



# **Overview and Introduction to the User Interface**

**Kuali**

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# Introduction

This guide provides an overview of Kualu Financials, including its components, the common characteristics of screens, and instructions for performing common operations.



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# About the Kualu Financials User Documentation

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



# Organization and Conventions

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

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

The entire documentation set is embedded in Kualu Financials and is available to users via the **Help** icon located to the right of the title of each activity-specific screen. It is also available for download from the Kualu Financial User Documentation wiki.

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

- This volume, *Kualu Financials Overview and Introduction to the User Interface*, contains basic information that every user needs in order to work efficiently.
- The *Guide to System Administration Functions* covers system-wide functions that are usually maintained by system administrators.
- The *Glossary* defines terms used throughout the documentation set.

The following volumes provide documentation on the Core modules to the system. Even the most basic Kualu Financials implementation relies on these modules and system functions.

- *Guide to the Chart of Accounts Module*
- *Guide to the General Ledger Module*
- *Guide to the Financial Processing Module*
- *Guide to the Pre-Disbursement Processor Module*
- *Guide to the Vendor Module*

Additional volumes cover modules that may or may not be used at your institution:

- *Guide to the Accounts Receivable Module*
- *Guide to the Capital Assets Modules*
- *Guide to the Effort Certification Module*
- *Guide to the Labor Distribution Module*
- *Guide to the Contracts & Grants Module*
- *Guide to the Purchasing/Accounts Payable Module*

All documentation, both downloadable and online, is meant to demonstrate how the system works and thus serves as a helpful desk reference during day to day system usage. Once familiar with the basic







functionality of the system, you may use this material as a valuable guide to performing less common tasks and as a source of information should you experience any difficulties.

## *Icons and Symbols*

The following icons are used throughout this user documentation to call your attention to pieces of textual information and statements that fall into four categories.

### **Purpose of icons in documentation**

<b>Icon</b>	<b>Description</b>
	Note/Important/FYI
	Cross reference/Link/ Internal or External Hyperlink
	Suggestion/Concept/Hint/Tip/Idea
	Caution/Warning/Error

## *Typographic Conventions*

This document adheres to specific documentation standards and style conventions to optimize readability. The formatting of text used to name things you click on is typically **bold** to enhance visual comprehension and improve usability. Field names are also displayed in **boldface type** and are displayed in alphabetical order.

Sequential tasks are numbered, notes and action results are indented, and user interface element references are typically formatted with the first initial capitalized to enhance readability. Mouse pointer icons and callouts are used frequently to show you what to click on at each process step.





## **Caveats about using this documentation**

This documentation is specific to the most recent release of out-of-the box version of Kuali Financials, and this out-of-the-box version and your institutions version of the system may differ in important ways. Consequently, this documentation will not necessarily accurately reflect what you see on your screens, the way your institution uses Financials, or your institutions unique configuration of it.

### ***Institutional Business Processes and Kuali Financials Implementation***

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

### ***Configurable Values***

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



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# Kuali Financials

Kuali Financials is a functional module (application) that interfaces with the core modules of Rice. It is also an application that itself is comprised of many modules. Kuali Financials includes a base system of these modules.

- *Chart of Accounts*: controlling tables that define financial information.
- *Financial Transactions Processing*: allows users to transact financial business through electronic means, rather than by using paper forms.
- *General Ledger (GL)*: repository of all financial and budget information.
- *Pre-Disbursement Processor*: receives data from systems that need to make disbursements and outputs a data file that can be sent to a check writer or formatted and sent to a bank for Automated Clearing House (ACH) direct deposits.
- *Vendor*: allows users to create and maintain a Vendor table to track businesses or other entities your institution has done or plans to do business with.

Additional modules may be implemented when institutions identify a need. These modules include: Accounts Receivable, Capital Asset Management, Contracts & Grants, Effort Certification, Labor Distribution and Purchasing and Accounts Payable.




# Kuali Financials Modules

This section introduces the major software modules that constitute Kuali Financials. These modules include Accounts Receivable (AR), Capital Asset Management (CAM), Chart of Accounts (COA), Contracts & Grants (CG), Effort Certification (EC), Financial Processing (FP), General Ledger (GL), Labor Distribution (LD), Pre-Disbursement Processor (PDP), Purchasing and Accounts Payable (PURAP), and Vendor (VND).

## **Accounts Receivable (AR)**

The Accounts Receivable module is used for billing non-student receivables. The module creates invoices, records payments, issues credit memos, tracks outstanding receivables, and maintains historical data regarding customer charges and payments. This module also includes functionality for managing invoicing activities related to Contracts and Grants.


 For detailed information about this module and instructions on working with AR functions, see the *Guide to the Accounts Receivable Module*.

## **Capital Asset Management (CAM)**

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

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

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

 For detailed information on these modules and instructions on working with CAM functions, see Capital Asset Management in the *Guide to the Capital Asset Management Module*.



## Chart of Accounts (COA)

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

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

➔ For detailed information about this module and instructions on working with COA functions, see the *Guide to the Chart of Accounts Module*.

## Contracts & Grants (CG)

The Contracts & Grants module provides minimal Contracts & Grants tables and has been deprecated and is no longer supported. Quali Financials can be easily integrated with Quali Research.

➔ For detailed information about this module and instructions on working with Contracts & Grants functions, see *the Guide to the Contracts & Grants Module*.

## Effort Certification (EC)

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

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

➔ For detailed information about this module and instructions on working with Effort Certification functions, see *the Guide to the Effort Certification Module*.



## **Financial Processing (FP)**

The Financial Processing module provides various documents for end users to create transactions in Kuali Financials, for example, Internal Billing, General Error Correction. This module also includes Administrative Transactions, such as Non-Check Disbursement, Cash Management Document for central administrations use. Additionally, Year End Transactions are available for processing transactions during the 13<sup>th</sup> period to record transactions for the previous year while the transactions are processed in the new year. The Procurement Card is also part of the Financial Processing module but is not a link on the menu. Transactions are fed from the bank and create Procurement Documents for approval.

➔ For detailed information on these modules and instructions on working with Financial Processing functions, see the *Guide to the Financial Processing Module*

## **General Ledger (GL)**

The General Ledger contains all the financial transactions that are created via Kuali Financials documents, fed in from external systems or created during batch processing. Files can be uploaded or corrected via the General Ledger Correction Process document. Several Balance Inquiries are available to provide access to real time balances and encumbrance details.

➔ For detailed information on these modules and instructions on working with General Ledger functions, see the *Guide to the General Ledger Module*.

## **Labor Distribution (LD)**

The Labor Distribution module manages the accounting aspects of compensation-related expenses such as salaries and benefits. It includes salary transfer, benefit transfer, Labor Ledger correction process, and Labor Ledger journal voucher documents. Labor distribution reports are accessed through balance inquiries.

➔ For detailed information about this module and instructions on working with Labor Distribution functions, see the *Guide to the Labor Distribution Module*.

## **Pre-Disbursement Processor (PDP)**

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

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

➔ For detailed information about this module and instructions on working with PDP functions, see the *Guide to Pre-Disbursement Processor Module*.

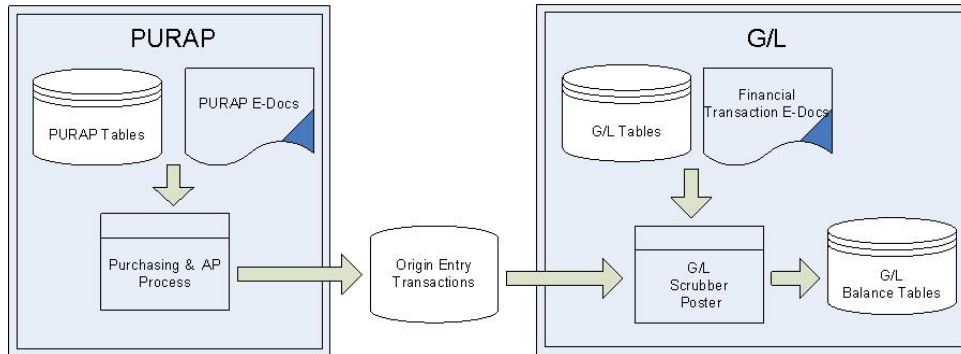
## **Purchasing and Accounts Payable (PURAP)**

The Purchasing and Accounts Payable (PURAP) module allows users to request materials and services, generate and transmit purchase orders, and process invoices and credit memos received from vendors.



The requisition, purchase order, payment request, purchase order amendment, and credit memo documents use the workflow Kualii Enterprise Workflow component for document approval followed by encumbrance, expense and liability entries in the General Ledger as required.

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



➔ For detailed information about this module and instructions on working with PURAP functions, see the *Guide to the Purchasing and Accounts Payable Module*.

## Vendor (VND)

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

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

➔ For detailed information about this module and instructions on working with Vendor functions, see the *Guide to Vendor Module*.



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# Navigating through Kualifinancials

After you access Kualifinancials by typing or pasting the URL for it into your browser's address bar, you need to know where to find information and how to navigate. This section covers these topics.




# Kuali Financials Dashboard

The Kuali Financials dashboard provides a left side navigation tool for users to access functionality based on their permissions. Users will only see links that they are allowed to use.

## Institution Logo

Kuali Financials provides the ability to upload a custom logo to display in the top left corner of the portal.




 For more information about how to upload a new logo, see [Logo Upload](#) in the *System Administration User Guide*.

## Basic Navigation

### Home

The **HOME** link returns the user to the main dashboard, where My Favorites are listed.

### Open / Close Navigation Bar

The  button can be used to open or close the navigation bar to maximize space when using the system.

### Jump To...

The search box allows users to search the available links in the menu. For example, to initiate a Disbursement Voucher, the user has the option to type in Disbursement in the search box which will show the available links.

## Activities, Reference and Administration

When you open a Dashboard page, the links you have access to are grouped by Activities, Reference and Administration.

### Filter Options

Category	Description
Activities	Provides access to basic business activity. Transactions are recorded in documents or journals that are then posted to the General Ledger and affect the financial statements of the organization.
Reference	Provide access to a variety of user-defined reference tables that are essential to Kuali Financials. These tables define attributes the system uses to validate transactions and allow users to look up values as necessary.





Administration

Provide access to activities or documents that are typically performed by an administrative or central office.

→ Links are assigned to Activities, Reference or Administration categories by default, but this is configurable, see *Navigation Configuration* in the *System Administration User Guide*.

## Dashboard Groups

Links are organized in **Dashboard Groups** in the navigation menu, such as Accounting, Accounts Receivable and Capital Assets. Kualiti Financials assigns a Group to each link by default but institutions can modify these settings in Institution Configuration. Additionally, custom links can be added to Groups via Institution Configuration. By default, Groups are listed in alphabetical order, but this is also configurable.

→ Links are assigned to Groups by default, but this is configurable. See *Navigation Configuration* in the *System Administration User Guide*.

## My Favorites

This functionality allows users to identify menu items that they frequently use. There are two ways to add or remove links to the My Favorites group.

- When you hover over a menu item a heart displays. Clicking on the heart will add the item to the My Favorites group. To remove an item from My Favorites, hover over the item and a trashcan will appear. Click on the trashcan to remove the item.
- You can also click on the My Favorites group to open it up. Then click on the Configure link to open the My Favorites Configuration page. From here you can open the My Favorites group to remove items by unchecking them, or open the other groups and checking on menu items to add them to the My Favorites group.

## Other Menu Options

### Workflow

Workflow functionality is accessible from **Action List** and **Doc Search** links in the upper-right corner of the screen.

→ For more information on Action List, see *Using the Action List* in the *Overview and Introduction to the User Interface*.

→ For more information on Document Search, see *Using Document Search to Find a Document* in the *Overview and Introduction to the User Interface*.

### User Menu

Information about the current user logged into Kualiti Financials will be displayed here along with a link to log out of the system and to Refresh your menu.



## Help and About

**Help** opens the On line User Guide. **About** lists the current application and rice versions.

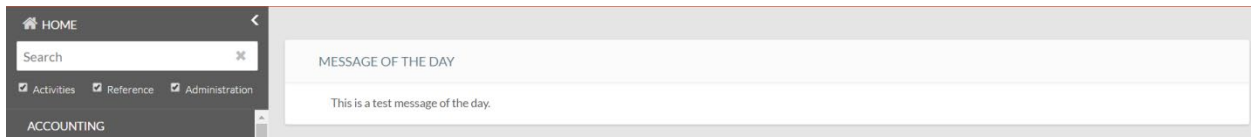


For more information, See Menu Configuration in the *System Administration User Guide*.



## Message of the Day

The **Message of the Day** appears at the top dashboard to quickly distribute messages to all Kuali Financials users.



**Updating the Message of the Day:** If no message of the day is defined in the system, the **Message of the Day** area is not displayed on the screen. To define the message of the day, initiate the Message of the Day document.



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# Kuali Financials Document Fundamentals

The following sections describe the page layout, common attributes of a document, and basic functions.



# Document Layout

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

## Document Header

### Basic information in the document header

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



For information about status definitions, see Route Status in the *Overview and Introduction to the User Interface*.

### Optional information in the document header

Title	Description
Copied from Document ID	Financials allows users to create new financial documents based on previous transactions by way of a copy function. When one document is copied from another, the document number of the copied document appears here.
Corrects Document ID	Financials gives you the option of reversing a fully approved financial transaction through the use of an error correction function. When one document is a correction of another, the document number of the document being corrected appears here. This information is displayed only when the document was created using the error correction feature in an existing document.

## Expand All /Collapse All Buttons

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



View Related Documents tab in Purchasing / Accounts Payable documents does not expand when expand all is clicked due to performance concerns. It has to be manually expanded.



## Required Fields

All required fields in a document are denoted with an asterisk. You cannot submit the document until all required fields contain data. There will be occasions when a field is conditionally required, when this occurs, the field will not be marked with an asterisk.


## Date Fields

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


## Standard Links and Icons

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

### Help Icon

When you click the **Help**  button by the title in the top left corner of a document or other screen, the help system displays information about and instructions for working with the screen.

### Field Lookup

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

### Multiple Value Lookup

Documents requiring a list of values come with a special multiple value lookup screen where you may select multiple values from the search list. The **Look Up / Add Multiple Lines** link is available in the applicable section of the tab where this feature is available.

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

- Click **Select All** button to select all values in the list.
- Click **Unselect All** button to clear the check boxes for all values in the list.
- Clicking **Cancel** button returns you to the tab you came from without populating the tab.

 Multiple value lookup is used in global documents and labor documents.


### Export Options Links

Links are provided on search results to allow you to export the results to your local computer in CSV, Excel, or XML format.



## Drilldown

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

- *Document ID drilldown*: Clicking the Document ID link retrieves the specified document so you can view or edit it.
- *User drilldown*: Clicking a linked user ID takes you to a Person Inquiry.
- *Route log lookup*: Clicking the **Route Log** icon  takes you to Quali Financials Route Log for the document in this row. The Route Log contains two tabs summarizing routing activities. The **Action Taken** tab logs prior events and the **Pending Action Requests** tab logs known future events, from which you can see current Workflow action requests.



For more information about the Route Log, see Route Log Tab in the *Overview and Introduction to the User Interface*.



## Standard Tabs

While the tabs contained in various documents may vary from one document type to another, a set of standard tabs is included in every document. All documents contain **Document Overview**, **Notes and Attachments**, **Ad Hoc Recipients**, and **Route Log** tabs. Additionally, financial transactions documents contain the **Accounting Lines** and the **General Ledger Pending Entries** tabs. Three other tabs, Accounting Lines for Capitalization, Create Capital Assets and Modify Capital Assets, is included on several financial transaction documents.


### *Document Overview Tab*

The **Document Overview** tab identifies the document and includes four fields—**Description**, **Explanation**, **Total Amount**, and **Org. Doc number**.

The **Description** field is a required field on every document because it is used to identify the financial transaction and is included in the GL inquiry, action list, and document search.

The **Explanation** and **Org Doc number** fields allow you to include additional information about the document. The **Total Amount** field is updated when the document is submitted successfully.

#### Document Overview tab field definitions

Title	Description
Description	Required. Enter the short description for the document. The description appears in the GL Inquiry, action list and document search.
Explanation	Optional. Enter a more detailed explanation than the information supplied in the description field.
Org Doc number	Optional. Enter the value that may include departmental or organizational information. This number is not the same as the Document Number assigned by Kualu Financials.
Total Amount	Display-only. Displays the total amount of accounting lines when the document is submitted successfully.
Accounting Period	Optional. Select the accounting period to which the transaction should post.  This field will only display when parameter ENABLE_FISCAL_PERIOD_SELECTION_IND is set to Y and the document is listed in parameter FISCAL_PERIOD_SELECTION_DOCUMENT_TYPES and the user has the appropriate access.

 Other data fields may be available in the document overview of specific documents.





## Accounting Lines Tab

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

### Single-Sided Entry

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

### Double-Sided Entries

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

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



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




## Debit/Credit Entries

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

### Accounting Lines tab field definitions

Title	Description
Account	Required. Enter the account number or search for it from the <b>Account</b> lookup.
Amount	Required. Enter the amount.
Chart	Required. Select the chart code from the <b>Chart</b> list.  When the parameter ACCOUNTS_CAN_CROSS_CHARTS_IND is set to N, Chart is display only and is derived from the Account entered.  When the parameters DEFAULT_CHART_CODE and DEFAULT_CHART_CODE_METHOD are set, the Chart Code will default based on the method chosen. Note these parameters should not be used if ACCOUNTS_CAN_CROSS_CHARTS_IND is set to N.
Line Description	Optional in most documents. Enter a description of the transaction line. This field is required in a few documents and is noted as required in the help documentation for these types of documents.
Object	Required. Enter the object code or search for it from the <b>Object Code</b> lookup.
Object Type	Required only for the Journal Voucher document. Enter the object type code or search for it from the <b>Object Type</b> lookup. This value is auto-populated based on the object code used in the JV document when you click <b>add</b> .
Organization Reference	Optional. Enter the appropriate data for the transactions.
Project	Optional. Enter the project code or search for it from the <b>Project</b> lookup.
Ref Number	Required only for the General Error Correction document. Enter the ref number.
Ref Origin Code	Required only for the General Error Correction document. Enter the ref origin code or search for it from the <b>Origination Code</b> lookup.
Sub-Account	Optional. Enter the sub-account number or search for it from the <b>Sub-Account</b> lookup.
Sub-Object	Optional. Enter the sub-object code or search for it from the <b>Sub-Object</b> lookup.

 Some of the above fields are not included in all documents. Specific requirements for each document type are noted in the section for the document type.

## Displaying Account Detail

Descriptions for the accounting string data may be hidden or shown by clicking **show detail** and **hide detail**.



## Accounting Lines Buttons

The accounting lines buttons offer the following options.

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

The system validates the account number, expiration status and business rules specific to the document type. If you have entered a capital asset object code, the system copies the accounting line to the **Accounting Lines for Capitalization** tab.



For information about the **Accounting Lines for Capitalization** tab, see Accounting Lines for Capitalization Tab.



If the account number is expired, you must check the **Expired Override** box or enter a different account in order to add the line.

- To delete the accounting line, click **Delete** button.
- To open the balance inquiry menu, click **Balance Inquiry** button. Then select one of the reports by clicking the lookup icon next to the desired report title.

## Sales Tax

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



The system does not display the sales tax line until you enter the account and object code and click the **Add** button.



The SALES\_TAX\_APPLICABLE\_DOCUMENT\_TYPES parameter defines the document types that this behavior should appear on. The SALES\_TAX\_APPLICABLE\_ACCOUNTS\_AND\_OBJECT\_CODES parameter specifies the account and object code combinations that prompt you to enter sales tax information. For more information about business rules, see Financials Parameter in the *Guide to System Administration Functions*.

## Import Lines

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



For information about accessing and using the import templates, see [Data Import Templates](#).

## Accounting Lines for Capitalization Tab

The **Accounting Lines for Capitalization Tab** is included in (and only in) documents that allow a capital object code:

- Advance Deposit
- Cash Receipt
- Credit Card Receipt




- Distribution of Income/Expense
- General Error Correction
- Internal Billing
- Procurement Card
- Service Billing
- Year End General Error Correction
- Year End Distribution of Income/Expense

This tab allows you to group capital assets affected by a particular financial transaction, thereby eliminating the need to create a separate financial transaction document for each item to be capitalized.

The tab works in conjunction with the **Accounting Lines** tab, the **Create Capital Assets** tab and the **Modify Capital Assets** tab. Initially, as you enter accounting lines in the **Accounting Lines** tab, the system automatically copies all accounting lines with capital object codes into the **Accounting Lines for Capitalization** tab. (As a result, most of the fields in the **Accounting Lines for Capitalization** tab are display-only.) Then, based on your selections in the **Accounting Lines for Capitalization** tab, the system displays data in the **Create Capital Assets** and/or **Modify Capital Assets** tab, where you enter the remaining asset information required for the transaction.


➔ For information about the related tabs, see [Accounting Lines Tab](#), [Create Capital Assets Tab](#) and [Modify Capital Assets Tab](#).

 Advance Deposit, Cash Receipt, and Credit Card Receipt documents allow you to modify assets but not to create them. The other documents listed above allow you to both create and modify assets.

#### Accounting Lines for Capitalization tab field definitions

Title	Description
Account Number	Display only. Identifies the pool of funds affected by this transaction.
Amount	Display only. The amount of the transaction to be applied against the account line.
Chart	Display only. The chart associated with the affected account.
Line Description	Display only. A brief explanation of the account line.
Line Type	Display only. Entries are Source and Target. Lines that credit a capital object code (that is, lines in the From section on most documents) are assigned a line type of Source. Lines that debit a capital object code (that is, lines in the To section on most documents) are assigned a line type of Target.
Object	Display only. Identifies the specific type of transaction.
Percent	Display only. Specifies the distribution of the lines selected to be applied to this account line.
Project	Display only. Identifies the program or initiative affected by this transaction.
Select Amount Distribution Method	Required. The method used to distribute costs. Select the appropriate method from the list. The options are:



	<p>Distribute cost evenly — Distributes the cost on the selected line(s) equally among the new assets you create or modify.</p> <p>Distribute cost by amount — Allows you to enter the amount to be distributed to each asset you create or modify.</p>
Select Line	<p>Check the box to select a capital line that should create or modify an asset(s).</p> <p> As you select accounting lines, the system sets the <b>System Control Amount</b> to the sum of the lines selected. The system also sets the <b>System Control Remainder Amount</b> to the sum of these lines. Both fields are displayed in the <b>Create</b> and <b>Modify Capital Assets</b> tabs.</p>
Seq number	Display only. A system-generated number that controls the order in which lines are listed. Records in this tab are listed in the same order, and with the same numbers, as in the <b>Accounting Lines</b> tab.
Sub-account	Display only. Typically identifies the funded activity affected by this transaction.
Sub-object	Display only. For the object code specified, provides greater detail about the type of transaction.

## Working in the Accounting Lines for Capitalization Tab

 This tab works in conjunction with the **Accounting Lines**, **Create Capital Assets** or **Modify Capital Assets** tabs. Changes you make in one tab sometimes require follow-up in another tab. Specifically:

- If you make changes to the lines in the **Accounting Lines** tab, you must click **Refresh** button on the changed line to update the information transferred to the **Accounting Lines for Capitalization** tab. Additionally, if asset information for the changed line has already been processed in the **Create Capital Assets** or **Modify Capital Assets** tab, you must click the **clear** or **delete** button in the **Action** box on the **Create Capital Assets** or **Modify Capital Assets** tab and re-enter the information.
- If you change the distribution method you must delete any asset distribution information in the **Create Capital Asset** or **Modify Capital Asset** tab.
- If you need to change the asset from create to modify, you delete the information in the **Create** or **Modify** tab and start over with **Create Asset** or **Modify Asset** buttons.
- If you click the documents **Error Correction** button (available only after the document is final), the system reverses asset amounts, removes the serial number and tag number, and keeps other asset information in the **Create Capital Assets** and/or **Modify Capital Assets** tab.
- If you click the documents **Recall** button (available only after the document is submitted, before any other action is taken on it), the document is reopened. If any asset locks have been created, they are removed.
- The Procurement Card document can create multiple accounting lines with the same **Chart, Account, Sub-Account, Object** and **Sub-Object**. Before submitting these lines for processing, you must either assign the identical lines together in the **Accounting Lines for Capitalization** tab or distinguish them from each other by adding/changing one of the accounting line fields to make them unique.

### Creating Assets

To create one or more new assets when moving an amount from expense to capital, you work in both the **Accounting Lines for Capitalization** tab and the **Create Capital Asset** tab. Proceed as follows:




1. In the **Accounting Lines for Capitalization** tab, select the accounting line or lines that apply to a new asset or group of assets.
  - If multiple lines are to be applied in the same proportion to the same assets, select all appropriate lines.
  - If different lines are to be applied to different assets, or if the same lines are to be applied in different proportions to the same assets, select a single line for processing.
2. Select the appropriate distribution method for the selected line(s).
3. Click **Create Asset** button.

The system opens the **Create Capital Asset** tab and displays the **System Control Amount** and **System Control Remainder Amount** near the top of the tab.

4. In the **Create Capital Asset** tab:
  - Add all required information for the new asset.
  - Add other information for the asset as appropriate. To add tag or location information, click **Add Tag/Location** or **Insert** buttons and enter data as needed.
5. To add more assets for the accounting line(s) you have selected in the **Accounting Lines for Capitalization** tab, return to that tab and repeat steps 3 – 4.

As asset information is created for the selected accounting lines, the **System Control Remainder** amount is reduced in the **Create Capital Assets** tab and account amounts are updated in the **Accounting Lines for Capitalization** tab. The system also updates the value in the **Percent** column in the **Accounting Lines for Capitalization** tab. The percent displayed is based on the total of the selected lines. When the total of the distributed amounts reaches the **System Control Amount**, the system sets the **System Control Remainder Amount** to zero and grays out the selected accounting lines.

6. After creating all assets to which the selected accounting lines apply, click **Redistribute Total Amount** button in the **Create Capital Assets** tab.

 Failure to click **Redistribute Total Amount** button before processing a new accounting line causes the previously selected accounting line(s) to be inserted into the new asset.

7. To add assets for other accounting lines, repeat steps 1 – 6 as needed.

## **Modifying Assets**

When you move amounts between accounts, sub accounts, object codes, or sub object codes, you must modify the affected assets to reflect the movement of funds. To modify existing assets:

1. In the **Accounting Lines for Capitalization** tab, select the accounting line or lines that apply to an existing asset or group of assets.
  - If multiple lines are to be applied in the same proportion to the same assets, select all appropriate lines.
  - If different lines are to be applied to different assets, or if lines are to be applied in different proportions to the same assets, select a single line for processing.
2. Select the appropriate distribution method for the line(s).
3. Click **Modify Asset** button.

The system opens the **Modify Capital Assets** tab and displays the **System Control Amount** and **System Control Remainder Amount** near the top of the tab.



1. In the **Modify Capital Asset** tab:
  - Enter the number of the asset or use the lookup or **Lookup/Add Multiple Capital Asset Lines** to find the numbers.
  - If the distribution method is Distribute cost by amount, enter the amount to be moved or applied to this asset.
2. To add more assets for the accounting line(s) you have selected in the **Accounting Lines for Capitalization** tab, return to that tab and repeat steps 3 – 4.

As asset information is modified for the selected accounting lines, the **System Control Remainder** amount is reduced in the **Modify Capital Assets** tab and account amounts are updated in the **Accounting Lines for Capitalization** tab. The system also updates the value in the **Percent** column in the **Accounting Lines for Capitalization** tab. The percent displayed is based on the total of the selected lines. When the total of the distributed amounts reaches the **System Control Amount**, the system sets the **System Control Remainder Amount** to zero and grays out the selected accounting lines.

3. After modifying all assets to which the selected accounting lines apply, click **Redistribute Total Amount** button in the **Modify Capital Assets** tab.



Failure to click **Redistribute Total Amount** button before processing a new accounting line causes the previously selected accounting line(s) to be inserted into the new asset.

4. To associate more existing assets with this financial transaction, repeat steps 1 – 4 as needed.

## Business Rules

- Asset information collection is required by financial object sub type codes specified in system parameter FINANCIAL\_PROCESSING\_CAPITAL\_OBJECT\_SUB\_TYPES.
- After selecting accounting lines, the user must click on either **Create Asset** or **Modify Asset** buttons to populate information in the appropriate tab. If a user has not selected at least one line before clicking **Create Asset** or **Modify Asset** buttons to populate information in the appropriate tab, the system displays the message: At least one accounting line should be selected to [modify|create] the capital asset.
- When a user deletes accounting lines in the **Accounting Lines** tab and then saves the document, the system updates the accounting lines in the **Accounting Lines for Capitalization** tab. If asset information has been added via the **Create Asset** or **Modify Existing Asset** tab, when the financial accounting line is deleted, the system deletes the information in the **Create Asset** or **Modify Existing Asset** tab, and unchecks the accounting lines for capitalization.
- When a user updates the accounting line in the **Accounting Lines** tab and clicks **Refresh** button, the system deletes the asset information and updates the **Accounting Lines for Capitalization** tab. If the user does not use **Refresh** button to update the accounting lines for capitalization but subsequently submits the document, the system displays a message, such as: Capital Accounting Lines total amount has not been completely distributed to Capital Assets. The user must either click **Refresh** button or delete the asset information lines, save and reload the document and re-enter the asset information.
- If the user selects multiple accounting lines for capitalization and if the selected accounting lines cross asset categories, the system displays this warning: Accounting lines have been selected where the object codes cross asset categories per parameter OBJECT\_SUB\_TYPE\_GROUPS (module: KFS-CAM/component: AssetGlobal) . Do you want to continue? If the user clicks **yes**, the system continues processing. If the user clicks **no**, the system removes the asset information and de-selects the accounting lines.
- The accounting lines in the **Capital Asset for Accounting Line** sections of both the **Create Capital Assets** tab and the **Modify Capital Assets** tab must agree with the accounting lines in the **Accounting Lines for Capitalization** tab when submitted.



- When moving expenses between accounts, the **Amt** entry must be the sum of the target and source to be applied to the asset.
- The **System Control Amount** is used to ensure that asset amounts are not greater than the sum of the amounts selected for processing. The system automatically updates this field as lines are selected in the **Accounting Lines for Capital Assets** tab.
- As amounts are distributed to assets, the **System Control Remainder Amount** is reduced. The following rules pertain to **System Control Remainder Amount**.
  - The system sets the value to the sum of the accounting line amounts selected.
  - The **System Control Amount** and **System Control Remainder Amount** in the **Create Capital Assets** tab are whole numbers (dollars and cents).
  - If the user clicks **Redistribute Total Amount** button, the system reduces the **System Control Remainder Amount** value until it reaches zero.
  - When the **System Control Remainder Amount** equals zero, no more assets records can be inserted via the **create asset** and **modify asset** buttons.
  - When the **System Control Remainder Amount** equals zero and all required asset fields have been completed, the document can be submitted.
- The following rules pertain to **Distribution Method**.
  - A distribution method is required. (The default is Distribute cost evenly.)
  - If the Distribute cost by amount option is selected, the user must enter the appropriate amount for each asset being updated or created.
  - The distribution method selected is saved on the FP Capital Asset Tab.
- Clicking **Redistribute Total Amount** button causes the system to distribute the cost to the asset(s) and update the **Amt** column in the **Capital Asset for Accounting Lines** section of the **Create Capital Assets** or **Modify Capital Assets** tab. The following rules pertain to the **Redistribute Total Amount** action:
  - When the user selects the Distribute cost evenly, the system divides the cost by the number of assets and assigns the amount.
  - When the user selects the Distribute cost by amount distribution method, the system calculates each account line amount as a proportion of the total asset amount. If there are multiple accounts, each account is prorated in proportion to the total distribution for the assets (for example, if the proportion is 70/30, all account lines are allocated 70/30).
  - If the user submits the document before all accounting lines have been distributed, the system displays this message: Capital Accounting Lines total amount has not been completely distributed to Capital Assets.
- The system parameter `VENDOR_REQUIRED_FOR_NON_MOVEABLE_ASSET_IND` determines whether **Vendor** is required for non-moveable assets. If the parameter is set to N, no vendor is required in the **Create Capital Assets** tab, nor is it required on the Add Asset Global document, regardless of the asset type.
- System parameter `MANUFACTURER_REQUIRED_FOR_NON_MOVEABLE_ASSET_IND` determines whether manufacturer is required for non-moveable assets. If the parameter is set to N, no manufacturer is required on the **Create Capital Assets** tab, nor is it required on the Add Asset Global document. If the parameter value is N, no manufacture is required regardless of the asset type.
- The asset number field in the **Modify Capital Asset** tab validates against the Asset record table.





- If the user submits the document before processing all lines in this tab, the system displays the message: All lines in the Accounting Lines for Capitalization tab must be processed before the document can be submitted.
- If the user submits a document in which one or more accounting lines in this tab do not have asset information associated with them, the system displays a message such as: Capital Accounting Lines with Sequence number: 1 Line Type: Source chart:7000 does not have any Capital Asset Information associated with it.
- If the user submits a document in which the account, sub account object code, sub-object code, project, org ref ID and amount in the **Accounting Lines** tab do not entirely agree with the information in the **Accounting Lines for Capitalization** tab, the system forces the user to click **Refresh** button in order to update the information in the **Accounting Lines for Capitalization** tab.
- The error correction option on the financial document will reverse asset amounts, remove the serial number, and tag number, and keep other asset information.

## **Create Capital Assets Tab**

The **Create Capital Assets** tab is included in the following documents:

- Distribution of Income/Expense
- General Error Correction
- Internal Billing
- Procurement Card
- Service Billing
- Year End General Error Correction
- Year End Distribution of Income/Expense

This tab allows you to add one or more new assets to which the financial transaction applies. Information is required in this tab whenever you have entered a capital object code in the **Accounting Lines** tab, select one or more lines in the **Accounting Lines for Capitalization** tab and then select a distribution method and click **Create Asset** button in that tab.



For more information about using the associated tabs, see [Accounting Lines Tab](#) and [Accounting Lines for Capitalization Tab](#).

This tab contains two sections, **Create Capital Assets** and **Capital Asset for Accounting Lines**.



## Create Capital Assets Section

This section contains two fields that are used to ensure that asset amounts do not exceed the total of the accounting line amounts selected for processing.

### Create Capital Assets section field definitions

Title	Description
System Control Amount	Display only. The total amount available for distribution. As lines are selected in the <b>Accounting Lines for Capitalization</b> tab, the system adds the amounts on these lines to the system control amount.
System Control Remainder Amount	Display only. The amount remaining for distribution. As amounts are distributed to assets, the system reduces the remainder amount.

## Capital Asset for Accounting Lines Section

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


At the top of this section, the system displays the accounting line(s) you selected in the **Accounting Lines for Capitalization** tab. All fields are display only.




For information about these fields, see [Accounting Lines for Capitalization Tab](#).

Beneath the accounting lines, the system displays fields in which you enter information about the asset you are creating. The table below describes these fields.

### Capital Asset for Accounting Lines section field definitions

Title	Description
Action	<p>After entering information for an asset, select the appropriate action:</p> <p>Click <b>Insert</b> button to add tagging lines without having to delete and re-add the location information. Appropriate to use if you have made an error on the quantity.</p> <p>Click <b>Delete</b> button to delete this asset from the transaction, close the tab, uncheck the selected accounting lines, and reset the <b>System Control Amount</b> and <b>System Control Remainder Amount</b>.</p> <p>Click <b>Clear</b> button to clear the fields for this asset but leave the tab open, uncheck the selected accounting lines, and reset the <b>System Control Amount</b> and <b>System Control Remainder Amount</b>.</p> <p>Click <b>Add Tag/Location</b> button to enter information, including tag number, serial number and location information, for the new asset.</p> <p> If you click <b>Add Tag/Location</b> or <b>Insert</b> buttons, the system displays the fields described below.</p>



Amount	<p>The amount to be moved or applied to the asset.</p> <p>If the <b>Amount Distribution Method</b> is Distribute cost evenly, this field is display only.</p> <p>If the <b>Amount Distribution Method</b> is Distribute cost by amount, this field is required. Enter the cost of the asset. If the <b>Asset Quantity</b> is greater than 1, be sure to enter the extended cost.</p> <p> When the system create the assets, it will divide the amount by the asset quantity you specified above in order to distribute the same amount to each asset.</p>
Amount Distribution Method	<p>Display only. The method to be used to distribute costs.</p> <p>Distribute cost evenly — Distributes the cost on the selected line(s) equally among the new assets you create.</p> <p>Distribute cost by amount — Allows you to enter the amount to be distributed to each asset you create.</p>
Asset Description	<p>Description of the item or its use. This entry comes from the originating document and may be modified by the user.</p>
Asset Quantity	<p>Required. Enter a number to indicate how many assets are to be created.</p>
Asset Type	<p>Required. Enter the code that identifies the type of asset which helps define the depreciable life of the asset. You may search for this code from the <b>Asset Type</b> lookup.</p>
Building Code	<p>Required. Enter the code assigned to the building in which the asset is physically located. You may search for this value from the <b>Building</b> lookup.</p>
Campus Code	<p>Required. Enter the code identifying the physical campus in which the asset is physically located. You may search for this value from the <b>Campus</b> lookup.</p>
Manufacturer	<p>Required. The name of the assets manufacturer.</p>
Model	<p>Optional. The manufacturer-assigned design code.</p>
Room Number	<p>Required. Enter the room number in the building in which the asset is physically located. You may search for this value from the <b>Room</b> lookup.</p>
Serial Number	<p>Optional. Enter the unique identification number assigned by the manufacturer to the asset.</p>
Sub Room	<p>Optional. Specify the cubicle in which the asset is physically located.</p>
Tag Number	<p>Optional. Enter the unique identification number issued by the university and affixed to the asset.</p>
Vendor Name	<p>Required. Enter a vendor name or use the <b>Vendor</b> lookup to find the name of the vendor from whom the asset was obtained. Manually entered vendors are not validated.</p>



For complete instructions on adding assets (a process that necessitates the use of both this tab and the **Accounting Lines for Capitalization** tab), see [Working in the Accounting Lines for Capitalization Tab](#).



## Business Rules

- An asset may be created only if the object code with the capital object sub type is displayed on the **To** portion of the **Accounting Lines** tab. These documents cannot be used to create an asset with negative value. Note that on the Procurement Card document all account lines are expense (to).
- If you specify a tag number, the system verifies that the number is not already being used on an active asset.
- When the **System Control Remainder Amount** is zero, the selected lines for processing are grayed out in the **Accounting Lines for Capitalization** tab.
- Clicking **Clear** button for an asset causes the system to clear the **Asset Quantity, Asset Type, Vendor, Manufacturer, Model, Amt Dist Method, Amt, Asset Description, and Tag/Location Information** in the **Create/Modify Capital Assets** tab. The system also resets the **System Control Amount** and the **System Control Remainder Amount** in that tab. (The tab remains open.). Additionally, this action causes the system to uncheck the selected accounting lines in the **Accounting Lines for Capitalization** tab.
- Clicking **Delete** button for an asset causes the system to clear all asset information, reset the **System Control Amount** and the **System Control Remainder Amount**, and close the **Create Capital Assets** tab. This action also causes the system to uncheck the selected accounting lines in the **Accounting Lines for Capitalization** tab.

## Process

When a financial document capitalizes an expense, the system creates a record to be sent to the Capital Asset Builder. A batch process loads an approved financial transaction into Capital Asset Builder Other GL Transactions. Finally, the Capital Asset Office reviews the transaction and, if appropriate, creates the asset(s).


## Modify Capital Assets Tab

The **Modify Capital Assets** tab is included in the following documents:

- Advance Deposit
- Cash Receipt
- Credit Card Receipt
- Distribution of Income/Expense
- General Error Correction
- Internal Billing
- Procurement Card
- Service Billing
- Year End General Error Correction
- Year End Distribution of Income/Expense

This tab allows you to select an existing asset to which the financial transaction applies and specify the amount that applies to that asset. Information is required in this tab when you have entered a capital object code in the **Accounting Lines** tab, selected one or more lines in the **Accounting Lines for Capitalization** tab and have selected a distribution method and click **Modify Asset** button in that tab.



 For more information about using the associated tabs, see [Accounting Lines Tab](#) and [Accounting Lines for Capitalization Tab](#).

This tab contains two sections, **Modify Capital Assets** and **Capital Asset for Accounting Lines**.

## Modify Capital Assets Section

This section contains two fields that are used to ensure that asset amounts do not exceed the total of the accounting line amounts selected for processing.

Create Capital Assets section field definitions

Title	Description
System Control Amount	Display only. The total amount available for distribution. As lines are selected in the <b>Accounting Lines for Capitalization</b> tab, the system adds the amounts on these lines to the system control amount.
System Control Remainder Amount	Display only. The amount remaining for distribution. As amounts are distributed to assets, the system reduces the remainder amount.

## Capital Asset for Accounting Lines Section

Use this section to select one or more existing assets and specify the amounts that applies to those assets.

At the top of this section, the system displays accounting line(s) you selected in the **Accounting Lines for Capitalization** tab. All fields are display only.


 For information about these fields, see [Accounting Lines for Capitalization Tab](#).

Beneath the accounting lines, the system displays fields in which you select an asset and enter an amount for it. The table below describes these fields.

**Capital Asset for Accounting Lines section field definitions**

Title	Description
Action	<p>Choose the appropriate action.</p> <p>After entering information for an asset, click <b>Redistribute Total Amount</b> button and then click <b>Submit</b> button.</p> <p>When using the distribute by amount method, to process a change if the original distribution was incorrect and has been changed, click <b>Refresh</b> button.</p> <p>To delete this asset from the transaction, close the tab, uncheck the selected accounting lines, and reset the <b>System Control Amount</b> and <b>System Control Remainder Amount</b>, click <b>Delete</b> button.</p> <p>To clear the fields for this asset but leave the tab open, uncheck the selected accounting lines, and reset the <b>System Control Amount</b> and <b>System Control Remainder Amount</b>, click <b>Clear</b> button.</p>



Amount	<p>The amount to be moved or applied to the asset.</p> <p>If the <b>Amount Distribution Method</b> is Distribute cost evenly, this field is display only.</p> <p>If the <b>Amount Distribution Method</b> is Distribute cost by amount, this field is required. Enter the cost of the asset. If the <b>Asset Quantity</b> is greater than 1, be sure to enter the extended cost.</p> <p> When the system creates the payments, it will divide the amount by the asset quantity you specified above in order to distribute the same amount to each asset.</p>
Amt Dist Method	<p>Display only. The method to be used to distribute costs selected in the <b>Accounting Lines for Capitalization</b> tab.</p> <p>Distribute cost evenly — Distributes the cost on the selected line(s) equally among the existing assets you specify.</p> <p>Distribute cost by amount — Allows you to enter the amount to be distributed to each asset you specify.</p>
Asset Number	<p>Required. The code that identifies the asset. Enter the asset number or use the lookup or <b>Lookup/Add Multiple Capital Asset Lines</b> to find the asset numbers.</p>



For complete instructions on modifying assets (a process that necessitates the use of both this tab and the **Accounting Lines for Capitalization** tab), see [Working in the Accounting Lines for Capitalization Tab](#).

## Business Rules

- An existing asset may be modified only if the object code with the capital object subtype is displayed on the From or To portion of the **Accounting Lines** tab. For document types with only one section in the Accounting Lines tab (such as the Cash Receipt), the documents themselves may also be used to modify assets.
- The asset number entered must identify an active valid asset. Active assets have an inventory status code of a (active), c (active and non-accessible), s (surplus) or u (university constructed).
- The asset number entered is locked until the financial document is approved, canceled or disapproved or the object code on the document is changed to a non-capital sub-type.
- Clicking **Clear** button for an asset causes the system to clear the **Asset Quantity, Asset Type, Vendor, Manufacturer, Model, Amt Dist Method, Amt, Asset Description**, and **Tag/Location Information** in the **Create/Modify Capital Assets** tab. The system also resets the **System Control Amount** and the **System Control Remainder Amount** in that tab. (The tab remains open.). Additionally, this action causes the system to uncheck the selected accounting lines in the **Accounting Lines for Capitalization** tab.
- Clicking **Delete** button for an asset causes the system to clear all asset information, reset the **System Control Amount** and the **System Control Remainder Amount**, and close the **Create Capital Assets** tab. This action also causes the system to uncheck the selected accounting lines in the **Accounting Lines for Capitalization** tab.

## Process

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




## General Ledger Pending Entries Tab

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


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

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

 Specific offsets are determined by the Offset Definition table. For more information about offsets, see Offset Definition in the *Guide to Chart of Accounts Module*.

## Balancing Rules

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

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

## Flexible Banking Offsets

Document types that require a user to specify a bank account number (such as the Advance Deposit or Credit Card Receipt documents) can apply offset entries to a special account associated with this bank account number. If the `ENABLE_BANK_SPECIFICATION_IND` parameter is set to Y, an additional set of cash entries is created to a designated accounting string (chart, account, sub-account, object code, and sub-object code) defined in the Bank table. These entries occur in addition to the normally generated cash offsets created to balance a set of transactions. In effect, they reclassify the generic cash entry to a bank-specific cash entry for reconciliation and tracking purposes. If the `ENABLE_BANK_SPECIFICATION_IND` parameter is set to N, the normal balancing cash entries are created but the reclassification of cash to a bank-specific entry is not performed.

This option allows the user to specify the document types on which a bank code should appear. This information, which is specified in the `BANK_CODE_DOCUMENT_TYPES` parameter, allows you to specify bank information on additional document types that create disbursements or record revenue. A default Bank Code value should be established for each document type by using the `DEFAULT_BANK_BY_DOCUMENT_TYPE` parameter.



## Flexible Offsets by Account

This option allows Financials to redirect offset entries for an account to another specified account. It allows Financials to accommodate tracking offsets such as cash or liabilities in central designated accounts as opposed to tracking such offset entries in every account. The Offset Account document identifies the offset account for an object code and account number combination.

If the offsets by account option is enabled within the parameter USE\_FLEXIBLE\_OFFSET\_IND, Financials goes through a special process to determine the account that the offsets should be made to for a given transaction.



For more information about offsets by account, see Offset Account in the *Guide to the Chart of Accounts Module*.


When the flexible offsets function is enabled, generation of offsets on documents occurs as follows:

1. The offset object code is defined in the Offset Definition table.
2. If a match on the account and offset object code are found in the Offset Account table, the offset is made to the offset account.
3. If no match is found, the offset is made to the same account on which the original transaction occurred.






## Notes and Attachments Tab

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

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

### Notes and Attachments tab field definitions


Title	Description
Attached File	Optional. Select the file to attach by clicking <b>Browse</b> and using the standard <b>Choose File</b> dialog box. Click <b>Cancel</b> to clear the file name you have selected.
Author	Display-only. The full name of the user who has added the notes or attachments.
Note Text	Required. Enter comments.
Notification Recipient	Enter a user id or use the lookup to select a person to receive a READ NOTES request in their action list. Select the <b>Send</b> button to send the notification.   Notification can only be sent once the Note is added to the document and the document is saved.
Posted Timestamp	Display-only. The time and date when the attachment or note was posted.

## Ad Hoc Recipients Tab

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

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

### Ad Hoc Recipients tab field definitions

Field Name	Description
Action Requested	Required. Select the desired action from the <b>Action Requested</b> list. The choices are <b>APPROVE</b> , <b>ACKNOWLEDGE</b> , <b>COMPLETE</b> and <b>FYI</b> .   Use <b>COMPLETE</b> option to ad hoc route incomplete financial documents to another user for completion, or for review prior to approval routing. The document would be fully editable by the person to whom it was ad hoc routed.
Ad Hoc Group Requested	Required when routing the document to a group. Enter a group name or select it from the lookup.
Person	Required when routing the document to an individual. Enter a user ID or select it from the lookup.



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




For more information about ad hoc routing, see [Ad Hoc Routing](#).

## Route Log Tab

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

The **Route Log** tab displayed on all documents shows workflow status details. The **Route Log** is broken into four sub tabs—**Document ID**, **Actions Taken**, **Pending Action Requests**, and **Future Action Requests**.

### Route Log tab field definitions

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



## Actions Taken Tab

The **Actions Taken** tab displays the history of workflow actions on the document.

This tab lists each action taken, the name of the person who took this action, and the time and date the action was taken. The **For Delegator** field shows the name of a delegate that took action on someone else's behalf. For example, for account routing the fiscal officers name is shown here if this persons delegate took action on the document.

To drill down into the details of each action, click **Show** button. The system displays the detail.



Several layers of information may be available for an action request.

## Pending Action Requests Tab

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

### *Viewing Pending Actions*

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

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

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

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



To identify members of a group whose ID is displayed in the **Requested Of** field, click the link for the group ID. The system displays information about the group members.

If multiple users are identified as the recipients of a single action request, the number of actions required is controlled by the action policy code associated with the responsibility that generated the request.

- If this code is set to ALL, all users specified must take the required action on the document before the request will be cleared.
- If the action policy code is FIRST, the first of the specified users to take the action will cause the system to clear the action request for all other users with the same request.



## Future Action Requests Tab

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

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

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

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



## Viewing Routing Details

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

The resulting display contains additional information about the request.

### Pending Action Requests detail field definitions

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

## Log Action Message Tab

If the document type has been granted the **Add Message to Route Log** permission, the **Log Action Message** tab will be available in the **Route Log**. This tool allows authorized users to add a message directly to the **Route Log**.



For more information about the Route Log, see [Route Log](#).

## Super User Action Tab

Super user actions let you move a document past workflow nodes where it may be held up because another user is unavailable to take action on it or due to a system problem. Super user actions are an administrative tool and safety net. Super user action can be taken via the super user search or the Super User Action tab on the document. Access to the **Super User Action** tab is granted via the Super User Approve Document permission.



For more information about the Super user Search, see [Super user vs. Non-Super user Searches](#) and [Super user Functions](#).



# Basic Document Operations

This section describes basic document operations that you perform on many different types of documents.

## *Making a Balance Inquiry*

The **Balance Inquiries** functionality provides access to balances related to the General Ledger and Labor Distribution.


To access any of the balance inquiry screens and perform a search, follow these steps:

1. Select the desired inquiry from the menu. The system displays the requested lookup screen. This screen may display default values; these values may be changed.
2. Enter values in all fields preceded by an asterisk. Narrow the search as desired by including additional criteria. If desired, use the percent sign and asterisks as wildcards at the end of or within a string of characters to represent any character.
3. Click **Search** button when you have entered all necessary criteria and are ready to retrieve the balances.



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

## *Initiating a Document*

1. Select the document link from the menu.  
If you have not logged into Financials, the system prompts to enter your user ID and password.
2. Complete required tabs for the document.  
 For information about the requirements for a particular type of document, see the help documentation for the specific document type.
3. Click **Submit** button to route the document for approval.



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

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

1. Retrieve the document from which you want to copy.



For information about how to retrieve a document, see [Using Doc Search to Find a Document](#).

2. Click **Copy** button in the array of workflow action buttons.

The system creates a new document with a new document ID. The document ID information for the copied-from document is displayed in the document header and also in the **Notes and Attachments** tab of the new document.



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



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

3. Complete required tabs for the document.
4. Click **Submit** button to route the document for approval.



For information about the requirements for a particular type of document, see the help documentation for the specific document type. For information about routing the document, see [Routing a Document](#).

## Saving a Document

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



For information about how to retrieve a document, see [Using Document Search to Find a Document](#).

## Canceling a Document




Documents in INITIATED status that are canceled are removed from the database and cannot be retrieved or viewed.

1. To cancel a document, click **Cancel** button in the array of workflow action buttons.
2. When prompted, **Are you sure you want to cancel** click **Yes** button to proceed.



## Closing a Document

1. To close a document and return to the dashboard, click **Close** button in the array of workflow action buttons.
2. When prompted **Would you like to save this document before you close it** click **Yes** button to proceed.

 Closing a document in INITIATED status has the same effect as canceling the document.

## Routing a Document

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

Unless you want to add an ad hoc routing, select **Submit** button to route the document in the predefined routing hierarchy.

## Recall a Document

The document process allows the initiator of a document to take a special recall action to return or cancel a document they submitted as long as it has not been acted upon by any other user.

1. This action is only available for documents which are capable of being disapproved. Document types that do not route cannot be recalled.
2. This feature is available only on Financial Processing (FP) documents and while there is a permission that controls the display of this button, it will not work for other modules due to various limitations.
3. The permission needs to be assigned to role 60 (initiator).
4. To recall a document, initiator opens document and selects **Recall** button.
  - When prompted **Recall to Action List or Recall and Cancel document** enter reason for recalling the document and
    - Click **Recall to Action List** button to send the document to the initiators action list. Document status will be set to Saved.
    - Click **Recall and Cancel** button to cancel the document. Document status will be set to Recalled.





## Using the Action List

The **Action List** allows you to view and act on documents that require your completion, acknowledgement, approval, and FYI.

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

- **Approve:** Verify that the transaction is acceptable. Approved financial documents continue routing to additional approvers, or if fully approved, are included in the next update to the General Ledger.
- **Acknowledge:** View and acknowledge a transaction, without the need for giving formal approval. You must open the document from your action list to clear it out. This type of action request is generated to prior approvers and the initiator when a document is disapproved.
- **FYI:** A courtesy request allowing you to view the transaction or to clear the request from your action list without viewing it. You do not need to view the transactions sent for FYI routing.




For more information about the action list, see [Using the Action List](#).

## Using Document Search to Find a Document

**Doc Search** allows you to search for a document you want to view or work with.

5. Click **Doc Search** button.
6. Enter search criteria.
7. Click **Search** button.
8. Click the **document ID** link to open the document, the **Initiator ID** link to retrieve a workflow user report, or the **Route Log** icon to view the workflow status.

### Document search criteria field definitions

Field	Description
Date Created from/to	Enter or select from the calendar tool the range of document creation dates to search. You may select the <b>From</b> date only, the <b>To</b> date only, or both.
Document Description	To search for documents containing a particular description, enter the description.
Document ID	Enter the numeric document ID assigned by the system.
Document Type	Document type. Enter the document type or select it from the <b>Document Type</b> lookup.  If you change the <b>Type</b> entry and move the cursor to another field, the system displays fields appropriate to the type of document you have specified.
Initiator	User ID of the document initiator. Enter the user ID or select it from the <b>Person</b> lookup.
Name this search (optional)	To save the search criteria for future use, enter a name for the search. All saved search are accessed via a list at the top of the document search screen.



## Sensitive Data

The system will check the Notes field, Document Overview Explanation and Routing Annotations to determine if sensitive data has potentially been added by the user when creating a document.

The delivered configuration restricts the use of Social Security Numbers and Credit Card Numbers defined in parameter SENSITIVE\_DATA\_PATTERNS.

If parameter SENSITIVE\_DATA\_PATTERNS\_WARNING\_IND is set to N, the user will be presented with an error and will not be able to continue until the data is removed or corrected. If set to Y, a warning is presented and the user can continue.


## Performing Custom Document Searches

Custom document searches are available by selecting **Doc Search** button, entering the Document Type and tabbing out of the field. Custom document searches causes the system to display a standard Document Lookup screen that contains a few slight changes to accommodate the type of search you have elected to perform. After you retrieve documents, your role determines whether you have view-only permission or a variety of maintenance permissions that allow you to change the documents.

## Common Search Criteria

The following describes common search criteria that are available on many Financials Custom Document Searches.

### Financials Custom Document search criteria field definitions

Field	Description
Account Number	To search for customer credit memos for a particular account, use this field <i>and</i> the <b>Chart Code</b> field. Enter the appropriate account number or use the lookup to find it.
Chart Code	To search for customer credit memos for a particular account, use this field <i>and</i> the <b>Account Number</b> field. Select the appropriate chart code from the list or use the lookup to find it.
Ledger Document Type	To search for Contracts & Grants invoices associated with a particular ledger document type, enter the appropriate type code or use the lookup to find it.
Organization Code	To search for invoices billed to a particular organization, enter the organization code or use the lookup to find it.
Organization Document Number	To search for documents containing a particular organization document number, enter the number.  This number is typically used to identify a related record in another campus system (for example, a customer relationship management system, an order processing system, etc.). When used in this way, the entry ties a document to a record in the non-Kuali application.
Total Amount	To search for documents based on the total amount, enter the amount.



Search Result Type

**Document Specific Data** changes the fields displayed in the search results to be data specifically related to the Document Type. For example, Organization Document Number and Total Amount might appear.

**Workflow Data** is the default values displayed by Document Search. For example, Document Type and Date Created.

## Common Features and Search Options

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

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

To search for specific documents, follow these basic steps:

1. To restrict the search to documents that meet criteria of your choice, enter search data as appropriate.
2. If desired, save this set of search criteria for reuse later by entering a descriptive name in the **Name this search field**.



For information about specific fields, see the help documentation for the particular type of document you are searching for.

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

If you gave your search criteria a name, the system also displays the name of your saved search in the **Searches** list at the top of the screen.

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



## Data Entry Tips

Keep these points in mind as you enter data:

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

To use a lookup:

1. Click the lookup icon for the field you need a value for (e.g., Customer Number). The system displays a form to help you find the specific value you need.
2. Enter identifying information (customer name, etc.) in any of the fields provided.
3. Click **Search** button to retrieve a list of records that match your entries.
4. When you find the record you need, click the **Return Value** link to copy the value into your custom document search screen.



For more information about searches, see [Using Document Search to Find a Document](#) and [Advanced Document Searches](#).





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# Sufficient Funds Checking

Sufficient funds checking is an option that can be used to stop the processing of document transactions when an account does not have a balance large enough to cover expense transactions.

Sufficient funds checking can be established on an account-by-account basis. If the TP Sufficient Funds Check option on an account is selected and the Account Sufficient Funds Code is set to a value other than **N** (no checking), then the account is checked for sufficient funds by Financials.

 The Budget Checking Options Code on the Systems Options Maintenance table must be enabled in order for the sufficient funds checking to occur on transactional documents.

 For more information about the TP Sufficient Funds Check option, see Account in the *Guide to the Chart of Accounts Module* .

The account sufficient funds code of an account determines the level at which sufficient funds is checked. The options are:

- *Object Code*: The specific object code to which expenses are being applied is checked to see whether sufficient budget exists.
- *Level*: The object level with which the expense object code is associated is checked to see whether sufficient budget exists.
- *Consolidation*: The consolidation level with which the expense object code is associated is checked to see whether sufficient budget exists.
- *Account*: The budget balances of all expense object codes on the account are added up and checked to see whether sufficient budget exists.
- *Cash*: The cash balance of the account is checked to see whether sufficient cash exists.




Object code, level, consolidation and account checks are all made by comparing budget to actuals. The calculation used is:

**Sufficient Funds equals Budget less Actuals less Encumbrances less Pending Ledger Entries**


Cash checking uses a different formula:

**Sufficient Funds equals Cash Balance less Liabilities less Encumbrances less Pending Ledger Entries**

 The encumbrances include pre-encumbrances, external encumbrances, and internal encumbrances, depending on the account.

If an account does not have sufficient funds, it presents the user with an error message and does not allow further processing of the document.

A message displayed in the **Accounting Lines** tab indicates which account does not have sufficient funds.

 Not all Financials financial document types perform sufficient funds checking. The following document types *do not* check for sufficient funds: Advance Deposit, Auxiliary Voucher, Cash Management, Cash Receipt, Credit Card Receipts, Journal Voucher, Pre-Encumbrance, and Procurement Card.



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# Data Import Templates

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



## Links to Default Data Import Templates

The following table lists the types of documents for which templates are available in the default system along with links to the corresponding templates.

### Data import templates by document type

Document Type	Link to Template	Usage Notes
Advance Deposit (AD) Cash Receipt (CR) Credit Card Receipts (CCR) Disbursement Voucher (DV) Distribution of Income and Expense (DI) Internal Billing (IB) Intra-Account Adjustment (IAA) Pre-Encumbrance - encumbrance lines only (PE) Procurement Card (PCDO) Service Billing (SB) Transfer of Funds (TF) Year End Distribution of Income and Expense (YEDI) Year End Transfer of Funds (YETF)	<a href="#">Standard_Import.xls</a>	
Auxiliary Voucher (AV)	<a href="#">AV_Import.xlsx</a>	An amount is required in either the <b>Debit</b> or <b>Credit</b> column for each accounting line. If amounts are erroneously entered in both <b>Debit</b> and <b>Credit</b> fields on an accounting line, only the credit amount will be imported to the document; the debit amount will not be imported.
Budget Adjustment (BA) Year End Budget Adjustment (YEBA)	<a href="#">BA_YEBA_Import.xlsx</a>	If an amount is erroneously entered in the <b>Base Budget Adjustment Amount</b> column, it is imported to the accounting line of the document. An error is displayed when the data is validated via saving or submitting the document.





<p>General Error Correction (GEC)</p> <p>Year End General Error Correction (YEGEC)</p>	<p><a href="#">GEC YEGEC Import.xls</a></p>	
<p>Indirect Cost Adjustment (ICA)</p>	<p><a href="#">ICA Import.xlsx</a></p>	<p>Object code is automatically populated by an APC value</p>
<p>Journal Voucher (JV)- Debit/Credit amount entry, used for the following balance type:</p> <p>EX - External Encumbrance</p>	<p><a href="#">JV Ext Encumbr Import.xlsx</a></p>	<p>Debit/credit amount entry, used for external encumbrance balance types. A journal voucher has three different accounting line formats, depending on its balance type. You must choose the balance type before importing. An amount is required in either the <b>Debit</b> or <b>Credit</b> column for each accounting line. If amounts are erroneously entered in both <b>Debit</b> and <b>Credit</b> fields on an accounting line, only the credit amount is imported to the document; the debit amount is not imported.</p>
<p>Journal Voucher (JV) - Single amount entry, used for the following Non-offset balance types:</p> <p>BB- Adjusted Base Budget</p> <p>CB - Current Budget</p> <p>MB - Monthly Budget</p> <p>RE -Year-End Budget Reversion</p>	<p><a href="#">JV NonOffset Bal Type Import.xlsx</a></p>	<p>Single amount entry, used for non-offset balance types. A journal voucher has three different accounting line formats, depending on its balance type. You must choose the balance type before importing.</p>
<p>Journal Voucher (JV) - Debit/Credit amount entry, used for the following Offset balance types:</p> <p>A2- A21 Balances-Labor Ledger Only</p> <p>AC- Actuals (Balance Sheet)</p> <p>CE- Cost Share Encumbrances</p> <p>EX – External Encumbrance</p> <p>IE- Internal Encumbrance</p> <p>NB - Close Normal Balance</p> <p>PE - Pre-Encumbrance</p> <p>TR – Transfers</p>	<p><a href="#">JV Offset Bal Type Import.xls</a></p>	<p>A journal voucher has three different accounting line formats, depending on its balance type. You must choose the balance type before importing. An amount is required in either the <b>Debit</b> or <b>Credit</b> column for each accounting line. If amounts are erroneously entered in both <b>Debit</b> and <b>Credit</b> fields on an accounting line, only the credit amount is imported to the document; the debit amount is not imported.</p>




Labor Journal Voucher (LLJV)	<a href="#">LLJV_Import.xls</a>	
Non-Check Disbursement (ND)	<a href="#">ND_Import.xls</a>	
Pre-Encumbrance (PE) - disencumbrance lines only	<a href="#">PE_Disencumbrance_only_Import.xls</a>	Disencumbrance lines only
Purchase Requisition (REQS) item import	<a href="#">PURAP_Item_Import.xls</a>	This template imports line item data into the <b>Items</b> tab.
Purchase Requisition (REQS) and Purchase Order (PO) account import	<a href="#">PURAP_Account_Import.xls</a>	The REQS and PO documents have no <b>Accounting Lines</b> tab, but clicking <b>setup distribution</b> in the <b>Items</b> tab opens an <b>Accounting Lines</b> section. This template imports account data into the <b>Accounting Lines</b> section.
Capital Asset Payment (MPAY) account import	<a href="#">CAM_MPAY_Account_Import.xls</a>	Clicking <b>setup distribution</b> in the <b>Items</b> tab of the MPAY document opens an <b>Accounting Lines</b> section. This template imports account data into the <b>Accounting Lines</b> section of the Asset Payment and Asset Manual Payment menu items.
AR Customer	<a href="#">AR_Customer_Upload.xls</a>	Creates new and updates existing AR customers.
Milestone Schedule	<a href="#">Milestone_Import_bulk_template.xlsx</a>	Creates new and updates existing Milestone schedules.
Predetermined Billing Schedule	<a href="#">Predetermined_Billing_Import.xls</a>	Creates new and updates existing Predetermined Billing schedules.
PDP Payment Upload Spreadsheet	<a href="#">PDP_PaymentSpreadsheetUpload.csv</a>	Upload spreadsheets with payments for processing by PDP.



## Process Overview

The **import lines** button is located in the upper right corner of the appropriate tab (for example, the **Accounting Lines** tab). This button allows you to import a .csv file containing multiple lines of data into the tab.

Different types of documents use different import templates, but in some cases multiple documents use the same template.

 The layout and format of the .csv import template files varies by document type. Using the incorrect format for the .csv file causes the import to fail. Note that, for financial transactions, a separate file is needed for each **Accounting Lines** tab section (for example, the **From** and **To** sections).



# Creating a .csv File

The format of the .csv file varies depending on the document type. The desired template file for the document may be downloaded from the [Kuali Wiki](#) or you may access it directly from the document you are working in.

The **Import Lines** button is located in the upper right corner of the applicable tab.

1. Click **Import Lines** button. The system displays additional buttons such as **Browse**, **add**, and **cancel import**.
5. Click the **question mark** icon to the right of the **Accounting Lines** section header. The system opens the on-line help that explains the import rules and format requirements.
6. Open the template file that corresponds to the type of financial transaction document you are working on. The system provides a template for each document type (in some cases, multiple document types use the same template).

	A	B	C	D	E	F	G	H	I
1	Delete the first two rows of text before saving your document to import in csv format.						* Indicates Required field		
2	Chart*	Account*	Sub-Acct	Object*	Sub-Obj	Project	Org Ref ID	Amount*	
3									
4									
5									
6									
7									

7. Save the template to your computer as an Excel workbook.
8. Add data to the file.



Required field headings are marked with an asterisk and appear in red.

	A	B	C	D	E	F	G	H	I
1	Delete the first two rows of text before saving your document to import in csv format.						* Indicates Required field		
2	Chart*	Account*	Sub-Acct	Sub-Obj	Project	Org Ref ID	Amount*		
3	12345	12345					12345.00		

9. If the file is to be used again in the future, save the file as an Excel workbook (don't delete the headers yet). If the file is not to be used again, skip this step.
10. Delete the header rows at the top.
11. Save the file again, with a new name, in .csv format.
12. Click **Browse** button and locate the file you have created from your computer.
13. From the Choose File window, select the .csv file to be imported and click **Open** button.
14. Click the **Upload** button. The screen displays the imported data.
15. When finished, archive or delete the .csv file.

### When the file is needed again:

16. Open the saved Excel workbook with the data from Step 5 above.
17. Edit the file as necessary.
18. Follow steps 6 - 12 above.



# Standard\_Import.xls


The [Standard Import.xls](#) template applies to several document types:

- Advanced Deposits Document (AD)
- Cash Receipt (CR)
- Credit Card Receipts (CCR)
- Disbursement Voucher (DV)
- Distribution of Income and Expense (DI)
- Internal Billing (IB)
- Intra-Account Adjustment (IAA)
- Pre-Encumbrance - encumbrance lines only (PE)
- Procurement Card (PCDO)
- Service Billing (SB)
- Transfer of Funds (TF)
- Year-End Distribution of Income and Expense (YEDI)
- Year-End Transfer of Funds (YETF)

The basic format of the template is shown below.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete the Chart column before using this template.												
2	Delete the first three rows of text before saving your document to import in csv format.												
3	Chart*	Account*	Sub-Acct	Object*	Sub-Obj	Project	Org Ref ID	Line Descr.	Amount*				
4													
5													

## Standard\_Import template format (fields listed in order required by template)

Column	Field Name
A	Chart Code  If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete this column before using the template.
B	Account Number
C	Sub-Account Number
D	Object Code
E	Sub-Object Code
F	Project Code
G	Organization Reference Id
H	Line Description
I	Amount




# AV\_Import.xlsx

The [AV\\_Import.xlsx](#) template applies to Auxiliary Voucher (AV) documents.

The basic format of the template is shown below.

	A	B	C	D	E	F	G	H	I	J
1	If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete the Chart column before using this template.									
2	Delete the first four rows of text before saving your document to import in csv format.								(enter an amount in either	
3					<b>* Indicates Required field</b>			the Debit or Credit field)		
4	Chart*	Account*	Sub-Acct	Object*	Sub-Obj	Project	Org Ref ID	Line Descr	Debit*	Credit*

## AV\_Import template format (fields listed in order required by template)

Column	Field
A	Chart Code   If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete this column before using the template.
B	Account Number
C	Sub-Account Number
D	Object Code
E	Sub-Object Code
F	Project Code
G	Organization Reference Id
H	Line Description
I	Debit
J	Credit



An amount is required in either the Debit or Credit column for each accounting line. If amounts are erroneously entered in both Debit and Credit fields on an accounting line, only the credit amount are imported to the accounting lines, the debit amount is not imported.



# BA\_YEBA\_Import.xlsx


The [BA YEBA Import.xlsx](#) template applies to two document types:


- Budget Adjustment
- Year-End Budget Adjustment

The basic format of the template is shown below – due to space constraints not all columns are shown, but are described below.

	A	B	C	D	E	F	G	H	I	J	K
1	If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete the Chart column before using thi										
2	Delete the first three rows of text before saving your document* <b>Indicates Required field</b>										
3	<b>Chart*</b>	<b>Account*</b>	<b>Sub-Acct</b>	<b>Object*</b>	<b>Sub-Obj</b>	<b>Project</b>	<b>Org Ref ID</b>	<b>Line Desc</b>	<b>Current Amt</b>	Base Amt	Month 01 Amt

## BA\_YEBA\_Import template format (fields listed in order required by template)

Column	Field Name
A	Chart Code  If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete this column before using the template.
B	Account Number
C	Sub-Account Number
D	Object Code
E	Sub-Object Code
F	Project Code
G	Organization Reference Id
H	Line Description
I	Current Budget Adjustment Amount
J	Base Budget Adjustment Amount
K – V	Month 1 - 12 Budget Amount

 If an amount is erroneously entered in the Base Budget Adjustment Amount column, it is imported to the accounting line of the document. An error is displayed when the data is validated via saving or submitting the document.



# GEC\_YEGEC\_Import.xls


The [GEC\\_YEGEC\\_Import.xls](#) template applies to two document types:

- General Error Correction (GEC)
- Year-End General Error Correction (YEGEC)

The basic format of the template is shown below.

	A	B	C	D	E	F	G	H	I	J	K
1	If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete the Chart column before using this template.										
2	Delete the first three rows of text before saving your document to import in csv format.										
3	Chart*	Account*	Sub-Acct	Object*	Sub-Obj	Project	Org Ref ID	* Indicates Required field Ref Origin Code*	Ref Number*	Line Descr	Amount*
4											
5											

## GEC\_YEGEC\_Import template format (fields listed in order required by template)

Column	Field Name
A	Chart Code   If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete this column before using the template.
B	Account Number
C	Sub-Account Number
D	Object Code
E	Sub-Object Code
F	Project Code
G	Organization Reference Id
H	Reference Origin Code
I	Reference Number
J	Line Description
K	Amount






# ICA\_Import.xlsx

The [ICA\\_Import.xlsx](#) template applies *only* to Indirect Cost Adjustment (object code is automatically populated by an APC value).

The basic format of the template is shown below.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete the Chart column before using this template.												
2	Delete the first three rows of text before saving your document to import in csv format. * Indicates Required field												
3	Chart*	Account*	Sub-Acct	Sub-Obj	Project	Org Ref ID	Line Descr.	Amount*					


## ICA\_Import template format (fields listed in order required by template)

Column	Field Name
A	Chart Code   If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete this column before using the template.
B	Account Number
C	Sub-Account Number
D	Sub-Object Code
E	Project Code
F	Organization Reference Id
G	Line Description
H	Amount



# JV\_Ext\_Encumbr\_Import.xlsx


The [JV Ext Encumbr Import.xlsx](#) template applies *only* to Journal Voucher (JV) - Debit/Credit amount entry, used for External Encumbrance balance types


 A Journal Voucher has three different accounting line formats, depending on its Balance Type. *You must choose the Balance Type before importing.*

The basic format of the template is shown below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete the Chart column before using this template.														(enter an amount in EITHER
2	Delete the first three rows of text before saving your document to import in csv format.														* Indicates Required field
3	Chart*	Account*	Sub-Acct	Object*	Obj Type	CocSub-Obj	Project	Org Ref ID	Enc Update Code	Line Desc	Ref Origin Code*	Ref Type Code*	Ref Number*	Debit*	Credit*

## JV\_Ext\_Encumbr\_Import template format (fields listed in order required by template)


Column	Field Name
A	Chart Code   If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete this column before using the template.
B	Account Number
C	Sub-Account Number
D	Object Code
E	Object Type Code
F	Sub-Object Code
G	Project Code
H	Organization Reference Id
I	Encumbrance Update Code
J	Line Description
K	Reference Origin Code
L	Reference Type Code
M	Reference Number
N	Debit
O	Credit

 An amount is required in either the Debit or Credit column for each accounting line. If amounts are erroneously entered in both Debit and Credit fields on an accounting line, only the credit amount is imported to the document, the debit amount is not imported.



# JV\_NonOffset\_Bal\_Type\_Import.xlsx

The [JV\\_NonOffset\\_Bal\\_Type\\_Import.xlsx](#) template applies *only* to Journal Voucher (JV) - Single amount entry, used for non-offset balance types.

 A Journal Voucher has three different accounting line formats, depending on its balance type. *You must choose the balance type before importing.*


Use this template for the following balance types:

- BB- Adjusted Base Budget
- CB - Current Budget
- MB - Monthly Budget
- RE -Year-End Budget Reversion

The basic format of the template is shown below.

	A	B	C	D	E	F	G	H	I	J
1	If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete the Chart column before using this template.									
2	Delete the first three rows of text before saving your document to import in csv format.									* Indicates Required field
3	Chart*	Account*	Sub-Acct	Object*	Obj Type Code	Sub-Obj	Project	Line Descr.	Org Ref ID	Amount*


## JV\_NonOffset\_Bal\_Type\_Import template format (fields listed in order required by template)

Column	Field Name
A	Chart Code   If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete this column before using the template.
B	Account Number
C	Sub-Account Number
D	Object Code
E	Object Type Code
F	Sub-Object Code
G	Project Code
H	Line Description
I	Organization Reference Id
	Amount



# JV\_Offset\_Bal\_Type\_Import.xls

The [JV\\_Offset\\_Bal\\_Type\\_Import.xls](#) template applies *only* to Journal Voucher (JV) - Debit/Credit amount entry, used for Offset balance types.

 A Journal Voucher has three different accounting line formats, depending on its balance type. *You must choose the balance type before importing.*


Use this template for the following balance types:

- A2- A21 Balances-Labor Ledger Only
- AC- Actuals (Balance Sheet)
- CE- Cost Share Encumbrances
- IE- Internal Encumbrance
- NB - Close Normal Balance
- PE - Pre-Encumbrance
- TR - Transfers


The basic format of the template is shown below.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete the Chart column before using this template.												
2	Delete the first <b>three</b> rows of text before saving your document to import in csv format. * Indicates Required field (enter an amount in EITHER the debit or credit field)												
3	Chart*	Account*	Sub-Acct	Object*	Obj Type Code	Sub-Obj	Project	Line desc	Org Ref ID	Debit*	Credit*		
4													
5													

## JV\_Offset\_Bal\_Type\_Import template format (fields listed in order required by template)

Column	Field Name
A	Chart Code   If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete this column before using the template.
B	Account Number
C	Sub-Account Number
D	Object Code
E	Object Type Code
F	Sub-Object Code
G	Project Code
H	Line Description
I	Organization Reference Id
J	Debit
K	Credit



-  An amount is required in either the Debit or Credit column for each accounting line. If amounts are entered in both Debit and Credit fields, only the credit amount is imported to the document.



# LLJV\_Import.xls


The [LLJV Import.xls](#) template applies to the Labor Distribution Journal Voucher (LLJV) document.

The basic format of the template is shown below in two parts.


	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete the Chart column and the Original Chart column before using this template.													
2	Delete the first four rows of text before saving your document to import in csv format. * Indicates Required field													
3														
4	Chart*	Account*	Sub-Acct	Object*	Type Code	Sub-Obj	Project	Org Ref ID	Position	Empl ID	Employee Record	Earn Code	Pay Group	Sal Admin Plan
5														
6														

	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
															(enter an amount in EITHER the debit or credit field)
	Grade	Run ID	Period End	Pay FY	Pay Per	Pay Hours	Original Chart	Original Account	Original Sub Acct	Original Object	Original Sub Object	Company	SetID	Debit*	Credit*

## LLJV\_Import template format (fields listed in order required by template)

Column	Field Name
A	Chart Code  If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete this column before using the template.
B	Account Number
C	Sub-Account Number
D	Object
E	Type Code
F	Sub-Object Code
G	Project Code
H	Org Ref Id
I	Position Number
J	Employee ID
K	Employee Record
L	Earn Code
M	Pay Group
N	Salary Admin Plan
O	Grade
P	Run ID



Q	Period End
R	Pay FY
S	Pay Period
T	Pay Hours
U	Original Chart  If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete this column before using the template.
V	Original Account
W	Original Sub-Account
X	Original Object Code
Y	Original Sub-Object Code
Z	Company
AA	Set ID
AB	Debit (Enter an amount either the debit or credit field)
AC	Credit (Enter an amount either the debit or credit field)




# ND\_Import.xls

The [ND\\_Import.xls](#) template applies to the Non-Check Disbursement (ND) document type.

The basic format of the template is shown below.

	A	B	C	D	E	F	G	H	I	J	
1	If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete the Chart column before using this template.										
2	Delete the first <b>three</b> rows of text before saving your document to import in csv format.								<b>* Indicates Required field</b>		
3	<b>Chart*</b>	<b>Account*</b>	<b>Sub-Acct</b>	<b>Object*</b>	<b>Sub-Obj</b>	<b>Project</b>	<b>Org Ref ID</b>	<b>Ref Number*</b>	<b>Line Desc.</b>	<b>Amount*</b>	
4											
5											

## ND\_Import template format (fields listed in order required by template)

Column	Field Name
A	Chart Code  If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete this column before using the template.
B	Account Number
C	Sub-Account Number
D	Object Code
E	Sub-Object Code
F	Project Code
G	Organization Reference Id
H	Reference Number
I	Line Description
J	Amount






# PE\_Disencumbrance\_Only\_Import.xls

The [PE Disencumbrance only Import.xls](#) template applies to the Pre-Encumbrance (disencumbrance lines only) document type.

The basic format of the template is shown below.

	A	B	C	D	E	F	G	H	I	J	K
1	If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete the Chart column before using this template.										
2	Delete the first <b>three</b> rows of text before saving your document to import in csv format * <b>Indicates Required field</b>										
3	<b>Chart*</b>	<b>Account*</b>	Sub-Acct	<b>Object*</b>	Sub-Obj	Project	Org Ref ID	<b>Ref Number*</b>	<b>Amount*</b>		
4											
5											

## PE\_Disencumbrance\_Only\_Import template format (fields listed in order required by template)

Column	Field Name
A	Chart Code   If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete this column before using the template.
B	Account Number
C	Sub-Account Number
D	Object Code
E	Sub-Object Code
F	Project Code
G	Organization Reference Id
H	Reference Number
I	Amount




# PURAP\_Item\_Import.xls

The [PURAP Item Import.xls](#) template applies to the Requisition document type and is used to import items into the requisition.

The basic format of the template is shown below.

	A	B	C	D	E	F	G	H	I	J	K	L
1	If your institution has set the ENABLE_COMMODITY_CODE_IND or ITEMS_REQUIRE_COMMODITY_CODE_IND parameter to NO, delete the Commodity Code column before using this template.											
2	Delete the first three rows of text before saving your document to import in csv format. * Indicates Required field											
3	Quantity	UOM	Catalog Number	Commodity Code	Description*	Cost*						
4												
5												
6												
7												

## PURAP\_Item\_Import template format (fields listed in order required by template)

Column	Field Name
A	Quantity
B	UOM
C	Catalog Number
D	Commodity Code
	 If your institution has set the ENABLE_COMMODITY_CODE_IND or ITEMS_REQUIRE_COMMODITY_CODE_IND parameter to NO, delete the Commodity Code column before using this template.
E	Description
F	Cost




# PURAP\_Account\_Import.xls

The [PURAP Account Import.xls](#) template applies to both the Requisition document type and the Purchase Order document type. It is used to import accounting lines into a requisition or purchase order.

The basic format of the template is shown below.

	A	B	C	D	E	F	G	H
1	If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete the Chart column before using this template.							
2	Delete the first <b>three</b> rows of text before saving your document to import in csv format.						<b>* Indicates Required field</b>	
3	<b>Chart*</b>	<b>Account*</b>	Sub-Account	<b>Object Code*</b>	Sub-Object Code	Project	Org Ref ID	<b>%*</b>
4								
5								

## PURAP\_Account\_Import template format (fields listed in order required by template)

Column	Field Name
A	Chart Code  If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete this column before using the template.
B	Account
C	Sub-Account
D	Object Code
E	Sub-Object Code
F	Project
G	Org Ref ID
H	Percent sign



# CAM\_MPAY\_Account\_Import.xls


The [CAM\\_MPAY\\_Account\\_Import.xls](#) template applies to the Asset Payment (MPAY) document type and is used to import accounting lines into an Asset Payment transaction.

The basic format of the template is shown below.

If your institution has set the ACCOUNTS\_CAN\_CROSS\_CHARTS\_IND parameter to NO, delete the Chart column before using this template.

Chart	Account	Sub Account	Object Code	Sub Object Code	Project	Org Ref ID	Amount	Purchase Order	Requisition Number	Origin Entry	Document Number	Document Type	Posted Date
Delete the first three rows of text before saving your document to import in csv format.											Enter the Document number of the MPAY document if unknown	Set Document Type to MPAY if unknown	Set to today's date if unknown
											* Indicates Required field		

## CAM\_MPAY\_Account\_Import template format (fields listed in order required by template)

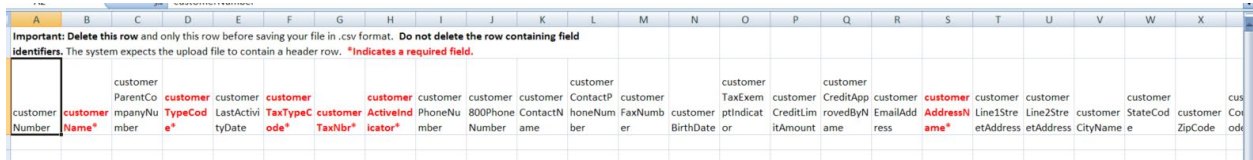
Column	Field Name
A	Chart Code  If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete this column before using the template.
B	Account
C	Sub-Account
D	Object Code
E	Sub-Object Code
F	Project
G	Org Ref ID
H	Amount
I	Purchase Order number
J	Requisition Number
K	Origin Code
L	Document Number
M	Document Type
N	Posted Date



# AR\_Customer\_Upload.xls

The [AR Customer Upload.xls](#) template is used to create new or update existing AR Customers.

The basic format of the template is shown below – due to space constraints not all columns are shown, but are described below.



## AR\_Customer\_Upload template format (fields listed in order required by template)

Column	Field Name
A	Customer Number – leave this blank when loading new customers.
B	Customer Name
C	Customer Parent Company Number
D	Customer Type Code
E	Customer Last Activity Date
F	Customer Tax Type Code
G	Customer Tax Number
H	Customer Active Indicator
I	Customer Phone Number
J	Customer 1-800 number
K	Customer Contact Name
L	Customer Contact Phone Number
M	Customer Fax Number
N	Customer Birth Date
O	Customer Tax Exempt Indicator
P	Customer Credit Limit Amount
Q	Customer Credit Approved By Name
R	Customer email address
S	Customer Address Name
T	Customer Line 1 Address



U	Customer Line 2 Address
V	Customer City
W	Customer State Code
X	Customer Zip Code
Y	Customer Country Code
Z	Customer International Province Name
AA	Customer International Mail Code
AB	Customer Address Email
AC	Customer Address Type Code



# Milestone\_Import\_bulk\_template.xlsx

The [Milestone Import bulk template.xlsx](#) bulk import template is used to create and edit existing Milestone schedules.

The basic format of the template is shown below.

NOTE: This template requires a header row. Delete the first four rows prior to saving as a csv file.

A	B	C	D	E	F	G	H	I
If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete the chartOfAccountsCode column before using this template.								
Required fields highlighted in red (milestoneAmount, milestoneDescription and milestoneActualCompletionDate are optional fields).								
Dates should be formatted as yyyy-mm-dd								
<b>Important:</b> Delete the first four rows of text before saving your document to import in csv format. Do not delete the row containing field identifiers. The system expects the upload file to contain a header row.								
proposalNumber	chartOfAccountsCode	accountNumber	milestoneNumber	milestoneDescription	milestoneAmount	milestoneExpectedCompletionDate	milestoneActualCompletionDate	active

## Milestone\_Import template format (fields listed in order required by template)

Column	Field Name
A	Proposal Number
B	Chart of Accounts code
C	Account Number
D	Milestone Number
E	Milestone Description
F	Milestone Amount
G	Expected Completion Date
H	Actual Completion Date
I	Active Indicator (Y or N)



# PredeterminedBilling\_Import\_bulk\_template.xlsx

The [PredeterminedBilling\\_Import\\_bulk\\_template.xlsx](#) template is used to add new scheduled bills to the Predetermined Billing Schedule.

The basic format of the template is shown below.

NOTE: This template requires a header row. Delete the first four rows prior to saving as a csv file.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete the chartOfAccountsCode column before using this template.													
Required fields highlighted in red (billDescription is an optional field).													
Dates should be formatted as yyyy-mm-dd													
<b>Important:</b> Delete the first four rows of text before saving your document to import in csv format. Do not delete the row containing field identifiers. The system expects the upload file to contain a header row.													
proposalNumber	chartOfAccountsCode	accountNumber	billNumber	billDescription	estimatedAmount	billDate	active						

## Predetermined\_Billing\_Import template format (fields listed in order required by template)

Column	Field Name
A	Proposal Number
B	Chart of Accounts code
C	Account Number
D	Scheduled Bill Number
E	Scheduled Bill Description
F	Scheduled Bill Amount
G	Scheduled Bill Date
H	Active Indicator (Y or N)





# PDP\_PaymentSpreadsheetUpload.csv

The [PDP\\_PaymentSpreadsheetUpload.csv](#) is used to manually add spreadsheets into PDP for processing. The basic format of the template is shown below – unlike the other templates, do not delete the headings. The following sample shows the fields completed. The number of Payment Detail lines is unlimited.

	A	B	C	D	E	F	G	H	I	J
1		Chart	Unit	Sub Unit	Date			Payment Date		
2	Payment Header									
3		COA	Account Number	Sub Account	Object Code	Sub Object Code	Project Code	Org Ref ID		
4	Accounting Line									
5	GL Description									
6		Payee Name	Address line 1	Address line 2	Address Line 3	City	State	Zip	Check Stub Text	Amount
7	Payment Detail									
8	Payment Detail									
9										
10										
11										



For detailed information on the fields required by the template, see Payment Spreadsheet Upload in the *Guide to the Pre-Disbursement Processor Module*.



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# Maintenance Document Fundamentals

This section describes the common basic document operations through which you create and update the values in Kualu Financials reference tables.



## Common Tabs

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

### *Edit Tab*

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

The **Edit** tab has one section when you are creating a new value. The tab has two sections: **Previous** and **Proposed** when you are editing or copying an existing code.

This display allows the document to serve as an audit trail for the maintenance table update history. In the **New** section, only non-identifying fields are editable.

### *Other Common Tabs*

Maintenance documents contain additional tabs that are also common to other documents. They are:

- Document Overview Tab
- Notes and Attachments Tab
- Ad Hoc Recipients Tab



For information about the **Ad Hoc Recipients** tab, see [Standard Tabs](#) and [Route Log](#) above.



# Performing Common Maintenance Document Operations

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

## *Searching for a Document*

1. Select the desired maintenance document from the menu.
2. When the lookup screen appears, enter appropriate search criteria or leave blank to retrieve all. Click **Search** button.
3. Click the **edit** link for the value you want to view.
4. Click the **Create New** button from this window to create a new entry to the table.

## *Initiating a Maintenance Document*

1. Select the desired maintenance document from the menu.
2. Click the **Create New** button located in the upper right corner or search for a document and click the **Create New** button from the view window.

The document appears with a new Document ID.

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



For information about the common financial transaction tabs such as **Document Overview**, **Notes and Attachments**, and **Ad Hoc Recipients**, **Route Log** tabs, see [Standard Tabs](#).

4. Complete the **New** section in the **Edit** tab



For requirements for the **Edit** tab, see the help documentation for the appropriate document type.

5. Click **Submit** button.

6. Review the **Route Log** tab.







For more information about the **Route Log** tab, see [Route Log](#).






For information about the **workflow buttons** at the bottom of the maintenance screens, see [Workflow Action Buttons](#).



## ***Copying a Document (Initiating a Document Based on Another)***

1. Select a document from the menu.
2. When the lookup screen appears, enter appropriate search criteria or leave blank to retrieve all. Click **Search** button.
  -  For more information about lookup, see [Field Lookup](#).
3. Click the **copy** link in the Actions column corresponding to the table value you want to copy from.
4. Complete the standard tabs -- **Document Overview** tab, **Notes and Attachments** tab, or **Ad Hoc Recipients** tab as needed.
  -  For information about the standard financial transaction tabs such as **Document Overview**, **Notes and Attachments**, and **Ad Hoc Recipients**, **Route Log** tabs, see [Standard Tabs](#).
5. Complete the **New Copy** section in the **Edit** tab.
  -  For information about requirements for the **Edit** tab, see the help documentation for the appropriate document type.
6. Click **Submit** button.
7. Review the **Route Log** tab.
  -  For more information about the **Route Log** tab, see [Route Log](#).

## ***Editing a Maintenance Document***

1. Select the desired document from the menu.
2. When the lookup screen appears, enter appropriate search criteria or leave blank to retrieve all. Click **Search** button.
  -  For information about lookup, see [Field Lookup](#).
3. Click the **edit** link in the **Actions** column corresponding to the table value you want to edit. The document appears with a new Document ID.
4. Complete the common document tabs: **Document Overview**, **Notes and Attachments**, and **Ad Hoc Recipients** tab as needed.
  -  For information about the common financial transaction tabs such as **Document Overview**, **Notes and Attachments**, and **Ad Hoc Recipients**, **Route Log** tabs, see [Standard Tabs](#).
5. Complete the **New** section in the **Edit** tab.
  -  For information about requirements for the **Edit** tab, see the respective section for the documents elsewhere in this section.
6. Click **Submit** button.



7. Review the **Route Log** tab.



For more information about the **Route Log** tab, see [Route Log](#).



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



For information about the workflow buttons at the bottom of the maintenance screens, see [Workflow Action Buttons](#).



# Fiscal Year Maker

The Fiscal Year Maker batch job copies table values that are specific to a fiscal year into another fiscal year. Generally this job is used to copy values in maintenance tables from the current fiscal year into the next fiscal year to prepare those tables for future use. Some modules, such as Purchasing / Accounts Payable, may require that these tables be updated with next fiscal year's values well before the end of the current fiscal year.

Two parameters are used to control the Fiscal Year Maker process:

- KFS-SYS SOURCE\_FISCAL\_YEAR controls the fiscal year for which the Fiscal Year Maker batch process will copy certain maintenance table data to the next sequential year.
- KFS-SYS OVERRIDE\_TARGET\_YEAR\_DATA\_IND has a Y or N indicator that controls the mode in which the Fiscal Year Makers batch process runs.
  - N copies values to the new fiscal year without overwriting any values that already exist in the new year.
  - Y copies values to the new fiscal year and overwrites any values that already exist in the new year, excluding the University Date table. The University Date Table is not overwritten.

Fiscal Year Maker impacts the following maintenance tables.

## **Accounts Receivable tables:**

- Organization Accounting Default
- System Information

## **Capital Assets tables:**

- Asset Object Code

## **Chart of Accounts tables:**

- Accounting Period
- Indirect Cost Recovery Rate
- Indirect Cost Recovery Rate Detail
- Object Code
- Offset DefinitionOrganization Reversion
- Sub-Object Code

## **Effort Certification tables:**

- Report Definition
- Report Earn Paygroup
- Report Definition

## **Financial Processing tables:**

- Disbursement Voucher Travel Per Diem

## **Labor Distribution tables:**

- Labor Benefits Calculation
- Labor Object Code



- Labor Object Code Benefits

**System tables:**

- System Options
- University Date
- Wire Charge





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## Workflow: Overview and Key Concepts


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

This section provides an overview of KEW as it relates to Kualu Financials.



## KEW Overview

Kuali Financials uses Workflow (KEW) to handle the routing of electronic documents for actions such as approvals, acknowledgements and FYI notifications. Although much KEW functionality works behind the scenes, the **action list** and **doc search** buttons on the Kuali Financials dashboard are part of the KEW. These workflow options allow you access, act on, and search for many types of documents from various functional areas from a single location. Additionally, the **Route Log** tab on your Kuali Financials documents is a workflow feature that allows you to follow the progress of given documents through the approval process.

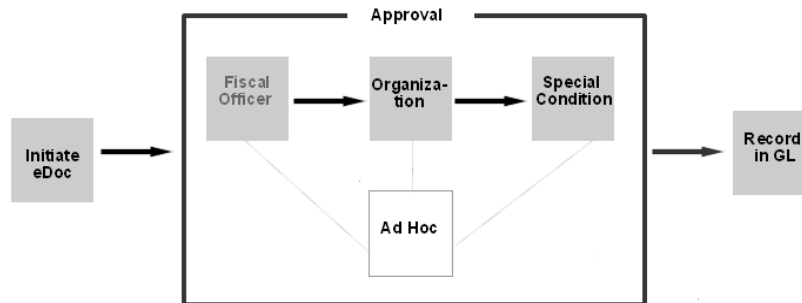
-  Many facets of Workflow (such as the route nodes that define how a given document type routes) are stored in workflow process definition files for the various document types. These files can be easily modified to alter the default routing of documents in your Kuali Financials implementation, but doing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

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



## Route Levels and Workflow Routing

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



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

To view workflow process definitions in XML, use the **export** button on the Document Type Inquiry.

You may need technical assistance to understand or modify a workflow process definition file. Given that assistance, the file can easily be modified to change a document's routing behavior.

An easier view for functional users is located in the **Routing and Identity Management Document Type Hierarchy** option in the menu.

The KEW arranges Quali Financials document types in a hierarchical fashion, with some document types being parent to the document types below them in the hierarchy. Child document types inherit attributes from their parents. The **Routing and Identity Management Document Type Hierarchy** screen displays documents in their respective positions in this hierarchy and also displays the route nodes associated with each document type. Nodes are listed in the order in which the document progresses through them.

### *Typical Route Levels*

Most, but not all, Quali Financial documents progress through three route levels: account level, organization hierarchy, and special conditions.

### Account Level Routing (Fiscal Officer)

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

### Organization Review (Review Hierarchy) Routing

Every account belongs to an organization. The organization develops customized routing to appropriate roles based on criteria such as document type, dollar amount and override code. This routing may take




advantage of the Chart of Accounts organization hierarchy, meaning that approvals are set up at different levels in the organization hierarchy. A document proceeding through this hierarchy routing might route to someone at the department level, then route to someone else at this departments school or college, and might even continue routing to someone up to a campus or university level.

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

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

## Special Conditions Routing

Special condition routing is a blanket term for additional route levels that might be triggered by various attributes of a transaction. Special conditions often represent special administrative approvals that may be required. This routing may be based on the type of document, attributes of the accounts being used, or other attributes of the transaction.

 Throughout Quali Financials help documentation, we refer to route levels that are not fiscal officer or organization review routing as special conditions routing. This term covers a variety of different types of routing that are explained in the help documentation sections about the various document types that use these route levels.

For example, you may establish sub-fund routing that requires that a document using an account belonging to an endowment sub-fund be approved by a role responsible for the endowment; or you may establish Contracts and Grant routing that requires that a document using a grant account be approved by a central Contracts & Grants administration area.


### Examples of special conditions routing

Routing Type	Description	Document
Content Routing	If the documents content is incomplete, routes the document to an appropriate individual for completion based on the organization used on the Requisition.	Requisition
Separation of Duties	If the amount of the document exceeds an institutionally-defined threshold and there have been no approvers other than the document initiator, routes the document to a defined central approver.	Requisition
Sub-Account Routing	If the document uses a sub-account and the sub-account has a routing rule established, routes the document to the person, group or role for which the rule has been established.	Purchasing related documents
Sub-Fund Routing	If a sub-fund derived from an account appearing on the document has a routing rule established, the document routes to the person, group or role for which the rule has been established.	Financial transactions documents



## Ad Hoc Routing

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

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


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

1. Select an action requested from the **Action Requested** list. To route the document to an individual, select this option in the **Person Requests** section. To send the request to a group, select this option in the **Ad Hoc Group Requests** section.
2. To ad hoc route the document to another person, type the principal name in the **Person** box in the **Ad Hoc Recipients** section or use the lookup to search for the appropriate username.
3. To ad hoc route the document to a group, in the **Namespace Code** field in the **Ad Hoc Group Requests** section, enter the group name or use the lookup to search for the appropriate group name.
4. Click **Add** button. The system verifies that the person ID or group namespace code and name that you have entered for routing is valid.
5. Click **Submit** button.

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

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

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

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



## Viewing Route Nodes

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

1. Select **Routing and Identity Management Document Type Hierarchy** from the menu. The system displays document types in the hierarchy.
2. Locate the desired document type route levels.
3. For example, you might scroll down to Transfer of Funds to view the rules of the Transfer of Funds document route levels.

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

4. Scroll down to the **Workflow / Responsibilities** tab.

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



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



## Workflow Responsibilities

When a document routes through a particular route level, the KEW evaluates it against the responsibilities that reference this document type and route level. A responsibility acts like a trigger: If the document meets its criteria, the system sends an action request to a particular user or group of users.

Responsibilities are associated with roles in KIM. Roles have members or assignees that are represented in the system as persons, groups, or other roles. Users assigned to a role inherit the roles responsibilities, meaning that they receive action requests from Workflow when specified conditions are met.



To view responsibilities, select the **Responsibility** option from the menu

Each responsibility includes several attributes (that is, values and details) that determine when it is triggered.

### Responsibilities lookup results field definitions

Title	Description
Responsibility Detail Values	<p>Display-only. Additional detail that identifies the document this responsibility generates action requests for, when the requests are generated and how Workflow handles them.</p> <p>Route Node Name: The point in a documents workflow routing at which this responsibility generates requests.</p> <p>Document Type Name: The name of the document type this responsibility will generate action requests for.</p> <p>Action Details At Role Member Level: A True or False indicator that indicates where the details of this workflow action request are defined. If the value is True, action details are collected when members are assigned to the role. If the value is False, the action details are collected when this responsibility is assigned to a role.</p> <p>Required: A True or False value that indicates whether this responsibility is required to generate an action request or send the document into exception status (True) or is an optional responsibility and can be bypassed if no action requests are generated (False).</p>
Responsibility Name	<p>Display-only. The name of this responsibility. In most cases, the responsibility name will be the same as the associated template name (Review).</p> <p>Like permission names, responsibility names are not unique. Thus most responsibilities have a <b>Responsibility Name</b> of Review.</p>
Responsibility Namespace	<p>Display-only. The namespace with which the responsibility is associated. This namespace usually corresponds to the namespace of the document type for which the responsibility generates action requests.</p>
Template Name	<p>Display-only. The name of the template on which the responsibility is based. The template defines, in a broad sense, what the responsibilities based on it do. Since responsibilities usually generate action requests for user review, most responsibilities have a <b>Template Name</b> of Review.</p>



Template  
Namespace Code

Display-only. The namespace for the responsibility template. Usually, the namespace identifies the application and module the applicable responsibility template pertains to. Because responsibilities pertain to workflow, most responsibility templates are associated with the **KR-WKFLW** (Kuali Rice-Workflow) namespace.

While responsibilities are created and maintained centrally, users may supply qualifying values when assigning users to a role associated with these responsibilities. These qualifying values generally identify specific circumstances under which the responsibility is invoked. For example, if a departmental user adds a user to a role with a responsibility that refers to an organization hierarchy route node, the departmental user supplies the appropriate chart and organization code. Subsequently, only documents that contain this chart and organization code route to the specified user.



For more information about roles and responsibilities, see KIM Permissions, Responsibilities, and Roles in the *Guide to System Administration Functions*.

## Action List

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

1. Click **Action List**. The Workflow system retrieves all documents that you have initiated and saved and any documents that are routed to you to approve, acknowledge, or FYI.
2. Click the document **Id** link to open the document. The system displays a set of buttons at the bottom of the screen. The buttons you see depend on your role and the requested action.
3. Click one of the workflow action buttons.

## Workflow Action Buttons


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

### Workflow action buttons

Action	Description
Acknowledge	Signifies that you have responded to the acknowledgement action request. This button is available only to users to whom a document has been routed for acknowledgement. See FYI below.
Approve	Signifies that in your judgment the document represents a valid business transaction in accordance with institutional needs and policies. A single document may require approval from several users, at multiple route levels, before it moves to Processed status.
Blanket Approve	Bypasses all subsequent levels of approval and immediately moves a document to Processed or Final status. Anyone who would otherwise have received the document for approval receives an acknowledge request instead. This action may be taken only by roles associated with blanket approve document permission.





Cancel	Denotes that the document is void and should be disregarded. Canceled documents cannot be modified in any way and do not route for approval.
Close	Allows you to exit the document. The system displays a message asking whether you want to save the document before closing. No changes to action requests, route logs or document status occur as a result of a close action. If you initiate a document and close it without saving, it is the same as canceling that document.
Copy	Allows you to create a new document based on the existing document. Not all document types can be copied.
Disapprove	Signifies that in your judgment the document does not represent a valid business transaction. A disapprove action from any single approver prevents a document from posting to the GL or updating a maintenance table.
Error Correction	Allows you to correct documents by creating a new document that reverses the original transaction. This feature can be used only on documents that have completed the routing process and have been fully approved. Not all document types are eligible for error correction.
FYI	Signifies that you have responded to the FYI action request. This action is available only to users to whom a document has been routed for FYI. The difference between acknowledgement and FYI is that FYI requests can be cleared directly from the action list without opening the document. FYI requests also have a different effect on the document status than acknowledgements. A document with no pending approval requests but with pending acknowledge requests is in Processed status. A document with no pending approval requests but with pending FYI requests is in Final status.
Recall	Allows the initiator of a document to return or cancel a document they submitted as long as it has not been acted upon by any other user.  For information about Recalling a document see <a href="#">Recall A Document</a> .
Reload	Refreshes the screen and displays the most recently saved information. Changes that are made but not saved prior to reloading a page are not maintained.
Save	If you are the initiator of this document, allows you to save your work and close the document. The document may be retrieved from your action list for completion and routing at a later time. If your permissions allow you to edit enroute documents, you can also save changes to an enroute document in your action list.
Send AdHoc Requests	Provides a mechanism for sending an fyi or acknowledge ad hoc request after you can no longer take action on a document.
Submit	Moves the document (through workflow) to the next level of approval. After a document is submitted, it remains in Enroute status until all approvals have taken place.

Special attention should be paid when you select any of the workflow action buttons noted below.



## Blanket Approving a Document

If you are a member of a role with a blanket approve document permission, you have the option to blanket approve a document routed to you for your approval.

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


Click **Blanket Approve** button to approve the document bypassing all other approvals.

## Disapproving a Document

1. Click **Disapprove** button.
2. Enter a reason for disapproval, and then click **yes** to confirm.

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

## Acknowledging a Document

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


Click **Acknowledge** button.

## FYI

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

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

- Click **FYI** button when you open the document
- or, in the action list, select **FYI** button in the **Actions** column and click **Take Actions** button.

 **Setting the default action for FYI:** To clear all FYI actions in the action list simultaneously, first set the default action from NONE to FYI. Next, click **apply default** (in the upper right corner) and then click **take actions**.



## Correcting Errors after Approval

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

- ⚠ The error correction action should not be confused with the financial transaction document type General Error Correction (GEC), which is described in General Error Correction in the *Guide to the Financial Processing Module*.

1. Click **Error Correction** button.
2. The system creates a new document with a new document ID. The system also displays **Corrects Document ID** in both the document header and the **Notes and Attachment** tab of the document.

Amounts are in negative to reverse the original transaction.

The new document has an annotation that is an error correction.

3. Click **Submit** button.

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

## Workflow Preferences

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

The system displays the Workflow Preferences screen.

### Workflow Preferences field definitions


Criteria	Description
Action List Page Size	Enter a number of rows to display per page in the action list.
Automatic Refresh Rate	Enter a number in whole minutes.
Delegator Filter	In the list, select Secondary Delegators on Action List or Secondary Delegators only on Filter Page to specify when to show the secondary delegation entries in your action list.
Document Route Status Colors for Action List Entries	Click one of the color options for each document route status.
Email Notification	Select one of the desired email frequencies from the list: None, Daily, Weekly or Immediate.
Fields Displayed in Action List	Check each box to include these items on the action list.



Receive Primary Delegate Emails	Check this box to receive an email when a document arrives in your action list for which you are the primary delegate.
Receive Secondary Delegate Emails	Check this box to receive an email when a document arrives in your secondary delegate action list.

To save your preferences, click **Save** button.

To return to the default preferences, click **Reset** button.

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

## Action List Filter

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

1. To go to the Action List Filter dialog box, click the **Filter** button.
2. Specify filtering criteria in the Action List Filter dialog box.


### Action List Filter field definitions

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

3. Click **Filter** button. The system displays a message in the upper left corner.



## Clearing the Action List Filter

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

To remove the filter and view the entire list, click the **Clear Filter** button.

## Advanced Document Searches

In [Using Document Search to Find a Document](#), we introduced the basic search capabilities. The system also provides more advanced and sophisticated search capabilities.

### *Detailed vs. Basic Searches*

When you click the **Doc Search** link, the system displays a search screen that initially defaults to a basic search.


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

### *Super user vs. Non-Super user Searches*

The search screen initially defaults to a non-super user search mode. If you are a member of a role that has the Administer Routing for Document permission, you may switch between non-super user search and super user search mode by clicking the **Super user Search** or **Non-Super user Search** link.


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

This functionality should be used with caution, since normal validations may not occur and result in unintended consequences. In most circumstances, using the Super User tab available on documents is a safer way to go.

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

### *Document-Specific Searches*

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

 For more information about document-specific search, see the help documentation section on the applicable document type.

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



## Named Search

When you name a set of search criteria, the system saves your search as a named search. When you later click **search**, the system displays a list of all named searches you have created in the Searches list.

## Clear Saved Searches

- To clear all of your named searches, click **clear saved searches**. The system clears the Searches list.

## Clearing Search

- To clear your previous search criteria, click **Clear** button.

## Super user Functions

Super user actions let you move a document past workflow nodes where it may be held up because another user is unavailable to take action on it or due to a system problem. Super user actions are an administrative tool and safety net. Super user action can be taken via the **Super user Search** or the **Super User Action** tab on the document. Access to the Super User Action tab is granted via the Super User Approve Document permissions.



For more information about the **Super User Action** tab, see [Super User Action tab](#).

Access to the Super user search is granted via the Administer Routing for Document permission.

1. To access these options, click the **doc search** button.
2. Select the **super user search** link in the upper-right corner.
3. Perform a document search as usual and open the document.
4. From the super user view, you may take various actions that are allowed only for the super user.

The following describes the actions that can be taken by the super user.

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

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

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

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

- To ad hoc route the document, select the type of recipient you are routing to (person or group), then enter the appropriate principal name or namespace code and group name, select the desired action request, and click **Route to Recipient** button.
- To approve a document, click **approve document**.
- To disapprove the document, click **disapprove document**.
- To cancel the document, click **cancel document**



- To return the document to the previous route level, select a node name from the route level list and click **return to previous route level**.
- To complete any of the actions above, click the action button that the system displays along with the description of this pending action request.

## Route Status

### Route Status Definitions

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



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



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# Batch Upload Basics

Kuali Financials provides several screens that allow authorized users to upload batches of data in batch for use by the Accounts Receivable, Financial Processing, and General Ledger components of the system and for use in the system as a whole. This section covers instructions and concepts that are common to all of the upload functions.





## Basic Information

 For information about file formatting for individual module batch uploads, see *the Guides to the Accounts Receivable Module, the Financial Processing Module, the General Ledger Module and the Labor Distribution Module*, respectively.

Note that batch processes are used by only a handful of users at an institution and some institutions may choose not to use the upload interfaces at all. These interfaces upload a file into a specified directory in Financials. Institutions may choose instead to upload files to the appropriate directories through homegrown interfaces or automated processes.

All the upload screens function in a similar manner:

1. Click the **Browse** button to open a navigation window and locate the file on your local machine or network.
2. After selecting the appropriate file and clicking **Open**, you are returned to the batch upload screen.
3. Enter a file identifier. The file identifier is a freeform identifier that will be appended to the name of your file for identification. It cannot be blank and must only contain letters or numbers.
4. Click the **add** button to upload the file.


The file will check the format of the XML and provide an error message at the top of the page if the file cannot be successfully uploaded. If the file was uploaded successfully, this note will be displayed at the top of the page: File was successfully saved.



# Batch Input File Format Specifications

Kuali Financials file uploads are either flat files, text files in which the spacing of individual text rows is used to identify specific values, or XML files that use a series of pre-defined tags to identify values.

General rules for formatting XML files is provided below. Additional formatting rules apply to each different type of XML upload. Similarly, different rules apply to each different type of flat file upload.

 For information about file formatting for individual module batch uploads, see the *Guides to the Accounts Receivable Module, the Financial Processing Module, the General Ledger Module and the Labor Distribution Module*, respectively.

## General XML Rules

All xml batch input files must be well formed and valid.

To be well formed:

- The file must begin with the XML declaration.
- The document must have a root element.
- All elements (tags) must have a closing tag.
- Tags are case-sensitive.
- The elements must be properly nested.
- Attribute values must be quoted.

To be valid, an XML document must conform to the rules of a DTD or schema that defines the structure of the document (for example, the order of tags, the number of tags allowed of a certain type, the type of tag content accepted, etc.).





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