



Kuali Coeus – Kuali Financial System Integration

Guide

Edition: KFS 4.1.1 - KC3.1.1

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Abstract:

To serve as a basis for the training of both standard users and administrators of Kuali Financial System (KFS) and Kuali Coeus (KC) systems at institutions that have chosen to implement both systems, this manual provides descriptions of how KFS and KC software applications interact and performs with each other in an integrated environment. It is designed to be a supplement to the user manuals and online help content that will assist you with setting up and using the “out-of-box” functionality to take advantage of all of the major integration features, which include the ability to create a KFS Account from a KC Award, and to create a KFS Budget Adjustment from a KC Award Budget. This content may be modified by your institution based on its unique implementation, customization, configuration, roles, business rules, and processes.



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Overview


Kuali Coeus (KC) release version 3.1.1 contains the new integration features with Kuali Financial System (KFS) including Account Inquiry, Account Creation, Budget Adjustment, Effort Certification, and CFDA Number integration. KC 3.1.1 is being released in conjunction with KFS 4.1.1 and Rice 1.0.3.3.

KFS-KC Integration Feature Summaries by System

The major integration points and their capabilities are summarized as changes to each Kuali system (KC, KFS & Rice) in the three sections that follow.

KC 3.1.1

- **Ability to create a new KFS Account document from a KC Award document:** The KC Award document and its data can be used to populate an Account maintenance document in KFS automatically by way of the click of a button in the Award document.
- **Ability to create a new KFS Budget Adjustment document from a KC Award Budget document:** The finalized KC Award Budget document becomes the source of the eventual KFS Budget Adjustment document for the KFS account budget representing those project funds. The variance of object codes between the two systems are mapped to eliminate user guesswork and manual entry.
- **New maintenance document called FinancialObjectCodeMapping Maintenance Document:**
FinancialObjectCodeMapping Maintenance Document Allows for mapping KFS Object Codes to KC Object Codes.
- **New field in KC Object Code table:** **Cost Element Maintenance Document** >
Financial Object Code: Allows for storage, retrieval and display of associated (mapped) KFS object codes as a column field within each record.
- **New maintenance document called CFDA maintenance document:**
CFDA Maintenance Document Allows for manual control over reference table to support selection.
- **New CFDA batch job:** Allows for automatic updating from cfda.org website to ensure latest data is available in reference table.
- **New “post” button action result in Award Budget:** The **post**  command button appears on the Budget Actions page of the Award Budget Document and posts to the KFS.

- **New e-doc section in Award:** New Create Account  button. **section** on Award Actions page of the KC Award document with **create account** button.
- **Ability to use KFS objects in KC Award module:** Due to the mapping of KFS object codes, KC users are now able to select them as cost elements for preparation of awards.
- **Cross-application doc search, inquiry, and retrieval:** The doc search results now offer retrieval of records from KC in KFS, with links that allow them to be opened in a new browser window.

KFS 4.1.1

- **New Account documents get created from KC Award documents**
- **New Budget Adjustment documents get created from KC Award Budget documents**
- **New Contracts & Grants maintenance document called Account Auto-Creation Defaults (a.k.a. CG Account Default) maintenance document**
- **KC to KFS Effort Reporting:** The Effort Certification document gets Project Director from the Principal Investigator on the KC Award document and routes accordingly. When KC is implemented along with KFS, the KFS Effort Certification document routes to the Principal Investigator associated with the KC Award document instead of the Project Director associated with the KFS Award document. This essentially makes KC the system of record for defining Project Directors in KFS.
- **Account inquiry:** Account inquiries will include award information if integration is turned on.

KR 1.0.3.3

KC and KFS will interact by each exposing services needed by the other system on the Kuali Service Bus, a module within Kuali Rice (KR). The consumer of the service will have an internal interface fronting a default implementation which makes the call over the KSB. This allows implementers to override the default implementation and integrate with non-Kuali applications, if they so choose.

- New Web Services on the Kuali Service Bus (KSB)
 - **BudgetCategoryService** allows KFS to look up KC Budget Categories
 - **CFDA data querying service** allows KC to update CFDA table from cfda.gov website
 - **Service to query Sponsor Federal Pass Through**
 - **Service to query Award Project Director**

Account

The ability to create a KFS Account from a KC Award is possible only when the following **two procedures** are performed:

- [Setting up Account creation integration](#): how to get certain things in place that enable this KFS-KC integration feature.
 - Account Auto-Creation Defaults Maintenance Document: how to use this maintenance e-doc, which is a part of the setting up of this integration feature.
- [Creating a KFS Account from a KC Award](#): how to perform the necessary task steps to use this KFS-KC integration feature.

Setting up Account creation integration

Before you can start using the account auto create KFS-KC integration functionality, you need to make sure the following three things exist.

Prerequisite Condition Checklist



To use the Account Creation integration feature, the following requirements must first be met:

1.

Account Auto-Creation Defaults Maintenance Document: The CG Accounts Default Document (NewAccountAutoCreateDefaults) needs to be set up on KFS. This document has a unit attached to it and details like address, fiscal officer, etc.. Entries for the different units or the topmost unit needs to be set up before you can create an account.

2. **Award in final status:** In KC, You need an Award in FINAL status. Once it is in Final status, you will be able to create an account.


3. **FIN_SYSTEM_INTEGRATION_ON Parameter:** In KC, The Financial System Integration parameter (FIN_SYSTEM_INTEGRATION_ON) switches the integration point ON or OFF. If this parameter is ON, you will be able to create an account, otherwise, the option will not show up in the Awards panel.

End of activity.

Account Auto-Creation Defaults Maintenance Document

When integrating KFS with KC, it is possible to have the system automatically initiate and partially complete a KFS Account document based on information on the associated KC Award document. The KC Award e-doc cannot provide all of the data required to create an account, so the system refers to the Account Auto-Creation Defaults document in order to obtain the appropriate default values for the remaining required fields on the new Account document. In short, data obtained from the Account Auto-Creation Defaults maintenance document supplements data coming from KC to create a more complete Account document.

Your system may contain any number of Account Auto-Creation Defaults records, each of which allows you to establish defaults for accounts created in KC for a particular KC unit in your institution's KC unit hierarchy. When an account is created based on a KC award, if no Account Auto-Creation Defaults record exists for the unit specified, the system climbs the KC unit hierarchy until it finds a KC unit for which defaults have been defined and uses those values.

 Address field entries on the KFS Account e-doc may be derived from the KC Award or from the default document. The source used depends on your institution's setting of the KC_OVERRIDE_KFS_DEFAULT_IND parameter. If this parameter is set to 'Y,' the KC Award is used as the source of address information on the account record. If the parameter is set to 'N,' the Account Auto-Creation Defaults record is used as the source.

Navigation

Menu: Maintenance > **Group:** Contracts & Grants > **Menu Group Link:** CG Account Default > **Lookup Screen:** CG Account Default Lookup > **Maintenance Document:** Account Auto-Creation Defaults

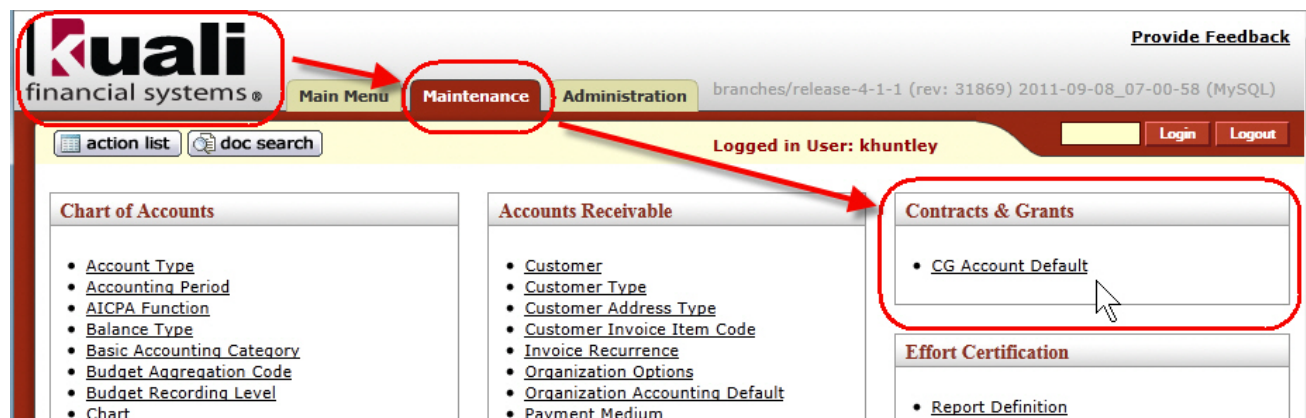



Figure 1 Navigation to and access method for Account Auto-Creation Defaults maintenance document lookup screen

Access

 **Note:** The KFS-SYS Manager role permits you to access, create, and modify Account Auto-Creation Defaults maintenance documents in KFS.

Document Lookup

The Lookup screen utilizes standard Kuali lookup functionality.

CG Account Default Lookup create new
* required field

Account Auto Defaults Id:	<input type="text"/>
KC Unit:	<input type="text"/> 🔍
KC Unit Name:	<input type="text"/>
Chart Code:	<input type="text"/> 🔍
Organization Code:	<input type="text"/> 🔍
Organization Code and Description:	<input type="text"/> 🔍
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

8 items retrieved, displaying all items.

Actions	Account Auto Defaults Id	KC Unit	KC Unit Name	Chart Code	Organization Code	Organization Code and Description
edit copy	2	000001	University	BL	BL	BL-BLOOMINGTON CAMPUS
edit copy	1	BL-BL	BLOOMINGTON CAMPUS	BL	BL	BL-BLOOMINGTON CAMPUS
edit copy	7	BL-IIDC	IND INST ON DISABILITY/COMMNTY	BL	IIDC	IIDC-IND INST ON DISABILITY/COMMNTY
edit copy	3	BL-RUGS	OFFICE OF VP FOR RESEARCH	BL	RUGS	RUGS-RESEARCH ~ UNIV GRAD SCHOOL
edit copy	4	IN-CARD	CARDIOLOGY	IN	CARD	CARD-CARDIOLOGY
edit copy	5	IN-CARR	CARDIOLOGY RECHARGE CTR	IN	CARD	CARD-CARDIOLOGY
edit copy	6	IN-MED	SCHOOL OF MEDICINE	IN	MED	MED-SCHOOL OF MEDICINE
edit copy	8	IN-PERS	PED-EMERGENCY ROOM SERVICES	IN	PED	PED-PEDIATRICS

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

Figure 2 CG Account Default Lookup Screen used to retrieve Account Auto-Creation Defaults maintenance documents – create new button, criteria fields, results table example

Document Layout

The Account Auto-Creation Defaults document is based on the standard KFS Account document and therefore includes many of the fields found in the Account document along with a few additional fields. In addition to the standard tabbed sections you find in most maintenance documents, the Account Auto-Creation Defaults maintenance e-doc also includes the following three unique tabbed sections: AccountAutoCreateDefault Maintenance, AccountAutoCreateDefault Responsibility, and Contracts and Grants.

Figure 3 Account Auto-Creation Defaults Maintenance Document – Three Unique Tabbed Sections

AccountAutoCreateDefault Maintenance Section

The fields in this section define account attributes for accounts created based on this default record. These fields are used in the application of business rules for transactions using the accounts, reporting options, and approval routing.

Figure 4 AccountAutoCreateDefault Maintenance Section – Edit Mode Example

Table 1 AccountAutoCreateDefault Maintenance Section - Field Descriptions

Field	Description
KC Unit	Required in create mode, and display only in edit mode. The Kuali Coeus unit code associated with all new accounts based on this set of defaults. Search for the code from the KC Unit lookup 🔍.
KC Unit Name	Display only. The descriptive name of the KC unit associated with these new accounts.
Chart Code	Required. Enter the code or search for it from the Chart lookup 🔍.
Organization Code	Required. Enter the number for the owner organization of all new accounts based on this default, or search for it from the Organization lookup 🔍.
Campus Code	Required. Select the physical campus on which the new accounts are to be located from the Campus list, or search for it from the lookup 🔍.
Account Postal Code	Required. Enter the postal code assigned by the US Postal Service for the city where the new accounts



Field	Description
	are to be managed, or search for it from the Postal Code lookup
Account City Name	Required. Enter the city where the new accounts are to be managed.
Account State Code	Required. Enter the code for the state where the new accounts are to be managed, or search for it from the State lookup
Account Street Address	Required. Enter the street address where the new accounts are to be managed.
Account Type Code	Required. Select from the Account Type list or search for it from the lookup Examples used to categorize accounts for reporting purposes might include 'Fee Remissions Accounts' or 'Equipment Accounts.'
Sub-Fund Group Code	Required. Enter the code which relates the new accounts to a fund, or search for it from the Sub-Fund Group lookup . Examples are continuing education accounts, scholarships and fellowships, and general funds.
Account Fringe Benefit	Optional. Select the check box if these new accounts are to accept fringe benefits or clear the check box if they are not to accept them. If the check box is not selected, a fringe benefits chart and fringe benefits account must be supplied to indicate where these charges should be posted. If it is not selected, fringe benefit Chart of Accounts code and fringe benefit account number are required and the fringe benefit account number must have been set up with the account fringe benefit code selected.
Fringe Benefit Chart Of Accounts Code	Optional. Select the chart code for the fringe benefits account from the Chart list or search for it from the lookup
Fringe Benefit Account Number	Optional. Enter the account that accepts fringe benefit charges from the Account list, or search for it from the lookup

AccountAutoCreateDefault Responsibility Section

The fields in this section define the individuals responsible for all new accounts based on this set of defaults and provide continuation account information and Sufficient Funds parameters.













In edit mode, the system automatically enters data into both the Old and New sections, and all data fields are available for editing.










Old	New
Fiscal Officer Principal Name: <u>rorenfro</u> - RENFROW, ROBERTA G	* Fiscal Officer Principal Name: <u>rorenfro</u> RENFROW, ROBERTA G
Account Supervisor Principal Name: <u>day</u> - DAY, MAE U	* Account Supervisor Principal Name: <u>day</u> DAY, MAE U
Account Manager Principal Name: <u>xlinder</u> - LINDERMAN, JOSIE X	* Account Manager Principal Name: <u>xlinder</u> LINDERMAN, JOSIE X
Continuation Chart Of Accounts Code: BL - BLOOMINGTON	Continuation Chart Of Accounts Code: BL - BLOOMINGTON
Continuation Account Number: 1031420	Continuation Account Number: 1031420
Income Stream Chart Of Accounts Code: BA - BLOOMINGTON AUX	Income Stream Chart Of Accounts Code: BA - BLOOMINGTON AUX
Income Stream Account Number: 6044900	Income Stream Account Number: 6044900
Budget Record Level Code: O - Object Code	* Budget Record Level Code: O - Object Code
Account Sufficient Funds Code: N - No Checking	* Account Sufficient Funds Code: N - No Checking
External Encumbrance Sufficient Funds Indicator: No	External Encumbrance Sufficient Funds Indicator: <input type="checkbox"/>
Internal Encumbrance Sufficient Funds Indicator: No	Internal Encumbrance Sufficient Funds Indicator: <input type="checkbox"/>
Pre-Encumbrance Sufficient Funds Indicator: No	Pre-Encumbrance Sufficient Funds Indicator: <input type="checkbox"/>
Object Presence Control Indicator: No	Object Presence Control Indicator: <input type="checkbox"/>

Figure 5 AccountAutoCreateDefault Responsibility Section – Edit Mode Example



Table 2 AccountAutoCreateDefault Responsibility Section – Field Descriptions

Field	Description
Fiscal Officer Principal Name	Required. Enter the name of the fiscal officer for all new accounts based on this set of defaults – this is the individual responsible for the fiscal management of the account. Click the lookup  icon to search for and return the value to populate the box automatically, or if known, type the value in the box.
Account Supervisor Principal name	Required. The supervisor oversees the management of the accounts at a higher-level than the fiscal officer but rarely receives any direct requests for action from the KFS. The account supervisor cannot be the same as the fiscal officer or the account manager. Click the lookup  icon to search for and return the value to populate the box automatically, or if known, type the value in the box.
Account Manager Principal Name	Required. The account manager has the responsibility for ensuring that funds are spent and managed according to the goals, objectives and mission of the organization, to ensure that the funds are being spent according to a budgeted plan and that the allocation of expenditures is appropriate to the function identified for the account. Click the lookup  icon to search for and return the value to populate the box automatically, or if known, type the value in the box.
Continuation Chart Of Accounts Code	Enter the chart code for the continuation account for the new accounts. The field is required if the account has an expiration date. Use the drop-down  menu by clicking the down arrow to display the list, and then click on an item in the list to highlight and select it to populate the box with your selection. Click the lookup  icon to search for and return the value to populate the box automatically, or if known, type the value in the box.
Continuation Account Number	Enter the account that is to accept transactions which are being processed on the new accounts after the account expiration date. Click the lookup  icon to search for and return the value to populate the box automatically, or if known, type the value in the box.
Income Stream Chart Of Accounts Code	Select the Chart of Accounts for the income stream account from the Chart list, or search for it from the Chart lookup. Parameters control when the income stream chart of accounts code and income stream account number are required. Use the drop-down  menu by clicking the down arrow to display the list, and then click on an item in the list to highlight and select it to populate the box with your selection. Click the lookup  icon to search for and return the value to populate the box automatically, or if known, type the value in the box.
Income Stream Account Number	Enter the account that is to receive any offset entries from the new accounts in order to balance responsibility center activity from the Account list. Click the lookup  icon to search for and return the value to populate the box automatically, or if known, type the value in the box.
Budget Record Level Code	Required. From the Budget Record Level list, select the code that specifies that all new accounts based on this set of defaults are to record budget by: A = Account C = Consolidation O = Object Code L = Level S = Sub-Account M = Mixed N = No budget  An account in the General Fund group cannot have a budget record level code of 'Mixed.' Use the drop-down  menu by clicking the down arrow to display the list, and then click on an item in the list to highlight and select it to populate the box with your selection. Click the lookup  icon to search for and return the value to populate the box automatically, or if known, type the value in the box.
Account Sufficient Funds Code	Required. Select the code that indicates at what level the new account are to be checked for sufficient funds in the transaction processing environment from the Account Sufficient Funds list. The choices are: A = Account

Field	Description
	<p>C = Consolidation L = Level O = Object Code H = Cash N = No Checking</p> <p>Use the drop-down  menu by clicking the down arrow to display the list, and then click on an item in the list to highlight and select it to populate the box with your selection. Click the lookup  icon to search for and return the value to populate the box automatically, or if known, type the value in the box.</p>
External Encumbrance Sufficient Funds Indicator	<p>Select the check box if external encumbrances are to be included in the new accounts' calculation of sufficient funds. Clear the check box if they are not.</p> <p> This functionality does not currently exist and selecting the check boxes does not control the inclusion or exclusion of the accounts from sufficient funds calculation.</p> <p>Click within the checkbox  to select the item. A check mark appears within the checkbox to indicate the item is selected. Click within the checkbox again to clear the mark and deselect the item.</p>
Internal Encumbrance Sufficient Funds Indicator	<p>Select the check box if internal encumbrances are to be included in the new accounts' calculation of sufficient funds. Clear the check box if they are not.</p> <p> This functionality does not currently exist and selecting the check boxes does not control the inclusion or exclusion of the accounts from sufficient funds calculation.</p> <p>Click within the checkbox  to select the item. A check mark appears within the checkbox to indicate the item is selected. Click within the checkbox again to clear the mark and deselect the item.</p>
Pre-Encumbrance Sufficient Funds Indicator	<p>Select the check box if pre-encumbrances are to be included in the new accounts' calculation of sufficient funds. Clear the check box if they are not.</p> <p> This functionality does not currently exist and selecting the check boxes does not control the inclusion or exclusion of the accounts from sufficient funds calculation.</p> <p>Click within the checkbox  to select the item. A check mark appears within the checkbox to indicate the item is selected. Click within the checkbox again to clear the mark and deselect the item.</p>
Object Presence Control Indicator	<p>Select the check box to indicate that the new accounts are to use object presence control. Clear the check box if they are not. Object presence control requires that an object code be budgeted for the account before it can be used on an actual or encumbrance transaction. Click within the checkbox  to select the item. A check mark appears within the checkbox to indicate the item is selected. Click within the checkbox again to clear the mark and deselect the item.</p>

Contracts And Grants Section

The fields on this tab define attributes that are pertinent to Kuali Coeus contracts and grants accounts. These fields allow you to define how the new accounts based on this set of defaults automatically distribute indirect cost. It also identifies which members of the Contracts & Grants Processor role will be responsible for these accounts.

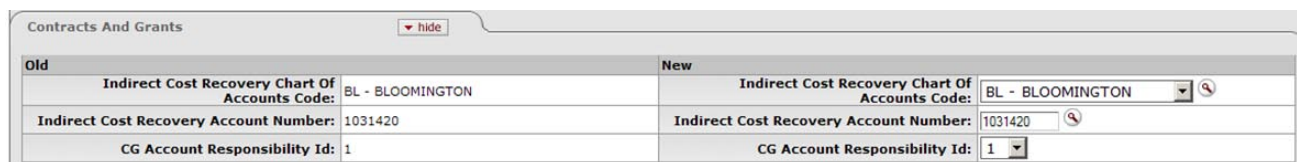






Figure 6 Contracts And Grants Section – Edit Mode Example



Table 3 Contracts And Grants Section – Field Descriptions

Field	Description
Indirect Cost Recovery Chart Of Accounts Code	Enter the chart code for the indirect cost recovery account that is to receive the indirect cost charged. Use the drop-down  menu by clicking the down arrow to display the list, and then click on an item in the list to highlight and select it to populate the box with your selection. Click the lookup  icon to search for and return the value to populate the box automatically, or if known, type the value in the box.
Indirect Cost Recovery Account Number	Enter the account number that is receiving the indirect cost recovery income generated by the new accounts. Click the lookup  icon to search for and return the value to populate the box automatically, or if known, type the value in the box.
CG Account Responsibility Id	Select an ID from the list to identify which members of the Contracts & Grants Processor role in KFS should receive workflow action requests for documents involving accounts created from this default. Use the drop-down  menu by clicking the down arrow to display the list, and then click on an item in the list to highlight and select it to populate the box with your selection.

Examples

Account Auto Defaults Id	KC Unit	KC Unit Name	Chart Code	Organization Code	Organization Code and Description
2	000001	University	BL	BL	BL-BLOOMINGTON CAMPUS
1	BL-BL	BLOOMINGTON CAMPUS	BL	BL	BL-BLOOMINGTON CAMPUS
7	BL-IIDC	IND INST ON DISABILITY/COMMNTY	BL	IIDC	IIDC-IND INST ON DISABILITY/COMMNTY
3	BL-RUGS	OFFICE OF VP FOR RESEARCH	BL	RUGS	RUGS-RESEARCH ~ UNIV GRAD SCHOOL
4	IN-CARD	CARDIOLOGY	IN	CARD	CARD-CARDIOLOGY
5	IN-CARR	CARDIOLOGY RECHARGE CTR	IN	CARD	CARD-CARDIOLOGY
6	IN-MED	SCHOOL OF MEDICINE	IN	MED	MED-SCHOOL OF MEDICINE
8	IN-PERS	PED-EMERGENCY ROOM SERVICES	IN	PED	PED-PEDIATRICS

Figure 7 CG Account Default Lookup Result Example Values

Common Features

This maintenance document includes the following features that are common to most Kuali maintenance documents:

- Header Area
- Document Overview Tabbed Section
- Notes and Attachments Tabbed Section
- Ad Hoc Recipients Tabbed Section
- Route Log Tabbed Section
- Action Command Buttons



For information about how to use these common maintenance document components, see Common E-Doc Tabbed Sections, and Selection, Entry & Action Tools subtopics in the E-Doc Fundamentals topic within the KC User Manual or Online Help.

Process

- ➔ For general information about searching for, initiating, editing, copying, submitting, saving, closing, canceling, and/or routing a maintenance document, see “Common Maintenance E-Doc Procedures” in the Overview section of the KC User Manual or Online Help.

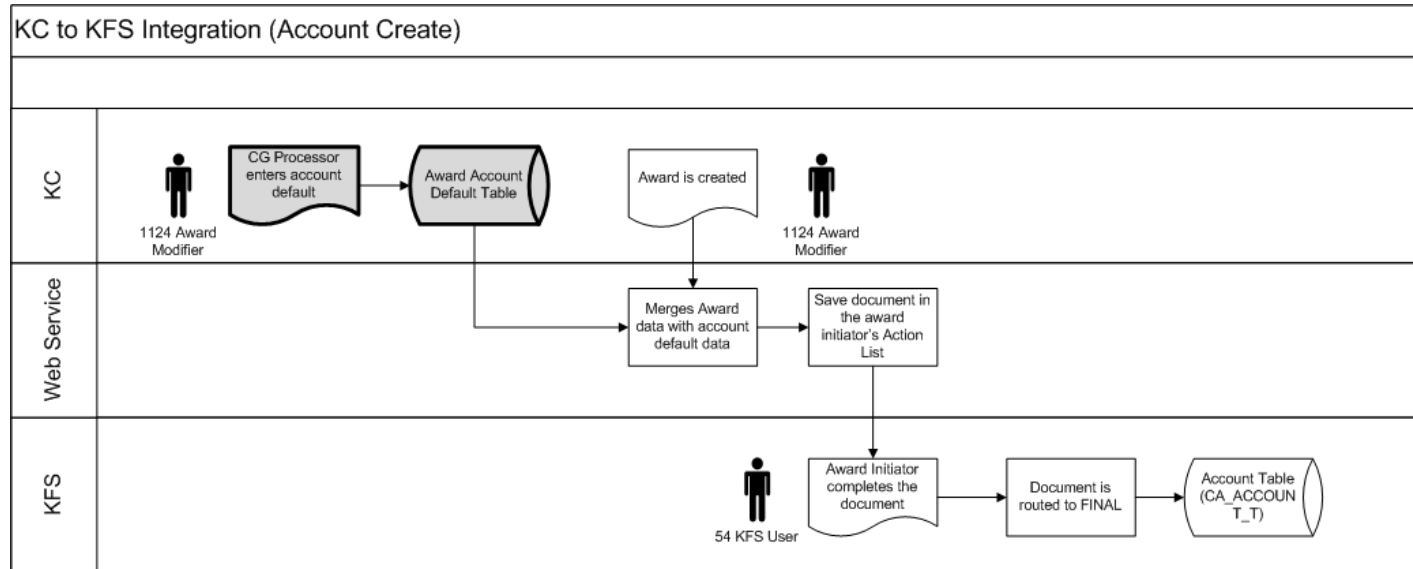


Figure 8 KC to KFS Integration (Account Create) Process Flow Swim lane Diagram



FIN_SYSTEM_INTEGRATION_ON Parameter

Another setup requirement for enabling KFS Account auto-create from KC Award is the presence of a Parameter Maintenance Document in KC named FIN_SYSTEM_INTEGRATION_ON. When the Parameter Value field is set to 'ON,' this indicates the financial system integration feature is active and enabled. All fields and their values for this database parameter are shown in the screen shot below.

Namespace Code:	KC-AWARD - Award
Parameter Component:	Document
Application Namespace:	KC
Parameter Name:	FIN_SYSTEM_INTEGRATION_ON
Parameter Value:	ON
Parameter Description:	Parameter to set the financial system integration feature ON or OFF.
Parameter Type Code:	Config
Parameter Constraint Code:	Allowed

Figure 9 FIN_SYSTEM_INTEGRATION_ON KC Parameter Maintenance Document Values

Creating a KFS Account from a KC Award

When you click the [create account] button on a KC Award document and the KFS Account maintenance document is created, and behind the scenes, this Contract and Grant (C&G) account is a merge of data coming from both the KC Award document and the KFS CG Account Default table. The manner in which the merge occurs involves a web service that uses translation logic, crosswalk tables and parameters to appropriately populate fields in the KFS Account document.

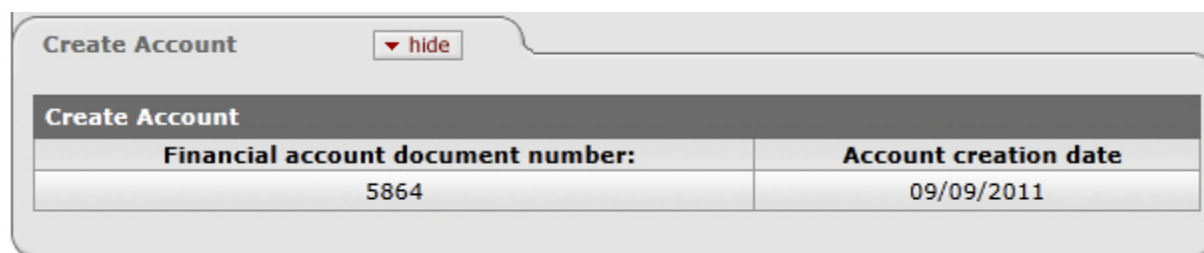


Figure 10 Create Account tabbed section, after an account has been created - Example

In This Topic

This topic covers the following sections:

- Overview
- Quick Reference Guide (Abbreviated Procedure)
- Detailed Procedure
- Flow Diagram
- Routing and Status
- Related Information

Overview

Before you start to use the KFS-KC integration feature that allows you to create a KFS Account document from a KC Award document, it is important to have a basic understanding of the context of its use and why it is important.

It is also helpful for you to understand the trigger or circumstance that initiates the need to use the functions of this integration feature, and the fundamentals of its usage – when it is required, who performs it, its routing, etc.

Business Needs and Purpose

The purpose and justification for this integration feature (and functional events that occur as a result of its usage) include:

- Account creation can be a tedious and time-consuming process. Data entry errors can occur as a result of rekeying data. This process will speed up the account-creation process. It will also help ensure that KC Award and KFS Account data do not contain conflicting attributes or invalid data.
- The process may also be adaptable to allow schools that only implement KC to map KC attributes to their financial system accounts, thus improving the attractiveness of KC to schools who are not implementing KFS.

Roles and Responsibilities

The primary responsibilities for each actor in this procedure are:

- The KC Central Administration Staff member is responsible for initiating the new Award document in KC, and after approved, creating the Account document.
- The KC Award Budget Approver is responsible for approving the Award document in KC so that it can then be in the necessary state to cause the Create Account section to appear on the Award Actions page.
- The Award Modifier in KFS is typically a member of the KFS User role, and therefore has the ability to modify the KFS Account without special permission.

Introduction

You use this integration feature when you want to utilize the data elements in a KC Award document (as well as data elements from the related KC Proposal Development and Budget documents, where necessary) to create a KFS Account document to take advantage of the speed of creating KC-related accounts in KFS which share account attributes.

Before You Begin

-
- ➔ **Reference:** Before you begin this procedure, you must first ensure the setup conditions are met. For more information, see [“Setting up Account creation integration”](#) on page 3.
-

Navigation Path

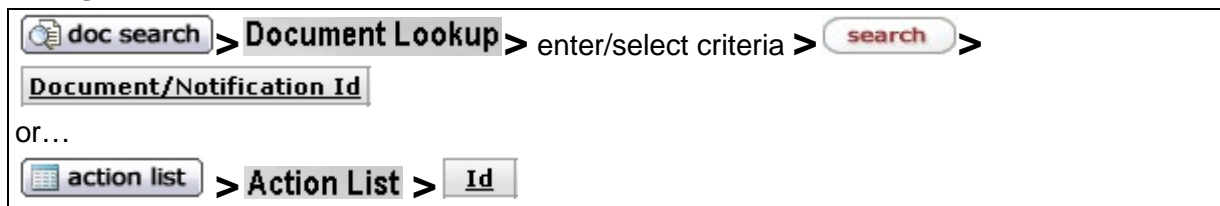
Getting started – this quick system reference depicts how to access the start screen for this procedure. The process task steps in the ordered list below assume you will be creating a new KC Award document.

Create New:



-
- ➔ For more information on **creating a new document**, see “Initiating a Document” in Common E-Doc Operations.
-

Access Existing:



-
- ➔ For more information on accessing an existing document using the global **doc search** button, see “Searching for a Document” in Common E-Doc Operations.
-

-
- ➔ For more information on accessing an existing document using the global **action list** button, see “Using the Action List” in Common E-Doc Operations.
-




Quick Reference Guide - Abbreviated Procedure

 **To create a KFS Account document from a KC Award document:**

1. Create an Award document that passes validation, and also includes:
 - F and A rates for current fiscal year for both on and off campus
 - Principal investigator and credit split
2. Save and submit to cause the Create Account section to appear on the Award Actions page.
3. Enter the Account Number and click the **create account** button. The KFS-assigned Document Number is returned, and if that account number already exists, you will be notified to enter a different one.

The Account document is created and saved in KFS, and if the KFS parameter is set accordingly, it also is routed.
4. In KFS, click doc search and find the document (for example, titled “New Account – Automatic CG Account Document Creation”) to verify this procedure was successful.

 Currently, KFS does not accept the zip code from the PI address in KC, so it would need to be changed to 5-digit prior to approval.

End of activity.

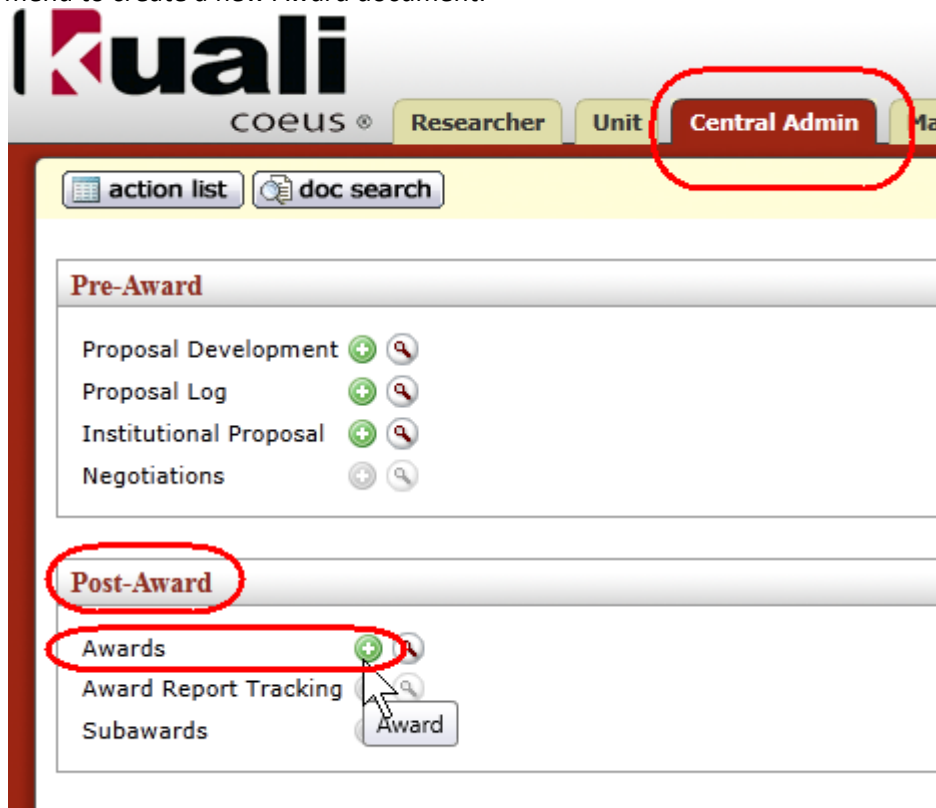
Detailed Procedure

The following how-to procedure covers the sequential task steps in more detail, showing examples, screen shots, and action result notes.



To create a KFS Account document from a KC Award document:

1. Click the **plus** symbol next to the Awards option in the Post-Award group on the Central Admin menu to create a new Award document.



2. Select options and/or enter data in **all** required fields (marked with an asterisk *****, for example, Transaction Type in the Details & Dates section of the Award page).
3. Enter a Sponsor ID in the Sponsor section (for example, '000400' for NASA – Washington).

Sponsor	
* Sponsor ID:	<input type="text" value="000400"/>
	NASA - Washington

4. Enter an Obligated Amount and an Anticipated Amount in the Time & Money section (for example, \$10,000.00 in Obligated, and \$20,000.00 in Anticipated).

Entering money in the Obligated Amount field allows you to create budget versions at a later time from the Award.


- Select a Sponsor Template Code, then click the **apply** button, and confirm **yes**. This fills many fields for you and allows you to avoid validation errors.



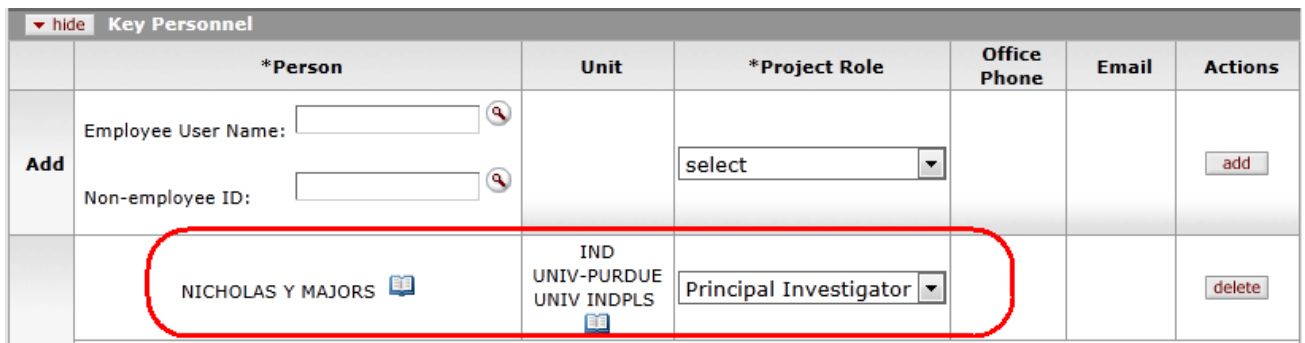
Are you sure you want to apply this Sponsor Template?





- Click the **save**  button to to continue to other pages.


 When KC displays the save successful message (**Document was successfully saved.**), you are then able to log out and log back in to access and complete the rest of the Award document at a later time.

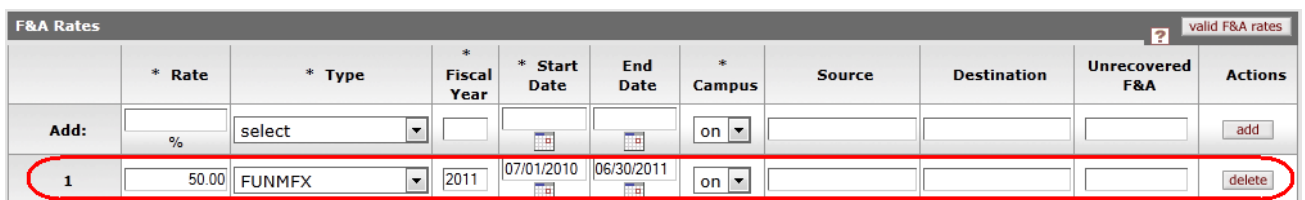
- On the Contacts page, add a PI (for example, select Nicolas Majors) by using the Person lookup and selecting the 'Principal Investigator' option from the Project Role list and then clicking the **add** button in the Actions column in the Key Personnel and Credit Split section.



	*Person	Unit	*Project Role	Office Phone	Email	Actions
Add	Employee User Name: <input type="text"/>		<input type="text" value="select"/>			<input type="button" value="add"/>
	Non-employee ID: <input type="text"/>					
	NICHOLAS Y MAJORS 	IND UNIV-PURDUE UNIV INDPLS 	Principal Investigator <input type="text"/>			<input type="button" value="delete"/>

- On the Commitments page, fill out the F&A Rates subsection of the Rates section for the current fiscal year and click the **add** button.

 Award validation itself does not require this, but it IS REQUIRED for the integration.




	* Rate	* Type	* Fiscal Year	* Start Date	End Date	* Campus	Source	Destination	Unrecovered F&A	Actions
Add:	<input type="text" value="50.00"/>	<input type="text" value="FUNMFX"/>	<input type="text" value="2011"/>	<input type="text" value="07/01/2010"/>	<input type="text" value="06/30/2011"/>	<input type="text" value="on"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="add"/>
1	50.00	FUNMFX	2011	07/01/2010	06/30/2011	on				<input type="button" value="delete"/>




9. Click **save** .

10. On the Custom Data page, “asdf” (custom) tabbed section, enter a Graduate Student Count (for example 34) in the Personnel Items for Review section, then enter a Billing Element (for example, 3434).

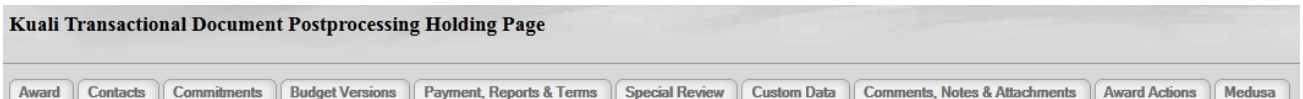
 The Custom Data is required for Award validation.

11. On the Award Actions page, click the **turn on validation** button. Fix errors as necessary if they are found.


12. When no errors are present, click the **submit** button to send to workflow routing.

 The Award Approver must approve the Award document, which changes the Document Status to ‘FINAL.’

You are redirected to the Kuali Transactional Document Postprocessing Holding Page which is a screen that appears in the body area, temporarily replacing the display of the KC Award e-doc page. It displays a ‘The document is being processed. You will be returned to the document once processing is complete. You can also return to the main menu by clicking below.’ message and a **[return to portal]** command button.




The document is being processed. You will be returned to the document once processing is complete. You can also return to the main menu by clicking below.



The Award document Award Actions page eventually displays a ‘Document was successfully submitted.’ message in the notification area, and the new Create Account section appears.

13. Enter an account number that doesn’t exist in KFS into the Account ID field in the Create Account section, and then click the **create account**  button in the Actions column. This creates a KFS award account (Account document) with this document number in KFS.

 KFS Account numbers are typically 7 digits long. Depending on your unique implementation, there may be additional character requirements.

The left column of the Create Account section displays the Financial account document number (sequentially assigned by the system automatically). The Actions column is replaced with the Account creation date column, which statically displays the time and date stamp indicating when the new account was created in KFS.

This Doc # returned from KFS to KC now becomes searchable in KFS (the type of e-doc it is called Account), and the Title is 'New Account - Automatic CG Account Document Creation'.

- To verify in KFS, you can do a **doc search** on that Document/Notification Id on the Document Lookup screen.

When you open the KFS Account document, the Account Maintenance section is populated **either**:

- from the CG Accounts Default Maintenance Document, or...
- picked up from KC

The KFS override parameter can be set to pick up this information from KC or from the CG Accounts Default Maintenance e-doc.

You must then send the new Account e-doc into routing or blanket approve it, before you can actually start using that account.

Implementation Caution: KC zip codes are not in KFS right now. If you take out the suffix of the KC postal code (test environment workaround), leaving first five digits, the approval will work. However, since the Postal Code table is a shared Kuali Identity Management (KIM) table, you will likely only use one table for this reference item anyway.

End of activity.

Process Flow

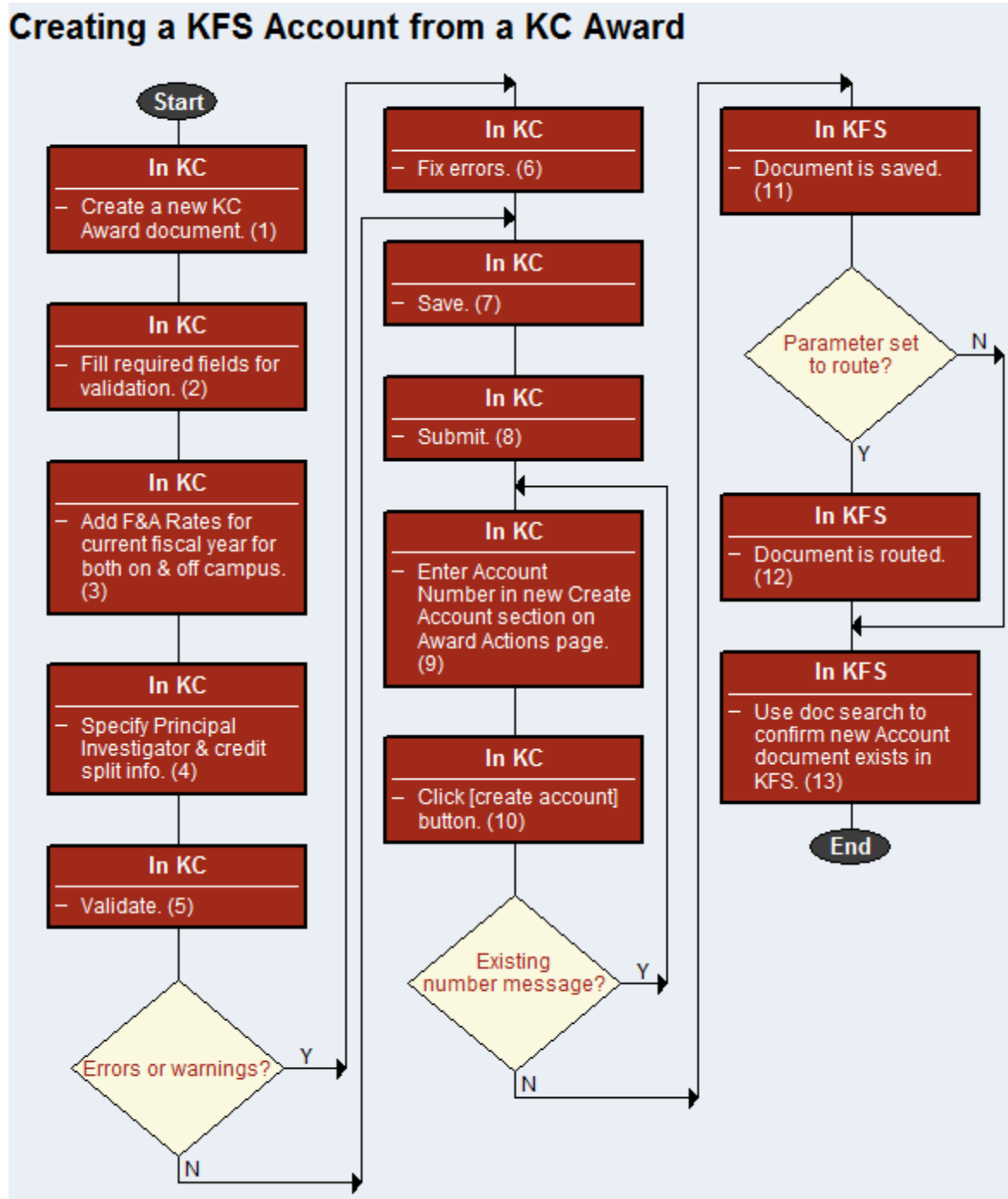


Figure 11 KFS Account Creation From KC Award – Basic Completion Process Flow Chart Diagram

Routing And Status

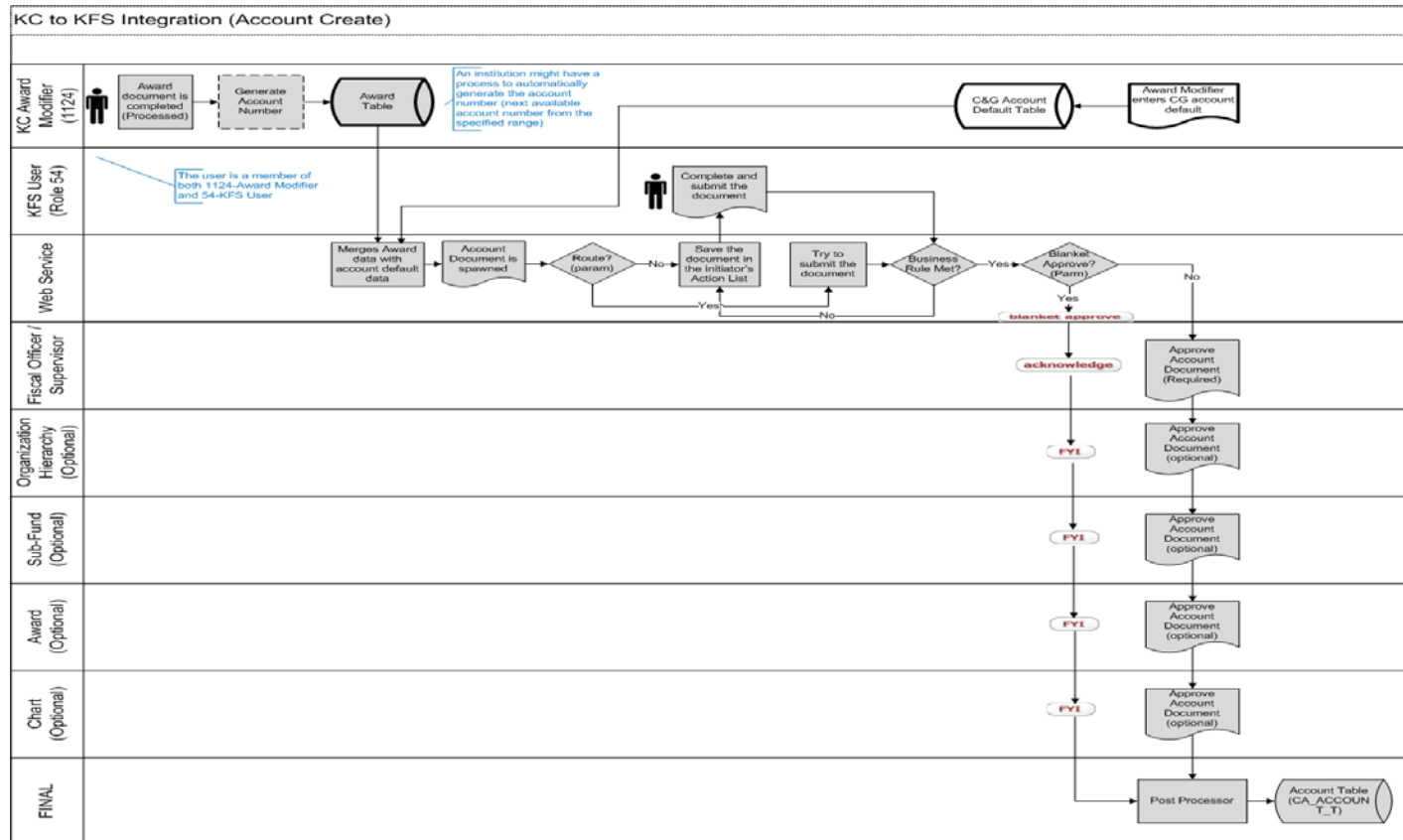


Figure 12 KC to KFS Integration Account Creation Routing – Workflow Approval Swim Lane Chart

Workflow Status

Workflow status (as opposed to document status) generally relates to **approval-related actions** - the routing of the completed document in the system for approval. Even after approval and final disposition actions are completed, a permanent historical record of the Account document is always accessible.

View E-Doc Route Log:



Click **action list** button > **Outbox** link > **Log column** icon to view the route log for a particular e-doc.

This allows you to review your Actions Taken and the Route Status for the document.

- ➔ For more information about Workflow (a.k.a. Route) Status changes, see “Route Status ” in Kuali Enterprise Workflow.

Related Information

- ➔ For general information about searching for, initiating, saving, modifying and submitting e-docs, see Common E-Doc Procedures.



Error Troubleshooting

The account creation command can result in possible KC system error messages. Some of the most common (or most likely to occur) when attempting to create a KFS Account from a KC Award are listed in the table below, along with a more detailed explanation of what the error means, and insight into making appropriate fixes to prevent them.

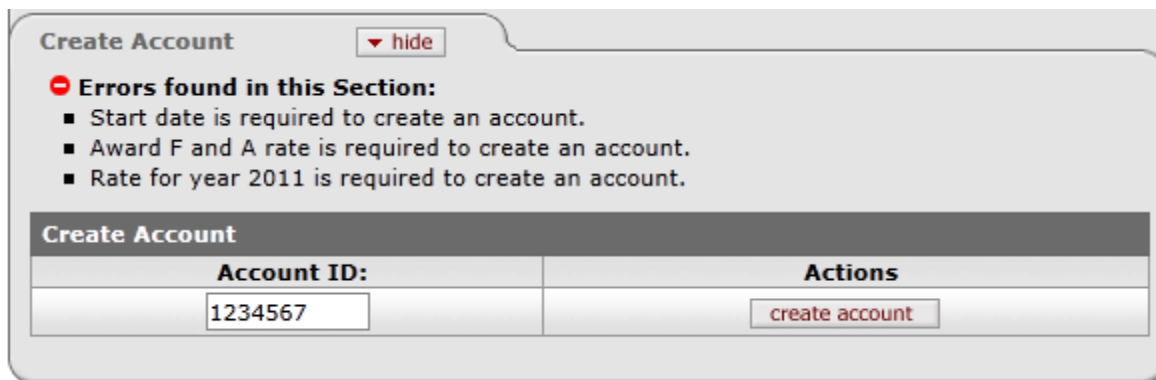


Figure 13 KC Create Account System Response Error Notifications- Message Examples

Table 4 Potential Error Messages From Creating a KFS Account from a KC Award – Troubleshooting Advice

System Error Message	Explanation and Recommended Fix Steps
Cannot connect to the financial system	Typically means either KFS is down, the KFS services are down, or KFS did something unexpected like throw an unhandled exception. Need to check KFS server logs to see what went wrong.
Unit not found	This means the unit CG default document wasn't created on KFS.
PI address not valid	This means the person entered as the PI doesn't have an address associated.
F&A rate not entered for current fiscal year	This means that the FandA rates were not entered in the commitments tab for the current year.

KC Award ?

PI: J
Lead Unit: C
Sponsor Name: P

Award | Contacts | Commitments | Budget Versions | Payment, Reports & Terms | Special Review | Custom Data

Document was successfully reloaded.

Document Overview ▶ show

Funding Proposals ▶ show

Details & Dates ▶ hide

Details and Dates ▶ hide **Current Action**

Transaction Type:	Notice Date:
Administrative Amendment	

Institution ▶ hide

Award ID:	001002-00005	Lead Unit ID:	J
Version:	2	Account Type:	
Award Status:	Terminated	Activity Type:	P
Account ID:	300125	Award Type:	J
Award Title:	Node 5 Award for testing Sync Descendants ▶		

▶ show Sponsor

▶ show Sponsor Funding Transferred

▶ show Time & Money

A KC Award document is linked to an existing KFS Account (chart of accounts code), as indicated on the Account ID field (Award doc > Award page > Details & Dates section > Institution subsection)

Figure 14 Location of the Account ID field in the Award document in KC



Budget Adjustment

Introduction and Contents

The ability to create a KFS Budget Adjustment (BA) document by posting a KC Award Budget document is possible only when the following **two procedures** are performed:

- **Setting up BA creation integration:** How to get certain things in place that enable this KFS-KC integration feature.
 - **KFS Account from KC Award:** See prior procedure for ensuring a KFS Account has been created from a KC Award that includes Object Codes mapped to KFS and processed.
 - **KC Object Code Table with Financial Object Codes:** KC Object Code table has new Financial Object field for mapping value inquiry.
 - **Financial Object Code Mapping Maintenance Document:** How to use this maintenance e-doc, which is a part of the setting up of this integration feature.
 - **KFS Parameter:** Details about fields and values that make up this parameter that is required for this integration feature.
- **Creating a KFS Budget Adjustment from a KC Award Budget:** How to perform the necessary task steps to use this KFS-KC integration feature.

Key Terminology

- **KFS Account:** A pool of funds for a designated purpose. In relation to research, usually an award budget would reside in a single account specific to that project. A single award can be associated with a single account (thus, the BA document will only contain one account).
- **KFS Object Code:** A fine-grained identifier used to track income and expenses (budget & actual) on a KFS account.
- **KC Budget Category:** A broad identifier used to categorize expenses on a KC proposal budget.
- **KC Object Code:** A fine-grained identifier used to categorize expenses when creating a budget. Object codes have a “many-to-one” relationship to KC Budget Categories.



Setting up BA creation integration

The KFS Budget Adjustment doc auto-create from KC Award Budget doc is the major part of the KFS-KC integration.

Prerequisite Condition Checklist



To use the Budget Adjustment Creation integration feature, the following requirements must first be met:

1. **The Account document created by create account process needs to be processed before a BA document can be created:** You have to have a valid Account, you have to have an Award, and you have to have created the Account with the Award (as described above), OR you have to have an Award linked to an Account.
2. **The Object Code table on KC needs to be mapped to KFS object codes:** In an Award Budget, you typically add line items into the budget as an expense. For each line item entered, there has to be a KFS object code associated with that line item. When you submit your Award Budget document to KFS, the integration picks the KFS object code mapped to the corresponding KC object code, creates an accounting line for the object code, and then adds it to the budget adjustment details that are sent over to KFS.
3. **The FIN_OBJECT_CODE_MAPPING table needs to have KFS object codes mapped.** This table is used to map KFS object codes to expenses like fringe, indirect cost, calculated direct cost, etc. that get calculated based on rate class, rate type. This table lets you add a financial object code to a combination of rate class code and rate type code. There is also a unit and activity type associated with the KFS object code in case you want to use different KFS object codes based on the unit or the activity type. KFS object codes need to be mapped for the rate class, rate type combinations that will be used in the award budget calculation.
4. **The income object code needs to be set up on the KFS end. The RESEARCH_ADMIN_INCOME_OBJECT_CODE_BY_SPONSOR_TYPE parameter needs to have valid income object codes. Eg: 0=0896; 1=0896 :** In order to create a Budget Adjustment document on KFS, KC sends all the expense lines associated with the Award Budget. KFS, on receiving these details from KC, calculates the income line required for the budget and uses the object code mapped in this parameter for the income line. The sponsor type of the award is used to pick the correct object code from the list.

End of activity.



KFS Account from KC Award

The Account document created by create account process needs to be processed before a BA document can be created: You have to have a valid Account, you have to have an Award, and you have to have created the Account with the Award (as described above), OR you have to have an Award linked to an Account. And, the Object Code table in KC must be mapped to KFS Object Codes.

➔ **Reference:** For more information about how to be sure you have a processed KFS Account that was created from a KC Award, see “[Creating a KFS Account from a KC Award](#)” on page 13 earlier in this document.

KC Object Code Table with Financial Object Codes

<u>Object Code Name</u>	<u>Budget Category</u>	<u>Description</u>	<u>On/Off Campus Flag</u>	<u>Active</u>	<u>Financial Object Code</u>
421762	Vertebrate Animals	Telephone - Data Facilities	Yes	Yes	4021
421765	Telephone, Fax	Telephone - Moves and Installations	Yes	Yes	4084
421766	Telephone, Fax	Telecommunications - Consolidated Charges	Yes	Yes	4021
421809	Equipment	Fabricated Equipment - Not MTDC	Yes	Yes	7500
421818	Equipment	Equipment - Not MTDC	Yes	Yes	7000
421827	Materials	Equipment Minor	Yes	Yes	5200
421833	Equipment Rental	Equipment Rental - Not MTDC	Yes	Yes	4620
421900	Computer Time	Computer Supplies and Peripherals	Yes	Yes	5215
421925	Computer Time	Software	Yes	Yes	4616
422310	Other Operating Expenses	Tuition - RA - Not MTDC	Yes	Yes	5400
422311	Other Operating Expenses	Tuition - Other - Not MTDC	Yes	Yes	5400
422315	Trainee/Participant Costs - Stipends	Stipends - Not MTDC	Yes	Yes	5820
422320	Other Operating Expenses	Undergrad Student Fees - No Overhead	Yes	Yes	5880
PHTD01	Proposal Hierarchy Sub-Projects	Total Direct Cost for Proposal Hierarchy	Yes	Yes	7900
PHTID02	Proposal Hierarchy Sub-Projects	Total Indirect Cost for Proposal Hierarchy	Yes	Yes	5500
TUIOTHER	Trainee/Participant Costs - Tuition	Tuition Other Trainee type	Yes	Yes	5400

Figure 15 KC Object Code Maintenance Document Example Values (includes Financial Object Code mapping field)

Cost Element Maintenance Document ?	Doc Nbr: 5908	Status: INITIATED
	Initiator: quickstart	Created: 02:30 PM 09/13/2011

[expand all](#) [collapse all](#)

* required field

Document Overview ▶ show

Edit Cost Element ▼ hide

Old	New
Object Code Name: 421762	Object Code Name: 421762
Budget Category Code: 5	Budget Category Code: 5 🔍 📖
Description: Telephone - Data Facilities	* Description: Telephone - Data Facilities 🔍
On/Off Campus Flag: Yes	* On/Off Campus Flag: <input checked="" type="checkbox"/>
Financial Object Code: 4021	Financial Object Code: 4021
Active: Yes	* Active: <input checked="" type="checkbox"/>

submit
save
blanket approve
close
cancel

Figure 16 Location of Financial Object Code field on KC Cost Element maintenance document - Example



Financial Object Code Mapping Maintenance Document

In order to have a KFS Object Code data available to the KC Award Budget document for selection, it must be put into KC by way of the the FIN_OBJECT_CODE_MAPPING table in KC, which then allows for the creation of a KFS Budget Adjustment document from a KC Award Budget document. The FinancialObjectCodeMapping maintenance document is used to create mapping data that gives you the ability to add a financial object code to a combination of rate class code and rate type code in order to establish and maintain numeric codes and textual description values which are stored as database table values. This data serves as reference information that is made available for display and selection in various areas of the system, including e-docs and other maintenance e-docs.

Navigation & Access

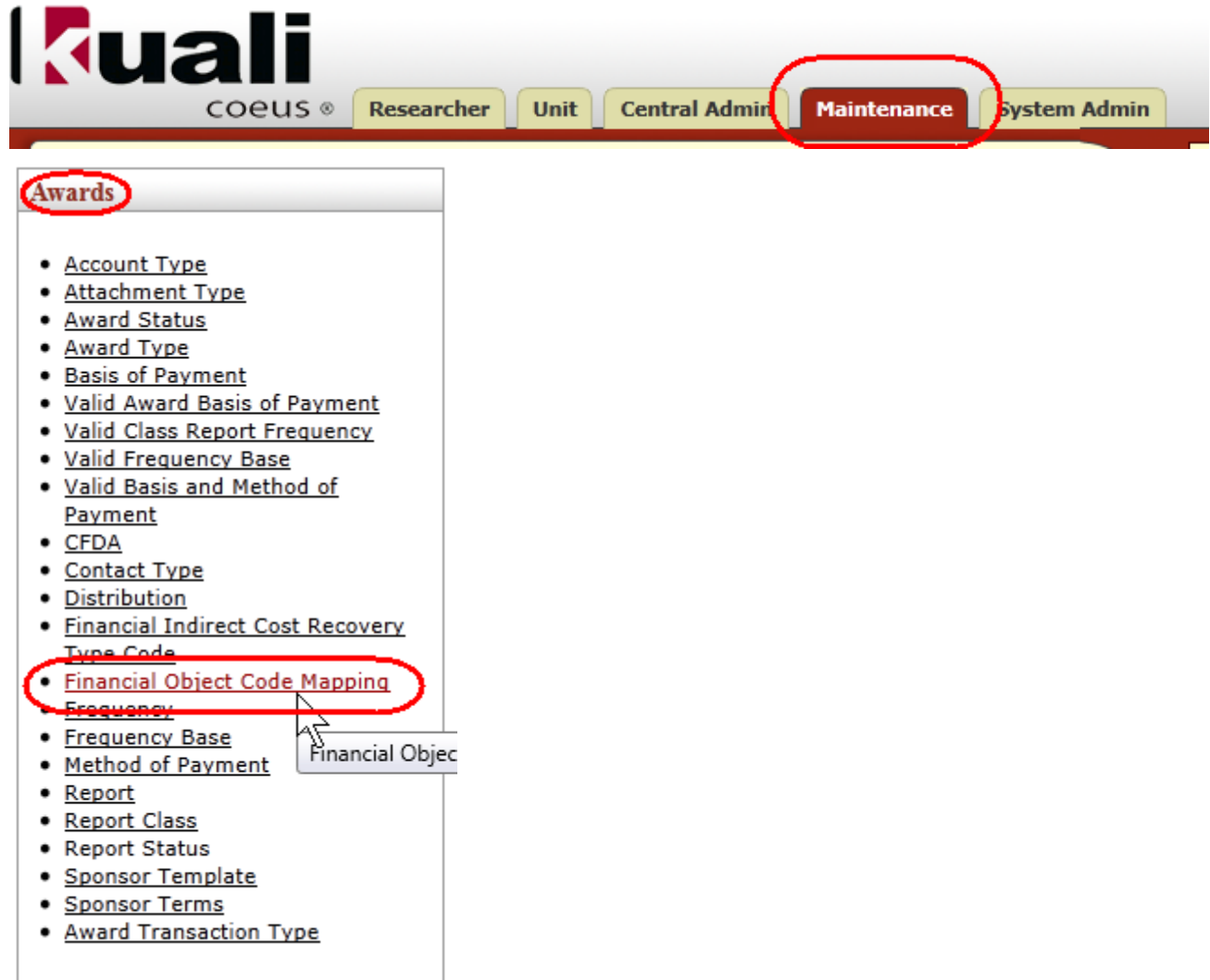


Figure 17 Location of Financial Object Code Mapping link in KC

Figure 18 Create New button standard location on Lookup screen




Document Layout

Figure 19 FinancialObjectCodeMapping Maintenance Document - Layout

Edit FinancialObjectCodeMapping Section

The Edit FinancialObjectCodeMapping section of the FinancialObjectCodeMapping maintenance document is a unique section that allows you to specify and maintain the details associated with the reference table record in fields.

Table 5 FinancialObjectCodeMapping Maintenance Document - Edit FinancialObjectCodeMapping Section Field Descriptions

Field	Description
Rate Class Code	Required. Type the suspected value in the box and click the direct inquiry  icon or click the lookup  icon to search for and return the value to populate the box automatically.
Rate Type Code	Required. Type the suspected value in the box and click the direct inquiry  icon or click the



Field	Description
	lookup icon to search for and return the value to populate the box automatically.
Unit Number	Required. Type the suspected value in the box and click the direct inquiry icon or click the lookup icon to search for and return the value to populate the box automatically.
Activity Type Code	Type the suspected value in the box and click the direct inquiry icon or click the lookup icon to search for and return the value to populate the box automatically.
Financial Object Code	Required. Click within the text box (or press the tab key from a previous field) to reposition the cursor so that it is within the field, and then type (or paste from virtual clipboard) to enter text in the box as necessary to provide the appropriate information.

Examples

Example values of Financial Object Code Mapping records, depicting combinations of associated codes.

Activity Type Code	Rate Class Code	Rate Type Code	Unit Number	Financial Object Code
<u>1</u>	<u>1</u>	<u>1</u>	<u>000001</u>	5500
<u>1</u>	<u>2</u>	<u>1</u>	<u>000001</u>	5500
<u>1</u>	<u>5</u>	<u>1</u>	<u>000001</u>	5600
<u>1</u>	<u>5</u>	<u>3</u>	<u>000001</u>	5600
<u>1</u>	<u>10</u>	<u>1</u>	<u>IN-CARD</u>	4520
<u>2</u>	<u>1</u>	<u>1</u>	<u>000001</u>	5501
<u>1</u>	<u>10</u>	<u>1</u>	<u>000001</u>	4520
<u>1</u>	<u>8</u>	<u>2</u>	<u>000001</u>	4520
<u>1</u>	<u>9</u>	<u>1</u>	<u>000001</u>	5055
<u>1</u>	<u>11</u>	<u>1</u>	<u>000001</u>	4520
<u>1</u>	<u>12</u>	<u>1</u>	<u>000001</u>	4520
<u>1</u>	<u>8</u>	<u>1</u>	<u>BL-IIDC</u>	4520
<u>2</u>	<u>2</u>	<u>1</u>	<u>000001</u>	5500
<u>1</u>	<u>13</u>	<u>1</u>	<u>000001</u>	4520
<u>1</u>	<u>13</u>	<u>4</u>	<u>000001</u>	4520
<u>3</u>	<u>10</u>	<u>1</u>	<u>000001</u>	4520
<u>6</u>	<u>12</u>	<u>1</u>	<u>000001</u>	4520
<u>1</u>	<u>13</u>	<u>16</u>	<u>000001</u>	4520

Figure 20 FinancialObjectCodeMapping Maintenance Document - Example Values

Common Features & Procedures

This maintenance document includes the following features that are common to most KC maintenance documents:

- Document Header, Document Overview Tabbed Section, Notes and Attachments Tabbed Section, Ad Hoc Recipients Tabbed Section, and Route Log Tabbed Section



For more information about how to use these common maintenance e-doc features, see the respective subtopic in the “Common E-Doc Tabbed Sections” in the Overview portion of the KC User Manual or Online Help. For information about searching for, initiating, editing, copying, submitting, saving, closing, canceling, and/or routing a maintenance document, see “Common Maintenance E-Doc Operations” in the Overview section of the KC User Manual or Online Help.



KFS

RESEARCH_ADMIN_INCOME_OBJECT_CODE_BY_SPONSOR_TYPE

Parameter

Another requirement for the setup of the KFS-KC integration feature that automates creation of a KFS BA doc from a KC Award Budget doc is the RESEARCH_ADMIN_INCOME_OBJECT_CODE_BY_SPONSOR_TYPE parameter in the KFS system database. A screen shot of the corresponding Parameter maintenance document in KFS is shown below, which depicts all of the fields and their values that comprise this parameter.

Namespace Code:	KFS-FP - Financial Processing
Parameter Component:	BudgetAdjustment
Application Namespace:	KFS
Parameter Name:	RESEARCH_ADMIN_INCOME_OBJECT_CODE_BY_SPONSOR_TYPE
Parameter Value:	0=0890;1=0890;4=0890;
Parameter Description:	Identifies the object code that will represent Income on an auto-generated budget adjustment document when KFS is integrated with a research admin system such as Kuali Coeus.. The format should be Sponsor Type=Object Code
Parameter Type Code:	Config
Parameter Constraint Code:	Allowed

Figure 21 RESEARCH_ADMIN_INCOME_OBJECT_CODE_BY_SPONSOR_TYPE KFS Parameter Maintenance Document – Parameter Fields and Values



Creating a KFS Budget Adjustment from a KC Award Budget

In This Topic

This topic covers the following sections:

- Overview
- Completion Process
 - Quick Reference – Abbreviated Steps
 - Detailed Procedure
- Flow Diagram
- Routing and Status

Overview

Before you start to use the KFS-KC integration functionality that allows you to create a KFS Budget Adjustment document from a KC Award Budget document, it is important to have a basic understanding of the context of its use and why it is important.

It is also helpful for you to understand the trigger or circumstance that initiates the need to use this functionality, and the fundamentals of its life cycle – when it is required, who completes it, its routing, etc.

Business Needs and Purpose

The purpose and justification for usage of the BA creation from KC Award Budget functionality, and the events that occur as a result of its usage are:

- The finalized KC Award Budget should be the source of the eventual KFS Account budget representing those project funds.
- Prior to this integration, the KC budget and KFS budget were generated independently and there was no definitive tie between KC object codes and KFS object codes. Creating the associated account budget in KFS was a manual process that, depending on the variance of object codes between the two systems, would involve a fair degree of guesswork by the user.
- This will ensure a more direct relationship between the two budgets and limit error-prone manual entry of the budget into KFS.

Policy

Implementing institutions likely have policy statements pertaining to this activity which require:

- a single set of object codes shared by multiple systems

Roles and Responsibilities

The primary responsibilities for each actor in this procedure are:

- The KC Central Admin Staff Member is responsible for creating the Award and Award Budget document.
- The Principal Investigator is responsible for approving the Award Budget document.




Scope


This procedure covers:

- Posting a KC Award Budget document to KFS
- Creating a KFS Budget Adjustment document from a KC Award Budget document

Before You Begin

Before you begin this procedure, you will first need the following:

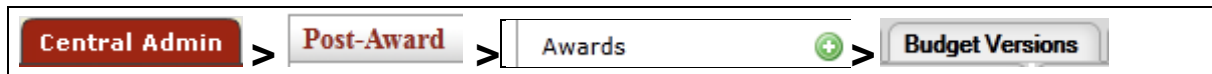
 **Prior Procedure Reference:** This procedure continues from “[Setting up BA creation integration](#)” on page 25 in this document, which outlines pre-existing condition requirements and associated prerequisite tasks that must be completed prior to initiating this activity.

 **Caution:** Fringe Benefits are calculated is based on two different Rate Class and Rate Types, so it gets split into different KFS object codes. This is due to the way the different Rate Class and Rate Type combinations are split into two separate budget items.

Navigation Path

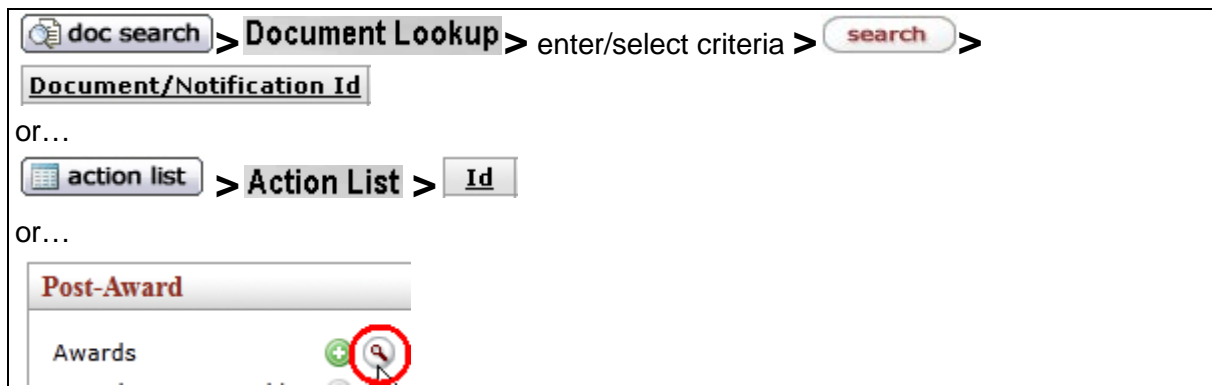
Getting started – this quick system reference depicts how to access the start screen for this procedure. The process task steps in the ordered list below assume you will be creating a KFS BA from a KC Award Budget document.


Create New:




 For general information on **creating a new Award Budget document**, see “Initiating a Document” in Common E-Doc Operations.

Access Existing:



 For more information on accessing an existing document using the global **doc search** button, see “Searching for a Document” in Common E-Doc Operations.

 For more information on accessing an existing document using the global **action list** button, see “Using the Action List” in Common E-Doc Operations.



Quick Reference Guide – Abbreviated Procedure

Creating a KFS Budget Adjustment document from a KC Award Budget document is also referred to as “posting the Award Budget.” This assumes you have first met the requirements in the “Setting up BA creation” procedure covered earlier in this document, and you have opened the KC Award Budget document.



To post the budget:

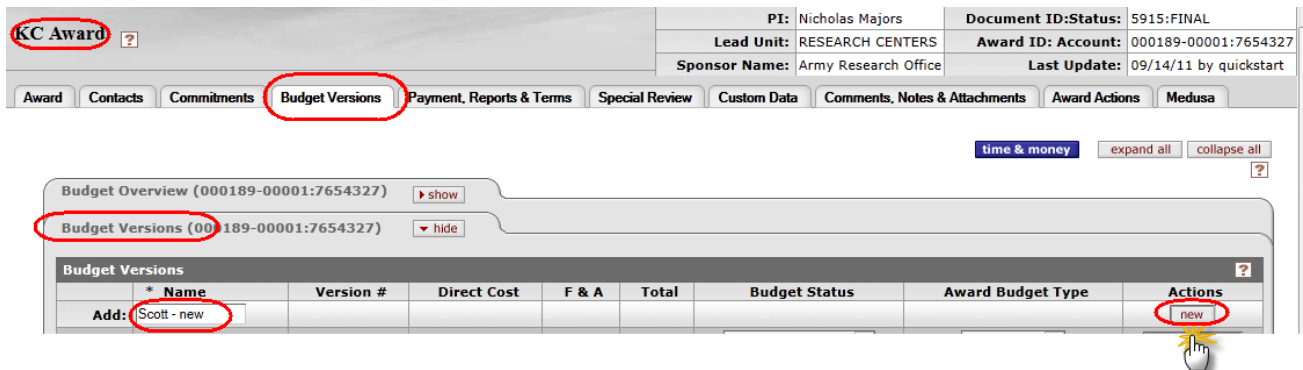
1. Navigate to the Budget Actions page and **turn validation on**.
2. If error ‘Total requested cost of the budget does not match the Budget Change Total Cost Limit.’ received, make the Cost Limit equal to the Budget Change Total Cost Limit and then navigate to the Non-Personnel page and **sync** the cost.
3. Go to the Award Actions page and click **submit**.
4. Log in as an Award Budget Approver and **approve** the budget.
5. Log in as Central Admin Award Budget initiator again and **post**.

End of activity.

Detailed Procedure


 **To create a KFS Budget Adjustment from a KC Award Budget:**

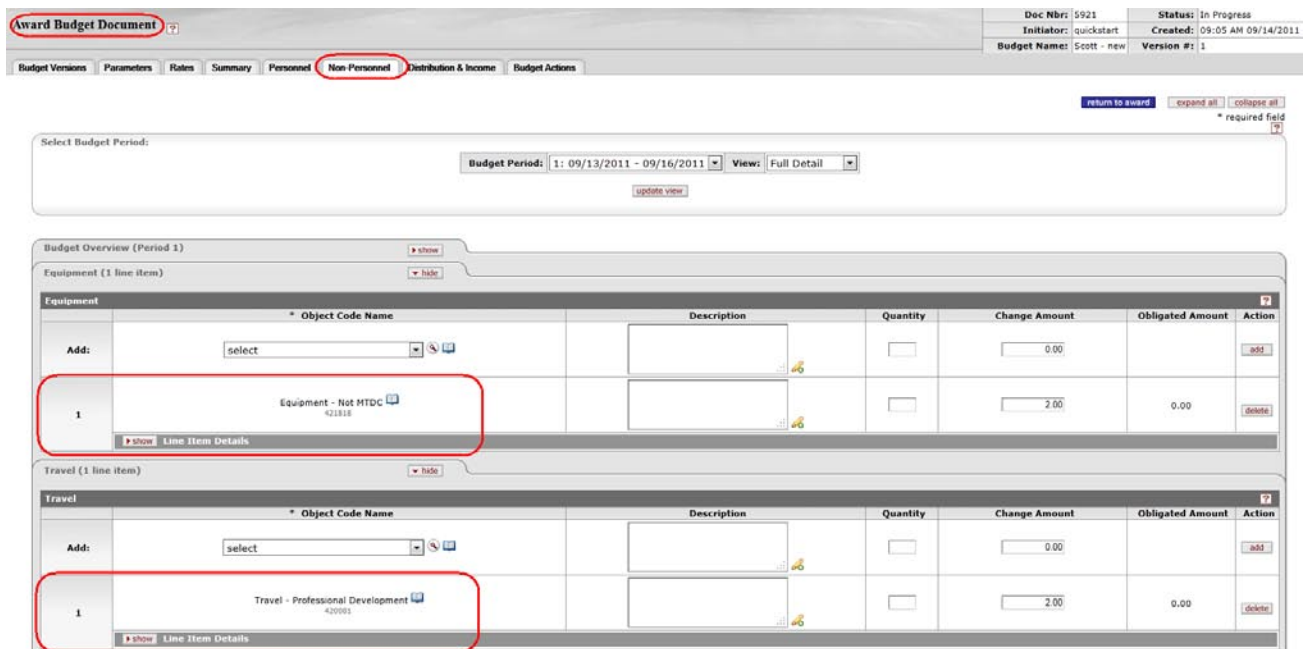
1. Create a new Award Budget by entering a name for the version in the Name field and then clicking the **new** button in the Actions column in the Budget Versions section of the Budget Versions page of the Award document.



* Name	Version #	Direct Cost	F & A	Total	Budget Status	Award Budget Type	Actions
Add: Scott - new							new

2. Click the Non-Personnel tab to display the Non-Personnel page. In the Equipment section, add an Equipment line item. In the Travel section, add a Travel line item.

 The idea is that the selections you make should be ones that have already been mapped using the table above - again these selections are already mapped in the table.



* Object Code Name	Description	Quantity	Change Amount	Obligated Amount	Action
Add: select			0.00		add
1 Equipment - Not HTDC			2.00	0.00	delete

* Object Code Name	Description	Quantity	Change Amount	Obligated Amount	Action
Add: select			0.00		add
1 Travel - Professional Development			2.00	0.00	delete

3. On the Personnel page, add line items by selecting a Job Code for the person, select an Appointment Type, enter a Base Salary, and then click the **[sync personnel]** button which adds the person to the Award Budget as a numbered line item in the Project Personnel section.

Award Budget Document ?

Doc Nbr: 5921 Status: In Progress
Initiator: quickstart Created: 09:05 AM 09/14/2013
Budget Name: Scott - new Version #: 1

Budget Versions Parameters Rates Summary **Personnel** Non-Personnel Distribution & Income Budget Actions

Select Budget Period: Budget Period: 1: 09/13/2011 - 09/16/2011 View: Full Detail

Project Personnel (All Periods)

Changes made in the Project Personnel panel must be saved before the corresponding results are reflected in the Personnel Details panel.

Person	Job Code	* Appointment Type	* Base Salary	* Salary Effective Date	Actions
1 Nicholas Majors (Principal Investigator)	ABC RESEARCHER	12M DURATION		09/13/2011	delete

type personnel

- In the Personnel Detail section below, select values for the Person (for example, 'summary'), Object Code Name (for example, 'Administrative Staff – On') and Group (for example, new Group) fields and then click the **[add]** button to add your selections as a numbered line item below.

The object code for the person job code and all the RateClass, RateType values listed under RateClass should have mapping KFS object code values.

Award Budget Document ?

Doc Nbr: 5921 Status: In Progress
Initiator: quickstart Created: 09:05 AM 09/14/2013
Budget Name: Scott - new Version #: 1

Budget Versions Parameters Rates Summary **Personnel** Non-Personnel Distribution & Income Budget Actions

Select Budget Period: Budget Period: 1: 09/13/2011 - 09/16/2011 View: Full Detail

Project Personnel (All Periods) show

Budget Overview (Period 1) show

Personnel Detail (Period 1) hide

Add Details ?

* Person	* Object Code Name	Group	Action
Summary	Administrative Staff - On	select --or-- new Group	add

calculate current period view personnel salaries save reload close

The Administrative Staff – On/new Group section appears with subsections for Group Details and Rate Classes.

- In the subsection (line item), add a requested salary and click **[calculate]** to get the fringe amount displayed. This adds the calculated fringe costs to the budget.

Person	* Start Date	* End Date	% Effort	% Charged	Period Type	Requested Salary	Calculated Fringe	Action
Summary	09/13/2011	09/16/2011				2.00	0.00	calculate delete

Requested Salary	Calculated Fringe	Action
2.00	0.54	calculate delete

💡 If you then scroll down and click **show** to view the Rate Classes subsection, these are the Rate Class / Rate Types that need to be entered into the Financial Object Code Mapping table with corresponding KFS object codes.

Personnel Detail (Period 1) hide

Add Details ?

* Person	* Object Code Name	Group	Action
Select	select	select --or-- (new group)	add

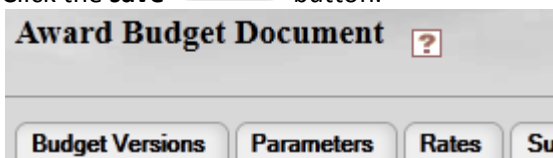
Person	* Start Date	* End Date	% Effort	% Charged	Period Type	Requested Salary	Calculated Fringe	Action
Summary	09/13/2011	09/16/2011				2.00	0.54	calculate delete

Administrative Staff - On/new Group Details	
Budget Category	Other Professionals
Unrecovered F&A	0.00
Apply Inflation?	<input checked="" type="checkbox"/>
Budget Justification Notes	
# of Person(s)	0
Cost Sharing	0.00
On Campus?	<input checked="" type="checkbox"/>
Group Description	

Rate Class	Rate Type	Apply Rate?	Rate Cost	Rate Cost Sharing
Employee Benefits	Research Rate	<input checked="" type="checkbox"/>	0.54	0.00
Vacation	Vacation	<input checked="" type="checkbox"/>	0.19	0.00
Employee Benefits	EB on LA	<input checked="" type="checkbox"/>	0.00	0.00
Vacation	Vacation on LA	<input checked="" type="checkbox"/>	0.00	0.00
MTDC - AWARD	MTDC	<input checked="" type="checkbox"/>	0.03	0.00

sync to cost limit

6. Click the **save** save button.



■ Document was successfully saved.

7. Navigate to the Budget Actions page, show the Data Validation section, and click the **turn on validation** button.

Award Budget Document ?	Doc Nbr: 5921	Status: In Progress
	Initiator: quickstart	Created: 09:05 AM 09/14/201:
	Budget Name: Scott - new	Version #: 1

[Budget Versions](#)
[Parameters](#)
[Rates](#)
[Summary](#)
[Personnel](#)
[Non-Personnel](#)
[Distribution & Income](#)
[Budget Actions](#)

Document was successfully saved.

[return to award](#)
[expand all](#)
[collapse all](#)

* required field ?

Budget Justification [show](#)

Data Validation [hide](#)

Data Validation

You can activate a Validation check to determine any errors or incomplete information. The following Validations types will be determined:

- errors that prevent submission into routing
- warnings that serve as alerts to possible data issues but will not prevent submission into routing

[turn on validation](#)

⚠ In the Validation Errors subsection, if you receive the message 'Total requested cost of the budget does not match the Budget Change Total Cost Limit.' it means you have requested a budget that is lower than the total cost limit for that budget, and the fix is that the Budget Total Cost Limit is the obligated total, and it needs to equal The Budget Change Total Cost Limit.

Validation Errors

[hide](#) **Budget Period And Totals Information (1)**

Total requested cost of the budget does not match the Budget Change Total Cost Limit. [fix](#)

Warnings

[fix](#)

- To fix it, go to the Parameters page of the Award Budget Document, and enter that amount (copy Budget Total Cost Limit value) in the Cost Limit Field in Budget Periods & Totals section, then click **save** to save this change to the document.

Award Budget Document ?

Doc Nbr:	5921	Status:	In Progress
Initiator:	quickstart	Created:	09:05 AM 09/14/2011
Budget Name:	Scott - new	Version #:	1

Budget Versions Parameters Rates Summary Personnel Non-Personnel Distribution & Income Budget Actions

Document was successfully saved.

[return to award](#)

* required field ?

Budget Overview hide

Budget Overview ?

Account ID:	7654327	Budget Start Date:	09/13/2011
Award ID:	000189-00001	Budget End Date:	09/16/2011
Budget Version Number:	1	Budget Total Cost Limit:	400.00
Award Budget Type:	New	Budget Change Total Cost Limit:	400.00
Award Budget Status:	In Progress	Unrecovered F & A Rate Type:	MTDC - AWARD
On/Off Campus:	Default	F&A Rate Type:	MTDC - AWARD
Description:	New		

Budget Periods & Totals hide

Validation Errors found in this Section:

- Total requested cost of the budget does not match the Budget Change Total Cost Limit.

Budget Periods ?

	Period Start Date	Period End Date	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit	Direct Cost Limit	Actions
Add:	<input type="text"/>	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	add
1	09/13/2011	09/16/2011	6.78	6.73	0.05	0.00	0.00	400.00	0.00	delete
Totals										
Budget Change:	09/13/2011	09/16/2011	6.78	6.73	0.05	0.00	0.00			
Previous Budget:			0.00	0.00	0.00	0.00	0.00			recalculate
Budget Total:	09/13/2011	09/16/2011	6.78	6.73	0.05	0.00	0.00			

generate all periods calculate all periods default periods **save** reload close

save

- Navigate to Non-Personnel page, and select any line item that you have already added (for example, Equipment) and then click the [sync to period cost limit] button. This increases the value so it matches the total.

Equipment (1 line item) hide

Equipment						
	* Object Code Name	Description	Quantity	Change Amount	Obligated Amount	Action
Add:	select		<input type="text"/>	<input type="text" value="0.00"/>		<input type="button" value="add"/>
	Equipment - Not MTDC 421818		<input type="text"/>	<input type="text" value="2.00"/>	0.00	<input type="button" value="delete"/>
Line Item Details						
1	* Start Date	09/13/2011	Unrecovered F&A		0.00	
	* End Date	09/16/2011	Cost Sharing		<input type="text" value="0.00"/>	
	Apply Inflation?	No	On Campus?		<input checked="" type="checkbox"/>	
	Budget Category	Equipment	Submit Cost Sharing?		<input checked="" type="checkbox"/>	
	Budget Justification Notes	<input type="text"/>				
Rate Classes						
	Rate Class	Rate Type	Apply Rate?	Rate Cost	Rate Cost Sharing	Obligated Amount
			<input type="button" value="sync to period cost limit"/>	<input type="button" value="sync to period direct cost limit"/>		

10. Navigate to the Budget Actions **Budget Actions** page and click the **turn on validation** button to validate again.

Validation Errors
No Validation Errors present.
Warnings
No Warnings present.

11. Click the **save** button.
12. Click the **submit** button. A confirmation appears in the system notification area indicating submission success.

Award Budget Document ?

Doc Nbr: 5921	Status: In Progress
Initiator: quickstart	Created: 09:05 AM 09/14/2011
Budget Name: Scott - new	Version #: 1

Budget Versions Parameters Rates Summary Personnel Non-Personnel Distribution & Income Budget Actions

Document was successfully submitted.

This Budget is locked for editing by kr as of 10:05 AM on 09/14/2011

return to award
expand all
collapse all

* required field

13. While logged in to KC as an Award Budget Approver, after the Award Budget Document has been submitted, the Award Budget Approver opens the document from their action list and clicks the **approve** button, or if the user has appropriate permissions, the **blanket approve** blanket approve button.

Route Log

ID: 5921 ▼ hide

Title	Award Budget Document - Scott - new
Type	<u>Award Budget Document</u>
Initiator	<u>quickstart, quickstart</u>
Route Status	FINAL
Document Status	Submitted
Node(s)	AwardBudgetOSPApproval

Actions Taken ▼ hide

	Action	Taken By
	SAVED	<u>quickstart, quickstart</u>
▶ show	COMPLETED	<u>quickstart, quickstart</u>
▶ show	APPROVED	<u>Tester, Joe</u>

Future Action Requests ▼ hide

14. After the Award Budget document has been approved, as its Initiator, log back in to KC and open the document. Select **yes** to the confirmation prompt to proceed with updated rates.

Award rates have been added or modified since the time the budget was created .Do you want to proceed?

yes
no

15. Navigate to the Budget Actions page. A new **post** post command button appears on the Budget Actions page of the Award Budget Document in the workflow buttons area at the bottom, center of the page. Click the **post** post button to post the budget to KFS. This automatically creates a new

Budget Adjustment document in KFS.

Award Budget Document ?	Doc Nbr: 5921	Status: To Be Posted
	Initiator: quickstart	Created: 09:05 AM 09/14/2011
	Budget Name: Scott - new	Version #: 1

[Budget Versions](#) | [Parameters](#) | [Rates](#) | [Summary](#) | [Personnel](#) | [Non-Personnel](#) | [Distribution & Income](#) | [Budget Actions](#)

[return to award](#) | [expand all](#) | [collapse all](#)

Budget Justification [▶ show](#)

Data Validation [▼ hide](#)

Data Validation

You can activate a Validation check to determine any errors or incomplete information. The following Validations types will be determined:

- errors that prevent submission into routing
- warnings that serve as alerts to possible data issues but will not prevent submission into routing

[turn off validation](#)

Validation Errors

No Validation Errors present.

Warnings

No Warnings present.

Route Log [▶ show](#)

[toggle status](#) | [post](#) | [close](#)

[Post Budget](#)

The KFS Budget Adjustment document number appears in the confirmation message in KC.

Award Budget Document ?

Doc Nbr: 5921	Status: To Be Posted
Initiator: quickstart	Created: 09:05 AM 09/14/2011
Budget Name: Scott - new	Version #: 1

Budget Versions Parameters Rates Summary Personnel Non-Personnel Distribution & Income Budget Actions

■ Budget has been posted successfully. The budget adjustment document number is 5936.

[return to award](#) [expand all](#) [collapse all](#) ?

Budget Justification [show](#)

Data Validation [show](#)

Route Log [show](#)

Budget has been posted successfully. The budget adjustment document number is 5936.

[close](#)

The KFS Budget Adjustment document you just created has accounting lines that match the totals in the Award Budget Summary page, and also the Budget Limits section lines in the Award (not Award Budget) document Budget Versions page (accessible via the blue [return to award] on Award Budget doc).

Award Budget Document ?

Doc Nbr: 5921	Status: Posted
Initiator: quickstart	Created: 09:05 AM 09/14/2011
Budget Name: Scott - new	Version #: 1

Budget Versions Parameters Rates **Summary** Personnel Non-Personnel Distribution & Income Budget Actions

■ Document was successfully reloaded.

[return to award](#) [expand all](#) [collapse all](#) ?

Summary [hide](#)

Summary [back](#) [next](#) [Total](#)

Period 1
09/13/2011 - 09/16/2011

		Total
Personnel edit		
show Salary	2.00	2.00
show Fringe	0.54	0.54
show Calculated Direct Costs	0.19	0.19
Personnel Subtotal	2.73	2.73
Non-Personnel edit		
show Equipment	395.22	395.22
show Travel	2.00	2.00
show Calculated Direct Costs	0.00	0.00
Non-Personnel Subtotal	397.22	397.22
Totals		
TOTAL DIRECT COSTS	399.95	399.95
TOTAL F&A COSTS	0.05	0.05
TOTAL COSTS	400.00	400.00

Budget Adjustment ?

Doc Nbr: 5936	Status: Posted
Initiator: quickstart	Created: 09:05 AM 09/14/2011

Document Overview [hide](#)

Document Overview

* Description: Generated from award budget -5921

Organization Document Number:

Financial Document Detail

* Year: 2012 **Total Amount:** 800.00

Accounting Lines [hide](#)

Accounting Lines ?

From/Decrease To/Increase

* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt
B1	7654332	Army-NagariNicholas	5600	EMPLOYEE FRINGE BENEFITS			0.54
1							0.24

Monthly Lines [show](#)

KFS Budget Adjustment document > Accounting Lines section shows Current Amount for Object Code 'EMPLOYEE FRINGE BENEFITS' item as '0.54' which matches KC Award Budget document > Personnel subsection Fringe field Total amount.

Accounting Lines							
From/Decrease							
* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt
							0.00
add: Monthly Lines show							
To/Increase							
* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt
							0.00
add: Monthly Lines show							
							Current Amt
1	BL	0303030	0700				1,585.00
BLOOMINGTON National- natl-NicholsMajors CREDIT CARD PROCESSING FEE							
Monthly Lines show							
2	BL	0303030	5021				1,000.00
BLOOMINGTON National- natl-NicholsMajors VIDEO CONFERRING							
Monthly Lines show							
3	BL	0303030	4620				6,538.44
BLOOMINGTON National- natl-NicholsMajors EQUIPMENT RENTAL							
Monthly Lines show							
4	BL	0303030	6200				20.00
BLOOMINGTON National- natl-NicholsMajors TRAVEL CHARGES- FOREIGN							
Monthly Lines show							
5	BL	0303030	0710				97.60
BLOOMINGTON National- natl-NicholsMajors GUM 2 CR HS FEE RES UNDERGRAD							
Monthly Lines show							
6	BL	0303030	5002				200.00
BLOOMINGTON National- natl-NicholsMajors ADMINISTRATIVE SERVICE CHARGE							
Monthly Lines show							
7	BL	0303030	0748				270.00
BLOOMINGTON National- natl-NicholsMajors GUM 2 CR HS FEE STU TEACHERS							
Monthly Lines show							
8	BL	0303030	0708				26.35
BLOOMINGTON National- natl-NicholsMajors GUM 2 UNDERGRAD EXTRA FEES							
Monthly Lines show							
9	BL	0303030	0742				1.41
BLOOMINGTON National- natl-NicholsMajors GUM 2 CR HS FEE APRN NURSE							
Monthly Lines show							
10	BL	0303030	0705				101.40
BLOOMINGTON National- natl-NicholsMajors EDUCATION SUPERVISION							
Monthly Lines show							
11	BL	0303030	0703				97.60
BLOOMINGTON National- natl-NicholsMajors PRIOR YEAR FEES							
Monthly Lines show							
12	BL	0303030	4087				50.00
BLOOMINGTON National- natl-NicholsMajors INST CURRANT ENTRANCE							
Monthly Lines show							
13	BL	0303030	0701				12.20
BLOOMINGTON National- natl-NicholsMajors GUM 2 CR HS FEE DISTANCE EDUC							
Monthly Lines show							
14	BL	0303030	0895				10,000.00
BLOOMINGTON National- natl-NicholsMajors PAID SHOP CR HS FEE STU ACT							
Monthly Lines show							

In KC Award doc, Budget Versions page, scroll down to Budget Limits panel , the subsection accounting lines match what is in the KFS Budget Adjustment document accounting line values, and the Object Codes for each line item expense match each other

Budget Limits (010000-00001:0303030) ▼ hide

Expand All Collapse All

Personnel					
Cost Element	Description	Limits	Budget Change	Previous Budget	Budget Total
▼ hide	Salary		0.00	1,000.00	1,000.00
	Administrative Staff - On		0.00	1,000.00	1,000.00
▼ hide	Fringe		0.00	291.60	291.60
	Administrative Staff - On		0.00	291.60	291.60
▼ hide	Calculated Direct Costs		0.00	271.40	271.40
	Lab Allocation - Salaries - Lab Allocation - Salaries		0.00	80.00	80.00
	Lab Allocation - Other - Lab Allocation - M\&S		0.00	10.00	10.00
	Lab Allocation - Other - Lab Allocation - Utilities		0.00	80.00	80.00
	Vacation - Vacation		0.00	101.40	101.40
Personnel Subtotal			\$0.00	\$1,563.00	\$1,563.00
NonPersonnel					
Cost Element	Description	Limits	Budget Change	Previous Budget	Budget Total
▶ show	Equipment		0.00	6,538.44	6,538.44
▶ show	Travel		0.00	20.00	20.00
▶ show	Participant Support		0.00	50.00	50.00
▼ hide	Other Direct		0.00	200.00	200.00
420102	Animal Care		0.00	200.00	200.00
▼ hide	Calculated Direct Costs		0.00	43.56	43.56
	Lab Allocation - Salaries - Lab Allocation - Salaries		0.00	17.60	17.60
	Lab Allocation - Other - Lab Allocation - M\&S		0.00	2.20	2.20
	Lab Allocation - Other - Lab Allocation - Utilities		0.00	17.60	17.60
	Fringe Benefits - EB on LA		0.00	4.75	4.75
	Vacation - Vacation on LA		0.00	1.41	1.41
	Other - Other		0.00	0.00	0.00
Non-Personnel Subtotal			\$0.00	\$6,852.00	\$6,852.00
Totals					
TOTAL DIRECT COSTS			\$0.00	\$8,415.00	\$8,415.00
TOTAL F&A COSTS			\$0.00	\$1,585.00	\$1,585.00
TOTAL COSTS			\$0.00	\$10,000.00	\$10,000.00

⚠ In the above example, the manner in which Fringe Benefits are calculated is based on two different Rate Class and Rate Types, so it gets split into different KFS Object Codes.

End of activity.

Process Flow

Creating a KFS Budget Adjustment from a KC Award Budget

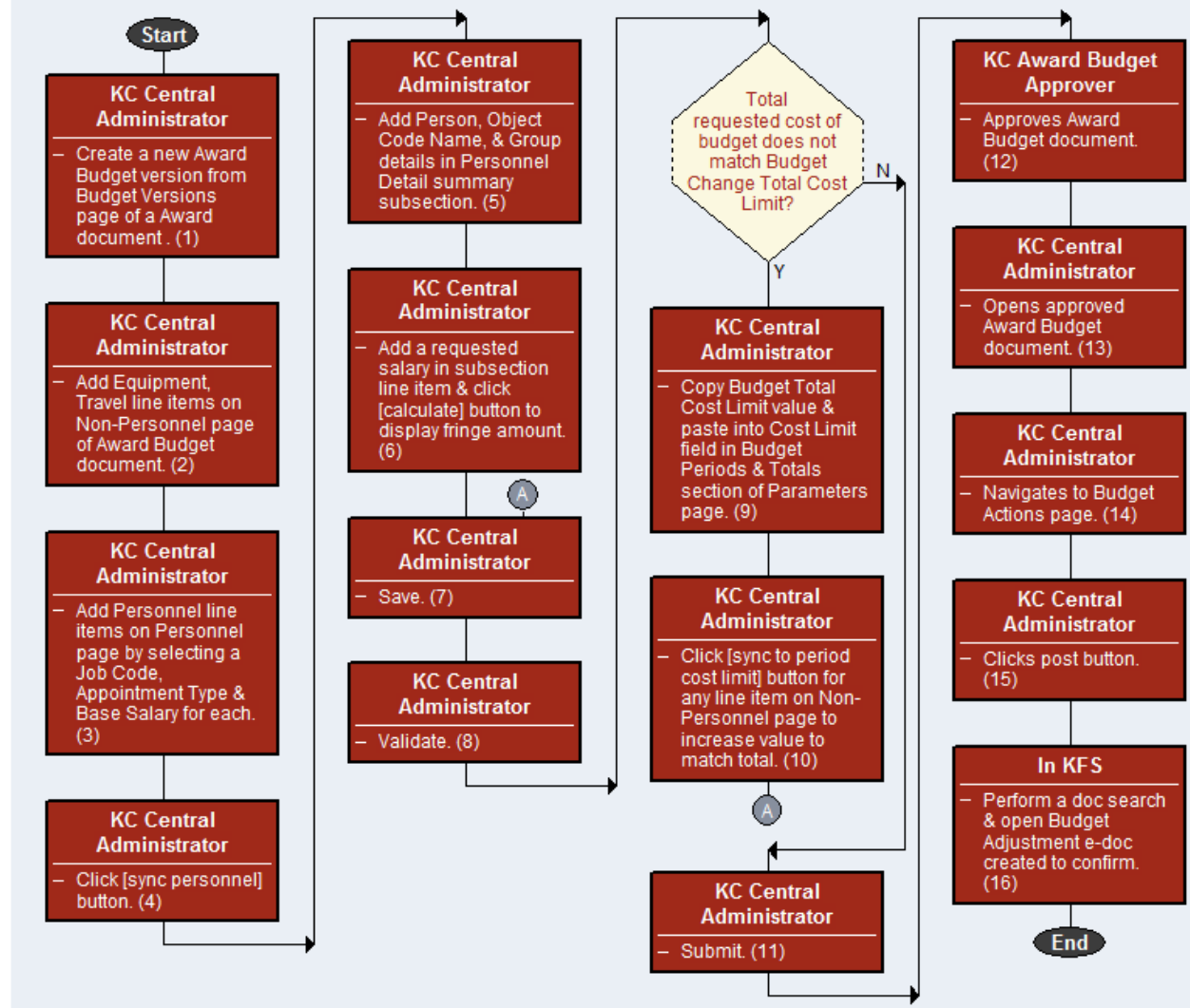


Figure 22 KFS Budget Adjustment Creation From KC Award Budget Posting - Completion Process Flow Chart Diagram

Routing And Status

After the Budget Adjustment (BA) document has been created in KFS from the KC Award Budget using this procedure, the BA document will **either**:

- remain in a SAVED state until submitted
- OR...
- proceed automatically into KFS workflow routing, as shown below

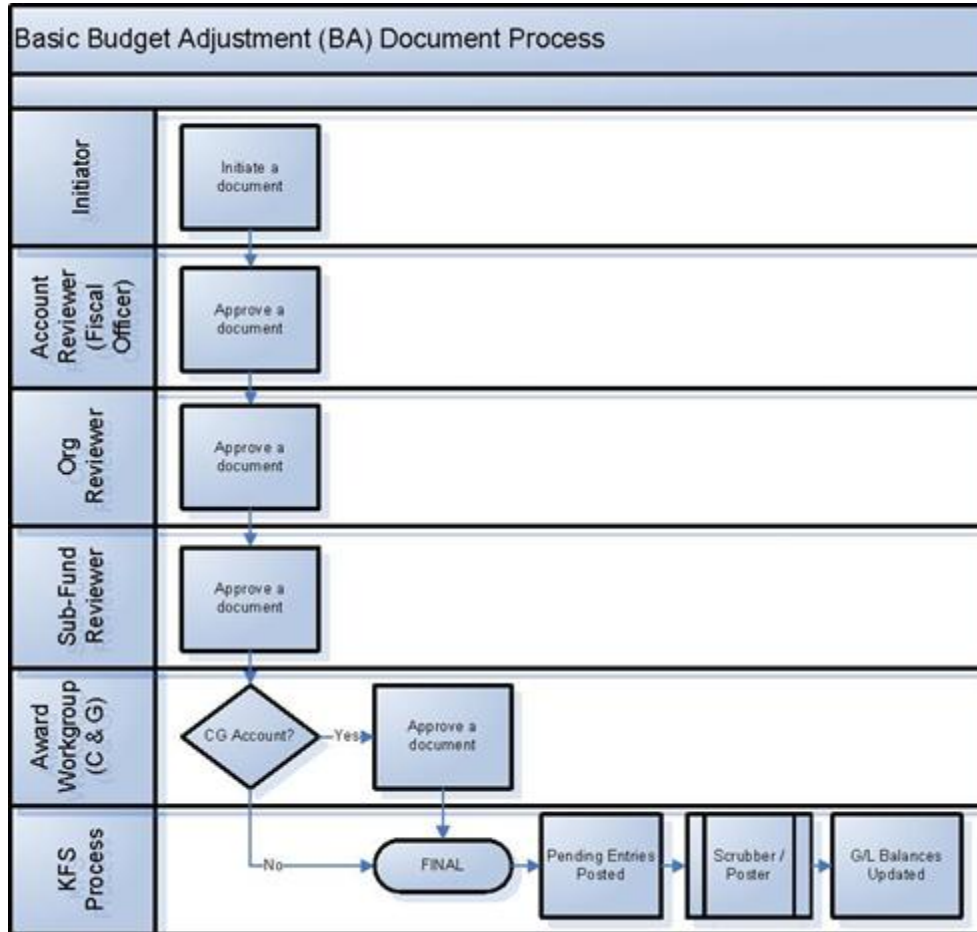


Figure 23 KFS Budget Adjustment Document Routing - Workflow Swim Lane Diagram

Workflow Status

Workflow status generally relates to **approval-related actions** - the routing of the completed document in the system for approval. Even after approval and final disposition actions are completed, a permanent historical record of the document is always accessible. **View E-Doc Route Log:**



Click **action list** button > **Outbox** link > **Log column** icon to view the Actions Taken and Route Status.



For more information about Workflow (a.k.a. Route) Status changes, see "Route Status" in Kuali Enterprise Workflow.



Error Troubleshooting

The posting of a KC Award Budget to a KFS Budget Adjustment document can result in possible KC system error messages. Some of the most common (or most likely to occur) when attempting to create a KFS BA from a KC Award Budget are listed in the table below, along with a more detailed explanation of what the error means, and insight into making appropriate fixes to prevent them.

Table 6 Potential Error Messages From Attempting to Post a KC Award Budget to a KFS Budget Adjustment – Troubleshooting Advice

System Error Message	Explanation and Recommended Fix Steps
Cannot connect the financial system	Either KFS is down or KFS did something unexpected. Need to check KFS server logs to see what went wrong.
Budget adjustment document was not created. The financial system returned the following errors: The KFS account BL 0404040 is invalid	The award does not have a valid account associated with it or the account document that was created wasn't blanket approved.
Object code 400025 does not have a financial object code mapped to it	The KFS object code needs to be mapped to the object code 400025 in the Object Code table.
No KFS object code mapped to RateClass 10, Rate Type 1 and Unit 000001	A KFS object code needs to be mapped to the corresponding Rate Class / Rate Type and Unit in the FIN_OBJ_CODE_MAPPING table.
Object Code 0330 not found	The specified object code does not exist in the financial system for the specified year and chart.


Advanced Adjustments


Changing Budget Amounts using KC Time and Money document

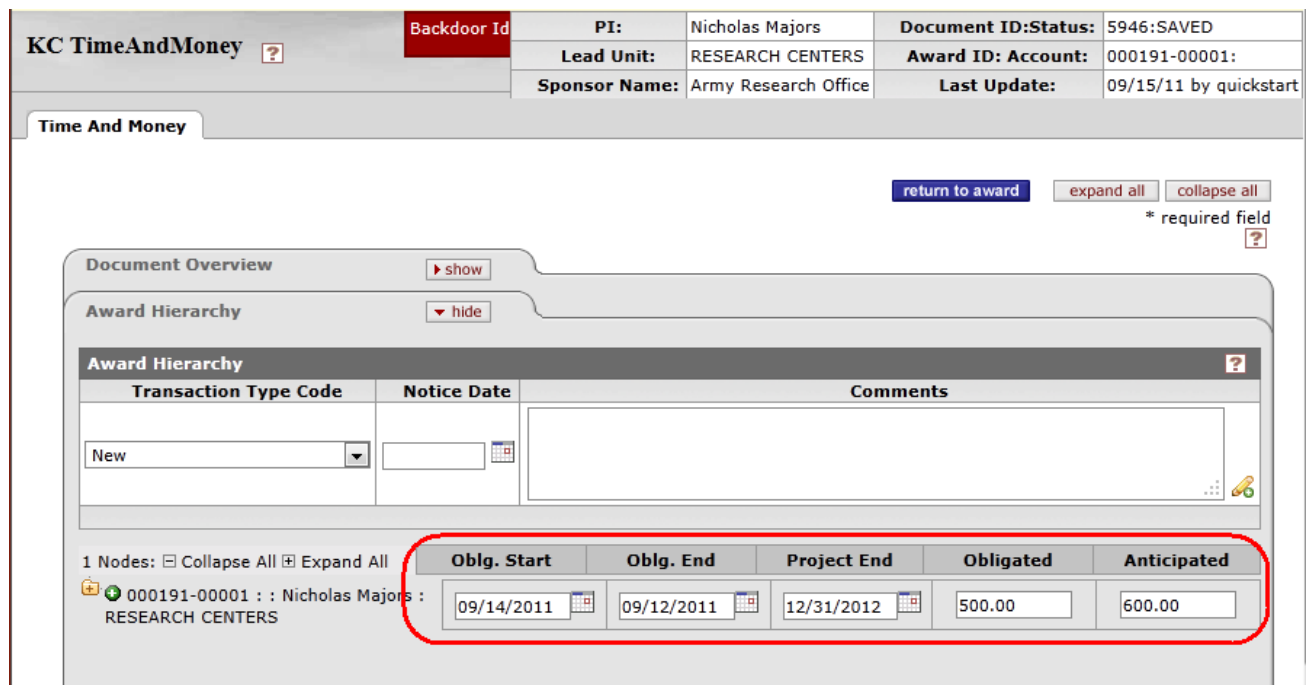
In order to decrease or increase a budget, you must increase the budget obligated amount in the Time and Money document.

Increasing or Decreasing a Budget




 **To increase or decrease a budget:**

1. Open the Award document.
2. Click the blue **time & money**  button.
3. Increase the money by changing the time period and increasing the obligated amount value.

 Obligated amount cannot be greater than the anticipated amount.



Oblig. Start	Oblig. End	Project End	Obligated	Anticipated
09/14/2011	09/12/2011	12/31/2012	500.00	600.00

4. Blanket approve  the document.
5. Click the return to award  button.
6. Navigate back to the Budget Versions  page of the Award document. Enter a title for the second budget in the Name field of the Budget Versions section and then click the **new** button.

Budget Versions (000191-00001:)

Budget Versions								
	* Name	Version #	Direct Cost	F & A	Total	Budget Status	Award Budget Type	Actions
Add:	budget #2 - Scott							<input type="button" value="new"/>

Show All Budgets

Now you can open the budget.

Award Budget Document

Doc Nbr: 10872	Status: In Progress
Initiator: quickstart	Created: 02:21 PM 07/27/2011
Budget Name: second	Version #: 2

Document was successfully saved.

* required field

Budget Versions (000055-00001:)

Budget Versions								
	* Name	Version #	Direct Cost	F & A	Total	Budget Status	Award Budget Type	Actions
Add:								<input type="button" value="new"/>
<input type="button" value="hide"/>	first	1	10,000.00	0.00	10,000.00			<input type="button" value="open"/> <input type="button" value="copy"/>
			F&A Rate Type: MTDC Last Updated: Jul 27, 2011 2:31:01 PM Unrecovered F&A: 0.00 Last Updated By: quickstart Cost Sharing: 0.00 Comments:					
<input type="button" value="hide"/>	second	2	0.00	0.00	0.00			<input type="button" value="open"/> <input type="button" value="copy"/>
			F&A Rate Type: MTDC Last Updated: Jul 27, 2011 2:31:01 PM Unrecovered F&A: 0.00 Last Updated By: quickstart Cost Sharing: 0.00 Comments:					

Show All Budgets

- To increase or decrease an existing object code amount, enter a positive or negative value into the change amount field. The obligated amount next to it is what was assigned to it in the previous budget version.

To add a new object code, just add it like you would in the first version of the budget.

Budget Versions Parameters Rates Summary Personnel Non-Personnel Distribution & Income Budget Actions

Document was successfully saved. return to award expand all collapse all * required field

Select Budget Period: **Budget Period:** 1: 07/25/2012 - 07/31/2012 **View:** Full Detail update view

Budget Overview (Period 1) hide

Budget Overview (Period 1)	
Period 1 Start Date	07/25/2012
Period 1 End Date	07/31/2012
Direct Cost	0.00
F&A Cost	0.00
Total Sponsor Cost	0.00
Budget Amount	10,000.00
Obligated Amount	10,000.00
Unrecovered F&A	0.00
Cost Sharing	0.00

Equipment (1 line item) hide

Equipment						
	* Object Code Name	Description	Quantity	Change Amount	Obligated Amount	Action
Add:	<input type="text" value="select"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>		<input type="button" value="add"/>
1	Equipment - Not MTDC <small>421018</small>	<input type="text"/>	<input type="text"/>	<input type="text" value="-5000"/>	10,000.00	<input type="button" value="delete"/>

show Line Item Details

Travel show

Participant Support show

Other Direct show

- Repeat the following procedure: 1) Validate, 2) Ensure the requested amount is same as the obligated amount or the Budget cost limit amount, 3) Submit, 4) Log in as an Award Budget Approver and approve the budget, and 4) Log in back as Central Admin and post.

For subsequent budget versions, on the time & money doc, you can also add money to an award budget when you have exhausted the money in the budget:

- Click [time& money] blue button, and change Oblg. Start, End, Proj. End and Obligated Amount (add to amount) values in the Award Hierarchy section node.
- Blanket approve it .
- Create a new Budget Version on the Award Budget Document. It will automatically show the new total value, where you can then make changes to the budget.

End of activity.

CFDA Batch

One of the KFS-KC integration points allows for the running of a Catalog of Federal Domestic Assistance (CFDA) batch job in KC to ensure this KC reference table has the most up-to-date data available from the authoritative source at cfda.org. This functionality used to be a part of KFS, but it is now a part of KC, making KC the system of record for CFDA number selection.

The CFDA # validations are a part of KC now instead of KFS, and there is a new CFDA maintenance document that is populated from a batch job to call and get valid values from CFDA to populate the table. These are associated with the Award and thus the account. This batch job functionality ensures the Catalog of Federal Domestic Assistance (CFDA) table in KC is automatically updated with data from the cfda.gov website so that the CFDA values available for selection on a KC Award document are valid.

KC Award ?	PI: Nicholas Majors	Document ID: Status: 5887:SAVED
	Lead Unit: CARDIOLOGY	Award ID: Account: 000044-00002:
	Sponsor Name: NSF	Last Update: 09/12/11 by quickstart

Document was successfully saved.

time & money expand all collapse all
* required field ?

Document Overview show

Funding Proposals show

Details & Dates hide

Details and Dates ?

show Current Action

show Institution

hide Sponsor

* Sponsor ID: 000500 NSF	Prime Sponsor: 000340 NIH
Sponsor Award ID: <input type="text"/>	CFDA Number: 10.073
Modification ID: <input type="text"/>	NSF Science Code: select

show Sponsor Funding Transferred

show Time & Money

Kuali :: Inquiry - Mozilla Firefox

http://test.kc.kuali.org/kc-wklyig/kr/direct/inquiry.do?businessObjectClassNam

CFDA

hide

CFDA Number:	10.073
CFDA Program Title Name:	Crop Disaster Program
CFDA Maintenance Type Id:	Automatic
Active:	No

close

Figure 24 Location of CFDA Number field in the KC Award document & Direct Inquiry record example

The KFS-KC integration point that allows for the running of a Catalog of Federal Domestic Assistance (CFDA) batch job in KC ensures the CFDA table in KC is automatically updated with data from the cfda.gov website so that the CFDA values available for selection on a KC Award document are valid. This functionality includes the following features:

- The CFDA lookup on the KFS Account maintenance document points to the KC CFDA table.
- The CFDA Batch Job (cfdaBatchStep) allows for standard CFDA numbers to be populated by an automated batch program (CFDA maintenance type = AUTOMATIC), OR by the CFDA maintenance document (CFDA maintenance type = MANUAL).
- When a KFS Account is created from a KC Award, the CFDA number is carried forward.



Key Concepts: While the CFDA number is validated on the Award document, it remains a “free-form” entry field that is not validated on the Proposal Development document in KC. KFS retains the ability to assign CFDA numbers on accounts that are not associated with KC Awards (important for institutions who implement KFS, but not KC).



New	
Contract Control Chart of Accounts Code:	<input type="text"/>
Contract Control Account Number:	<input type="text"/>
Account Indirect Cost Recovery Type Code:	10
Indirect Cost Rate:	000
Indirect Cost Recovery Chart Of Accounts Code:	BL - BLOOMINGTON
Indirect Cost Recovery Account Number:	1023287
CFDA Number:	84.200
CG Account Responsibility Id:	<input type="text"/>

Figure 25 CFDA Number field – KFS Account document example



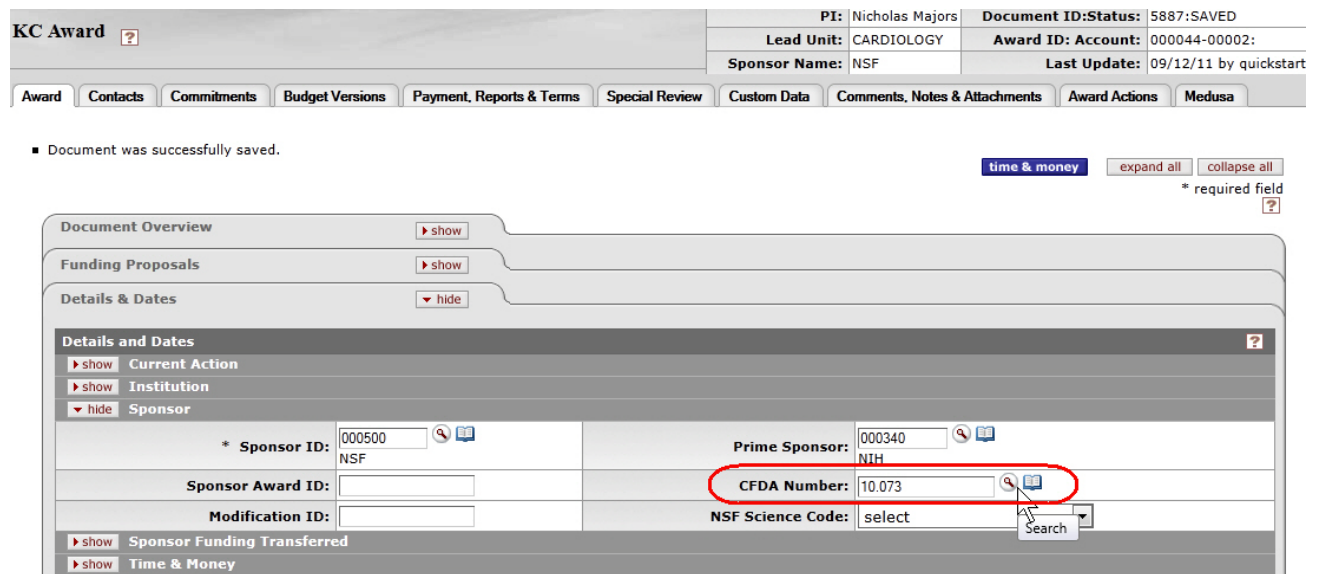
Setting up CFDA batch integration

Implementation Overview

- **Integration parameter:** When a CFDA lookup on an Award document is performed, validation occurs when the integration parameter is set to ON. The CFDA number integration service for querying CFDA data from KC is a web service similar to the Unit Service that is exposed on the Kuali Service Bus (KSB). Related notifications are sent to those listed in the CFDA_BATCH_NOTIFICATION_RECIPIENT parameter.
- **Override parameter:** With regard to the sending of information from a KC Award document to a KFS Account document, KC sends CFDA information from the Award to KFS when the KC_OVERRIDES_KFS parameter flag is enabled.
- **Maintenance document:** The KC Award e-doc offers lookup and direct inquiry tools to query the CFDA table to populate the CFDA number field in the Sponsor section, which can be maintained by a maintenance e-doc.

CFDA Maintenance Document

A part of the setup of the CFDA-related KFS-KC integration functionality is the CFDA maintenance document, which is new to the KC system. The CFDA maintenance document is used to establish and maintain numeric codes and textual description values which are stored in the database table. This data serves as reference information that is made available for display and selection in various areas of the system, including e-docs and other maintenance e-docs. The e-doc that this maintenance document supports is the KC Award document, which has a CFDA Number field that appears on the Award page > Details & Dates section > Sponsor subsection, with text entry, lookup, and direct inquiry icons that query this table.



KC Award ?

PI:	Nicholas Majors	Document ID:Status:	5887:SAVED
Lead Unit:	CARDIOLOGY	Award ID: Account:	000044-00002:
Sponsor Name:	NSF	Last Update:	09/12/11 by quickstart

Award Contacts Commitments Budget Versions Payment, Reports & Terms Special Review Custom Data Comments, Notes & Attachments Award Actions Medusa

Document was successfully saved.

[time & money](#) [expand all](#) [collapse all](#) * required field ?

Document Overview [show](#)

Funding Proposals [show](#)

Details & Dates [hide](#)

Details and Dates ?

[show](#) Current Action

[show](#) Institution

[hide](#) Sponsor

* Sponsor ID:	000500 NSF	Prime Sponsor:	000340 NIH
Sponsor Award ID:		CFDA Number:	10.073 lookup direct inquiry
Modification ID:		NSF Science Code:	select Search

[show](#) Sponsor Funding Transferred

[show](#) Time & Money

Figure 26 CFDA Number Field w/ Lookup and Direct Inquiry buttons as it appears on the KC Award e-doc

Navigation / Creation

KC app > Maintenance menu > Awards group > CFDA link > [create new] button on CFDA Lookup screen

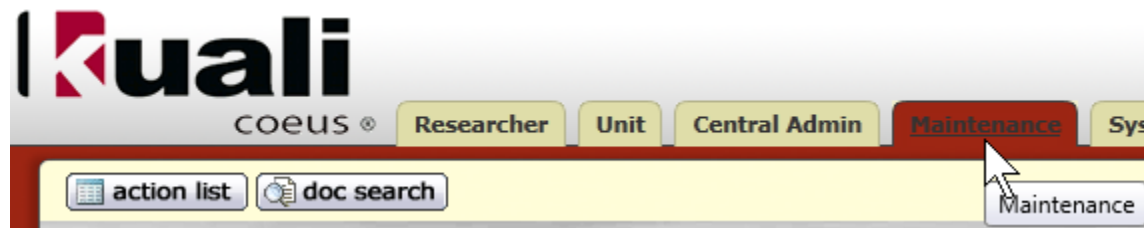


Figure 27 Navigation to Maintenance menu in KC

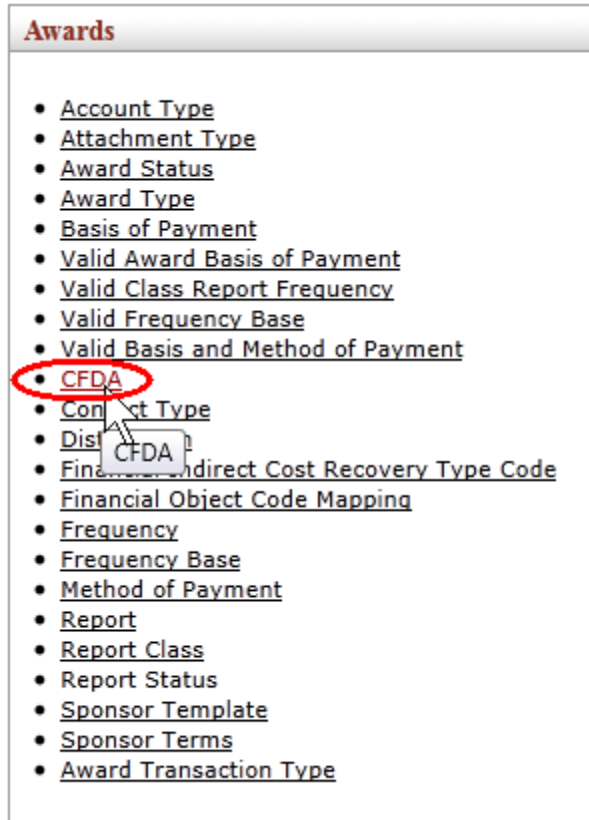


Figure 28 Awards group on Maintenance menu > CFDA link location

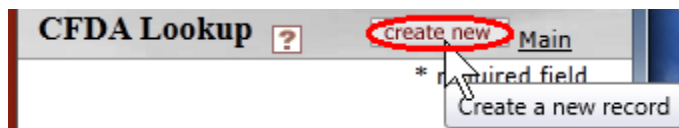


Figure 29 Location of create new button on CFDA Lookup screen

Document Layout

The CFDA Maintenance document has one unique tabbed section that is labeled Edit CFDA. This houses four required fields that allow for the necessary creation and maintenance of the primary information that makes up a single record.

CFDA Maintenance Document ?	Doc Nbr: 5878	Status: INITIATED
	Initiator: quickstart	Created: 02:45 PM 09/11/2011

* required field

Document Overview

Edit CFDA

New

* CFDA Number:	<input type="text" value="10.028"/>
* CFDA Program Title Name:	<input type="text" value="Wildlife Services"/>
* CFDA Maintenance Type Id:	<input type="text" value="Automatic"/>
* Active:	<input checked="" type="checkbox"/>

Notes and Attachments (0)

Ad Hoc Recipients

Route Log

Figure 30 CFDA Maintenance Document - Layout

Edit CFDA Section

The Edit CFDA section of the CFDA maintenance document is a unique section that allows you to specify and maintain the details associated with the reference table record in fields.

Table 7 CFDA Maintenance Document - Edit CFDA Section Field Descriptions

Field	Description
CFDA Number	Required. The numeric value assigned by grants.gov as a result of validation against the database in the cfda.org website. Click within the text box (or press the tab <input type="button" value="Tab"/> key from a previous field) to reposition the cursor so that it is within the field, and then type (or paste from virtual clipboard) to enter text in the box as necessary to provide the appropriate information.
CFDA Program Title Name	Required. The textual name associated with the numeric value commonly used to refer to the program verbally or in writing. Click within the text box (or press the tab <input type="button" value="Tab"/> key from a previous field) to reposition the cursor so that it is within the field, and then type (or paste from virtual clipboard) to enter text in the box as necessary to provide the appropriate information.
CFDA Maintenance Type Id	Required. When set to Automatic, this indicates updating from the batch job that validates information against the cfda.org website. When set to Manual, this indicates updating of this CFDA record in KC is done via the editing of the CFDA Maintenance Document. Click within the text box (or press the tab <input type="button" value="Tab"/> key from a previous field) to reposition the cursor so that it is within the field, and then type (or paste from virtual clipboard) to enter text in the box as necessary to provide the appropriate information.
Active	Required. Indicates whether or not the CFDA record is active in the system, and thus made available for selection in other e-docs. Click within the checkbox <input checked="" type="checkbox"/> to select the item. A



Field	Description
	check mark appears within the checkbox to indicate the item is selected. Click within the checkbox again to clear the mark and deselect the item.

Examples

Figure 31 CFDA Maintenance Document – Example Table Values from Automatic Batch Job Update

<u>CFDA Number</u>	<u>CFDA Program Title Name</u>	<u>CFDA Maintenance Type Id</u>	<u>Active</u>
10.001	Agricultural Research_Basic and Applied Research	Automatic	Yes
10.025	Plant and Animal Disease, Pest Control, and Animal Care	Automatic	Yes
10.028	Wildlife Services	Automatic	Yes
10.051	Commodity Loans and Loan Deficiency Payments	Automatic	Yes
10.053	Dairy Indemnity Program	Automatic	Yes
10.054	Emergency Conservation Program	Automatic	Yes
10.055	Direct and Counter-cyclical Payments Program	Automatic	Yes
10.056	Farm Storage Facility Loans	Automatic	Yes
10.069	Conservation Reserve Program	Automatic	Yes
10.072	Wetlands Reserve Program	Automatic	Yes

Common Features

This maintenance document includes the following features that are common to most KC maintenance documents:

- Document Header
- Document Overview Tabbed Section
- Notes and Attachments Tabbed Section
- Ad Hoc Recipients Tabbed Section
- Route Log Tabbed Section



For more information about how to use these common maintenance e-doc features, see the respective subtopic in the “Common E-Doc Tabbed Sections” in the Overview portion of the KC User Manual or Online Help.

Common Procedures



For information about searching for, initiating, editing, copying, submitting, saving, closing, canceling, and/or routing a maintenance document, see “Common Maintenance E-Doc Operations” in the Overview section of the KC User Manual or Online Help.

Effort Certification

Role

Overview

Role:	72	Type Name:	Derived Role: Account
Namespace:	KFS-SYS - Financial System	Role Name:	Award Project Director
Active?:	Yes	Role Description:	This role is derived from the accounts appearing on an Effort Certification document. KFS finds the most recent award associated with each account and routes workflow action requests to the Project Director's associated with the accounts on the Effort Certification document.,

Permissions

Permission Namespace	Permission Identifier	Permission Name	Permission Description

Responsibilities

Responsibility Namespace	Responsibility Identifier	Responsibility Name	Responsibility Description
KFS-EC - Effort Certification	41	Review	

Responsibility Action

Name	* Action Type Code	Priority Number	* Action Policy Code	Force Action
All	APPROVE	1	FIRST	Yes

When KFS & KC are integrated, KFS routes the Effort Certification document to the Principal Investigator on the KC Award document.

Figure 32 KFS Effort Certification Document – Award Project Director Role – Example

KFS Effort Certification doc routes to PI from KC Award

When KC is implemented along with KFS, the KFS Effort Certification document routes to the Principal Investigator associated with the KC Award document instead of the Project Director associated with the KFS Award document. This essentially makes KC the system of record for defining Project Directors in KFS.

Role Differentiation: The derivation of the members assigned to the KFS Contracts and Grants Project Director role will be changed to the Principal Investigator (PI) on the KC Award document (Award Person table displayed on the Contacts page of the Award document), itself derived from the linked KC Proposal Development document.

The screenshot shows a 'Project Directors' form with a 'New Project Director' section. A red box highlights the 'Project Director Principal Name' field, which includes a search icon. Below the form, a callout box contains the following text:

KFS Award document Project Director Principal Name performs lookup against Principal Investigator in KC Award when KC is implemented with KFS

Figure 33 Project Director Lookup in KFS now linked to KC Award PI table

KFS Workflow Routing for Effort Certification Document: In the KFS Effort Certification document, when KC has been implemented, KFS will perform a lookup on the account number and associated principal investigator on the award and then route the document to the PI upon submission.

The screenshot shows a 'Workflow / Responsibilities' table. The 'Route Node: ProjectManagement' row is highlighted with a red box. Below the table, a callout box contains the following text:

KFS Award Project Director role, derived from the KFS Effort Certification document, now gets Principal Investigator from KC Award associated with account and routes accordingly.

Figure 34 KFS Workflow – Project Management Example Before KC Integration

Award Hierarchy Considerations: In the case of an award hierarchy, the Effort Certification doc is routed to the project director of the parent award node. If the accounts are not the same, then it is routed to the project director of the specific award node.

KC Award ?	PI:	Nicholas Majors	Document ID:Status:	5887:SAVED
	Lead Unit:	CARDIOLOGY	Award ID: Account:	000044-00002:
	Sponsor Name:	NSF	Last Update:	09/12/11 by quickstart

Document was successfully saved.

* required field

Data Validation

Hierarchy Actions

Hierarchy Actions ?

Collapse All Expand All

000044-00001 : 4321000 : Nicholas Majors : CARDIOLOGY

000044-00002 : : Nicholas Majors : CARDIOLOGY

Figure 35 Award Hierarchy Multi-Node Example where parent node is same PI

KFS Federal Pass Through Checking From KC Sponsor Type

Federal vs. Federal Pass Through Checking: By looking up the Sponsor Type in KC, KFS determines if the award is Federal or Federal Pass Through and is then routed accordingly.

* Award Type:	N - New
Grant Number:	
* Grant Description:	G - Federal Grant
* Purpose:	C-RESEARCH
Federal Funded Amount:	0.00
Federal Pass Through:	<input type="checkbox"/>
Federal Pass Through Agency Number:	
Federal Pass Through Agency Name:	
Federal Pass Through Funded Amount:	

- When the FEDERAL_ONLY_IND parameter is 'Y' (checked), KFS will first evaluate if the award has a federal sponsor, then lookup KC to determine the project account directors.
- *Determining if the award has a federal sponsor.* If the KC Sponsor Type Code in the Sponsor table is Federal (matches the value defined in the FEDERAL_SPONSOR_TYPE_CODE parameter) or the Prime Sponsor Type is Federal (matches the value specified in the Parameter), then the document should be routed accordingly.

Figure 36 Federal Pass Through Flag Checkbox Field – KFS Location Example & KC Sponsor Type Code Query Explanation

KFS Account Inquiry Retrieves KC Award Data

Inquiry links on the Award tab of the KFS Account Inquiry display the related information from the KC Award.

Account Details hide

Chart Code:	BL - BLOOMINGTON
Account Number:	4224710
Account Name:	USDE P200A40052 (GAANN) - M STONE
Organization Code and Description:	CHEM-CHEMISTRY
Campus Code:	BL - BLOOMINGTON
Account Effective Date:	08/15/2004
Account Expiration Date:	08/14/2007
Account Postal Code:	47405-4101
Account City Name:	BLOOMINGTON
Account State Code:	IN - INDIANA
Account Street Address:	CHEMISTRY C115
Account Off Campus Indicator:	No
Closed?:	No
Account Type Code:	NA - NOT APPLICABLE
SubFund Group Code:	FEDERF - FEDERAL
Account Fringe Benefit:	Yes
Fringe Benefit Chart Of Accounts Code:	
Fringe Benefit Account Number:	
Higher Ed Function Code:	IPR - INDIVIDUAL OR PROJECT RESEARCH
Account Restricted Status Code:	R - RESTRICTED
Account Restricted Status Date:	
Endowment Chart of Accounts Code:	
Endowment Account Number:	

Account Responsibility show

Contracts and Grants show

Guidelines and Purpose show

Account Description show

Awards hide

hide Award Account

Proposal Number:	10429
Director Name:	HADFIELD, BELINDA R
Federal Pass Through:	No
Proposal Federal Pass Through Agency Number:	
Grant Number:	T32AA07051-04
Sponsor Name:	NIH-NIMH

Figure 37 Award Account tabbed section of the KFS Account e-doc - Example

When you click the link on this tab, another window will open and the KC data will be displayed. The displayed data will be KC equivalent to what is shown on the current inquiry screens.

The Award Title is also added (to assist with **effort certification**) as a link, but only when the user viewing the Account inquiry is assigned to the appropriate KC role with KC View Award permission.

Mapping of the data to be displayed:

Table 8 KFS to KC Field Mapping


Field	KC Data	Linked To
Proposal Number	Award Number	KC Award / Award Tab
Award Title (new)	Award Title	KC Award / Award Tab
Director Name	Principal Investigator (PI) for the Award Number	KIM Person / Contacts Tab
Prime Sponsor Name (formerly FPT Number)	Derive the Prime Sponsor Name from the Prime Sponsor Agency Number. If the Prime Sponsor is null, then leave blank.	KC Sponsor/Contact Tab

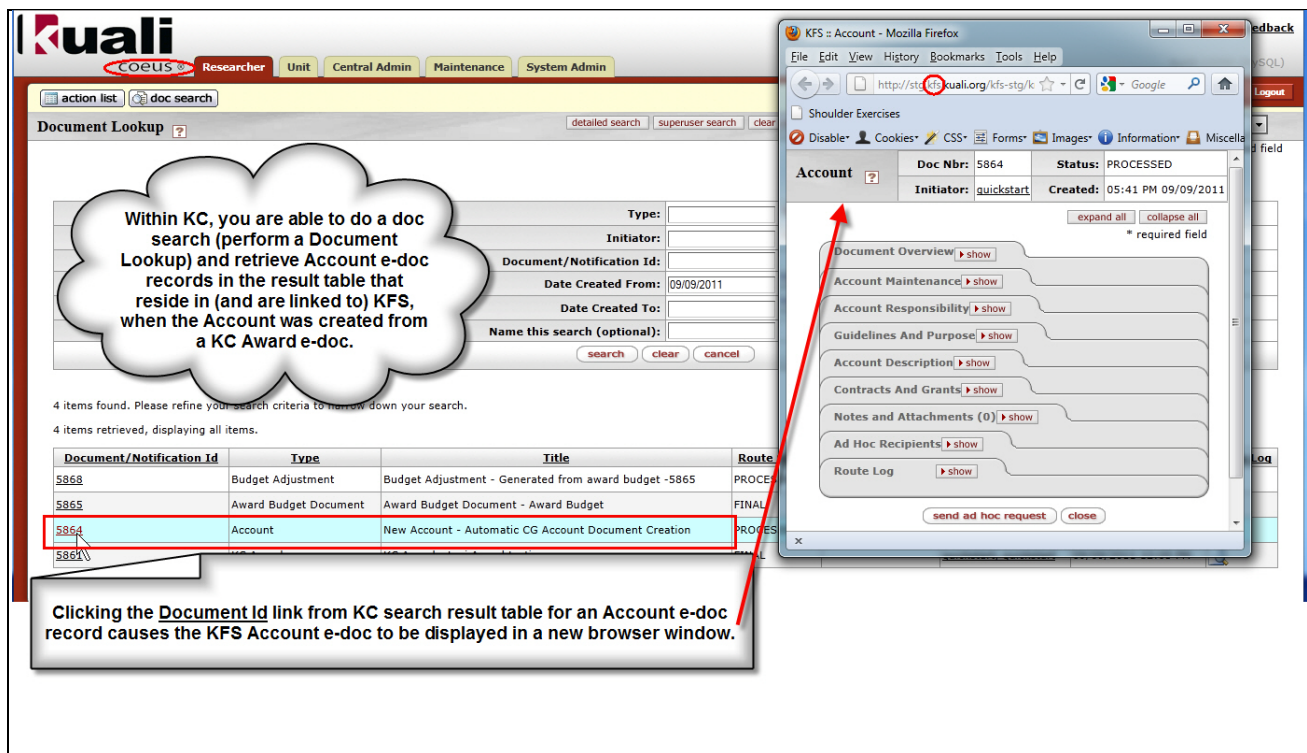


Field	KC Data	Linked To
Grant Number	Sponsor Award ID	KC Sponsor / Contact Tab
Sponsor Name	Derive the Sponsor Name from the Sponsor Agency Number.	KC Sponsor / Contact Tab

A flag is used to turn on and off the functionality. A global setting (configuration properties) to turn on or off the KC integration determines if this feature is enabled.

Cross-Application Doc Search, Inquiry and Retrieval

 **doc search** Effort Certification, Account, and Budget Adjustment documents that reside in the KFS system can be searched for and retrieved in KC search results using a Document Lookup screen. Document ID links displayed in result tables cause the document to be opened in the system in which it resides (KFS) in a new browser window, while your KC screen remains in the background in the original browser window.



Within KC, you are able to do a doc search (perform a Document Lookup) and retrieve Account e-doc records in the result table that reside in (and are linked to) KFS, when the Account was created from a KC Award e-doc.

Document/Notification Id	Type	Title	Route
5868	Budget Adjustment	Budget Adjustment - Generated from award budget -5865	PROCESSED
5865	Award Budget Document	Award Budget Document - Award Budget	FINAL
5864	Account	New Account - Automatic CG Account Document Creation	PROCESSED
5867			

Clicking the Document Id link from KC search result table for an Account e-doc record causes the KFS Account e-doc to be displayed in a new browser window.

Account Doc Nbr: 5864 Status: PROCESSED
Initiator: quickstart Created: 05:41 PM 09/09/2011

- Document Overview
- Account Maintenance
- Account Responsibility
- Guidelines And Purpose
- Account Description
- Contracts And Grants
- Notes and Attachments (0)
- Ad Hoc Recipients
- Route Log

Figure 38 Accessing a KFS document from within the KC system - Account Example



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