in the Initiator column in the example above) have links to screens that display more detail. Click the link to display detail.
   - To export the entire list in .csv, spreadsheet, or .xml format, scroll to the bottom of the screen and click a link to choose from among these options: Export options: CSV / spreadsheet / XML
   - After finding the document you want, click the link for it in Document/Notification Id column. The system displays the document.
Data Entry Tips

Keep these points in mind as you enter data:

- You may enter data in any or all fields on a custom document search screen. You may also leave all fields blank.
- After you select a document type from the Custom Document Searches menu group (for example, Customer Invoices), you can easily change the search to find any other type of document. In the Document Lookup screen, simply change the code in the Type field to reflect the type of document you want to look for (for example, PO) and move your cursor out of the field. The system rebuilds the screen with the proper search criteria fields for the new document type.
- Dates must be specified in mm/dd/yyyy format. You may also click the calendar icon and then select a date from the calendar.
- For many fields, the system provides a handy lookup tool that can help you retrieve a value (for example, a customer number) you want to search on but have not memorized.

To use the lookup tool mentioned above:

1. Click the lookup icon for the field you need a value for (e.g., Customer Number). The system displays a form to help you find the specific value you need:

   ![Customer Lookup Form]

2. Enter identifying information (customer name, etc.) in any of the fields provided. Click to retrieve a list of records that match your entries.

<table>
<thead>
<tr>
<th>Return Value</th>
<th>Customer Number</th>
<th>Customer Type</th>
<th>Customer Name</th>
<th>Phone Number</th>
<th>Tag Number</th>
<th>Tag Number Type</th>
<th>Active Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>A00123456</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When you find the record you need, click the link to copy the value (customer number in this example) into your custom document search screen.

The following table indicates how to use special characters to expand or limit your searches.

### Using special characters in search

<table>
<thead>
<tr>
<th>Character(s)</th>
<th>Function</th>
<th>Use with</th>
<th>Example (Account Number field)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Or</td>
<td>All types of data</td>
<td>1111500</td>
</tr>
<tr>
<td></td>
<td>And</td>
<td>All types of data</td>
<td>1111500&amp;&amp;1123400</td>
</tr>
<tr>
<td>Operator</td>
<td>Description</td>
<td>Example</td>
<td>Match Conditions</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><code>!</code></td>
<td>Not equal to Alphanumeric characters</td>
<td>!1031490</td>
<td>Matches on all account numbers except 1031490</td>
</tr>
<tr>
<td><code>?</code></td>
<td>Match on any single character</td>
<td>103?490</td>
<td>Matches on all seven-digit account numbers that start with 103 and end with 490 (1030490, 1031490, etc.)</td>
</tr>
<tr>
<td><code>*</code></td>
<td>Match on any character or characters</td>
<td>103*</td>
<td>Matches on all account numbers that start with 103 (1030000, 1039765, etc.)</td>
</tr>
<tr>
<td><code>&gt;</code></td>
<td>Greater than Alphanumeric characters</td>
<td>&gt;1031490</td>
<td>Matches on all account numbers greater than 1031490</td>
</tr>
<tr>
<td><code>&lt;</code></td>
<td>Less than Alphanumeric characters</td>
<td>&lt;1031490</td>
<td>Matches on all account numbers less than 1031490</td>
</tr>
<tr>
<td><code>&gt;=</code></td>
<td>Greater than or equal to Alphanumeric characters, numbers, dates</td>
<td>&gt;=1031490</td>
<td>Matches on all account numbers greater than or equal to 1031490</td>
</tr>
<tr>
<td><code>&lt;=</code></td>
<td>Less than or equal to Alphanumeric characters, numbers, dates</td>
<td>&lt;=1031490</td>
<td>Matches on all account numbers less than or equal to 1031490</td>
</tr>
<tr>
<td><code>..</code></td>
<td>Between (inclusive range) Alphanumeric characters, numbers, dates</td>
<td>1031490..1111500</td>
<td>Matches on account numbers equal to or greater than 1031490 and on account numbers less than or equal to 1111500</td>
</tr>
</tbody>
</table>

**Maintenance E-Doc Fundamentals**

All of the KFS documents accessible via the Maintenance Menu are updated in the same manner based on the Kuali Nervous System (KNS) features running on the Kuali Enterprise Workflow engine. This section describes the common basic document operations through which you create and update the values in the KFS reference tables.

**Common Tabs**

The typical maintenance e-doc contains the **Document Overview, Notes and Attachments, Ad Hoc Recipients, Route Log** tabs, and an additional tab called **Edit xxx** tab, where xxx is the name of the table. For example, the Account Type document has the **Edit Account Type** tab below the **Document Overview** tab.

**Edit Tab**

Each document has its own unique tab named **Edit xxx**, where xxx is the name of the table values that you want to maintain. The layout and data fields within the **Edit** tab vary depending on the document type and whether you are creating, editing or copying the document.

The **Edit** tab has one section when you are creating a new value. As shown below, the tab has two sections: **Old** and **New** when you are editing the existing code.
This display allows the document to serve as an audit trail for the maintenance table update history. In the **New** section, only non-identifying fields are editable.

**Non-Editable Documents:** There are some view-only documents which are not editable because all fields in the table are key identifying fields. The tables in this category include the ICR Exclusion by Type, Travel Company, and Labor Object Code Benefits. When you search for a document, you are not able to see the edit link in the lookup screen. These tables must be updated directly in the database by the technical staff.

**Other Common Tabs**

Maintenance e-docs contain additional tabs that are also common to other e-docs, and they function the same way. They are:
- Document Overview Tab
- Notes and Attachments Tab
- Ad Hoc Recipients Tab

**Common Business Rules**

- All users can look up the table values.
- Only the Simple Maintenance Document User role can initiate a document to create or modify the table values.
- These documents do not route for approval.
Performing Common Maintenance E-Doc Operations

All of the maintenance documents are viewed and maintained in a similar fashion. Selecting the desired table from the maintenance menu takes you to the lookup screen. From that screen you may create a new document by clicking the create new link or search the table to view, edit, or copy a table value. These common operations are explained below, using the Account Type document as an example.

Searching for a Document

1. Select Reference and Maintenance tab at the top of the portal to access available maintenance documents.

2. Select document type, enter appropriate search criteria or leave blank to retrieve all. Click search.

3. Click the edit link for the value you want to view.

4. Click Copy or Edit to modify an entry to the table

Initiating a Maintenance Document

1. Select the desired maintenance e-doc from the Reference and Maintenance tab.

2. Click the “+” button located next to the name of the document you would like to create. The document appears with a new Document ID.

3. Complete the common Document tabs -- Document Overview tab, Notes and Attachments tab, or Ad Hoc Recipients tab as needed.

4. Complete the New section in the Edit tab

5. Click submit.

6. Review the Route Log tab.
Copying a Document (Initiating a Document Based on Another)

1. Select the desired maintenance e-doc from the Reference and Maintenance tab.
2. Click the lookup icon in the Lookup column.
3. When the lookup screen appears, enter appropriate search criteria or leave blank to retrieve all. Click search.
4. Click the copy link in the Actions column corresponding to the table value you want to copy from.
5. Complete the standard tabs -- Document Overview tab, Notes and Attachments tab, or Ad Hoc Recipients tab as needed.
7. Click submit.
8. Review the Route Log tab.

Editing a Maintenance Document

1. Select the desired maintenance e-doc from the Reference and Maintenance tab.
2. Click the lookup icon in the Lookup column.
3. When the lookup screen appears, enter appropriate search criteria or leave blank to retrieve all. Click search.
4. Click the edit link in the Actions column corresponding to the table value you want to edit.
5. Complete the common document tabs: Document Overview, Notes and Attachments, and Ad Hoc Recipients tab as needed.
6. Complete the New section in the Edit tab.
7. Click submit.

8. Review the Route Log tab.

**You are allowed to edit non-identifying fields only.** In edit mode, note that certain fields are not editable. You are only allowed to change the non-identifying fields associated with the KFS code you are trying to edit. When the active/inactive flags are available for the reference table, you can first make the existing code inactive and then create a new code to change the identifying fields. If the active/inactive flags are not available, the changes must be made by the technical staff.

**Workflow: Overview and Key Concepts**

The Kuali Enterprise Workflow (KEW) is a general-purpose, content-based electronic routing infrastructure or workflow engine. Its main purpose is to automate the routing of electronic documents (e-docs) to individuals and groups for approval, yet the KEW can also be used to orchestrate complex processes between business components and applications. Approval routing is based on institutional or departmental business rules and policies.

This section provides an overview of KEW as it relates to the KFS.

**KEW Overview**

The KFS uses the KEW (also called Workflow) to handle the routing of electronic documents for actions such as approvals, acknowledgements and FYI notifications. Although much KEW functionality works behind the scenes, the View Action List and Search for Document buttons in the KFS portal are part of the KEW. These workflow options allow you access, act on, and search for many types of e-docs from various functional areas from a single location. Additionally, the Route Log tab on your KFS e-docs is a workflow feature that allows you to follow the progress of given documents through the approval process.

Many facets of Workflow (such as the route nodes that define how a given document type routes) are stored in workflow process definition files for the various document types. These files can be easily modified to alter the default routing of documents in your KFS implementation, but doing so requires a technical resource and as such is beyond the scope of this documentation.

KFS Workflow relies on Kuali Identity Management (KIM) to specify when workflow action requests are to be generated and who should take action to fulfill them. Functional users employ the KIM interfaces to make changes that affect the routing of documents.

**Route Levels and Workflow Routing**

Documents route by progressing through a series of route levels (also called 'route nodes'). All e-docs support both pre-established workflow routing and ad hoc routing. Here is an example of the approval route nodes that a typical financial processing document passes through:

![Workflow Diagram]

In workflow routing, a document's type (General Error Correction, Transfer of Funds, etc.) determines the route levels it passes through. Route nodes are defined by document type within the workflow process definition file.

A view for functional users is located in the System section in the Reference and Maintenance tab.
The KEW arranges KFS document types in a hierarchical fashion, with some document types being 'parent' to the document types below them in the hierarchy. 'Child' document types inherit attributes from their parents. The Routing and Identity Management Document Type Hierarchy screen displays documents in their respective positions in this hierarchy and also displays the route nodes associated with each document type. Nodes are listed in the order in which the document progresses through them.

The following example shows route nodes associated with the Transfer of Funds document type viewed through the Routing and Identity Management Document Type Hierarchy

<table>
<thead>
<tr>
<th>Transfer of Funds (TF)</th>
<th>Edit Document Type Configuration</th>
<th>View Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AccountingOrganizationHierarchy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SubFund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Award</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Typical Route Levels

Many, but not all, Kuali financial documents progress through three route levels: account level, organization hierarchy, and special conditions.

Account Level Routing (Fiscal Officer)

Each account in the KFS is assigned a designated approver called a fiscal officer. This individual is responsible for maintaining the fiscal integrity of an account and is often one of the first approvers to review a document that impacts the account. A fiscal officer can delegate this approval role. Most financial processing documents are routed to the fiscal officer or their delegate for each of the accounts identified in the document. For example, Sue is the fiscal officer for account 1012300. All financial transactions involving this account are routed to Sue for approval.

Organization Review (Review Hierarchy) Routing

Every account belongs to an organization. The organization develops customized routing to appropriate roles based on criteria such as document type, dollar amount and override code. This routing may take advantage of the Chart of Accounts organization hierarchy, meaning that approvals are set up at different levels in the organization hierarchy. A document proceeding through this hierarchy routing might route to someone at the department level, then route to someone else at this department's school or college, and might even continue routing to someone up to a campus or university level.

Organization hierarchy routing (corresponding to the AccountingOrganizationHierarchy route node) is very flexible and may be customized to be as simple or complex as needed. For example, it can be set up to accommodate appropriate routing when the Dean of Biology wants to approve every Transfer of Funds document over $1,000 that involves an account reporting to his organization.

Some documents without dollar amounts (such as account maintenance documents) also use organization hierarchy routing. While technically distinct, this type of routing functions exactly as described above without regard to dollar amount or override code.

Special Conditions Routing

Special condition routing is a blanket term for additional route levels that might be triggered by various attributes of a transaction. Special conditions often represent special administrative approvals that may be required. This routing may be based on the type of document, attributes of the accounts being used, or other attributes of the transaction.
Note: Throughout the KFS help documentation, we refer to route levels that are not fiscal officer or organization review routing as 'special conditions routing.' This term covers a variety of different types of routing that are explained in the help documentation sections about the various document types that use these route levels.

For example, you may establish Contracts and Grant routing that requires that a document using a grant account be approved by a central Contracts and Grants administration area.

Examples of special conditions routing:

<table>
<thead>
<tr>
<th>Routing Type</th>
<th>Description</th>
<th>E-Docs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content Routing</td>
<td>If the document's content is incomplete, routes the document to an appropriate individual for completion.</td>
<td>Requisition</td>
</tr>
<tr>
<td>Separation of Duties</td>
<td>If the amount of the document exceeds an institutionally-defined threshold and there have been no approvers other than the document initiator, routes the document to a defined central approver.</td>
<td>Requisition</td>
</tr>
<tr>
<td>Sub-Account Routing</td>
<td>If the document uses a sub-account and the sub-account has a routing rule established, routes the document to the person, group or role for which the rule has been established.</td>
<td>Purchasing related e-docs</td>
</tr>
<tr>
<td>Sub-Fund Routing</td>
<td>If a sub-fund derived from an account appearing on the document has a routing rule established, the document routes to the person, group or role for which the rule has been established.</td>
<td>Financial transactions e-docs</td>
</tr>
</tbody>
</table>

Ad Hoc Routing

Ad hoc routing allows a document initiator or approver to add additional individuals or groups to the routing of a specific document. In most cases, ad hoc approvers inserted into the routing interrupt the regular routing process. For example, when a user initiates a financial document and ad hoc routes it to another user for approval, the document routes to the ad hoc approver before it routes to the fiscal officer.

Ad hoc acknowledge and FYI routing do not interrupt the regular routing process. Financial processing documents with these types of ad hoc requests still pending post to the General Ledger as soon as all other approvals are obtained. The system does not put them on hold while waiting for the acknowledgement to take place or for the FYI to be cleared.

The following steps describe how to add an ad hoc recipient in the Ad Hoc Recipients tab.

1. Select an action requested from the Action Requested list. To route the document to an individual, select this option in the Person Requests section. To send the request to a group, select this option in the Ad Hoc Group Requests section.

2. To ad hoc route the document to another person, type the principal name in the Person box in the Ad Hoc Recipients section or use the lookup icon to search for the appropriate username.
3. To ad hoc route the document to a group, in the **Namespace Code** field in the **Ad Hoc Group Requests** section, enter the group name or use the **Lookup** icon to search for the appropriate group name.

   ![Ad Hoc Group Requests Table]

4. Click **add**. The system verifies that the person ID or group namespace code and name that you have entered for routing is valid.

5. Click **submit**.

   After you complete the **Ad Hoc Recipient** section and submit the document, the system changes the **Node(s)** value to ‘Adhoc’ and changes the **Status** value to ‘ENROUTE’.

   ![Pending Action Requests Tab]

   The **Pending Action Requests** tab shows the requested action and the user ID.

When a document is enroute, you may send ad hoc requests without taking a workflow action on the document. To do this follow the steps listed above but use the **send ad hoc request** button instead of **Submit**.

When you review the Route Log immediately after submitting a document, you may not see the **Pending Action Requests** tab. This is because the KFS has not yet received the routing information from Workflow. In this case, wait for a few seconds and click the **Refresh** button at the top of the Route Log to refresh the screen. You may need to repeat this process a few times until the information appears in the **Pending Action Requests** tab.

**Viewing Route Nodes**

To see the route nodes associated with a particular document type:

1. Click the “Reference and Maintenance” tab.
2. Select **Routing & Identity Management Document Type Hierarchy** in the “Other Links” section of the System section.
The system displays document types in the hierarchy.

3. Locate the desired document type route levels. For example, you might scroll down to Transfer of Funds to view the rules of the Transfer of Funds document route levels.

<table>
<thead>
<tr>
<th>Transfer Of Funds (TF)</th>
<th>Edit Document Type Configuration</th>
<th>View Document Configuration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AccountingOrganizationHierarchy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SubFund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Award</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Beneath the document type, you see the nodes that the document routes through. The system lists these nodes in order from first to last. To view more detail about the Kuali Identity Management (KIM) responsibilities associated with these route nodes, click the View Document Configuration link.

<table>
<thead>
<tr>
<th>Transfer Of Funds (TF)</th>
<th>Edit Document Type Configuration</th>
<th>View Document Configuration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AccountingOrganizationHierarchy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SubFund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Award</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Scroll down to the Workflow / Responsibilities tab.

In the Workflow / Responsibilities tab, the system displays the name of each route node along with the associated role(s) and other information. The first entry in the list defines the exception routing for this document type. This entry identifies the role that receives the document if Workflow encounters an error that prevents it from completing the document's normal routing.

In some cases a document may have route nodes that the document passes through based on certain conditions. These split or branching route nodes are indented to distinguish them from the route nodes through which all documents of this type pass.

**Route Log**

The Route Log tab displayed on all KFS e-docs shows workflow status details. The Route Log is broken into four subtabs—Document ID, Actions Taken, Pending Action Requests, and Future Action Requests.
Route Log tab definitions:

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>A combination of the document type, description, and the organization document number (if any).</td>
</tr>
<tr>
<td>Type</td>
<td>The document type. The full name of the transaction used to identify this document type in Workflow.</td>
</tr>
<tr>
<td>Initiator</td>
<td>The name of the person who created the document.</td>
</tr>
<tr>
<td>Status</td>
<td>The route status for the document.</td>
</tr>
<tr>
<td>Node(s)</td>
<td>The current route node of the document—that is, the current step that the document is on, on its route path. Route nodes are also referred to as 'route levels'.</td>
</tr>
<tr>
<td>Created</td>
<td>The time and date that the document was created.</td>
</tr>
<tr>
<td>Last Modified</td>
<td>The time and date that the document was modified last.</td>
</tr>
<tr>
<td>Last Approved</td>
<td>The time and date that the last action was taken on this document.</td>
</tr>
<tr>
<td>Finalized</td>
<td>The time and date that the document reached 'Final,' 'Canceled,' or 'Disapproved' status.</td>
</tr>
</tbody>
</table>

Actions Taken Tab

The Actions Taken tab displays the history of workflow actions on the e-doc.
This tab lists each action taken, the name of the person who took this action, and the time and date the action was taken. The For Delegator field shows the name of a delegate that took action on someone else's behalf. For example, for account routing the fiscal officer's name is shown here if this person's delegate took action on the document.

To drill down into the details of each action, click . The system displays the detail. Several layers of information may be available for an action request.

<table>
<thead>
<tr>
<th>Action</th>
<th>Taken By</th>
<th>For Delegator</th>
<th>Time/Date</th>
<th>Annotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAVED</td>
<td>Phillips, Susan J</td>
<td></td>
<td>03:53 PM 12/30/2011</td>
<td></td>
</tr>
<tr>
<td>COMPLETED</td>
<td>Phillips, Susan J</td>
<td></td>
<td>01:49 PM 01/11/2012</td>
<td></td>
</tr>
<tr>
<td>APPROVED</td>
<td>Byrde, Mary Margaret</td>
<td></td>
<td>01:03 PM 02/08/2012</td>
<td></td>
</tr>
</tbody>
</table>

**Pending Action Requests Tab**

The Pending Action Requests tab displays the next action to be taken and shows more detailed routing information about this request. Only action requests at the current route node are displayed.

**Viewing Pending Actions**

The following example shows a document that is awaiting approval by two fiscal officers.

<table>
<thead>
<tr>
<th>Action</th>
<th>Requested Of</th>
<th>Time/Date</th>
<th>Annotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPROVE</td>
<td>Byrde, Mary Margaret</td>
<td>01:49 PM 01/11/2012</td>
<td>KFS-SYS Fiscal Officer UA 6812788</td>
</tr>
<tr>
<td>APPROVE</td>
<td>Byrde, Mary Margaret</td>
<td>01:49 PM 01/11/2012</td>
<td>KFS-SYS Fiscal Officer UA 6812788</td>
</tr>
</tbody>
</table>

The Action field indicates whether the document is in a user or group's action list or is pending their approval. An action of Pending Approve means Workflow has identified other approval actions needed at this route node, but it has not actually sent these requests yet. These pending approval actions may be determined by the Priority attribute on the appropriate workflow responsibilities.

The Requested Of field displays the name of the user or group responsible for the pending action. The value in this field is based on the responsibility at this current route level. In cases where a document routes to a role with more than five members the name of the role will be displayed along with any qualifying values pertaining to the role assignees who received the request.

Note that the Pending Action Requests tab shows pending requests only for the document at its current route node. The system may add new requests when the document transitions to a new route level.

To identify members of a group whose ID is displayed in the Requested Of field, click the link for the group ID. The system displays information about the group members.
If multiple users are identified as the recipients of a single action request, the first of the specified users to take the action will cause the system to clear the action request for all other users with the same request.

**Future Action Requests Tab**

When a document's status is 'saved' or 'enroute,' the Future Action Requests tab on the Route Log shows the action requests that Workflow will generate in the future based on the information currently on the document.

To open this section and view the future action requests, click the button. Future action requests are listed in the order in which they are to occur.

As a document routes and users take action on it, the system updates the contents of the Future Action Requests tab to show only those requests that have not yet been made by Workflow. When a document reaches 'Final' or 'Processed' status in Workflow, this tab becomes empty because there are no future requests to display.

The Annotation entry is a message that is generated based on the KIM responsibilities being referenced by Workflow.

**Viewing Routing Details**

To display more detailed routing information about the request, click .

The resulting display contains additional information about the request.
Pending Action Requests detail definitions:

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Node</td>
<td>The route node at which this request was generated.</td>
</tr>
<tr>
<td>Priority</td>
<td>The priority assigned to this workflow request. If multiple requests are generated at the same workflow node, the system generates requests with low priority numbers before requests with higher priority numbers.</td>
</tr>
<tr>
<td>Approval Policy</td>
<td>A value indicating whether members of a role receiving this request must each take action to fulfill the request or if only a single role member must take action.</td>
</tr>
<tr>
<td>Forced Action</td>
<td>A true/false indicator specifying whether a user must take action on this document even if he or she has acted on it previously. If 'True,' then the user must take another action. If 'False,' then the previous action will automatically fulfill this request.</td>
</tr>
</tbody>
</table>

Route Status

Route status indicates where a document is in its routing process. For any given document, the system displays route status in both the Route Log tab and the document header.

The following table summarizes the meaning of various route statuses in the KEW.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Approved</td>
<td>The document has been approved. The document is now a valid business transaction in accordance with institutional needs and policies. See note below.</td>
</tr>
<tr>
<td>Canceled</td>
<td>The document is denoted as void and should be disregarded. This status is applied to a document when an initiator creates a document and cancels it before submitting it for approval.</td>
</tr>
<tr>
<td>Committed</td>
<td>The document has been committed to the database. See note below.</td>
</tr>
<tr>
<td>Disapproved</td>
<td>The document has been disapproved by an approver.</td>
</tr>
<tr>
<td>Enroute</td>
<td>The document has pending approval requests.</td>
</tr>
<tr>
<td>Exception</td>
<td>The document has been routed to an exception queue because workflow has encountered an error when trying to process its routing.</td>
</tr>
<tr>
<td>Final</td>
<td>The document has been routed and has no pending approval or acknowledgement requests. Documents in 'Final' status are considered approved in that documents in this status affect the General Ledger or update Chart of Accounts values.</td>
</tr>
<tr>
<td>Initialized</td>
<td>The document has been created but has not yet been saved or submitted.</td>
</tr>
<tr>
<td>Processed</td>
<td>The document has no pending approval requests but still has one or more pending acknowledgement requests. Processed documents are considered approved, so they impact the General Ledger or update Chart of Accounts values.</td>
</tr>
<tr>
<td>Saved</td>
<td>The document has been started but not completed or routed yet. The save action allows the initiator of a document to save his or her work and close the document. The document may be retrieved from the initiator's action list for completion and routing at a later time.</td>
</tr>
</tbody>
</table>

A user does not ordinarily see a Status value of 'Approved' or 'Committed.' The system displays these statuses to users only as a result of a system error or performance issue.

**Action List**

In the KFS, you receive action requests for e-docs through your action list. This list provides summary information about each document that requires your attention, such as document type, title, route status, the type of action requested of you, who initiated the document, when it was created, and whether or not you've received this request because you are a delegate or a member of a group.

1. Click “View Action List” button.

   The Workflow system retrieves all documents that you have initiated and saved and any documents that are routed to you to approve, acknowledge, or FYI.

   ![Image of Action List](image)

   ![Table of Action List](table)

   14 items retrieved, displaying 1 to 10.[First/Prev] 1 2 [Next/Last]

<table>
<thead>
<tr>
<th>Id</th>
<th>Type</th>
<th>Title</th>
<th>Route</th>
<th>Action Requested</th>
<th>Initiator</th>
<th>Delegator</th>
<th>Date Created</th>
<th>Group Request</th>
<th>Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>1013218</td>
<td>Undefined</td>
<td>Edit System/UserRole - test</td>
<td></td>
<td>PROCESSED</td>
<td>Dannay, Daniel</td>
<td></td>
<td>09:09 AM</td>
<td>11/18/2011</td>
<td></td>
</tr>
<tr>
<td>1013296</td>
<td>Distrib. Income Exp</td>
<td>Distribution Of Income And Expense - elact pymt claims</td>
<td>PROCESSED</td>
<td>ACKNOWLEDGE</td>
<td>Parish, Nathan</td>
<td></td>
<td>10:56 AM</td>
<td>12/28/2011</td>
<td></td>
</tr>
<tr>
<td>1013296</td>
<td>Non-Check Disburse</td>
<td>Non-Check Disbursement - MN RO 040 &amp; 001 CHS Support</td>
<td>INROUTE</td>
<td>APPROVE</td>
<td>Phillips, Susan</td>
<td></td>
<td>10:56 AM</td>
<td>12/30/2011</td>
<td></td>
</tr>
<tr>
<td>1013296</td>
<td>Non-Check Disburse</td>
<td>Non-Check Disbursement - MN RO 040 &amp; 001 CHS Support</td>
<td>INROUTE</td>
<td>APPROVE</td>
<td>Phillips, Susan</td>
<td></td>
<td>10:56 AM</td>
<td>12/30/2011</td>
<td></td>
</tr>
</tbody>
</table>

2. Click the document **Id** link to open the document.
The system displays a set of buttons at the bottom of the screen. The buttons you see depend on your role and the requested action.

3. Click one of the workflow action buttons.

**Workflow Action Buttons**

When you open a document, you see various workflow action buttons at the bottom of the page. The buttons vary depending on the kind of action request you have received for the document and the KIM role(s) to which you belong.

**Workflow action buttons:**

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>acknowledge</td>
<td>Signifies that you have responded to the acknowledgement action request. This button is available only to users to whom a document has been routed for acknowledgement. See FYI below.</td>
</tr>
<tr>
<td>approve</td>
<td>Signifies that in your judgment the document represents a valid business transaction in accordance with institutional needs and policies. A single document may require approval from several users, at multiple route levels, before it moves to 'Processed' status.</td>
</tr>
<tr>
<td>blanket approve</td>
<td>Bypasses all subsequent levels of approval and immediately moves a document to 'Processed' or 'Final' status. Anyone who would otherwise have received the document for approval receives an acknowledgement request instead. This action may be taken only by roles associated with blanket approve document permission, such as the KFS-SYS Manager role.</td>
</tr>
<tr>
<td>cancel</td>
<td>Denotes that the document is void and should be disregarded. Canceled documents cannot be modified in any way and do not route for approval.</td>
</tr>
<tr>
<td>close</td>
<td>Allows you to exit the document. The system displays a message asking whether you want to save the document before closing. No changes to action requests, route logs or document status occur as a result of a close action. If you initiate a document and close it without saving, it is the same as canceling that document.</td>
</tr>
<tr>
<td>copy</td>
<td>Allows you to create a new document based on the existing document. Not all document types can be copied.</td>
</tr>
<tr>
<td>disapprove</td>
<td>Signifies that in your judgment the document does not represent a valid business transaction. A disapprove action from any single approver prevents a document from posting to the GL or updating a maintenance table.</td>
</tr>
<tr>
<td>error correction</td>
<td>Allows you to correct documents by creating a new document that reverses the original transaction. This feature can be used only on documents that have completed the routing process and have been fully approved. Not all document types are eligible for error correction.</td>
</tr>
<tr>
<td>FYI</td>
<td>Signifies that you have responded to the FYI action request. This action is available only to users to whom a document has been routed for FYI. The difference between acknowledgement and FYI is that FYI requests can be cleared directly from the action list without opening the document. FYI requests also have a different effect on the document status than acknowledgements. Documents with no pending approval requests but with pending acknowledgement requests are in 'Processed' status. A document with no pending approval requests but with pending FYI requests is in 'Final' status.</td>
</tr>
<tr>
<td>reload</td>
<td>Refreshes the screen and displays the most recently saved information. Changes that are made but not saved prior to reloading a page are not maintained.</td>
</tr>
</tbody>
</table>
Special attention should be paid when you select any of the workflow action buttons noted below.

**Blanket Approving a Document**

If you are a member of a role with a blanket approve document permission (such as the KFS-SYS Manager role), you have the option to blanket approve a document routed to you for your approval.

Note that you can only blanket approve a document you are initiating or a document for which you already have an approval request.

Click [blanket approve] to approve the document bypassing all other approvals.

**Disapproving a Document**

1. Click [disapprove].
2. Enter a reason for disapproval, and then click yes to confirm.

After you complete the disapprove action, the system displays the reason in the **Notes and Attachment** tab.

**Acknowledging a Document**

Acknowledgements do not interrupt the normal workflow routing of a document. They do not stop a document from routing on to other individuals, groups, or roles who need to take approval actions.

Click [acknowledge].
FYI

FYIs do not interrupt the normal workflow routing of a document.

To signify that you have responded to the FYI action, you may take either of two actions:

- Click \(\text{FYI}\) when you open the document
- or, in the action list, select \(\text{FYI}\) in the Actions column and click \(\text{take actions}\).

Correcting Errors after Approval

The error correction action allows you to correct documents by creating a new document that reverses the original transaction that has been fully approved. A document created with the error correction action must route and be approved in the same manner as the e-doc it corrects.

**Important Note:** The error correction action should not be confused with the financial transaction document type General Error Correction (GEC), which is described in “General Error Correction” module in the KFS Financial Processing documentation.

1. Click \(\text{error correction}\).

The system creates a new document with a new document ID. The system also displays Corrects Document ID in both the document header and the Notes and Attachment tab of the document.

   Amounts are in negative to reverse the original transaction.

The new document has an annotation that is an error correction.
2. Click **submit**.

The header of the corrected document shows the corrected by document ID.

**Workflow Preferences**

The system allows you to change the automatic refresh rate, action list page size, email notification, and row colors that indicate the status of the document. You may also limit the list of documents in the action list by setting filters for delegators or workflow status. To make any of these changes, click the **preferences** button in the action list.

The system displays the Workflow Preferences screen.
Workflow Preferences field definitions:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic Refresh Rate</td>
<td>Enter a number in whole minutes.</td>
</tr>
<tr>
<td>Action List Page Size</td>
<td>Enter a number of rows to display per page in the action list.</td>
</tr>
<tr>
<td>Email Notification</td>
<td>Select one of the desired email frequencies from the list: 'None,' 'Daily,' 'Weekly' or 'Immediate'.</td>
</tr>
<tr>
<td>Receive Primary Delegate Emails</td>
<td>Check this box to receive an email when a document arrives in your action list for which you are the primary delegate.</td>
</tr>
<tr>
<td>Receive Secondary Delegate Emails</td>
<td>Check this box to receive an email when a document arrives in your secondary delegate action list.</td>
</tr>
<tr>
<td>Delegator Filter</td>
<td>In the list, select 'Secondary Delegators on Action List' or 'Secondary Delegators only on Filter Page' to specify when to show the secondary delegation entries in your action list.</td>
</tr>
</tbody>
</table>
Fields Displayed in Action List: Check each box to include these items on the action list.

Document Route Status Colors for Action List Entries: Click one of the color options for each document route status.

To save your preferences, click save.

To return to the default preferences, click reset.

Color changes do not take place until the next time you log onto the system. The row colors change the next time you log on.

---

### Action List

<table>
<thead>
<tr>
<th>Id</th>
<th>Type</th>
<th>Title</th>
<th>Route Status</th>
<th>Action Requested</th>
<th>Initiator</th>
<th>Delegator</th>
<th>Date Created</th>
<th>Group Request</th>
<th>Actions Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>19132101</td>
<td>undefined</td>
<td>Edit System/UserRole - test</td>
<td>PROCESSED</td>
<td>ACKNOWLEDGE</td>
<td>Donna C...</td>
<td>09:05 AM 11/18/2011</td>
<td>USER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19132100</td>
<td>Distribution Of Income And Expense</td>
<td>Distribution Of Income And Expense - electronic payment claim</td>
<td>PROCESSED</td>
<td>ACKNOWLEDGE</td>
<td>Bonnie M...</td>
<td>11:06 AM 12/28/2011</td>
<td>USER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19132100</td>
<td>Non-Check Disbursement</td>
<td>Non-Check Disbursement - MN MD 048 &amp; 001 Child Support</td>
<td>ENROUTE</td>
<td>APPROVE</td>
<td>Donna C...</td>
<td>03:45 PM 12/20/2011</td>
<td>USER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19132100</td>
<td>undefined</td>
<td>Edit System/UserRole - test</td>
<td>ENROUTE</td>
<td>APPROVE</td>
<td>Donna C...</td>
<td>03:15 PM 01/12/2012</td>
<td>USER</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

### Action List Filter

Setting a filter allows you to display a subset of the action list.

1. To go to the Action List Filter dialog box, click the **Filter** button.

2. Specify filtering criteria in the **Action List Filter** dialog box.
Action List Filter definitions:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Title</td>
<td>Enter a partial or full character string that you are looking for in the document description. For example, enter 'Test' to see all documents that contain 'Test' in the document description. This field is case sensitive. Select the Exclude? check box to exclude documents with the specified title from the list.</td>
</tr>
<tr>
<td>Document Route Status</td>
<td>Select the route status you want. The choices are 'All,' 'Approved,' 'Disapproved,' 'Enroute,' 'Exception,' 'Processed and Saved'. Select the Exclude? check box to exclude documents with the selected status from the list.</td>
</tr>
<tr>
<td>Action Requested</td>
<td>Select an action from the list. The choices are 'Acknowledge,' 'Approve,' 'Complete,' and 'FYI'. Select the Exclude? check box to exclude documents with the selected action from the list.</td>
</tr>
<tr>
<td>Action Requested Group</td>
<td>Select the name of the group that is requested to take an action.</td>
</tr>
<tr>
<td>Document Type</td>
<td>Select a document type from the lookup. Select the Exclude? check box to exclude documents with the selected type from the list.</td>
</tr>
<tr>
<td>Date Created</td>
<td>Enter a date range or select dates from the calendar to limit the documents based on the date they were created. Select the Exclude? check box to exclude documents that were created during this given time range.</td>
</tr>
<tr>
<td>Date Last Assigned</td>
<td>Enter a date range or select dates from the calendar to limit the documents based on the date that this action item was generated for you. Select the Exclude? check box to exclude documents that entered your action list during this given time range. The acceptable format is mm/dd/yyyy.</td>
</tr>
</tbody>
</table>

3. Click \(\text{filter}\) .

The system displays a message in the upper left corner.

![Action List Filter](image)

Clearing the Action List Filter

The Clear Filter button is visible only when you have previously created the filter.

To remove the filter and view the entire list, click the Clear Filter button.
Advanced Document Searches

We have introduced the basic search capabilities within the KEW. The system also provides more advanced and sophisticated search capabilities.

Detailed vs. Basic Searches

When you click the doc search button, the system displays a search screen that initially defaults to a basic search.

To switch between the basic search and detailed search, click the detailed search or basic search button near the top of the screen. The detailed search screen gives you more options for specifying search criteria.
Superuser vs. Non-Superuser Searches

The search screen initially defaults to a non-superuser search mode. If you are a member of a role (e.g., the KFS-SYS Workflow Administrator role) that has the administer routing for document permission, you may switch between non-superuser search and superuser search mode by clicking the Superuser Search or Non-Superuser Search link.

The superuser search mode gives you more search options and allows you to access documents you wish to take superuser actions on, such as bypassing an approval or sending a document to another route level.

Anyone can search for documents using superuser search, but only users with an appropriate role can actually take special actions on the documents retrieved by the superuser search function.

Document-Specific Searches

Document-specific searches allow you to specify additional criteria when you search specific document types or groups of documents such as financial transactions or purchasing/accounts payable documents. In addition to the standard search criteria available in the basic and advanced searches, document-specific searches allow you to specify fields such as dollar amounts, status, and document-specific reference numbers.

You may also access these search options after you click the doc search button. To access document-specific search at this point, either enter the document type name and tab out of the field or use the Document Type lookup. The system displays the appropriate additional search fields.

Named Search

When you name a set of search criteria, the system saves your search as a named search. When you later click search, the system displays a list of all named searches you have created in the Searches list.
Clear Saved Searches
To clear all of your named searches, click clear saved searches. The KFS clears the Searches list.

Clearing Search
To clear your previous search criteria, click clear.

Superuser Functions
If you are a user with 'Administer Routing for Document' permission (for example, if you are a member of the KFS-SYS Workflow Administrator role), you may take special workflow actions on documents.
1. To access these options, click the doc search button.
2. Select the superuser search link in the upper-right corner.
3. Perform a document search as usual and open the document. The top of the document is a copy of the document itself. It has been cropped out of the picture below so the approval section can be highlighted. The approval section is at the bottom of the document.
From the superuser view, you may take various actions that are allowed only for the superuser. The following describes the actions that can be taken by the superuser.

- To add an annotation, enter the text in the **Annotation** box.

  ![Annotation Box]

The system displays a checkbox indicating whether or not the post-processor logic associated with this document type should occur. After approvals are complete, most KFS document types invoke a post-processor to update the appropriate tables (i.e., update GL pending entries for transactional documents and update maintenance tables for maintenance documents). In most cases you will want the regular post-processing to occur, so the box defaults to checked.

**Perform Post Processor Logic:** Value Before: true ![Submit Query]

Note that this option may be suppressed for certain document types.

Leave this box checked to have the system perform post-processor logic. If for some reason you don't want this document to be processed by the post-processor, uncheck the box.

- To ad hoc route the document, select the type of recipient you are routing to (person or group), then enter the appropriate principal name or namespace code and group name, select the desired action request, and click ![route to recipient].

<table>
<thead>
<tr>
<th>Ad Hoc Person Requests:</th>
<th>Ad Hoc Group Requests:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action Requested</strong></td>
<td><strong>Principal Name</strong></td>
</tr>
<tr>
<td>ACKNOWLEDGE ✓</td>
<td>✓</td>
</tr>
<tr>
<td>Actions</td>
<td>Actions</td>
</tr>
<tr>
<td>![route to recipient]</td>
<td>![route to recipient]</td>
</tr>
</tbody>
</table>

- To approve a document, click **approve document**.
- To disapprove the document, click **disapprove document**.
- To cancel the document, click **cancel document**
- To return the document to the previous route level, select a node name from the route level list and click **return to previous route level**.

- To complete any of the actions above, click the action button that the system displays along with the description of this pending action request.

**Important Note:** Super approvers can also approve the document at specific “nodes” which represent different approval levels. To approve for only one level, click the “Approve” button for that level.
Standard Reports

As delivered, the KFS provides access to a number of standard AR and effort certification reports as well as several standard system reports.

Reports submenu:

<table>
<thead>
<tr>
<th>Menu Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Receivable</td>
<td>Allows for retrieval of standard reports for billing statement, customer aging, and customer invoices derived from data within the KFS.</td>
</tr>
<tr>
<td>Effort Certification</td>
<td>Allows for retrieval of standard effort certification reports including Duplicate Certification Report, Effort Certification Extract Build, Outstanding Certification by Chart/Org/Report, and Outstanding Certification by Report.</td>
</tr>
</tbody>
</table>

These reports may be used for monitoring account conditions throughout the year. It is up to each implementing institution to determine the best method for scheduling, running, viewing, and distributing reports.

Standard reports are made up of these main sections:

- **Header Information**: The header contains information concerning the identification of the report and management of the account (for example, the name of the fiscal officer, organization, responsibility, account number, and the fiscal period of the report).

- **Report ID**: The report ID is a unique ID assigned to each of the standard reports.

- **Column Headings**: The column headings identify the contents of the columns directly below them.

- **Content**: The report is separated into sections identifying the content (or data displayed therein) of each table (for example, tables might include columns for revenues, expenditures, assets, liabilities, fund balances, and rows for subtotals and totals).

Depending on the type of report, the report can be viewed, printed, and saved for your records and future reference. The native format (indicated by corresponding file extension) of the report may be viewable with compatible software such MS Excel (.AXLES) or Comma Separated Values (.CSV).