Guide to System Administration Functions

Kuali

Contents

Introduction

This section provides information about using the Kuali Financial System administration functions available via the user interface and the documents, reports, and other functions that pertain to more than one module in Kuali Financials.

The Kuali Financial System enables users with proper authorization to perform powerful functions that affect the entire system. These functions allow you to:

- Support the Kuali Identity Management (KIM) module and implement access security based on accounting line attributes

- Define basic types of location and reference information

- Control the running of batch jobs and

- Configure Kuali Financials.

→ Several Rice and Workflow related options are available from the Kuali Financials user interface, however, they are intended to support technical activities and are documented in the Technical User documentation and will not be covered in this guide.

→ In order to work efficiently, you need to understand the basics of Kuali Financials user interface. For information and instructions about logging on and off, navigating, understanding the components of screens, and performing basic operations in the screens, see *Overview and Introduction to the User Interface*.

Electronic Payment Claim

This function allows users from different units to claim funds that have been electronically deposited to a clearing account and move them to the appropriate recipient account. The Electronic Payment Claim moves the funds to the specified recipient account, verifies that the claimant has supporting documentation for the funds, and creates an audit trail by tying the claiming document to the original deposit.

Funds are made available on the screen by processing an Advance Deposit document using one of the chart and account values specified in Kuali Financials-FP Electronic Funds Accounts parameter. These Advance Deposits would normally be created by a user who has firsthand knowledge of such deposits arriving at the institution. After the Advance Deposit reaches Processed or Final status, it appears on the Electronic Payment Claim Lookup.

Electronic Payment Claim Lookup

When you select **Electronic Payment Claim** the lookup screen opens. You can use this screen to search for deposits to claim by the following criteria.

Electronic Payment Claim search criteria definitions

Category	Description
Amount From	Optional. To search by an amount range, enter the Amount From.
Amount To	Optional. For a search range, enter the Amount To.
Electronic Payment Claiming Status	Required (defaults to Unclaimed). Choose to search for unclaimed payments, claimed payments or all payments. Note that claimed payments cannot be claimed again.
Deposited Date From	Optional. To search for deposits in a date rage, enter the beginning Deposited Date or select it from the calendar tool.
Deposited Date To	Optional. To search for deposits in a date range, enter the ending Deposited Date or select it from the calendar tool.
Financial Document Fiscal Period	Optional. Enter the fiscal period associated with the original depositing Advance Deposit document or use the Lookup icon to search for and select one. This entry will be the fiscal period in which the document reached Processed or Final status.
Financial Document Fiscal Year	Optional. Enter the fiscal year associated with the original depositing Advance Deposit document or use the Lookup icon to search for and select one. This entry will be the fiscal year in which the document reached Processed or Final status.
Organization Reference ID	Optional. Enter the Organization Reference ID associated with an accounting line on the depositing Advance Deposit document.

Every accounting line entered on an Advance Deposit that is used to record items to be claimed is displayed separately in the results and can be claimed separately. The data fields returned by the lookup are defined below.

Electronic Payment Claim search results definition

Category	Description
Amount	Display-only. The dollar amount of the accounting line on the advance deposit that generated this payment claim row.
Claiming Document	Display-only. Kuali Financials document number of the document generated to claim this payment. If the payment is unclaimed this field will be blank.
Deposited Date	Display-only. The deposit date associated with depositing Advance Deposit document.
Electronic Payment Claiming Status	Display-only. Shows if a document has been generated to claim the funds (Claimed) or the amount has not yet been claimed (Unclaimed).
Financial Document Fiscal Period	Display-only. The fiscal period associated with the original depositing Advance Deposit document. This entry will be the fiscal period in which the document reached Processed or Final status.
Financial Document Fiscal Year	Display-only. The fiscal year associated with the original depositing Advance Deposit document. This will be the fiscal year in which the document reached Processed or Final status.
Generating Document Line Number	Display-only. The number of the accounting line on the advance deposit that generated this payment claim row.
Generating Document Number	Display-only. Kuali Financials document number of the advance deposit that generated this payment claim row.
Generating Document Route Status	Display-only. A single character abbreviation of the route status of the advance deposit that generated this payment claim row. This will either be P (Processed) or F (Final).
Line Description	Display-only. The line description of the accounting line on the advance deposit that generated this payment claim row. Note that this field is optional and may be blank.
Organization Document Number	Display-only. The Organization Document Number field from the Advance Deposit document that generated this row. Note this field is optional on the Advance Deposit and may be blank.
Organization Reference ID	Display-only. The organization reference ID assigned to the accounting line of the advance deposit that generated this payment claim row. Note this field is optional on the Advance Deposit and may be blank.
Select?	Optional. A checkbox is displayed if the payment is not yet claimed. Check the box to select this payment.

To claim a payment, search for and select the rows you wish to claim and click the **Return Selected** button.

💡 You can also use the **select all** or **deselect all** buttons to select or deselect all lines displaying on the current page, or on all pages.

Electronic Payments to Claim

After you click **Return Selected**, the system presents the Electronic Payments to Claim screen.

This screen contains three tabs—**Electronic Payments**, **Claiming Document**, and **Documentation**.

Electronic Payments Tab

The **Electronic Payments** tab displays all the payments selected from the Electronic Payments Lookup screen. Two new fields are displayed for each row and may be used to indicate that a payment was claimed previously on another document. This might occur if someone has already moved the deposit from the clearing account without using the Electronic Fund Transfer screen to do so.

Electronic Payments tab field definitions

Category	Description
Claiming Document	Optional. If this payment has been claimed via a previous Kuali Financials document, enter the document number here. Note the existence of the document number entered will be validated.
Previously Claimed	Optional. Check this box if the payment was claimed previously and should be removed from the list of unclaimed payments.

Claiming Document Tab

This tab indicates how the payment(s) will be claimed.

- **No Document**: Select if the payment was previously claimed through some other means and should be removed from the unclaimed payments list.

- **Distribution of Income and Expense**: Use a DI document to move the payment from the clearing account to the correct account.

- **Year End Distribution of Income and Expense**: Use a year-end DI to move the payment from the clearing account to the correct account. Note that this will post the entries to the previous fiscal year.

- **Cash Control**: Use a cash control document to claim the funds as payment for an Accounts Receivable invoice if using the AR module.

Documentation Tab

This tab explains your institution's policy for claiming payments. Generally this explanation indicates that you have documentation supporting your claim on this payment.

To continue and claim this payment, click the **Yes** button.

Claim Button

If you have selected a claiming document of No Document, clicking the **claim** button at the bottom of the screen will close any payment claim for which **Previously Claimed?** is checked.

If you have selected a claiming document type of **Distribution of Income and Expense**, **Year End Distribution of Income and Expense**, or **Cash Control**, a document of appropriate type will spawn when you click **claim**.

The system enters a default description in the Document Overview tab of the spawned document. The description is defined by the parameter ELECTRONIC_FUNDS_CLAIM_DOCUMENT_DESCRIPTION. This description may be modified by the user, prior to the document being submitted

If claiming the payment using a regular or year-end Distribution of Income and Expense document, the clearing account chart, account number and the Line Description will be populated as display-only fields on the From side of the document. When the parameter **ALLOW_ADDITIONAL_FROM_LINE_IND is set to Y, an additional From line will display to allow entry of AS/EX** transactions. Complete the To side of the document with the account(s) and object code(s) to which the payment should be moved.

If claiming the payment using a Cash Control document, the **General Info** and **Cash Control Details** tabs will not be editable.

Regardless of the type of document used to make the claim, the system will add a note indicating the original document number, accounting line, deposit date and dollar amount. The number of payment claim lines that can be referenced in a single note is defined by the parameter ELECTRONIC_FUNDS_CLAIM_SUMMARIES_PER_NOTE. If the number of payment lines claimed exceeds the number defined by this parameter, a second note will be added to contain the additional information.

Note that DI, YEDI and Cash Control documents created using the Electronic Payment Claim function as normal documents of their type, including routing. If the document is canceled or disapproved, the payment will return to Unclaimed status and become available to be claimed again on a subsequent document.

Institution Configuration

This section introduces the screens that can be used to configure the Kuali Financials Dashboard. Only users with permission Use Configuration Viewer Screen can access this functionality.

When you select Institution Configuration the delivered Navigation Configuration screen opens. The available configuration screens are listed in the left hand navigation.

Institution Configuration screens

Document	Description
Logo Upload	Allows authorized users to upload their institutions logo in order to brand Kuali Financials.
Menu Configuration	Allows authorized users to add new menu items that will display in the Menu dropdown located in the top right corner of the Dashboard.
Navigation Configuration	Allows authorized users to add new menu groups and menu items, rename existing menu groups, move menu groups around, move documents around within menu groups and re-categorize menu items. Menu categories include: Activities, Reference and Administration.

Logo Upload

The **Logo Upload** screen allows you to brand Kuali Financials with your institutions logo. We recommend that you upload an image that contains your institution's insignia (left) and name (right). We require that the image you upload be at least 70 pixels tall and have a transparent background.

Uploading your logo

To upload your logo either:

- Drag and drop the image from your desktop into the space noted, or

- Click in the space noted and upload the file from your desktop.

- Once a logo has been loaded, you can review it in the Preview section and the SAVE CHANGES button will be clickable.

- Click SAVE CHANGES to keep the logo, navigate away from Logo Upload to keep the previous logo.

Menu Configuration

The **Menu Configuration** screen allows you to configure the Menu dropdown that displays in the top right corner of the Dashboard. Two Menu items are delivered: Help and About.

- About displays the Kuali Financials and Rice versions.

- Help is linked to the online User Guide.

Updating the Menu Dropdown

When you edit or add a new Menu Item, the following fields are available.

Menu Items field definitions

Title	Description
Label	Required: Enter the name of the Menu Item. This will display in the Menu dropdown on the Dashboard
URL	Required: Enter the URL of the Menu Item. Relative links are acceptable if the web site is within the Kuali Financials application directory.

Adding Menu Items

- Click **ADD NEW**. An edit screen will open.

- Enter the Label and URL.

- Click **SAVE** to add the item to the list of menu items.

- Click **Cancel** to exit the edit screen without adding the new menu item.

Moving Menu Items

Hover over the **Grab** icon located on the left hand side of the menu item. When the hover icon turns to a hand, click and drag to the desired location.

Editing Menu Items

- Click the **Edit** icon to open the edit screen.
- Update the Label and/or URL.
- Click **SAVE** to save changes.
- Click Cancel to exit the edit screen without making any changes.

Removing Menu Items

- Click the **Trashcan** icon to remove a menu item.
- An are you sure dialog box will open.
- Click DELETE to remove the menu item.
- Click Cancel to leave the menu item in the list.

Saving Menu Configuration Changes

When changes have been made to the Menu Configuration, the **SAVE CHANGES** button will be clickable.

- Click the **SAVE CHANGES** button to save any changes made to the Menu dropdown.
- Leave Menu Configuration without saving to discard changes.

Navigation Configuration

The **Navigation Configuration** screen allows you to configure the Kuali Financials dashboard's left hand navigation menu. Several menu groups are delivered that represent the activities that may occur in a financial system.

The delivered items that make up the menu groups reflect the documents and functionality within Kuali Financials. These menu items cannot be deleted from the menu groups and the labels of individual items cannot be changed via the Navigation Configuration.

However, the menu items are controlled by permissions, if you wish to remove a menu item, do not assign permissions and it will not display. You can also move items that will not be used into a new group to keep them separate from the menu items that will be used. For example, create a new Group called Not Used and move unused menu items into it. Also, if you want to rename an existing document, you can do so using the [Document Type](#) maintenance document available in the Rice portal.

Each menu **group** contains a list of menu **items**. The menu items can be **categorized** as follows:

Navigation Categories

Navigation Menu Item Category definitions

Title	Description
Activities	Represents items that create financial transactions.
Reference	Represents items that are used for reference, such as accounts, object codes and balance inquiries.
Administration	Represents items that are used to administer the system, including managing attributes used by reference and activities items.

Updating the left hand navigation

When you edit or add a new Menu Item, the following fields are available.

Left Hand Navigation Menu Items field definitions

Title	Description
Link Name	Required: Enter the name of the new Menu Item. This will display in the left hand navigation of the dashboard.
URL	Required: Enter the URL of the Menu Item. Only absolute path names are allowed.
Category	Select the appropriate Navigation Category.
Group:	Select the group that this item should be a part of.

Adding New Groups

- Click **ADD NEW** located at the bottom of the Group list. A new group is added with an empty, editable field.

- Enter the new Groups label.

- Click **Save** to keep; click **Cancel** to discard.

Moving Groups

Hover over the **Grab** icon located on the left hand side of the group. When the hover icon turns to a hand, click and drag to the desired location.

Removing Groups

Click the Trashcan icon to remove a group. Groups can only be removed if all menu items have been moved to a different group.

Editing Group Labels

- Click the Edit icon to the right of the Group label name.

- The Group Label will be editable. Make your changes.

- Click **Save** to keep the changes, click **Cancel** to discard

Editing Menu Items

- Click the Group Label. The list of menu items will open to the right of the navigation.

- To change a menu items category:

  - Hover over the Grab icon and move to desired category, or

  - Click the **edit** icon next to the menu item.

    - Select a new category.

    - Click **UPDATE** to save the change, click **Cancel** to discard.

- To change a menu items Group:

  - Click the edit icon.

  - Select a new Group from the GROUP dropdown.

  - Click **UPDATE** to save the change; click **Cancel** to discard.

You can also indicate if this menu item should open in a new window.

Adding New Menu Items

- Click the Group Label where you will be adding the new item. The list of menu items will open to the right of the navigation.

- Click the **ADD CUSTOM LINK** button.

- Enter the Link Name and URL. Change the category and Group if desired.

- Click **ADD** to keep the new menu item; click **Cancel** to discard.

Adding links to new Kuali Financials documents and functionality will require technical assistance.

Removing Menu Items

Only Menu Items that were added via Navigation Configuration can be deleted. If you wish to remove existing menu items, remove the initiate document permission for this item and it will no longer display in the left hand navigation. It will continue to show in the Navigation Configuration. You may want to create a Not Used group to store these links.

To remove items manually added:

- Click the Group Label that contains the menu item you want to delete. The list of menu items will open to the right of the navigation.

- Click the **trashcan** icon to remove the item from the left hand navigation.

Saving Navigation Configuration Changes

When a change has been made to the Navigation Configuration, the **SAVE CHANGES** button will be clickable.

- Click the **SAVE CHANGES** button to save changes made to the left hand navigation.

- Leave Navigation Configuration without saving to discard changes.

Configuring Non-Production Email Notifications

The following parameters can be used to determine how email notifications should behave in non-production environments. Email notifications can either be sent to a support email, logged or sent as if the environment was production.

Non-Production Email Notification Parameters

Parameter Name	Parameter Description
DEFAULT_FROM_EMAIL_ADDRESS	The from address for emails sent from the system for messages that do not have a specific address identified.
DEFAULT_TO_EMAIL_ADDRESS	The to address for emails sent from the system for messages that do not have specific recipients.
NON_PRODUCTION_EMAIL_MODE	The mode used for sending email in non-production environments. L - Log the email but do not send. T - Send the email to the non-production email address (NON_PRODUCTION_TO_EMAIL_ADDRESS). P - Send the email as if it were production. When this parameter is set to L, the body of the email will be included in the log.
NON_PRODUCTION_TO_EMAIL_ADDRESS	The to address for all emails sent from the system if the system is not production and the NON_PRODUCTION_EMAIL_MODE is set to T.

Sidebar Menu Cache Configuration

This functionality allows you to clear the central cache. It replaces the institutional preferences cache timeout.

Kuali Identity Management (KIM) Concepts

This section introduces KIM permissions, responsibilities, roles, and groups.

KIM Permissions, Responsibilities, and Roles

Entries in KIM control user permissions to edit an accounting line on an enroute Financial Processing document, to blanket approve one of these transactions, and to perform many other activities in Kuali Financials.

KIM also identifies responsibilities that generate workflow action requests in Kuali Financials. When a Fiscal Officer approves a financial processing document or a Chart Manager approves a Chart of Accounts maintenance document, the user is acting on a request that has been generated by a responsibility specified in KIM.

In KIM, you do not assign permissions and responsibilities directly to individual users; instead, you associate users with roles, and you give each role an appropriate set of responsibilities and permissions. For example, the Fiscal Officer role includes permission to edit accounting lines on certain enroute documents. This role also includes responsibilities that generate requests for the specific actions fiscal officers must take on documents.

In the base Financials configuration, similar business functions are often grouped into a single role—for example, many tax functions are combined into the Tax Manager role. Your institution may choose to assign permissions and responsibilities differently or even create its own roles to fit its business processes.

In KIM, each user is identified on the KIM Person document. This document identifies the person by a Principal ID and assigns that person to any number of roles. Role assignments may be made via the Person document or the Role document. Some types of roles, called derived roles, automatically determine their members from data in other Kuali Financials components. For example, because Fiscal Officer is an attribute of the Account in Kuali Financials, the Fiscal Officer role derives its assignees based on the data in the Account table. You do not need to assign users to derived roles such as this one.

KIM Groups

Groups provide another important tool in KIM. Groups are an optional feature that allows you to associate persons, roles or other groups with each other for the purpose of making role assignments. For example, if you want to assign the same role to three users, you could create a group, assign the three users to it, and then assign the group to the desired role. (Alternatively, you could add the three users individually to the role. The choice of whether to use a group or assign individual users to roles is entirely yours.)

Access Security

Overview

The Access Security documents allow you to define criteria for document and accounting line security based on accounting line attributes.

⚠ Modules that rely on organization-based module security—Accounts Receivable and Capital Assets modules—are *not* affected by settings in these screens. Organization-based security always controls user access in these modules.

To turn on Access Security:

- Work with your technical staff to turn on the Access Security property.

- Set parameter ENABLE_ACCESS_SECURITY = Y.

- Assign permissions:

  - Initiate Document AccessSecuritySimpleMaintenanceDocument

  - Look Up Records KFS-SEC

  - Inquire Into Records KFS-SEC

  - Edit Document AccessSecuritySimpleMaintenanceDocument PreRoute

Access Security Parameters

Following are the parameters that need to be reviewed and updated when Access Security is turned on.

Access Security Parameters

Parameter	Description
ACCESS_SECURITY_DOCUMENT_ TYPES D2HLink_2387	Lists the document types that can be selected on the Security Definition document. Document hierarchy does not work in Access Security, individual document types must be selected.
ALWAYS_ALLOW_ACCOUNT_MGR_BAL_INQUIRY_ACCESS_IND	Allows account managers to always view balance inquiry results for their accounts regardless of access permissions.
ALWAYS_ALLOW_ACCOUNT_MGR_LINE_ACCESS_IND	Allows account managers to always view or edit accounting lines for their accounts regardless of access permissions.
ALWAYS_ALLOW_FISCAL_OFFICER_BAL_INQUIRY_ACCESS_IND	Allows fiscal officers to always view balance inquiry results for their accounts regardless of access permissions.
ALWAYS_ALLOW_FISCAL_OFFICER_LINE_ACCESS_IND	Allows fiscal officers to always view or edit accounting lines for their accounts regardless of access permissions
ALWAYS_ALLOW_INITIATOR_ DOCUMENT_ACCESS_IND	Allows the document initiator (or the document initiator of the related requisition if this is a PURAP doc) to always view the document and notes/attachments regardless of access permissions.
ALWAYS_ALLOW_INITIATOR_LINE_ACCESS_IND	Allows the document initiator to always view the accounting line regardless of access permissions.
ALWAYS_ALLOW_PRINCIPAL_ INVESTIGATOR_LINE_ACCESS_IND	Allows principal investigators to always view or edit accounting lines for their accounts regardless of access permissions.
ALWAYS_ALLOW_SUPERVISOR_ BAL_INQUIRY_ACCESS_IND	Allows supervisors to always view balance inquiry results for their accounts regardless of access permissions.
ALWAYS_ALLOW_SUPERVISOR_	Allows account supervisors to always view or edit accounting lines for their accounts regardless of access

LINE_ACCESS_IND	permissions.
ENABLE_ACCESS_SECURITY	Enables access security checks in the system. There is also a system property that will need to be set by your technical staff.

Access Security Maintenance Documents

Access Security Maintenance documents

Document	Description
Security Attribute	Defines security attributes that may be used to place restrictions on user access.
Security Definition	Defines security rules (definitions) that may be assigned to a security model or principal.
Security Model	Defines security models—that is, collections of security definitions having specific operators and values and assigns them to roles, groups, and/or principals.
Security Principal	Associates security models and individual security definitions with specific principals. May be used to define security exception rules for principals.

Security Attribute

The Security Attribute document is used to activate and deactivate accounting line attributes for use in configuring security. The table below lists all attributes on which security may be based. New attributes cannot be added without modifying code.

When the user chooses the **Security Attribute** option, the system displays the Security Attribute Lookup screen. After the user searches for and selects an attribute to edit, the system displays the Security Attribute document.

Account line attributes available for use in configuring access security

Attributes that may be activated	Result of activation
Account	The account number entered into the accounting line is compared to the user's access security value in the applicable security model. Note that Chart is not considered in the evaluation of this form of security access.
Chart	The chart specified on the accounting line is compared to the user's access security value in the applicable security model.
Chart-Descend Hierarchy	The user's access security is compared to the chart codes that report up to the chart code that has the security access restrictions.
Object Consolidation	The access security restriction is derived from the object consolidation code associated with the object level code of the object code entered into the accounting line.

Object Level	The access security restriction is derived from the object level code associated with the object code entered into the accounting line.
Organization	The organization specified on the accounting line is compared to the user's access security value in the applicable security model.
Organization-Descend Hierarchy	The user's access security is compared to the organization codes that report up to the organization code that has the security access restrictions.
Principal Investigator	The access security restriction is derived from the project directors and their associated accounts with an award. Currently, the application requires users to enter the accounts as the security value. The project directors who are permitted to access the accounts are derived from the awards.
Project Code	The project code specified on the accounting line is compared to the user's access security value in the applicable security model.
Sub Account	The sub-account specified on the accounting line is compared to the user's access security value in the applicable security model.

Document Layout

Security Attribute field definitions

Title	Description
Active Indicator	Indicates whether this attribute is active or inactive for security purposes. Only active attributes may be used to configure security. Remove the check mark to deactivate an attribute.
Attribute Id	Display only. The unique number that identifies this attribute.
Attribute Name	Display only. The familiar name for the attribute.

Security Definition

The Security Definition document is used to define security attribute restrictions and the types of documents to which they apply. Once activated, a definition may be assigned to a model or principal.

Document Layout

The Security Definition document includes the **Security Definition** tab and the **Document Types** tab.

Security Definition tab

This tab is used to identify a set of restrictions by name and specifies the types of restrictions included.

Security Definition tab field definitions

Title	Description
Active Indicator	Indicates whether this definition is active or inactive. Only active definitions may be used to configure security. Remove the check mark to deactivate this definition.
Attribute Id	Required. From the pull down list, select the type of attribute on which the restriction is to be based.
Definition Description	A more detailed description of this set of rules.
Definition Id	Display only. The unique identifying code assigned to a definition.
Definition Name	Required. A descriptive name for this definition.
Restrict Edit Document	Indicates whether editing of documents containing the accounting line is restricted. When this box is checked, affected users may not edit any document containing the accounting line.
Restrict GL Inquiry	Indicates whether inquiries related to this account are restricted. When this box is checked, affected users cannot use any of the General Ledger balance inquiry screens. Affected users who try to view a restricted account receive an error message.
Restrict Labor Inquiry	Indicates whether inquiries related to this Labor Ledger account are restricted. When this box is checked, affected users cannot use any of the Labor Ledger balance inquiry screens to view the restricted accounts. Affected users who try to view a restricted account receive an error message.
Restrict Lookup	Indicates whether lookup of the accounts or object codes is restricted. When this box is checked, affected users may not look up the accounts or object codes.
Restrict Use/Edit Accounting Line	Indicates whether editing of and using accounting lines is restricted. ⚠ When this box is checked and **Restrict View Accounting Line** is not checked, affected users may view the restricted line but may not use or edit it in any way. Affected users who try to use the account will receive an error message.
Restrict View Accounting Line	Indicates whether viewing of accounting lines is restricted. When this box is checked, affected users may open the document containing a restricted accounting line but may not view the line itself. ⚠ If this restriction is selected and the **Restrict Use/Edit Accounting Line** option is not selected, affected initiators are *allowed to enter* an account or object code that they are *restricted from viewing*.

	When entering an account or object code in this situation, a user will not receive an error after clicking the **add** button, but any subsequent lookup by this user will *not* display the account or object code that is restricted. Instead the user will receive an error message.
Restrict View Document	Indicates whether viewing of documents containing the accounting line is restricted. When this box is checked, affected users may not view any document containing the accounting line.
Restrict View Notes and Attachment	Indicates whether viewing of notes and attachments referencing this accounting line is restricted. When this box is checked, affected users may not view notes and attachments referencing the accounting line.

Document Types tab

This tab allows the user to define the document type(s) to which security is to be applied for this security definition.

Document Types tab field definitions

Title	Description
Active Indicator	Indicates whether the specified document type is active or inactive as a security criterion. Remove the check mark to deactivate the specified type.
Document Type Name	From the list, select the type of document to which the security definition is to be applied. Document types that can be selected are listed in the ACCESS_SECURITY_DOCUMENT_TYPES. Note that Access Security does not support parent document types. The specific document type needs to be entered.

Security Model

The Security Model document is used to create a model, or collection of definitions, and assign them to individual users (principals), groups, or roles.

Document Layout

The Security Model document includes three tabs: **Security Model**, **Model Definition**, and **Model Members**.

Security Model tab

This tab allows the user to identify and describe the security model.

Security Model tab field definitions

Title	Description
Active Indicator	Indicates whether this model is active or inactive. Only active models may be used to configure security.
Model Description	A longer description of this model.
Model Id	Display only. The unique identifying code assigned to a model.
Model Name	Required. The descriptive name of the model.

Model Definitions tab

This tab allows the user to associate one or more security definitions with the model.

Model Definitions **tab field definitions**

Title	Description
Active Indicator	Indicates whether this definition is active or inactive for the model. Remove the check mark to deactivate the definition.
Attribute Value	Required. Identifies the specific attribute value (e.g., a specific account code) to which the definition applies.
Constraint Code	Required. Indicates whether access/use is allowed or denied. Click the appropriate button.
Definition Name	Required. A definition used in this model. Use the lookup icon to select an appropriate definition.
Operator	Required. Specifies the range operator for attribute values for which access or use is allowed or denied. Select the appropriate operator from the list.
Override Deny	Check the box to allow access that is otherwise denied. For example, if the benefit object code should be restricted for all users except for members of the Managers and Operations group, you would setup one definition with two models—one to deny access to all users, and another to allow access to members of the Managers and Operations group. In the model for those in the specified group, you would check the Override Deny box.

Model Members tab

This tab allows the user to associate the model with one or more users or sets of users.

Security Model tab field definitions

Title	Description
Active From Date	The first date on which this model applies to the member. Enter a date or select one from the calendar tool. If no date is specified, the model applies to the member immediately.
Active Indicator	Indicates whether the member is active or inactive for this model. A model's security applies only to its active members.
Active To Date	The last date (if any) on which this model applies to the member. Enter a

	date or select one from the calendar tool.
Member Identifier	Required. The principal, group or role ID for the specific user or set of users associated with this model. Enter the appropriate identifier or use the lookup icon to find it.
Member Name	Display only. The descriptive name for the principal, group, or role.
Member Type Code	Required. The type of member (principal, group, or role) assigned to this model. Select the appropriate type from the list.

Security Principal

The Security Principal document is used to assign one or more models to a specific principal and define any security exception rules that apply to this principal.

Document Layout

The Security Principal document includes three unique tabs: **Security Principal**, **Principal Models**, and **Principal Definitions**.

Security Principal Tab

This tab allows the user to identify a principal to which the security model(s) and security definition(s) apply.

Edit Security Principal Tab field definitions

Title	Description
Principal Id	Display only. The unique identifying code assigned to a principal.
Principal Name	Required. The username of an individual with which one or more security models and/or definitions is associated. Enter a value or select it from the lookup icon.

Principal Models tab

This tab allows the user to associate one or more security models with the principal.

Principal Models **tab field definitions**

Title	Description
Active From Date	The first date on which this model applies to the principal. Enter a date or select it from the calendar tool. If no date is specified, this model applies to the principal immediately.
Active To Date	The last date (if any) on which this model applies to the principal. Enter a date or select it from the calendar tool.
Model Id	Display only. The unique identifier for the model.
Model Name	Required. The name of a model to apply to the principal. Enter a model name or select it from the lookup icon.
Member Type Code	Display only. The value is always Principal.

Principal Definitions tab

This tab allows the user to assign one or more security definitions to the principal. Using this tab, the user may assign an exception to a rule that would otherwise apply to the principal.

Principal Definitions **tab field definitions**

Title	Description
Active Indicator	Indicates whether this definition is active or inactive for the principal. Remove the check mark to deactivate the definition.
Attribute Value	Required. Identifies the specific attribute value (e.g., a specific account code) to which the operator applies.
Constraint Code	Required. Indicates whether access/use is allowed or denied. Click the appropriate button.
Definition Name	Required. A security definition to be applied to this principal. Use the lookup icon to select an appropriate definition.
Operator	Required. Specifies the range operator for attribute values for which access or use is allowed or denied. Select the appropriate operator from the list.
Override Deny	Check the box to allow access that is otherwise denied.

Access Security Simulation

The Access Security Simulation screen allows users to simulate security based on accounting line attributes. This option also displays a list of allowed values for the selected attribute and user.

Access Security Simulation lookup definition

Title	Description
Action	Required. From the list, select the attribute (balance inquiry, edit accounting line, etc.) for which you want to display the principal's security settings for the attribute specified.
Attribute	Required. From the list, select the attribute (account, chart, object code, etc.) for which you want to display the principal's security settings.
Principal Name	Required. Enter the name of the principal for whom you want to display security settings.

The screen returns a list of the specific accounts, charts, object codes, or other attributes specified for which the principal has permission to take the specified action. In the example shown below, the search results list all accounts (attribute) for which khuntley (principal) has balance inquiry (action) permission.

System Attribute Maintenance Documents

The following menu items are used by more than one module in Kuali Financials. Person, Group and Role are Rice documents and can be accessed from either Kuali Financials or the Rice portal. A link to the Rice portal is available from the Financials dashboard.

System Attribute Maintenance documents

Document	Description
Bank	Identifies bank accounts used for deposits and disbursements.
Building	Defines a unique identifier, the location and an alternative code for each building.
Financials Namespace	Represents modules or large pieces of functionality.
Financials Parameter	Defines parameters and business rules in Kuali Financials.
Financials Parameter Component	Defines valid components of the system to which parameters can be related.
Financials Parameter Type	Defines the basic types of parameters that can be created.
Group	Identifies collections of persons, groups or roles that need to use the same permissions and have the same responsibilities.
Origination Code	Identifies the systems from which transactions originate.
Payment Documentation Location	Establishes documentation locations for the submission of supporting documentation related to the disbursement documents, such as DVs and TRs.
Person	Identifies users recognized by the applications KIM interacts with. These users might be employees, affiliates or students. The Person document can also be used to associate users with groups or roles.
Role	The Role document allows you to create a new KIM role and edit an existing role.
Room	Specifies unique room numbers within specific buildings on particular campus.
System Options	Defines attributes associated with a fiscal year, including balance types, object types and the university chart level.
Tax Region	Specifies the tax regions within tax types (normally mandated by state law) for use by various system processes.
Tax Region Type	Identifies the types of tax regions used system wide.
Unit of Measure	Defines the different units of measure that may be used in

	purchasing and invoice documents.
University Date	Maps individual dates to fiscal years and fiscal periods.
Wire Charge	Establishes information used to generate a charge for the processing of wire transfer payments on the DV

Bank

The **Bank** document allows you to view and edit bank information, including the bank routing number and account number. Using this screen, you may also add new banks to the system.

Banks are used by multiple modules. They are used to identify institutions to which deposits are made on Advance Deposit and Cash Management documents. In the PDP they are used to identify institutions from which disbursements are made.

When the Flexible Banking Enhancement is in use, additional document types may require users to identify a bank.

Document Layout

Bank field definitions

Title	Description
Active Indicator	Indicates whether this bank code is active or inactive in PDP. Remove the check mark to deactivate a bank code.
Bank Account Description	A text description for this bank account.
Bank Account Number	Required. The bank account number from which disbursements are to be drawn or deposits made.
Bank ACH Indicator	Checked box indicates that this bank will be used for ACH disbursements in the PDP. ✏ Note that a bank can be used for both ACH deposits and checks.
Bank Check Indicator	Checked box indicates that this bank will be used for check disbursements in the PDP. ✏ Note that a bank can be used for both ACH deposits and checks.
Bank Code	A unique ID number that identifies this bank in Kuali Financials.
Bank Deposit Indicator	Checked box indicates that this bank will be used for deposits. ✏ Note that a bank may be used for both deposits and disbursements.
Bank Disbursement Indicator	Checked box indicates that this bank will be used for disbursements. ✏ Note that a bank can be used for both deposits and disbursements.
Bank Name	Required. The name of the bank associated with this code.

Bank Routing Number	The routing number associated with this bank.
Bank Short Name	Required. An abbreviated name for the bank (up to 12 characters allowed).
Cash Offset Account Number	Optional. If using the Flexible Banking Enhancement, this is the account number to which cash offsets should post when transactions are associated with this bank. Existing accounts may be retrieved from the lookup icon.
Cash Offset Chart of Accounts	Optional. If using the Flexible Banking Enhancement, this is the Chart of Accounts code associated with the account to which cash offsets should post when Kuali Financials transactions are associated with this bank. Existing chart codes may be retrieved from the lookup icon.
Cash Offset Object Code	Optional. If using the Flexible Banking Enhancement, this is the object code that should be used for cash offsets that post when transactions are associated with this bank. Existing object codes may be retrieved from the lookup icon.
Cash Offset Sub-Account Number	Optional. If using the Flexible Banking Enhancement, this is the number of the sub-account to which cash offsets should post when transactions are associated with this bank. Existing sub-accounts may be retrieved from the lookup icon.
Cash Offset Sub-Object Code	Optional. If using the Flexible Banking Enhancement, this is the sub-object code that should be used for cash offsets that post when transactions are associated with this bank. Existing sub-object codes may be retrieved from the lookup icon.
Continuation Bank Code	Optional. A bank code to be used in place of an inactive bank code. Existing bank codes may be retrieved from the lookup icon.
	If Kuali Financials attempts to reference a Bank record that has an inactive bank code, the system uses bank information associated with the specified continuation bank code instead.

Building

The Building document defines a unique identifier, a building location, and an alternate code for a building. The code is used to identify where goods should be delivered or inventory is housed.

Document Layout

Building field definitions

Title	Description
Active Indicator	Indicates whether a building code is active or inactive. Remove the check mark to deactivate the building code.
Alternate Building Code	Optional. An alternate identifier for the building.
Building Address City Name	Required. Familiar name of the city where the building is located.
Building Address Country Code	Required. Name of the country in which the building is located. Existing country codes may be retrieved from the list or the lookup icon.
Building Address Postal Code	Required. Specific postal code of the building's address. Existing postal codes may be retrieved from the lookup icon.
Building Address State Code	Required. Name of the state where the building is located. Existing state codes may be retrieved from the list or from the lookup icon.
Building Code	Unique identifying code for a building.
Building Name	Required. Familiar name for the building associated with this building code.
Building Street Address	Required. Specific street address of the building associated with this building code.
Campus Code	Unique identifying code assigned to a campus.

Financials Namespace

Namespace codes are used to identify various pieces of functionality and generally correspond to large functional areas. The namespaces in Kuali Financials base data normally take the form of a Kuali application followed by one of that application's modules. For example Kuali Financials Purchasing /Accounts Payable module would be associated with the namespace KFS-PURAP.

➜ The Kuali Financials Parameters, Namespaces, Components and Parameter Types have been separated out from the Rice Namespaces, Components, Parameter Types and Parameters. Financials Namespaces, Components and Parameter Types cannot be edited via the UI and require technical assistance to create or modify. Rice Parameters can be edited via the UI, but any changes made to objects with a KFS namespace are not reflected in the Kuali Financials Parameters, Namespaces, Components or Parameter Types.

Attribute Lookup

Financials Namespace Lookup results definition

Title	Description
Namespace Code	Identifies the module, or a large piece of functionality.
Namespace Name	A longer text description for this namespace code.
Application ID	Identifies the application (KFS, KC).
Active Indicator	Indentifies whether or not a particular Namespace is active.

Financials Parameter

The Financials Parameter document is used to define parameters and business rules in Kuali Financials. A specific value of a parameter can vary based on what the parameter is used to define. Some parameters create business rules. These rules create restrictions and enforce valid values and combinations on various document types or batch processes. Other parameters simply define institution-specific values not defined elsewhere in Kuali Financials. The value may, for example, be text that Kuali Financials is to display in a given location or it may be a simple yes or no value to turn an option on or off.

➡ The Kuali Financials Parameters, Namespaces, Components and Parameter Types have been separated out from the Rice Namespaces, Components, Parameter Types and Parameters. Financials Namespaces, Components and Parameter Types cannot be edited via the UI and require technical assistance to create or modify. Rice Parameters can be edited via the UI, but any changes made to objects with a KFS namespace are not reflected in the Kuali Financials Parameters, Namespaces, Components or Parameter Types.

Document Layout

Parameter tab field definitions

Title	Description
Application ID	Required. Enter the application namespace to identify the application to which this parameter applies. This value should be set to KFS.
Component	Required. Enter the parameter component code or search for it from the **Parameter Component** lookup icon.
Namespace Code	Required. Select the appropriate Namespace code for the parameter from the **Namespace Code** list or search for it from the lookup icon.
Parameter Constraint Code	Required. Select **Allowed** if the parameter is to allow the defined parameter value within Kuali Financials application. Select **Denied** if the parameter is to deny the defined parameter value within Kuali Financials application. Consult with technical resources if you are unsure of the appropriate constraint code for a given parameter.
Parameter Description	Required. Describe the purpose and usage of the parameter. The description is used for a documentation purpose.
Parameter Name	Required. Enter the name of the parameter being defined.

Parameter Value	Required. Enter the value for the parameter. The nature of a given parameter determines what form the parameter value should take. In some cases it is text for a user to view or it could be a value such as an account number or an object code. In cases where multiple values are allowed they should be separated by a semi-colon. Consult with technical resources if you are unsure what format a specific parameter value should take.
Parameter Type Code	Required. Select the parameter type code from the **Parameter Type** list or search for it from the lookup icon. Default types include: Authorization: Not used in Kuali Financials. Config: Used to establish institution values not specific to validation. Document Validation: Used to establish business rules for documents. Help: Used to establish custom help URLs.

Financials Parameter Component

The Financials Parameter Component document defines valid components that can be associated with a parameter. Parameter components indicate a general or specific piece of Kuali Financials functionality to which a parameter applies. Some Financial Parameter Components are generic (batch, lookup, all) while others are very specific and refer to particular processes, documents or even specific tabs or fields on documents.

➡️ The Kuali Financials Parameters, Namespaces, Components and Parameter Types have been separated out from the Rice Namespaces, Components, Parameter Types and Parameters. Financials Namespaces, Components and Parameter Types cannot be edited via the UI and require technical assistance to create or modify. Rice Parameters can be edited via the UI, but any changes made to objects with a KFS namespace are not reflected in the Kuali Financials Parameters, Namespaces, Components or Parameter Types.

Attribute Lookup

Financials Parameter Lookup results definition

Title	Description
Active Indicator	Indicates whether or not the component is active.
Component	Defines the component.
Component Name	Defines the component.
Namespace Name	Identifies the namespace code the component is associated with.

Financials Parameter Type

The Financials Parameter Type broadly defines what a parameter is used for.

The Kuali Financials Parameters, Namespaces, Components and Parameter Types have been separated out from the Rice Namespaces, Components, Parameter Types and Parameters. Financials Namespaces, Components and Parameter Types cannot be edited via the UI and require technical assistance to create or modify. Rice Parameters can be edited via the UI, but any changes made to objects with a KFS namespace are not reflected in the Kuali Financials Parameters, Namespaces, Components or Parameter Types.

Attribute Lookup

Financials Parameter Type results definition

Title	Description
Active Indicator	Indicates whether or not the Financials Parameter Type is active.
Parameter Type Code	Unique Identifier.
Parameter Type Name	Descriptive name for this parameter type.

Group

The Group document allows you to associate persons, roles or other groups with each other in order to assign the same role to all group members.

Groups have no inherent permissions or responsibilities of their own. Only by associating a group with a role do the members of that group become associated with permissions and responsibilities.

Document Layout

The Group document includes **Overview** and **Assignees** tabs.

Overview Tab

This tab identifies the group with a unique system-assigned ID number, a namespace and a name. Each group also has a type that specifies any qualifiers that this group might require.

Overview tab field definitions

Title	Description
Group ID	Display only. The unique system-assigned ID number that identifies this group. The system completes this field when you submit the document.
Group Description	Optional. A description of the purpose of the group.
Group Namespace	Required. An indicator that associates the group with a particular application and module.
Group Name	Required. The common descriptive name by which this group is known.
Type Name	Required. The type of definitions that will be associated with this group. Some group types, such as the Default Type, require no definitions to be collected.

Assignees Tab

This tab contains the members who belong to this group. It can also be used to add new members or edit the values associated with existing members.

Assignees tab field definitions

Title	Description
Active From Date	Optional. To specify the earliest date on which this member is to be considered a valid member of this group, enter a From Date.
Active To Date	Optional. To specify a date on which this member is no longer to be considered a valid member of this group, enter a To Date. Note that you cannot delete or inactivate group members. To remove a member from a group enter an Active To Date.
Member Identifier	Required. Enter the ID that identifies the member you are adding or use the lookup icon to search for and select a valid Member ID. The lookup directs you to the **Principal**, **Group** or **Role** lookup based on your Member Type Code selection.
Member Name	Display only. Displays the name of the member you've selected.
Member Type Code	Required. Select the type of member you are adding to this group. Group members can be principals (as defined on the Person document), roles or other groups.

Origination Code

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

Document Layout

Origination Code tab definition

Title	Description
Active Indicator	Indicates whether an origination code is active or inactive. Remove the check mark to deactivate this origination code.
Database Name	Required. The name of the database for the system.
Database Description	Optional. The description of the database for the system.
Next Accounts Receivable Customer Number	Optional. The next number to be assigned by this system for an accounts receivable customer.
Next Attachment Identifier	Optional. The next number to be assigned by this system for an attachment.
Next Capital Asset Number	Optional. The next asset number to be assigned by this system for a capital asset.
Next CG Proposal Number	Optional. The next number to be assigned by this system for a contract or grant proposal.
Next Contract and Grants Agency Number	Optional. The next number to be assigned by this system for a contractor or granting agency.
Next Contract and Grants Subcontractor Number	Optional. The next number to be assigned by this system for a subcontractor within a contract or grant.
Next Disbursement Voucher Payee Id Number	Optional. The next number to be assigned by this system to track a disbursement voucher payee.
Next Item Identifier	Optional. The next number to be assigned by this system to identify an item.
Next Non-Capital Asset Number	Optional. The next number to be assigned by this system for an asset that is not capitalized.
Origination Code	Unique code assigned to a particular system.
Server Name	Required. The server name on which the system resides.

Payment Documentation Location

The Payment Documentation Location document is used to establish documentation locations for the submission of supporting documentation related to payment documents such as Disbursement Vouchers. The values in this table are valid selections for the **Documentation Location** value on the Disbursement Voucher document or parameter DOCUMENTATION_LOCATION_CODE.

Document Layout

Documentation Location field definitions

Title	Description
Active Indicator	Indicates whether this document location code is active (checked) or inactive (unchecked). Remove the check mark to deactivate this code.
Documentation Location Address	Required. The full address location where supporting documentation is maintained. This value appears on the DV document cover sheet, when the documentation location is selected.
Documentation Location Code	Required. A code that uniquely identifies the documentation location. The value is often referenced when establishing rules related to documentation location.
Documentation Location Name	Required. The descriptive name of the documentation location. The name appears in the **Documentation Location** selection box on the DV document.

Person

The Person document allows you to identify each user to KIM (and, by extension, to Kuali Financials). Each Person document includes data about a user's relationship with your institution as well as the roles and groups to which this person belongs.

In KIM a person is a unique combination of an entity ID and a principal ID. The entity ID represents a person with a unique number, and the document associates the entity ID with the user's principal ID number and principal name (often referred to as a user name or user ID). When searching for or working with users in KIM, you usually reference either the principal ID or the principal name. A single entity ID can have multiple principals associated with it, but the base Kuali Financials implementation of KIM assumes that each entity ID has a single principal.

Person and HR Identity System: Many institutions choose to override parts of the Person document (especially affiliations and contact information) with data from an HR system. Therefore, editing entity data (such as entity ID, principal name, principal ID, password and Tax ID Number), contact and affiliation data is not available for any role in the default role configuration. If you wish to allow users to edit this data via the interface you will need to assign the Modify Entity permission to the appropriate role.

Document Layout

The Person document includes **Overview, Contact**, **Privacy Preferences**, and **Membership** tabs.

Overview Tab

The **Overview** tab identifies the person as a unique combination of entity and principal ID. It also contains information about how this person is affiliated with your institution. Two types of affiliations—staff and faculty—contains additional data elements to further define a person's relationship with your institution.

The instructions below assume that you are manually completing this information. Many institutions may want to either have this data fed from an existing person database or simply override this information with existing person data.

Overview tab field definitions

Title	Description
Active	Check the box to indicate that this principal ID is active. Uncheck the box to indicate that this principal ID is inactive.
Entity Id	Display only. The unique ID number identifying this person in your database. An individual may have multiple principal IDs but only one entity ID. The base Kuali Financials implementation assumes that each user will have only one entity ID and one principal ID.
	The system completes this entry automatically when you save or submit the document.
Principal ID	Display only. The unique ID number identifying this principal. Whereas Entity ID represents a unique person, principal represents a set of login information for that person. When selecting a person, you ordinarily reference his or her principal ID.
	The system completes this entry automatically when you save or submit the document.
Principal Name	Required. Enter the user name by which this principal is to be identified.

Affiliations Section

Use the **Affiliations** section of the **Overview** tab to add affiliations for this principal ID. Depending on the affiliation type added, you may need to complete additional fields.

Affiliations section field definitions

Title	Description
Affiliation Type	Optional. Select the type of affiliation from the list. Options include:
	Affiliate: An affiliation for users in your system that are neither employees nor students.
	Faculty: A faculty employee.
	Staff: A non-faculty employee.
	Student: A non-employee identified as a student of your institution.
	Affiliation types of Faculty and Staff require additional information (see below).
Campus Code	Required. Select the campus code associated with this affiliation.
Default	Check the box to indicate that this affiliation is this principal's default association with your institution. Each principal must have at least one default affiliation.

If you have selected an Affiliation of Faculty or Staff, the system displays additional fields to collect employment information.

Employment Information section field definitions

Title	Description
Base Salary Amount	Required. Enter the base salary yearly amount earned for this faculty or staff affiliation.
Employee ID	Optional. Enter the Employment ID number associated with this faculty or staff affiliation. Ordinarily this entry is the ID number identifying this principal in your HR system.
Employee Status	Required. Select a value to identify the current status of this faculty or staff affiliation. Options include:
	Active
	Deceased
	On Non-Pay Leave
	Status Not Yet Processed
	Processing
	Retired
	Terminated

Employee Type	Required. Select a value to indicate the type of employment for this affiliation. Options include: Non-Professional Other Professional
Primary	Check the box to indicate that this faculty or staff affiliation represents the principal's primary job with your institution. Each principal with a faculty or staff affiliation must have exactly one affiliation marked as primary.
Primary Department Code	Optional. Enter the code for the department associated with this faculty or staff affiliation. Kuali Financials-SYS User role parses this field to determine the default chart and organization for a user if it is formatted as Chart-Organization Code such as BL-PSY or BA-PARK.

Contact Tab

The **Contact** tab records the names, addresses, phone numbers and email addresses associated with this Person record. Any Person record can store multiple records for contact information of each type (name, address, phone number, and email address), with one value of each type identified as the default value for the Person record.

Names Section

Names section field definitions

Title	Description
Active	Check the box to indicate that this Name record is active. Uncheck the box to indicate that this record should be considered inactive.
Default	Check this box to indicate that this Name record is to be used as the default for this person. Each Person record must have exactly one Name record identified as the default.
First Name	Optional. Enter the first name for this record.
Name Type	Optional. Select the type of name to be added in this row. Options include: Other Preferred Primary
Last Name	Optional. Enter the last name for this record.
Suffix	Optional. Select a suffix for this name record. Options include: Jr Sr Mr Md

Title	Optional. Select the appropriate title for the name being added in this row. Options include:
	Ms Mrs Mr Dr

Addresses Section

Addresses section field definitions

Title	Description
Active	Check this box to indicate that this Address record is active. Uncheck the box to indicate that this record is inactive.
Address Type	Optional. Select the type of address being added on this row. Options include: Home Other Work
Line 1-3	Optional. Use lines 1, 2 and 3 to enter the street address for this row.
City	Optional. Enter the city associated with this address.
Country	Optional. Select the country associated with this address.
Default	Check this box to indicate this address record should be used as the default. A Person record can have no more than one default Address record.
Postal Code	Optional. Enter the postal code associated with this address.
State	Optional. Select the state associated with this address from the list.

Phone Numbers Section

Phone Numbers section field definitions

Title	Description
Active	Check this box to indicate that this Phone Number record is active. Uncheck the box to indicate that this record is inactive.
Country	Optional. Select the country associated with this Phone Number record.
Extension	Optional. Enter the appropriate extension.
Default	Check this box to indicate that this Phone Number record should be used as the default. A Person record can have no more than one default Phone Number record.

Phone Number	Optional. Enter the area code and phone number.
Phone Type	Optional. Select the type of phone number being added on this row. Options include: Home Mobile Other Work

Email Addresses Section

Email Address section field definitions

Title	Description
Active	Check this box to indicate that this Email Address record is active. Uncheck the box to indicate that this record is inactive.
Default	Check this box to indicate that this Email Address record should be used as the default. A Person record can have no more than one default Email Address record.
Email	Optional. Enter the email address for this record.
Type	Optional. Select the type of email address being added on this row. Options include: Home Other Work

Privacy Preferences Tab

The **Privacy Preferences** tab allows you to suppress the display of fields on the Contact Tab.

Privacy Preferences tab field definitions

Title	Description
Suppress Address	Optional. Check this box to specify that the system is not to display this person's addresses.
Suppress Email	Optional. Check this box to specify that the system is not to display this person's email addresses.
Suppress Name	Optional. Check this box to specify that the system is not to display this person's names.
Suppress Personal	Optional. Do not display this person's personal data. This selection

	currently performs no function in Financials.
Suppress Phone	Optional. Check this box to specify that the system is not to display this person's phone numbers.

Membership Tab

The **Membership Tab allows you to** associate a person with groups and roles and by extension, with KIM permissions and responsibilities. *Assigning a person to a role is the most direct way to give a user KIM permissions and responsibilities.*

The tab is divided into three sections, one for managing assignments to **Groups**, and another for **Roles and a third for Delegations**.

Groups Section

Groups section field definitions

Title	Description
Active From Date	Optional. If this user's assignment to this group is to be effective as of a certain date, enter that date here.
Active To Date	Optional. If this user's assignment to this group is to terminate as of a certain date, enter that date here.

There is no way to delete a person's assignment to a group. To remove a person from a group, use this field to specify a date in the past. |
Group	Optional. Enter the ID of the KIM group you want to assign this person to. You can also use the Group lookup icon to search for and select a valid value. Returning a value will populate the Namespace Code, Name and Type fields.
Name	Optional. Enter the Name of the Group you want to assign the person to. You can also look up groups by Name. Returning a value will populate the Group, Namespace Code and Type fields.
Namespace Code	Optional. Enter the Namespace Code of the Group you want to assign the person to. You can also look up groups by Namespace Code. Returning a value will populate the Group, Name and Type fields.
Type	Optional. Enter the Type of Group you want to assign the person to. This field will be populated when Group, Namespace Code or Name are returned from the Lookup.

Roles Section

Roles section field definitions

Title	Description
Active From Date	Optional. If this user's assignment to this role is to be effective as of a certain date, enter that date here.
Active To Date	Optional. If this user's assignment to this role is to terminate as of a certain date, enter that date here. 🖊 Note that there is no way to delete a person's assignment to a role. To remove a person from a role, use this field to specify a date in the past.
Namespace Code	Display only. After you select a role to assign to this Person record, the system displays the namespace code associated with that role.
Name	Display only. After you select a role to assign to this Person record, the system displays the name associated with that role.
Role	Optional. Enter the Role ID that you want to assign the person to or use the lookup icon to search for and select the role you want to assign this person to. Adding the role or returning the role from the lookup will populate the Namespace Code, Name and Type fields.
Type	Display only. After you select a role to assign to this Person record, the system displays the role type associated with the selected role here.

➡️ When assigning some roles, you may need to supply additional qualifying values that further define this person's assignment. For more information about role qualifiers, see Role.

Delegations Section

Delegations allow you to set a user as a primary or secondary delegate for a current member of a role. The delegate has the same permissions as the role member and is able to act on action requests generated for the role member by KIM.

Delegations section field definitions

Title	Description
Active From Date	Optional. If this delegation is to be effective as of a certain date, enter that date here.
Active To Date	Optional. If this delegation is to terminate as of a certain date, enter that date here.

	📝 Note that there is no way to delete a person's delegation. To remove a person from a role, use this field to specify a date in the past.
Delegation Type Code	Optional. This defines how the delegate will be able to access workflow action requests generated to the delegating role member. Options are Secondary (the user must use the secondary delegate action list filter to view action requests) and Primary (action requests will route directly to the delegate's action list).
Role Member	Required. Use the **Role Member** lookup icon to search for and select the role and role member you wish to add a delegation for.

Business Rules

- A person must have at least one affiliation.

- Each faculty or staff affiliation must have at least one Employment Information record associated with it.

- If a person has any faculty or staff affiliations then one Employment Information record must be marked as primary.

- Each person must have a default Name record in the Contacts section.

- Each affiliation must be associated with a campus.

- Each type of contact information can have only one record marked as the default.

Role

The Role document allows you to create a new KIM role and edit an existing role. Each role aggregates a specific set of permissions and responsibilities and allows you to assign members to the role. Kuali Financials contains many existing roles that your institution may want to use as is, but you may also change existing roles and add new ones by using the Role document.

The purpose of each role is defined by its associated permissions and responsibilities. Roles are classified by types that generally indicate the type of permissions and responsibilities with which they can be associated.

🖊 The process of creating a new role type requires technical assistance.

Document Layout

The Role document includes **Overview, Permissions**, **Responsibilities**, and **Assignees** tabs.

Overview Tab

This tab identifies the role with a unique system-assigned ID number, a namespace and a name. Each role also has a type which tends to match the types of permissions and responsibilities associated with it.

Overview tab field definitions

Title	Description
Active	Check this box to indicate that this role is active and is, therefore, to be included by KIM when evaluating permissions and responsibilities. Uncheck the box to indicate that this role is inactive.
Role	Display only. The unique, system-assigned ID number that identifies this role.
Role Name	Required. The common descriptive name by which this role is known.
Role Namespace	Required. An indicator that associates the role with a particular application and module.
Type Name	Display only. Because the role type normally reflects the type of qualifiers this role will need to collect when members are added, this name usually identifies the general types of permissions and responsibilities associated with it. 🖊 When creating a new role, you must select its type before the system will generate the document. See Creating New Roles.

Creating New Roles

When you click the **Create New** button, the system displays the KIM Type Lookup. You must search for and select an existing Type in order for the system to generate a new Role document.

Note that while the KIM Type Lookup is used when creating new groups and roles, not all KIM types are valid for both. When using this Lookup, you may receive different results depending on the KIM types that are valid for the entity you are working with.

Permissions Tab

This tab identifies the permissions associated with this role. Permissions authorize specific actions in the system with which they are associated. A role can have any number of permissions (including no permissions) associated with it.

Permissions tab field definitions

Title	Description
Add Permission ID	To add a permission to this role, enter the appropriate permission ID or search for and select a value using the **Permission** lookup icon.

After you add a permission to the document, the system displays additional information about the permission.

Permissions cannot be edited via the Role document. Use the Permission document to perform this function.

Permissions tab field definitions, continued

Title	Description
Actions	Click the **Delete** button to remove this permission from the role. You may delete a permission only if it has not yet been saved to the database (i.e., you added it to this role but have not yet submitted the document).
Permission Detail Values	Display only. The document types, tabs and/or fields this permission authorizes. Not all permissions have detail values.
Permission Identifier	Display only. The unique system-assigned ID number for this permission.

Permission Name	Display only. The descriptive name of this permission. This often identifies, in general terms, what the permission authorizes.
Permission Namespace	Display only. The Namespace identifies the application and module associated with this permission.

Responsibilities Tab

This tab identifies the responsibilities associated with this role. Responsibilities define the workflow actions that will be requested of the role. A role can have any number of responsibilities (including none) associated with it.

Responsibilities tab field definitions

Title	Description
Add Responsibility ID	To add a responsibility to this role enter the responsibility ID or search for and select a value using the **Responsibility** lookup icon.

After you add a responsibility to the document, the system displays additional information about this responsibility.

Responsibilities cannot generally be edited via the Role document, but some responsibilities have associated definitions that you must define at the role level.

Responsibilities tab field definitions, continued

Title	Description
Actions	Click the **Delete** button to remove this responsibility from this role. You can delete a responsibility only if it has not yet been saved to the database (i.e., you have added it to this role but have not yet submitted the document).
Active Indicator	Display only. Indicator showing whether this responsibility is active within the system or not.
Responsibility Detail Values	Display only. This identifies more specific information about the responsibility. Responsibility Detail Values are formatted in a standard way with the following definitions delimited by commas: Route Node: The workflow route level at which this responsibility is invoked. Document Type: The document type for which this responsibility generates workflow requests.

	Action Details at Role Member Level: A True or False indicator that defines where the details of this workflow action request are defined. If the value is True then action details will be collected when Members are assigned to the role. If the value is False then the action details must be collected when this responsibility is assigned to a role (see Assigning Action Detail Values elsewhere in this section.)
	Required: Indicates if the routing represented by this responsibility should be required. If this is set to True and the responsibility fails to generate an action request (perhaps because no one is assigned to the associated Role) then the document will go into Exception status. If this routing is optional this value will be False and the document will simply skip this responsibility if no requests are generated.
Responsibility Identifier	Display only. The unique system-assigned ID number identifying this responsibility.
Responsibility Name	Display only. The descriptive name of this responsibility. For most Responsibilities the name is Review.
Responsibility Namespace	Display only. The Namespace identifies the application and module associated with this responsibility.

Assigning Action Detail Values

When adding a responsibility with an **Action Detail Values at Role Member Level** value of False, you must complete additional fields in a Responsibility Action sub-section. The system displays this section immediately beneath the responsibility you've just added.

The fields in this sub-section define the type of action requests generated for and the general workflow behavior associated with this responsibility. Entries in these fields cause the system to generate the same type of action requests for all members of this role and handle actions by all members in the same way.

Responsibility Action Section

Responsibility Action section field definitions

Title	Description
Action Policy Code	Required. This value determines what happens if multiple members of this role receive the same action request and one of them takes the action. This currently only applies in situations where a single action request is generated to multiple role members (i.e. the action details exist at the role level) or a role is assigned to another role and these nested role members receive an action request. For example, if a role with a responsibility with action details defined at the role level has three

	members assigned, all of these members receive the action request defined here; this code determines what the system does when one of them takes action on the document.
	A value of FIRST indicates that the first role member to take action on the document will automatically clear all the requests for this responsibility that may be in other role member's action lists.
	A value of ALL indicates that each role member must take individual action to clear his or her requests.
Action Type Code	Required. The type of action request that the system is to generate for this responsibility. Options include Approve, FYI and Acknowledge.
Force Action	Check the box to indicate that each user must take this action for this request even if the user has already previously taken action on this document. Leaving the box unchecked allows a request to be immediately fulfilled if the role member has previously taken action on this specific document.
Name	Display only. The namespace and name of the responsibility associated with these action details.
Priority Number	Optional. If multiple requests are generated at the route node specified on this responsibility, this value determines in the order in which the system will generate these requests. The system processes requests with lower priority numbers before processing requests with higher numbers. Requests with no number are treated as a priority of 1.

Assignees Tab

This tab contains all members who belong to this role. You may also use the tab to add new members and edit the values associated with existing members.

Assignees tab field definitions

Title	Description
Active From Date	Optional. Allows you to qualify this member's association with this role by date. Entering a from date will define the earliest date on which this member is a valid member of this role.
Active To Date	Optional. Allows you to deactivate a member's association with a role on a specific date. The date you enter defines the date the user is no longer a member of this role. You cannot delete or inactivate role members. To remove a member from a role, specify an active to date.
Member Identifier	Required. Enter the ID of the member you want to add or use the lookup icon to search for and select a valid value. The lookup directs you to the **Principal**, **Group** or **Role** lookup based on your **Member Type Code** selection.

Name	Display only. Identifies the name of the member being assigned to this role.
Namespace Cd	Display only. Identifies the namespace code associated with this role member. Note that only groups and roles will display a namespace code.
Type Code	Required. Role members can be principals (as defined on the Person document), groups or other roles. Select the type of member you want to add to this Role.

Additional fields may be required, such as Chart Code or Organization Code, depending on the role type selected.

Note that when assigning roles to other roles (nesting roles), qualifying values are not required. Some roles in Kuali Financials base data contain special logic to derive the required qualifiers from the nested role itself without qualifiers being specified. You may always specify qualifying values for a nested role and should do so unless you know the role being assigned contains logic to derive the qualifiers from the nested role.

Delegations Tab

This tab identifies delegates associated with the role. Delegates are users that a member of this role has authorized to have the same permissions and take the same actions as the member is authorized to take.

The Assignees Tab dealing with Delegates is slightly different as detailed in the following table. Note that if the members of a role require qualifying values, the delegation requires these values as well. In most cases, delegates must have the same qualifiers as the role member they are associated with.

Delegations tab field definition

Title	Description
Active From Date	Optional. If you want you can qualify this delegate's association with this role by date. Entering a from date will define the earliest date on which this delegate is a valid delegate for this role.
Active To Date	Optional. Allows you to deactivate a delegate's association with a role on a specific date. The date you enter defines the date on which the user is no longer a delegate for this role. You cannot delete or deactivate delegates. To remove a delegate from a role, enter an active to date.
Delegation Type Code	Required. Select Secondary or Primary. Note that this selection only applies to responsibilities associated with the role and indicates if the delegate will receive documents directly in their action list (Primary) or may choose to view documents in their action list using the secondary

	delegate list (**Secondary**).
Member Identifier	Required. Enter the ID that identifies the delegate you want to add or use the lookup icon to search for and select a valid value. Note that the lookup will direct you to the **Principal**, **Group** or **Role** lookup based on your **Member Type Code** selection.
Member Name	Display only. Shows the name of the selected delegate.
Member Namespace Code	Display only. Identifies the namespace associated with the selected delegate. Note that only delegations to groups or roles will display a member namespace code.
Member Type Code	Required. Delegates may be principals (as defined on the Person document), groups or other roles. Select the type of delegate you want to add to this role.
Role Member	Required. Use the lookup icon to search for and return the member of this role you wish to create a delegate for.

Additional fields may be required, such as **Chart Code**, depending on the role type selected.

Room

The Room document defines a unique room number within a specific building on a particular campus. The room code is used to identify the room where goods should be delivered or inventory is housed.

Document Layout

Room field definitions

Title	Description
Active Indicator	Indicates whether a room code is active or inactive. Remove the check mark to deactivate the room code.
Building Address Description	A functional description or street address of the building in which the room is located.
Building Code	The unique identifier for the building in which the room is located.
Building Room Department	The name of the department to which the room is assigned.
Building Room Number	The unique identifier for the room.
Building Room Type	The particular type of room.
Campus Code	The campus code of the campus in which the room is located.

Special Batch File Upload

The Special Batch File Upload is used to load very large files into the General Ledger or Labor Ledger origin entry directories. Once the file has been uploaded the General Ledger Correction Process can be used to load the file for processing via the Database option. Use the same file format that is used to upload files via the General Ledger Correction Process or the Labor Ledger Correction Process.

⚠ This functionality is not currently functioning.

System Options

The System Options document defines many attributes of a fiscal year, including balance types, object types and the university chart level. It also contains values that have an impact on how sufficient funds checking works for a given fiscal year.

💡 When you are configuring object types, it is important to cross reference the Object Type Table, System Options Table and the OBJECT_TYPES parameters in the Parameter Table.

Document Layout

System Options field definitions

Title	Description
Actual Balance Type	Required. Enter the balance type used to identify Actuals in the fiscal year, or search for it from the **Balance Type** lookup icon.
Assets Object Type	Required. Enter the object type used to identify the Asset category in the fiscal year, or search for it from the **Object Type** lookup icon.
Base Budget Balance Type	Required. Enter the object type used to identify Base Budget in the fiscal year, or search for it from the **Object Type** lookup icon.
Beginning Balances Loaded Indicator	Optional. Select the check box if the beginning balances for the fiscal year have been loaded. If beginning balances have not been loaded then cash level sufficient funds checking must check both the previous and current fiscal years. Clear the check box if the beginning balances for the fiscal year have not been loaded.
Budget Checking Balance Type	Required. Enter the balance type used to identify Budget Checking in the fiscal year, or search for it from the **Balance Type** lookup icon.
Budget Checking Options Code	Required. Select the check box to enable sufficient funds checking for the fiscal year. Clear the check box if it is not.
Cash Not Income Object Type	Required. Enter the object type used to identify the Cash Not Income category in the fiscal year or search for it from the **Object Type** lookup icon.
Chart Code	Required. Enter the university level chart code defined for the fiscal year, or search for it from the **Chart** lookup icon.
Cost Share Encumbrance Balance Object Type	Required. Enter the object type used to identify cost share encumbrances in the fiscal year, or search for it from the **Object Type** lookup icon.
Eliminations Balance Type	Required. Enter the balance type used to identify Eliminations in the fiscal year, or search for it from the **Balance Type** lookup icon.
Expenditure/Expense Object Type	Required. Enter the object type used to identify the Expenditure/Expense category in the fiscal year, or search for it from the **Object Type** lookup icon.
Expenditure Not Expense Object Type	Required. Enter the object Type used to identify the Expenditure Not Expense category in this fiscal year, or search for it from the **Object Type** lookup icon.
Expense Not Expenditure	Required. Enter the object Type used to identify the Expense Not

Object Type	Expenditure category in the fiscal year, or search for it from the **Object Type** lookup icon.
External Encumbrance Balance Type	Required. Enter the balance type used to identify External Encumbrances in the fiscal year, or search for it from the **Balance Type** lookup icon.
Fiscal Year	Required. Enter the fiscal year for which values are being defined.
Fiscal Year Name	Required. Enter the descriptive name of the fiscal year.
Fiscal Year Start Month	Required. Enter the calendar month when the fiscal year begins
Fiscal Year Start Year	Required. Enter the calendar year when the fiscal year begins.
Fund Balance Object Type	Required. Enter the object type used to identify the Fund Balance category in the fiscal year, or search for it from the **Object Type** lookup icon.
Income/Cash Object Type	Required. Enter the object Type used to identify the Income/Cash category in the fiscal year, or search for it from the **Object Type** lookup icon.
Income Not Cash Object Type	Required. Enter the object type used to identify the Income Not Cash category in the fiscal year, or search for it from the **Object Type** lookup icon
Internal Encumbrance Balance Type	Required. Enter the balance type used to identify Internal Encumbrances in the fiscal year, or search for it from the **Balance Type** lookup icon.
Liabilities Object Type	Required. Enter the object type used to identify the Liabilities category in the fiscal year, or search for it from the **Object Type** lookup icon.
Monthly Budget Balance Type	Required. Enter the object type used to Monthly Budget in the fiscal year, or search for it from the **Object Type** lookup icon.
Nominal Closing Balances Balance Type	Required. Enter the object type used to identify Nominal Balance closing entries in the fiscal year, or search for it from the **Object Type** lookup icon.
Pre-Encumbrance Balance Type	Required. Enter the balance type used to identify Pre-Encumbrances in the fiscal year, or search for it from the **Balance Type** lookup icon.
Transfer In Object Type	Required. Enter the object type used to identify Transfer In transactions in the fiscal year, or search for it from the **Object Type** lookup icon.
Transfer Out Object Type	Required. Enter the object type used to identify Transfer Out transactions in the fiscal year, or search for it from the **Object Type** lookup icon.

Tax Region

The Tax Region document defines tax regions within tax types, normally mandated by state law, for use within various system transactions.

Document Layout

The Tax Region document includes the **Create Tax Regions**, **Tax Region Rates**, and **Tax Region [Counties,** **States,** and **Postal Codes]** tabs.

Create Tax Regions Tab

Create Tax Regions tab definition

Title	Description
Active Indicator	Indicates whether a tax region code is active or inactive. Remove the check mark to deactivate the tax region code.
Liability Account Number	Required. The account number to which liability transactions resulting from tax calculations will post. Existing account numbers may be retrieved from the lookup icon.
Liability Chart Code	Required. The chart code for the organization that owns the liability account number to which transactions will post. Existing chart codes may be retrieved from the lookup icon. When the parameter ACCOUNTS_CAN_CROSS_CHARTS_IND parameter is set to N the system derives the chart and this value is read-only.
Liability Object Code	Required. The liability object number to which transactions resulting from tax calculations will post. Existing object codes may be retrieved from the lookup icon.
Tax Region Code	The tax region code associated with this tax type.
Tax Region Name	Required. Familiar title for the specific tax region associated with a tax type.
Tax Region Type Code	The code for the tax region type associated with this tax region.
Tax Region Use Tax Indicator	Indicates whether use tax applies to this tax region. Remove the check mark if no use tax applies.

Tax Region Rates Tab

Multiple tax rates may be applied to a tax region.

Tax Region Rates tab field definitions

Title	Description
Effective Date	Required. The effective date of a specific tax region and tax type.
Tax Rate	Required. The tax rate mandated by a taxing authority as of the effective date.

Tax Region [Counties, States, Postal Codes] Tab

Multiple states may be applied to a tax region.

The fields in this tab vary depending on the type of region, and required fields vary as well. The table below lists the fields for state regions only; other types of regions have similar fields for postal code, county, etc.

Tax Region State tab field definitions

Title	Description
Active Indicator	Indicates whether this code is active or inactive for the tax region. Remove the check mark to deactivate the country, state, or postal code for this tax region.
Country Code	Required. Identifies the associated country. Existing country codes may be retrieved from the lookup icon.
State Abbreviation	Required. Identifies the state applicable to a specific tax region and tax type. Existing state abbreviations may be retrieved from the lookup icon.

Tax Region Type

The Tax Region Type document identifies the type of tax regions used system-wide. Taxes may apply to regions such as county or state and may be applied to payments being received or to disbursements being issued.

Document Layout

Tax Region Types field definitions

Title	Description
Active Indicator	Indicates whether the tax region type code is active or inactive. Remove the check mark to deactivate the tax region type code.
Tax Region Type Code	The tax region type code associated with a tax type.
Tax Region Type Name	Required. Familiar title for the specific tax region type associated with this tax type.

Unit of Measure

The Unit of Measure document defines the different units of measure that can be applied to purchase order line items.

Document Layout

Unit of Measure field definitions

Title	Description
Active Indicator	Indicates whether a unit of measure is active or inactive. Remove the check mark to deactivate this unit of measure.
Item Unit of Measure Code	A code to identify this unit of measure.
Item Unit of Measure Description	Required. The familiar name for this unit of measure.

University Date

The University Date document is used to map individual dates to Fiscal Years and Fiscal Periods.

Document Layout

University Date field definitions

Title	Description
Fiscal Year	Required. The fiscal year associated with this university date. Existing fiscal years may be retrieved from the lookup icon.
University Date	The calendar date for a financial period.
University Fiscal Accounting Period	Required. The fiscal period associated with this university date. Existing accounting periods may be retrieved from the lookup icon.

⚠ **University Date Table and Scrubber:** The University Date Table is used by the Scrubber to determine the posting accounting period of a document when the accounting period is not specified. The University Date Table is normally populated by the Genesis process at the beginning of the fiscal year.

Wire Charge

The Wire Charge document is used to establish information that is used to generate a charge for the processing of wire transfer payments on the DV documents. Wire transfer charge information is specific to a fiscal year and specifies the account that receives the income and in what object codes the expense and income are generated. Wire transfer charges are applied to the first account listed in the **Accounting Lines** tab of a Disbursement Voucher.

Document Layout

Wire Charge field definitions

Title	Description
Account Number	Required. The account number to be used for the income received from this wire charge. Existing account numbers may be retrieved from the lookup icon.
Chart Code	Required. The chart code associated with the wire charge. Existing chart codes may be retrieved from the lookup icon. When the parameter ACCOUNTS_CAN_CROSS_CHARTS_IND parameter is set to N the system derives the chart and this value is read-only.
Expense Object Code	Required. The expense object code to be used for expenses incurred by this wire charge. Existing expense object codes may be retrieved from the lookup icon.
Domestic Charge Amount	Required. The dollar amount to be charged for wire transfers flagged as domestic.
Foreign Charge Amount	Required. The dollar amount to be charged for wire transfers flagged as foreign.
Income Object Code	Required. The income object code used for income generated from this wire charge. Existing income object codes may be retrieved from the lookup icon.
University Fiscal Year	Required. The fiscal year in which the wire charge information is valid.

Rice Attribute Maintenance Documents

The following menu items are accessible in the Rice portal and are used by modules in Kuali Financials. Only functionality that is used by Financials is documented. Person, Role and Group can be accessed from both Financials and Rice and are documented in the System Attribute Maintenance Documents section. The Financials Dashboard provides a link to the Rice Portal.

Rice Attribute Maintenance documents

Document	Description
Address Type	Defines the codes used for categorizing various types of vendor addresses.
Affiliation Type	Defines the affiliation types that may be associated with a Person record in KIM.
Campus	Identifies the different fiscal and physical operating entities of an institution.
Campus Type	Designates each campus as physical only, fiscal only or both.
Country	Assigns specific identifying codes to country names.
County	Assigns specific identifying codes to county names.
Document Type	Defines the valid Financials and Rice document types.
Email Type	Identifies the types of email that may be associated with a Person record in KIM.
Employee Status	Defines the various status codes that may be assigned to an Affiliation record of the faculty or staff type on the Person document in KIM.
Employee Type	Defines the employment types that may be assigned to an Affiliation record of the faculty or staff type on the Person document in KIM.
Entity Type	Defines the entity types that may be used in KIM.
External Identifier Type	Specifies the types of external identifiers that may be associated with a Person record that has been generated by a non-Kuali system.
Name Type	Identifies various types of name to allow for multiple names to be associated with the **Contact** Tab on the Person record.
Namespace	Represents modules or large pieces of functionality.
Parameter	Defines parameters and business rules in Kuali Financials.
Parameter Component	Defines valid components of the system to which parameters can be related.
Parameter Type	Defines the basic types of parameters that can be created.
Permission	Restricts and enables user actions In Kuali Financials. A simple permission might allow users to open a particular type

	of document, and a more complex permission might allow only certain users to complete a specific field on a document when the document is at a particular point in its workflow.
Phone Type	Defines the codes used to identify various categories of vendor phone or fax numbers.
Postal Code	Defines zip codes by city and state cross-references.
Responsibility	Determines when users receive workflow requests and what types of requests are generated. Most responsibilities are specific to particular document types and correspond to one of the route nodes on that document type.
Role/Group/Permission/Responsibility Type	Defines valid types for roles, groups and responsibilities. All of these values must belong to an associated type that shares certain characteristics (often a set of qualifiers).
Routing and Identity Management Document Type Hierarchy	This special view combines KIM data with the Kuali Financials Document Type Hierarchy. It visually displays the parent and child relationships between Kuali Financials document types and the route nodes that are associated with each.
State	Defines U.S. Postal Service codes used to identify states.

Address Type

The Address Type Lookup displays the types of addresses that may be associated with Person records in KIM.

Attribute Lookup

Address Type Lookup results definition

Title	Description
Active Indicator	Display only. Indicates whether this address type is active (in which case the system displays it in the **Address Type** list on the Person document).
Address Type Code	Display only. The unique code for this type of address.
Address Type Name	Display only. The familiar title of this address type.
Display Sort Code	Display only. An alphabetical character used to determine the order in which address types are displayed in the list on the Person document.

Affiliation Type

Affiliation types specify codes and text descriptions for the different types of affiliations that can be associated with a Person record in KIM. These codes may be used for data sorting or retrieval purposes. The Affiliation Type Lookup displays the valid affiliation code types.

Attribute Lookup

Affiliation Type Lookup results definition

Title	Description
Active Indicator	Display only. Indicates whether this type of affiliation is active (in which case the system displays it in the **Affiliation Type** list on the Person document).
Affiliation Type Code	Display only. A unique code that identifies this type of affiliation. The base values are: AFLT - Affiliate FCLTY - Faculty STAFF - Staff STDNT - Student
Affiliation Type Name	Display only. A text description of this type of affiliation.
Display Sort Code	Display only. An alphabetical character used to determine the order in which the system displays affiliation types in the list.

Campus

The Campus Maintenance Document is used to identify the different fiscal and physical operating entities of an institution for use in Kuali Financials. A campus may be identified as a fiscal entity, a physical entity, or both.

Document Layout

Campus field definitions

Title	Description
Active Indicator	Indicates whether this campus code is active or inactive in Kuali Financials. Remove the check mark to deactivate this campus code.
Campus Code	Required. The unique identifying code assigned to a campus.
Campus Name	Required. The familiar name for a specific university campus.
Campus Short Name	Required. An abbreviated name for a specific campus; used in reports in which space is limited.
Campus Type Code	Required. Indicates the type of campus. Valid values are: B: - Both F - Fiscal P – Physical

Campus Type

Campus Type defines the valid types of campuses that can be selected when creating a new campus.

Document Layout

Campus Type field definitions

Title	Description
Active Indicator	Required. Indicates whether the campus code is active or inactive. Remove the check mark to deactivate a campus type and remove it from the list on the Campus document.
Campus Type Code	Required. Enter a code to identify this type of campus.
Campus Type Name	Required. Enter a descriptive name for this campus type.

Country

The Country Maintenance document is used to assign specific identifying codes to country names.

Document Layout

Country field definitions

Title	Description
Active Indicator	Indicates whether this country code is active or inactive in Kuali Financials. Remove the check mark to deactivate this country code.
Alternate Country Code	**Optional. Another code by which this country may be identified.**
Country Code	**Required. A unique identifying code assigned to a country.**
Country Name	**Required. A familiar name of a specific country.**

County

The County Maintenance document is used to assign specific identifying codes to county names.

Document Layout

Counties tab field definitions

Title	Description
Active Indicator	Indicates whether the county code is active or inactive in Kuali Financials. Remove the check mark to deactivate this county code.
Country Code	**The country code for the country in which this county is located.**
County Code	A unique identifying code assigned to this county.
County Name	Required. The familiar name of this county.
State	The state abbreviation assigned to **the state in which a county is located.**

Document Type

The Document Type document defines basic information about the document types that exist in Kuali Financials. It also defines document types specific to workflow and KIM. Many definitions of a document type not defined here are included in its workflow process definition and the data dictionary (a technical resource). The workflow process definition for a document type can be viewed using the Document Type lookup.

For more information about workflow, see Workflow: Overview and Key Concepts in *Kuali Financials Overview and Introduction to the User Interface*.

Document Layout

The Document Type document contains the **Document Type** and **Fields Available for Retroactive Application** tabs.

Document Type Tab

Document Type tab field definitions

Title	Description
Document Handler URL	Optional. (Technical) Identifies the basic URL that will take a user to this document type.
Name	Required. The common name of the document type. For most Kuali Financials documents the name is a four-character abbreviation. Note that while the name field can support longer names (and KEW and KIM documents are examples of these) the Labor Ledger and General Ledger can only support document names up to four characters in length. If you are creating a new document type that will eventually populate the ledgers be sure to abide by this four character convention.
Notification From Address	Optional. The email address that will appear as the From address on any action list notifications sent by workflow for this document type. This allows several applications using workflow to maintain separate notification email addresses.
Parent Name	Required. Every document type must answer to another document type in a parent/child relationship. Use the lookup to search for the document type to which this document type will answer.
	Document types can inherit important definitions from their parent document types, including permissions and responsibilities.
Active	Required. The box should be checked if the document type is active and available for use. Uncheck the box to inactivate the document type. Note

that you cannot post Labor Ledger or General Ledger entries with inactive document types.

Fields Available for Retroactive Application Tab

These are Document Type definitions that can be edited retroactively if need be. This means that should you decide to change one of these values for a given document type it is possible to apply the change retroactively to any documents of this type already created. For example, if you decided to change the Label of the Budget Adjustment document type you could choose to have that label change apply to historical Budget Adjustment documents in your Kuali Financials system.

Fields Available for Retroactive Application tab field definitions

Title	Description
Apply Label Change Retroactively	Optional. Check this box only when updating an existing document type and only if you wish the fields on this tab to be updated on previously created versions of documents of this type.
Description	Optional. A text description of this document type.
Help Definition URL	Optional. (Technical) Identifies the URL where the online help content for this document type resides.
Label	Optional. The Label appears in most places where document types are displayed in results (including the action list and document search screens) and is commonly longer than the document Name, which is often an abbreviation.

Document Type Inquiry

The Document Type Inquiry contains some additional fields that are not defined on this document but referenced from their source (either the corresponding workflow process definition or data dictionary information). These fields are defined below.

Document Type Inquiry definition

Title	Description
Parent ID	Display only. The unique, system-generated ID number that identifies the parent document of this Document Type.
ID	Display only. The unique, system-generated ID number that identifies this document type.

Post Processor Class	Display only. (Technical.) Identifies the post processor this document type calls upon reaching a completed workflow status (usually Final or Processed). The post processor is the code that tells Kuali Financials what tables to update when a document is approved.
Service Namespace	Display only. The namespace (large functional category) that is associated with this document type.

Email Type

The Email Type Lookup is used to display the types of email addresses that may be entered on a Person record in KIM.

Attribute Lookup

Email Type Code Lookup results definition

Title	Description
Active Indicator	Display only. Indicates whether this email address type is active (in which case the system displays it in the **Email Type** list on the Person document).
Display Sort Code	Display only. An alphabetical character used to determine the order in which email address types are displayed in the list on the Person record.
Email Type Code	Display only. A unique code identifying this type of email address. The base data values are: HM - Home OTH - Other WRK - Work
Email Type Name	Display only. A descriptive label for this type of email address.

Employee Status

The Employee Status Lookup allows you to view the various status codes that can be assigned to a faculty or staff type of affiliation on the Person document in KIM.

Attribute Lookup

Employee Status Lookup definition

Title	Description
Active Indicator	Display only. Indicates whether this employee status is active (in which case the system displays it in the **Employee Status** list on the Person document).
Display Sort Code	Display only. A numeric value used to determine the order in which employee statuses are displayed in the list.
Employee Status Code	Display only. A unique code to identify this employee status code. The base data values are: A - Active D - Deceased L - On Non-Pay Leave N - Status Not Yet Processed P - Processing R - Retired T - Terminated
Employee Status Name	Display only. A descriptive label for this employee status.

Employee Type

The Employee Type Lookup allows you to view the various status codes that can be assigned to a faculty or staff type of affiliation on the Person document in KIM.

Attribute Lookup

Employee Type Lookup results definition

Title	Description
Active Indicator	Display only. Indicates whether this employee type is active (in which case the system displays it in the **Employee Type** list on the Person document).
Display Sort Code	Display only. A numeric value used to determine the order in which employee types are displayed in the list.
Employee Type Code	Display only. A unique code identifying this type of employee. The base data values are: N - Non-Professional O - Other P - Professional
Employee Type Name	Display only. A descriptive label for this type of employee.

Entity Type

The Entity Type Lookup displays the various entity types recognized in KIM.

Attribute Lookup

Entity Type Lookup results definition

Title	Description
Active Indicator	Display only. Indicates whether this entity type is active. Because entity types are not viewable elsewhere in the application, inactivation will have no apparent effect.
Display Sort Code	Display only. A numeric value used to determine the order in which entity types would be displayed in a list.
Entity Type Code	Display only. A unique code that identifies this entity type. The base data values are: PERSON - Person SYSTEM - System
Entity Type Name	Display only. A descriptive label for this entity type.

External Identifier Type

The External Identifier Type Lookup displays the identifiers that may be associated with a Person record that has been generated by a non-Kuali system. The only example in Kuali Financials base data is Tax ID number.

Attribute Lookup

External Identifier Lookup results definition

Title	Description
Active Indicator	Display only. Indicates whether this external identifier type is active.
Display Sort Code	Display only. A numeric value that determines the order in which external identifier types are displayed in the list.
External Identifier Type Code	Display only. A unique code that identifies this external identifier type. The base data value is: TAX - Tax ID
External Identifier Type Name	Display only. A descriptive label for this external identifier type.

Name Type

The Entity Name Type Lookup allows you to view the types of names that can be associated with a person on the **Contact** tab of a KIM Person document.

Document Layout

Name types cannot be edited via the interface. Technical assistance is required to add new or edit existing name types.

Entity Name Type Lookup results definition

Title	Description
Active Indicator	Display only. Indicates whether this name type is active (in which case the system displays it in the **Name Type** list on the Person document).
Display Sort Code	Display only. An alphabetic value that determines the order in which name types are displayed in the list.
Entity Name Type Code	Display only. A unique code that identifies this type of name. The base data values are: OTH - Other PRFR - Preferred PRM - Primary
Entity Name Type Name	Display only. A descriptive label for this name type.

Namespace

Namespace codes are used to identify various pieces of functionality and generally correspond to large functional areas.

→ The Kuali Financials Parameters, Namespaces, Components and Parameter Types have been separated out from the Rice Namespaces, Components, Parameter Types and Parameters. Financials Namespaces, Components and Parameter Types cannot be edited via the UI and require technical assistance to create or modify. Rice Parameters can be edited via the UI, but any changes made to objects with a KFS namespace are not reflected in the Kuali Financials Parameters, Namespaces, Components or Parameter Types.

Attribute Lookup

Namespace Lookup results definition

Title	Description
Namespace Code	Identifies the module, or a large piece of functionality.
Namespace Name	A longer text description for this namespace code.
Application ID	Identifies the application (KFS, KC).
Active Indicator	Indentifies whether or not a particular Namespace is active.

Parameter

The Parameter document is used to define parameters and business rules in Rice. A specific value of a parameter can vary based on what the parameter is used to define. Some parameters create business rules. These rules create restrictions and enforce valid values and combinations on various document types or batch processes. The value may, for example, be how the action list or doc search behaves or it may be a simple yes or no value to turn an option on or off.

The Kuali Financials Parameters, Namespaces, Components and Parameter Types have been separated out from the Rice Namespaces, Components, Parameter Types and Parameters. Financials Namespaces, Components and Parameter Types cannot be edited via the UI and require technical assistance to create or modify. Rice Parameters can be edited via the UI, but any changes made to objects with a KFS namespace are not reflected in the Kuali Financials Parameters, Namespaces, Components or Parameter Types.

Document Layout

Parameter tab field definitions

Title	Description
Application ID	Required. Enter the application namespace to identify the application to which this parameter applies. This value should be set to KFS.
Component	Required. Enter the parameter component code or search for it from the **Parameter Component** lookup icon.
Namespace Code	Required. Select the appropriate Namespace code for the parameter from the **Namespace Code** list or search for it from the lookup icon.
Parameter Constraint Code	Required. Select **Allowed** if the parameter is to allow the defined parameter value within Kuali Financials application. Select **Denied** if the parameter is to deny the defined parameter value within Kuali Financials application. Consult with technical resources if you are unsure of the appropriate constraint code for a given parameter.
Parameter Description	Required. Describe the purpose and usage of the parameter. The description is used for a documentation purpose.
Parameter Name	Required. Enter the name of the parameter being defined.
Parameter Value	Required. Enter the value for the parameter. The nature of a given parameter determines what form the parameter value should take. In some cases it is text for a user to view or it could be a value such as an account number or an object code. In cases where multiple values are allowed they should be separated by a semi-colon. Consult with technical resources if you are unsure what format a specific parameter value should take.

Parameter Type Code	Required. Select the parameter type code from the **Parameter Type** list or search for it from the lookup icon.

Default types include:

Authorization: Not used in Kuali Financials.

Config: Used to establish institution values not specific to validation.

Document Validation: Used to establish business rules for documents.

Help: Used to establish custom help URLs. |

Parameter Component

The Parameter Component document defines valid components that can be associated with a parameter. Parameter components indicate a general or specific piece of Rice functionality to which a parameter applies. Some Parameter Components are generic (batch, lookup, all) while others are very specific and refer to particular processes, documents or even specific tabs or fields on documents.

The Kuali Financials Parameters, Namespaces, Components and Parameter Types have been separated out from the Rice Namespaces, Components, Parameter Types and Parameters. Financials Namespaces, Components and Parameter Types cannot be edited via the UI and require technical assistance to create or modify. Rice Parameters can be edited via the UI, but any changes made to objects with a KFS namespace are not reflected in the Kuali Financials Parameters, Namespaces, Components or Parameter Types.

Attribute Lookup

Financials Parameter Lookup results definition

Title	Description
Active Indicator	Indicates whether or not the component is active.
Component	Defines the component.
Component Name	Defines the component.
Namespace Name	Identifies the namespace code the component is associated with.

Parameter Type

The Parameter Type broadly defines what a parameter is used for.

The Kuali Financials Parameters, Namespaces, Components and Parameter Types have been separated out from the Rice Namespaces, Components, Parameter Types and Parameters. Financials Namespaces, Components and Parameter Types cannot be edited via the UI and require technical assistance to create or modify. Rice Parameters can be edited via the UI, but any changes made to objects with a KFS namespace are not reflected in the Kuali Financials Parameters, Namespaces, Components or Parameter Types.

Attribute Lookup

Parameter Type results definition

Title	Description
Active Indicator	Indicates whether or not the Financials Parameter Type is active.
Parameter Type Code	Unique Identifier.
Parameter Type Name	Descriptive name for this parameter type.

Permission

The Permission document allows you to create new permissions or edit existing ones. The Permission Lookup allows you to search for and view existing permissions. You can view summarized information about the permission detail values as well as the roles that are currently associated with this permission.

⚠ Extreme caution should be exercised when modifying existing permissions or adding new ones. Even small changes can have application-wide consequences. Changes should be made only after sufficient testing with your local configuration.

Permission Lookup search field definitions

Title	Description
Group Name	Optional. To search for a permission based on the name of a group that has this permission through its association with a role, enter an appropriate group name.
Group Namespace	Optional. To search for a permission based on the namespace of groups that have this permission through the group's association with a role, enter an appropriate group namespace.
Permission Detail Values	Optional. To find a permission based on a specific permission detail value associated with it, enter the value.
Permission Name	Optional. To search for a permission by name, enter its name.
Permission Namespace	Optional. To search for a permission based on its namespace, select the appropriate permission namespace.
Principal Name	Optional. To search for a permission based on the principals that currently have this permission through their association with a role, enter an appropriate principal name.
Role Name	Optional. To search for a permission based on the role to which it is assigned, enter the appropriate role name.
Role Namespace	To search for a permission based on the namespace of the role to which it is assigned, enter the appropriate role namespace.
Template Name	Optional. To search for a permission based on the name of the template it is based on, enter the appropriate template name.
Template Namespace	Optional. To search for a permission based on its template namespace (that is, the name of the application and module to which its template belongs), select the appropriate namespace.

The Permission results display contains the fields described in the table below.

Permission Lookup results fields

Title	Description
Granted to Roles	Lists the namespace and name of roles that have this permission. Click on the linked name to view the Role inquiry.
Permission Description	Display only. Detailed information that describes the permission and its purpose.
Permission Detail Values	Display only. Detailed information that, in combination with the permission name, defines the permission's function. For example, if the permission name is Initiate Document, the Permission Detail Values field indicates the specific type of document the initiate permission pertains to. Permission detail values can include many different types of data. Some common types are defined below. **documentTypeName:** The name of the document type associated with this permission. **routeNodeName:** The point in a document's workflow routing at which this permission becomes relevant. **routeStatusCode:** The routing status that a document must be in for this permission to apply. **propertyName:** Often, a field or document element that the permission pertains to.
Permission Name	The descriptive name for this permission. In most cases this will match the Template Name.
Permission Namespace	The code designating the application and module this permission is associated with.
Template Name	The template the permission is based on. A template usually defines, in a broad sense, what the permission controls. Similar types of permissions share the same template.
Template Namespace	The code identifying the application and module the template pertains to. Because templates tend to be general categories, they are often associated with system-level namespaces.

To view a Permission Inquiry, click the Permission Name of the appropriate row in the search results. The Inquiry screen contains the same information as the Search Results in a slightly different format.

Document Layout

The Permission document includes **Permission Info** and **Permission Details** tabs.

Permission Info Tab

This tab identifies the permissions with a unique system-assigned ID number, a template, namespace, name and description.

Permission Info tab field definitions

Title	Description
Active Indicator	Required (defaults to Yes). Change the default selection if you wish this permission to be inactive. Inactive permissions will be disregarded by KIM when doing permission checks.
Permission Identifier	Display only. The unique, system-assigned ID number that identifies this permission.
Permission Name	Required. A text name identifying this permission.
Permission Namespace	Required. An indicator that associates the permission with a particular application and module.
Permission Description	Optional. Enter a text description of what this permission does.
Template ID	Required. Select the Template this permission is associated with. Templates identify broad permission types.

Permission Details Tab

This tab identifies the permission values that KIM needs to make this permission function. These values vary greatly depending on the type of permission being created. It is highly recommended that users view similar permissions (those with the same Template ID) and discuss Permission Details with technical resources to ensure values are entered correctly.

Permission Details tab field definitions

Title	Description
Permission Details	Optional (though most permissions require some details to be functional). Enter the permission details specific to this permission. Details should be entered as the name of the property followed by an equal sign followed by the value of the property. When entering multiple details they should be separated by a hard return in the text box, such as: componentName=IdentityManagementPersonDocument propertyName=taxId

Phone Type

The Phone Type Lookup displays codes that identify various categories of phone numbers on the Person document.

Document Layout

Phone Type Lookup results definition

Title	Description
Active Indicator	Display only. Indicates whether this phone type is active (in which case the system displays it in the **Phone Type** list on the Person document).
Display Sort Code	Display only. An alphabetic value that determines the order in which phone types are displayed in the list.
Phone Type Code	Display only. The code that identifies the type of phone number.
Phone Type Name	Display only. The descriptive name for this type of phone number.

Postal Code

The Postal Code Maintenance document defines the zip code by city and state.

The user may also enter a city and state to find the associated zip code.

Document Layout

Postal Codes tab field definitions

Title	Description
Active Indicator	Indicates whether the postal code is active or inactive in Kuali Financials. Remove the check mark to deactivate this postal code.
City Name	Required. The name of the city **associated with the zip (postal) code**.
Country Code	**The country code for the country associated with the zip (postal) code.**
County Code	The unique identifying code for the county **associated with the zip (postal) code**.
Postal Code	Identifies a Postal Service code.
State	Required. The state **associated with the zip (postal) code.**

Responsibility

The Responsibility document allows you to create new responsibilities or edit existing ones. The Responsibility Lookup allows you to search for and view existing responsibilities. You can view summarized information about the responsibility detail values as well as the roles with which the responsibility is currently associated.

Information about the Responsibility document follows detailed information about the Responsibility Lookup below.

⚠ Caution should be exercised when modifying existing responsibilities or adding new ones. Relatively minor changes can result in disruptions to the workflow of documents if made in error. Changes should be made only after sufficient testing with your local configuration.

Responsibility Lookup search criteria

Title	Description
Definitions	Optional. To find a responsibility based on a specific responsibility detail value associated with it, enter the value.
Group Name	Optional. To search for a responsibility based on the name of a group that has this responsibility through its association with a role, enter an appropriate group name.
Group Namespace	Optional. To search for a responsibility based on the namespace of groups that have this responsibility through the group's association with a role, enter an appropriate group namespace.
Principal Name	Optional. To search for a responsibility based on the principals that currently have this responsibility through their association with a role, enter an appropriate principal name.
Responsibility Name	Optional. To search for a responsibility by name, enter its name.
Responsibility Namespace	Optional. To search for a responsibility based on its namespace, select the appropriate responsibility namespace.
Role Name	Optional. To search for a responsibility based on the role to which it is assigned, enter the appropriate role name.
Role Namespace	To search for a responsibility based on the namespace of the role to which it is assigned, enter the appropriate role namespace.
Template Name	Optional. To search for a responsibility based on the name of the template it is based on, enter the appropriate template name.
Template Namespace	Optional. To search for a responsibility based on its template namespace (that is, the name of the application and module to which its responsibility template belongs), select the appropriate namespace.

The Responsibility results display contains the fields described in the table below.

Responsibility Lookup results fields

Title	Description
Granted to Roles	Lists the namespace and name of roles that have this responsibility. Click on the linked name to view the Role Inquiry.
Responsibility Detail Values	Display only. Detailed information that defines what document this responsibility generates action requests for, when the requests are generated and how they are handled by workflow. Unlike permissions, which sometimes have different detail values, responsibility detail values generally contain the elements defined below. **routeNodeName**: The point in a document's workflow routing at which this responsibility generates requests. **documentTypeName**: The name of the document type for which this responsibility generates action requests. This value may also be a parent document type, which indicates that this responsibility applies to all child documents that contain the appropriate route node. **actionDetailsAtRoleMemberLevel**: A True or False indicator that defines where the system collects details of this workflow action request. If the value is True, the system collects action details when members are assigned to the role. If the value is False, the system collects action details when this responsibility is assigned to a role. **required**: A True or False value that indicates whether the system is required to generate an action request for this document type. If the value is True and the document generates no requests associated with this responsibility, then the document will go into exception status. If the value is False and the responsibility generates no action requests, then the document continues to route as normal.
Responsibility Name	Defines the responsibility and must be unique.
Responsibility Namespace	The code designating the application and module this responsibility is associated with. This code usually corresponds to the namespace of the document type for which the responsibility generates action requests.
Template Name	The template the responsibility is based on. A template usually defines, in a broad sense, what the responsibility is. Since responsibilities normally are normally associated with action requests for user review, most responsibilities have a template name of Review.
Template Namespace	The code identifying the application and module the template pertains to. Because responsibilities pertain to workflow, most responsibility templates are associated with the KR-WKFLW (Kuali Rice-Workflow) namespace.

Document Layout

The Responsibility document includes the **Responsibility Info**, and **Responsibility Details** tabs.

Responsibility Info Tab

This tab identifies the responsibility with a unique system-assigned ID number, a namespace, name and description.

Responsibility Info tab field definitions

Title	Description
Active Indicator	Required (defaults to Yes). Change the default selection if you wish this responsibility to be inactive. Inactive responsibilities will be disregarded by Workflow.
Responsibility Description	Optional. Enter a text description of what this responsibility does.
Responsibility Identifier	Display only. The unique, system-assigned ID number that identifies this responsibility.
Responsibility Name	Required (defaults to Review). A text name identifying this responsibility. Note that this is the only valid value for this document. You cannot use the Responsibility document to establish or modify Responsibilities with the name Resolve Exception -these require a technical resource to modify.
Responsibility Namespace	Required. An indicator that associates the responsibility with a particular application and module.

Responsibility Details Tab

This tab identifies the document type and route node associated with this responsibility. It also defines other responsibility information such as whether or not the action details reside at the role member level.

Responsibility Details tab field definitions

Title	Description
Action Details at Role Member Level	Required (defaults to False). Check this box if you want role members associated with this responsibility to be able to define the type of workflow action they will need to take in order to fulfill the action request it generates.

Document Type Name	Required. Enter the name of the document type this responsibility is associated with or use the **Document Type** lookup icon to search for and select a value.
Qualifier Resolver Provided Identifier	Optional. In most cases this field should be blank. It can be used as an additional identifier KIM will use to choose the correct responsibility information for a given doc type. The document type must pass the provided identifier to KIM. This is only used in Kuali Financials based data for the routing of group documents. The group type ID is populated here and determines how the document routes (Chart and Organization type groups do organization review routing and default group types do not).
Required	Required (defaults to False). Check this box if you wish documents of this type to go into Exception status if this responsibility does not generate at least one action request.
Route Node Name	Required. The name of the route node at which this responsibility should be invoked.

Role/Group/Permission/Responsibility Type

KIM Types are used to associate similar roles, groups, permissions and responsibilities. For example, all roles with the type of Campus will collect a campus code for each member as a piece of qualifying data to tell KIM which campus that member is associated with.

Attribute Lookup

Kim Type Lookup results definition

Title	Description
Active Indicator	Display only. Indicates whether this type is active. Inactive types are not eligible for selection when creating new roles, groups, permissions, or responsibilities.
Namespace Code	Display only. The namespace code associated with this type.
Type Identifier	Display only. The unique identifying number assigned to this type.
Type Name	Display only. The descriptive name of this type. Clicking the name takes you to the Type Inquiry and displays the same information available in the lookup plus the name of the KIM service this type is associated with. The service is the piece of code that tells KIM how to interpret roles, groups, permissions or responsibilities of a given type.

Routing and Identity Management Document Type Hierarchy

This special view combines KIM data with the Kuali Financials Document Type Hierarchy. It visually displays the parent and child relationships between Kuali Financials document types and the route nodes that are associated with each. Users may also choose to view detailed configuration for each document type, including all KIM permissions and responsibilities related to that document.

Users who are authorized to edit document types, permissions and responsibilities may access these options directly via this screen.

Document Hierarchy View

When you access the Routing and Identity Management Document Type Hierarchy screen, the system initially displays the document hierarchy itself. Document types are indented under their parent document types.

To display the Document Type Inquiry for a document, click the document type name.

Users with permissions to edit Document Types will see the **Edit Document Type** link next to each document. Clicking this link will open a Document Type maintenance document .

If a given document type does workflow routing, then the system displays the route nodes associated with this type directly below the name of the document. Route nodes are listed in the order in which this document passes through them. Document types with branching routing logic may have further indentation displaying route nodes that a document may only pass through under certain conditions.

Document Configuration View

To open a separate window displaying additional information about a document type, click the **View Document Configuration** link.

This Inquiry includes **Document Information**, **Permissions** and **Workflow / Responsibilities** tabs.

Document Information Tab

This tab provides basic information about the document type. Much of the information here is identical to that available in the Document Type Inquiry.

Document Information tab field definitions

Title	Description
Child Document Types	If this document type is a parent, the system displays all of its types for all of its children document types. To see the document configuration view for a child document type, click the link for the desired child document type.
Doc Handler URL	The URL for the document handler associated with this document type. This information is helpful for technical users.
Help URL	The URL for the online help associated with this document type.
Label	A longer, more descriptive name for this type of document. In some cases the name and the label may be identical.
Name	The name that uniquely identifies this type of document. If the user viewing the Configuration screen has permission to edit document type maintenance documents, the system also displays the **Edit Document Type** link.
Parent Name	The type of document that is the parent to (i.e., higher than) this document type in the document type hierarchy. To display the Document Configuration view for the parent document type, click the linked parent name.

Permissions Tab

This tab identifies the KIM permissions that are invoked by this type of document. Collapsible sections indicate how the document type is associated with each permission.

The **Defined for This Document** section lists permissions that specifically refer to this document type. But many document types receive most, if not all, their associated permissions by inheriting them from parent document types. Additional tabs display this inherited information and the name of the document type from which the permissions are inherited.

Because more specific permissions override more general ones, some listed permissions may not apply. The system displays overridden permissions as gray strike-through text.

Permissions tab field definitions

Title	Description

Detail Values	Display only. Additional detailed information that, when taken with the permission name, defines the permission's function.
Granted to Roles	Display only. The roles (i.e., the namespace and name of each role) associated with this permission. In some cases multiple roles may be associated with the same permission. To view the Role Inquiry, click the linked name of the desired role.
Permission Name	Display only. The name of this permission. In most cases the permission name is the same as the associated template name. Permission names are generally not unique because they describe types of authorization that may appear in many places throughout the application.
Template Name	Display only. The name of the permissions template on which this permission is based. The template often defines, in a broad sense, what the permission controls. Similar types of permissions have the same template.

Workflow / Responsibilities Tab

This tab identifies the route nodes associated with this document type and displays critical information about the KIM responsibilities associated with them.

On this tab, the system displays route nodes in the order in which the document passes through them. The system also displays responsibility information for the Exception Routing node that will be invoked for this document type only if the document encounters an error that prevents it from completing its normal routing.

Responsibility information is presented for each route node in a standard format.

Workflow / Responsibilities tab field definitions

Title	Description
Action Details at Role Member Level	Display only. A Yes or No value that indicates where the details of this workflow action request are defined. If the value is Yes, the system collects action details when members are assigned to the role. If the value is No, the system collects action details when this responsibility is assigned to a role.
Granted to Roles	Display only. The roles (that is, the namespace and name of each role) associated with the responsibility at this route node. To view the Role Inquiry, click the linked name of the desired role.

Inherited	Display only. Indicates whether this responsibility is inherited from another document type. If the value is No, the responsibility is specifically associated with this document type. If a document type name appears here, the responsibility is inherited from the specified document type. To view the Document Configuration Inquiry for this document type, Click the linked name.
Required	Display only. A Yes or No value that indicates whether this responsibility must generate action requests for this document type. If the value is Yes and the document generates no requests associated with this responsibility, then the document goes into exception status. If the value is No and the responsibility generates no action requests, the document continues to route as normal.

State

The State Maintenance document defines the U.S. Postal Service codes used to identify states.

Document Layout

States tab field definitions

Title	Description
Active Indicator	Indicates whether the state code is active or inactive in Kuali Financials. Remove the check mark to deactivate the state code.
Country Code	A unique identifying code assigned to the country of which this state is a part.
State Abbreviation	The state abbreviation.
State Name	Required. The full name of the state associated with the state abbreviation.

System Batch Processes

Users do not interact directly with Kuali Financials batch processes, but some users want to understand how these processes keep the data base up to date. For users who are interested, the following table summarizes the functions of the batch processes with the SYS namespace. These processes, which are run according to a predetermined schedule, not only keep your data base up to date but, in some cases, generate new documents as needed to make certain types of adjustments.

Purchasing / Accounts Payable Batch Jobs

Job Name	Description
autoDisapproveJob	This job is normally run at year end to auto Disapprove documents specified in the YEAR_END_AUTO_DISAPPROVE parameters that are in an Enroute status. Acknowledgements are sent to the disapproved documents initiator.
clearCacheJob	This job clears KIM caches.
dailyEmailJob	This job sends Action List notifications to users who Action List preference is set to daily.
detectDocumentsMissingEntriesJob	This job identifies documents specified in ENTRY_GENERATING_DOCUMENT_TYPES parameter that have been approved within the number of days specified in the LOOK_BACK_DAYS parameter that are missing General Ledger Entries. Notification will be sent to the email address specified in parameter MISSING_PLES_NOTIFICAITON_EMAIL_ADDRESSES. If the email parameter is blank, the missing documents will be noted in the log file. The job excludes Cash Controls with Cash Payment Mediums, because GLEs are not created.
fiscalYearMakerJob	This job creates next year tables for those maintenance documents that are associated with fiscal years. For more information about fiscalYearMakerJob, see Fiscal Year Maker in *Kuali Financials Overview and Introduction to the User Interface*.

modulesLockJob/modulesUnlockJob	These jobs update values in the OLTP_LOCKOUT_ACTIVE_IND parameters for all modules at one time to lock (Y) and unlock (N) modules from processing. When the modules are locked documents cannot be initiated, lookups cannot be performed, and screens cannot be accessed.
	The modules are locked only in On Line Transaction Processing (OLTP). Batch steps continue to run and document post-processing can occur, though no approvals for documents can be processed.
	Authorized users can access the system when it is locked.
	These jobs might be run when the system needs to be taken down for batch processing.
	Unique messages can be created for each module by creating parameters as follows: • Name = OLTP_LOCKOUT_MESSAGE • Component = All • Namespace = <of the module for which the locked message should display>
populateFinancialSystemDocumentHeadersFromKewJob	This job is run once to associate KFS documents with the appropriate application document status.
purgeJob	Purges pending attachments, old lookup results, temp files and session documents.
purgeReportsandStagingJob	Purges the reports and staging directories accessible from the Batch File lookup that are older than the number of days specified in parameter DEFAULT_NUMBER_OF_DAYS old.
scheduleJob	This job kicks off the KFS batch schedule.
	When the job runs longer than the time specified in the CUTOFF_TIME parameter an email will be sent to the email in DEFAULT_TO_EMAIL_ADDRESS, notifying the recipients that the schedule did not complete as expected.
weeklyEmailJob	This job sends Action List notifications to users who Action List preference is set to weekly.

Stuck Documents

Stuck Documents is a configuration page that controls two batch jobs designed to requeue documents that are in Enroute status but do not appear in any action lists.

- The Autofix job will look for stuck documents and attempt to move them along in the workflow. Requeuing these documents is the same as using the Queue Document Refresh option on the Document Operations screen.

- The Notification job will send an email with the list of the currently stuck documents.

There is an Autofix report available to show users the attempts to fix stuck documents.

- Documents marked as FAILED were not able to be fixed by requeuing the document and will need to be researched further.

- Documents marked as FIXED were stuck and the autofix job was able to requeue them.

Users have the option to manually run the notification job. This returns a list of documents which are currently stuck.

The Stuck Documents configuration screen has two sections: Notification and AutoFix.

The actions that can be taken on this screen are: Update, Run Notification Now, View Stuck Documents Report and View Autofix Report

Notification section definition

Title	Description
Cron Expression	Used by the quartz job to determine when and how often to run.
Enable	Used to indicate if the Notification job should run automatically at a scheduled time.
From	From email to be used when an email is generated by the Notification or Autofix jobs.
Subject	Subject to be used when an email is generated by the Notification job.
To	To email to be used when an email is generated by the Notification or Autofix jobs.

Autofix section definition

Title	Description
Cron Expression	Used by the quartz job to determine when and how often to run.
Enable	Used to indicate if the Autofix job should run automatically at a scheduled time.
Max Attempts	Number of times the AutoFix job should try to requeue the document.

Notify on Autofix Failure	Used to indicate if an email should be sent when a document cannot be requeued. From and To emails are set in the Notification section.
Quiet Period (sec)	Number of seconds to wait between attempts. It may take a document a minute or two to make it to the next route node.
Subject	Subject to be used when an email is generated by the AutoFix job.

Stuck Document Actions definition

Action	Description
Update	Saves changes made to the Notification and Autofix sections.
Run Notification Now	Runs the Notification job on demand.
View Stuck Documents Report	Generates a report of documents currently stuck in the system.
View Autofix Report	Generates a report of the last 1000 documents that were requeued by the AutoFix job. • Failed means that the job was unable to requeue the document. • Fixed means the job was able to successfully requeue the document.

Batch File

The Batch File lookup allows users to view batch files, reports and logs. Users can search for files by name, date and by indicating what file directory they reside in. Batch files can be downloaded or deleted.

Batch File Lookup screen definition

Title	Description
File Name	Enter the file you wish to retrieve.
File Path	Select the directory or sub-directory in which the file you wish to retrieve resides. Click the directory you wish to search.
	In the default configuration the reports directory contains reports and log files generated by batch jobs. These reports exist in sub-directories corresponding to the module that owns the batch job.
	The Staging directory contains input files brought into Kuali Financials (such as procurement card or collector upload files) as well as export files generated by Financials (such as check files from PDP). These reports also exist in sub-directories corresponding to the module they are associated with.
	Some modules may have additional sub-directories further dividing their Staging output.
Last Modified Date From	Enter or use the calendar tool to select a beginning date range for your search.
Last Modified Date To	Enter or use the calendar tool to select an ending date range for your search.

Reports that match your search will be displayed, showing their name, location and file size (in bytes.) Options in the Actions column allow you to Download or Delete the files.

Note that manually deleting files via this interface should be done with great caution. There is no interface to undo a deletion and removing certain files may cause batch jobs or processes to fail.

The most common use for deleting a file is to remove a .done file from data files such as those created by the GLCP, LLCP or uploaded via the Collector. Financials creates two files for these particular processes, one ending in a .data extension and another ending in a .done extension. Deleting the .done extension file will keep the associated .data file from being processed by its associated batch processes but leave the data file itself for reference.

Batch Schedule

The Batch Schedule option allows users to view, schedule or execute batch processes (commonly called jobs or batch jobs).

Batch Job Lookup screen definition

Title	Description
Job Group	Select from the **Job Group** list. The valid selections are **Scheduled**: Jobs which are on the standard schedule. Jobs in this group are automatically executed by the schedulerJob. **Unscheduled**: Normal groups, all jobs are present in this group. These jobs must be executed manually.
Job Name	Enter the name of the job prescribed by the system.
Job Status	Select from the **Job Status** list. The valid selections are: **Scheduled**: Job has been scheduled for later execution **Succeeded**: Job finished executing successfully **Cancelled**: Job was cancelled, either before or during execution **Running**: Job is currently executing **Failed**: Job failed during execution For more detail about the status of a job or any problems it encountered while executing you can view its associated log file using the Batch File Lookup.
Namespace	Select the Namespace (application and module) the job is associated with.

The screen returns the applicable list of jobs:

Authorized users will see the **Modify** link to open the Modify Batch Job maintenance document. Other users will see a **View** link.

Document Layout

From the Modify Batch Job document, you can run the standard scheduler.

When the server is restarted, the **Job Info** values revert back to the original setting unless the configuration is changed.

This document contains the **Job Info** tab, the **Steps** tab, and the **Dependencies** tab.

Job Info Tab

The **Job Info** tab displays the basic information about the job and allows you to schedule or unscheduled the job. The **Job Info** tab includes three sections: **Job Info**, **Running**, and **Other Commands**.

Job Info Section

In addition to listing the basic information about the job, clicking the Batch File Lookup URL takes you to the Batch File Lookup screen where you may view logs and reports generated by batch jobs.

Running Section

The **Running** section allows a user to control a job schedule. When the user has appropriate access, the Running section displays information necessary to schedule a job.

By default, when clicking the run button, the system runs all steps of the job immediately or you may schedule the job to start at the specified date and time.

These parameters can be modified to only run a subset of steps on a job (shown in the **Steps** tab).

If you want to receive an email after the job completes, fill in the email address field or click the **Mail To Me** button to populate the email address from your user profile into the field. Otherwise, an email will be sent only on job failure, and it will be sent to the batch mailing list.

Other Commands Section

You may issue the following commands from this section:

- Click the **unschedule** button to remove the job from the scheduled group. Clicking Unschedule will remove the job from the scheduled group even if you are viewing an unscheduled version of the job when you click it.

- If a job is currently running, you can request that it be interrupted. This does not guarantee an immediate stop.

Steps Tab

The **Steps** tab displays all the steps that make up this batch job. Steps are displayed in the order they are performed.

Dependencies Tab

The **Dependencies** tab displays all the other jobs on which the scheduled version of the current job depends. Batch jobs can have hard or soft dependencies. A soft dependency means that this job will not run until that dependent job has completed, but will run regardless of whether or not the job it depends on completed successfully. A hard dependency indicates that the job must not only complete before this job runs but it must complete successfully.

Note that you can run an unscheduled job without regard to the specified dependencies. The job will run automatically when the **run** button is clicked.

Index