KFS Administration

Presented By:
Campus Services
Campus Services

Campus Services, a financial customer services unit within Business and Financial Services, partners with the campus community by providing professional, knowledgeable and responsible business and financial solutions.

WEBSITE:
HTTP://BUSFIN.COLOSTATE.EDU/CS.ASPX
Agenda

- Account Responsibility Roles
- Employee Starting or Leaving
- Changing Account Responsibility Roles
- Account Delegates
- Login from Off Campus
Account Responsibility
Account Responsibility

- Fiscal Officer
- Account Manager
- Account Supervisor

Link to Fiscal Roles and Responsibilities

- http://kuali.colostate.edu/default.aspx

(Under Guides and Documentation)
Fiscal Officer

► **Oversight role:**
  • Day to day person

► **Document approval process:**
  • First to approve
  • Final departmental approver if <=$1000 (Document Types: DV, IB, IO, REQ, and WOA)
    (Except official functions)

► **Qualifications:**
  • State Classified, Admin Pro, or Faculty
  • Typically at the Accounting Technician, Admin Assistant, General Professional level
Account Manager

- **Operations role:**
  - does not have approval authority just by being named the Account Manager

- **Ensures funds are:**
  - spent & managed according to the goals/objectives/mission of the department
  - spent according to a budgeted plan

- **Ensures expenses are:**
  - appropriate to the account

- **Qualifications:**
  - can be State Classified, Admin Pro, Faculty
  - typically at the Business Manager, Office Manager, Assistant/Associate Director level (can be the fiscal officer)
Account Supervisor

**Leadership role:**

- Account management at a higher level
- Overall management of the departments’ funds
- Does not have approval authority just by being named the Account Supervisor.

**Qualifications:**

- State Classified, Admin Pro, Faculty
- *Cannot* be Fiscal Officer or Account Manager
- Typically at the Dean, Director, Department Head level
- Principal Investigator on 53xxxxx accounts
Document Approval Limits

Departmental Approvals:

<= $1000  
Fiscal Officer  
Department (Doc. Types: AV, BA, DI, GEC, Encumbrance, TF)

$1000.01 - $9999.99  
Fiscal Officer  
Department (organization-ORG)  
(Doc. Type: DV, IB, IO, REQ, WOA)

>= $10,000  
Fiscal Officer  
Department (organization-ORG)  
Dean/VP (division-DIV)

Route Log

<table>
<thead>
<tr>
<th>Action</th>
<th>Requested Of</th>
</tr>
</thead>
<tbody>
<tr>
<td>PENDING APPROVE</td>
<td>ORG-8045</td>
</tr>
<tr>
<td>PENDING APPROVE</td>
<td>DIV-V4</td>
</tr>
</tbody>
</table>
Employee Starting or Leaving
New Employee KFS Access

- A new employee must fill out an application for access to Kuali Financial Systems
- A Hospitality approver must fill out a hospitality form
- A Department approver (ORG-xxxx) must fill out a signature authorization form
- **Capital Asset Manager** processors should fill out a KFS application designating that role
- Officers with authority to disposition assets (EACR) should fill out a new Property Accountability – Authorized Signers form
  - The above forms can be found at: http://busfin.colostate.edu/forms.aspx
Employee Leaving Department

- Checklist before Employees Departure:
  - Cancel KFS access for the person leaving, including date they are leaving
    - To cancel access contact Connie MacNaughton at connie.macnaughton@colostate.edu
  - If applicable, designate a new:
    - Fiscal Officer
    - Account Manager
    - Account Supervisor
    - Department approver (ORG-xxxx)
    - Dean/VP approver (DIV-XX)
    - Official Function (Business Authorized Function) approver (HOSP-xxxx)
    - Delegate
    - Capital Asset Manager (CAM) processor
    - Disposition of Assets (EACR) signer
    - PCARD reconciler
    - PCARD cardholder
Employee Leaving Department

- To see if the employee leaving is a Fiscal Officer, Account Manager, or Account Supervisor, from the account lookup screen, search each field to determine if changes are needed.

- To make changes to all the employee’s accounts use account global documents to make necessary changes.

  - **Exclude 53xxxxx accounts** – send those updates to your SP Team.
    - Account Global Document link
    - [http://kuali.colostate.edu/default.aspx](http://kuali.colostate.edu/default.aspx)
Employee Leaving Department

- Approver Roles – Department/Division/Official Functions
  - Go to the Administration tab and click on the person link
Employee Leaving Department

- Then, search by the person’s first & last name.
- From the search results, click on the person’s name.
Employee Leaving Department

- From the person’s record, click “show” on the membership tab
Employee Leaving Department

- Review if user is a department (ORG), Dean/VP office (DIV), or official function (HOSP) approver.
  - ORG-xxxx (xxxx = department #)
  - DIV-xx (xx = 2 character division code)
  - HOSP-xxxx (xxxx = department #)

- This person is both a department (ORG-6002) and official function approver (HOSP-6002) for department 6002.

- New approvers for any of these levels should complete access form(s) from:
  - http://busfin.colostate.edu/forms.aspx
Employee Leaving Department

- Review if user is a delegate
  - From the ‘Account Delegate Lookup’ screen, search to determine if user is a delegate.
  - Input a new delegation as necessary.
Employee Leasing Department

- **Other Roles:**
  - Capital Asset Manager (CAM) processor
  - Asset Representative (assigned capital assets in CAM) – transfer assets to a new representative.
  - Internal Order Supplier (IO)
  - Review if user is a member of any other roles

- This user is both a CAM processor and an internal order supplier.
- Users needing access to these roles should complete an access form from:
  - [http://busfin.colostate.edu/forms.aspx](http://busfin.colostate.edu/forms.aspx)
Employee Leaving Department

- PCARD reconciler and/or cardholder
  - Review if user is a reconciler
    - name is PCARD-xxxx

- Contact the PCARD Help Desk to update PCARD reconciler role and to cancel the card.
  - procurement_pcard_help_desk@Mail.Colostate.edu
Employee Leaving Department

▶ Checklist:

• Delete Users Access
• Update Fiscal Officer, Account Manager, Account Supervisor
• Assign new Delegates
• Update Approval authority
• Other Roles (CAM’s, Asset Representative, Internal Orders, etc.)
• PCARD – update reconciler role
• PCARD – cancel card
Changing Account Responsibility Roles
Changing Account Responsibility Roles

Why would you want to change the Responsibility Roles?

- If an individual leaves, transfers departments, changes positions/responsibilities, etc.
Changing Account Responsibility Roles

**Lookup and Maintenance**

- **Capital Asset Builder**
  - Pre-Asset Tagging
- **Capital Asset Management**
  - Asset
  - Asset Fabrication
  - Asset Global (Add)
  - Asset Location Global
  - Asset Payment
  - Asset Retirement Global

- **Chart of Accounts**
  - Account
  - Account Global
  - Account Delegate
  - Account Delegate Global
  - Account Delegate Model
  - Account Delegate Global From Model
  - Object Code
  - Object Code Global
  - Organization
  - Project Code
  - Sub-Account
  - Sub-Object Code
  - Sub-Object Code Global

- **Financial Processing**
  - Disbursement Voucher Travel Company

- **Vendor**
  - Vendor
  - Vendor Contracts
Changing Account Responsibility Roles

Click edit

Type in the Account number you wish to change.
## Changing Account Responsibility Roles

<table>
<thead>
<tr>
<th>Old</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fiscal Officer Principal Name:</strong> <a href="mailto:naiassone@colostate.edu">naiassone@colostate.edu</a> - Wenzler, Kerry M</td>
<td>* <strong>Fiscal Officer Principal Name:</strong> <a href="mailto:naassone@colostate.edu">naassone@colostate.edu</a> - Wenzler, Kerry M</td>
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</tr>
<tr>
<td><strong>Income Stream Chart Of Accounts Code:</strong> CO - Colorado State University</td>
<td><strong>Income Stream Chart Of Accounts Code:</strong> CO - Colorado State University</td>
</tr>
<tr>
<td><strong>Income Stream Account Number:</strong> 1300000</td>
<td><strong>Income Stream Account Number:</strong> 1300000</td>
</tr>
</tbody>
</table>
Changing Account Responsibility Roles

Person Lookup

Principal Name:  
Principal ID:  
Entity ID:  
First Name:  
Middle Name:  
Last Name:  
Email Address:  
Phone Number:  
Employee ID:  
Campus Code:  
Primary Department Code:  
Employee Status Code:  
Employee Type Code:  
Active Indicator:  

One item retrieved.

Return Value | Principal ID | Principal Name | Name | Entity ID | Campus Code | Primary Department Code
--- | --- | --- | --- | --- | --- | ---
Return value | 45516 | dleathers@colostate.edu | Leathers, David | 7752 | MC | CO-5003

Export options: CSV | spreadsheet | XML
## Changing Account Responsibility Roles

<table>
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<tbody>
<tr>
<td><strong>Chart Code:</strong> CO</td>
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</tr>
<tr>
<td><strong>Account Number:</strong> 2702000</td>
<td><strong>Account Number:</strong> 2702000</td>
</tr>
<tr>
<td><strong>Account Titles:</strong> Preview Orientation</td>
<td><strong>Account Titles:</strong> Preview Orientation</td>
</tr>
<tr>
<td><strong>Organization Code:</strong> 8011</td>
<td><strong>Organization Code:</strong> 8011</td>
</tr>
<tr>
<td><strong>Campus Code:</strong> MC - CSU Main Campus</td>
<td><strong>Campus Code:</strong> MC - CSU Main Campus</td>
</tr>
<tr>
<td><strong>Account Effective Date:</strong> 07/01/2009</td>
<td><strong>Account Effective Date:</strong> 07/01/2009</td>
</tr>
<tr>
<td><strong>Account Postal Code:</strong> 80523</td>
<td><strong>Account Postal Code:</strong> 80523</td>
</tr>
<tr>
<td><strong>Account City Name:</strong> FORT COLLINS</td>
<td><strong>Account City Name:</strong> FORT COLLINS</td>
</tr>
<tr>
<td><strong>Account State Code:</strong> CO</td>
<td><strong>Account State Code:</strong> CO</td>
</tr>
<tr>
<td><strong>Account Street Address:</strong> 8011 Campus Delivery</td>
<td><strong>Account Street Address:</strong> 8011 Campus Delivery</td>
</tr>
<tr>
<td><strong>Sub-Fund Group Code:</strong> AUX</td>
<td><strong>Sub-Fund Group Code:</strong> AUX</td>
</tr>
<tr>
<td><strong>Account Expiration Date:</strong></td>
<td><strong>Account Expiration Date:</strong></td>
</tr>
<tr>
<td><strong>Continuation Chart Code:</strong> CO - Colorado State University</td>
<td><strong>Continuation Chart Code:</strong> CO - Colorado State University</td>
</tr>
<tr>
<td><strong>Continuation Account Number:</strong> 2008011</td>
<td><strong>Continuation Account Number:</strong> 2008011</td>
</tr>
<tr>
<td>Closed? No</td>
<td>Closed? No</td>
</tr>
<tr>
<td><strong>Labor Benefit Rate Category Code:</strong></td>
<td><strong>Labor Benefit Rate Category Code:</strong></td>
</tr>
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### Account Responsibility

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Account
Delegates
Account Delegates

- The purpose of a delegate is to approve a document in place of the fiscal officer (FO).

- When should you use a delegate?
  - Set up delegates on all accounts, to ensure coverage during sick/annual leave.

- Primary Delegation:
  - Document appears in delegates action lists', and in FO action list via the drop down (shown below).
  - Use when FO is out of the office for extended period (planned absence).

FO Action List:
Account Delegates

Secondary Delegation:

- Document automatically appears in delegates action list via the drop down shown below
- Document automatically appears in the FO action list
- Recommend using secondary delegation to account for all situations (planned and unplanned absences)

Delegates Action List:
Account Delegates

- Setup - Document Type Names
  - KFST all dollar documents
- Non-dollar documents
  - ACCT account (only valid on account changes)
  - GSOB sub-object global
  - SACC sub-account
  - SOBJ sub-object
# Account Delegates

## Kuali Financial Systems

### Main Menu

#### Transactions
- Budget Construction
  - Budget Construction Selection
- Financial Processing
  - Advance Deposit
  - Adjustment/Accrual Voucher
  - Budget Adjustment
  - Cash Receipt
  - Disbursement Voucher
  - Distribution of Income and Expense
  - General Error Correction
  - Indirect Cost Adjustment
  - Internal Billing
  - Internal Order
  - Pre-Encumbrance
  - Single Sided Budget Adjustment
  - Transfer of Funds
  - Work Order Authorization
- Purchasing/Accounts Payable
  - Contract Manager Assignment
  - Payment Request
  - Receiving
  - Requisition
  - Shop Catalogs
  - Vendor Credit Memo

#### Custom Document Searches
- Financial Transactions
- Capital Asset Management
  - Asset Maintenance
- Financial Processing
  - Disbursement Vouchers
- Purchasing/Accounts Payable
  - Electronic Invoice Rejects
  - Payment Requests
  - Purchase Orders
  - Receiving
  - Requisitions
  - Vendor Credit Memos

#### Lookup and Maintenance
- Capital Asset Builder
  - Pre-Asset Tagging
- Capital Asset Management
  - Asset
  - Asset Fabrication
  - Asset Global (Global)
  - Asset Location Global
  - Asset Payment
  - Asset Retirement Global
- Chart of Accounts
  - Account
  - Account Delegate
  - Account Delegate Global
  - Account Delegate Model
  - Account Delegate Global From Model
  - Object Code
  - Object Code Global
  - Organization
  - Project Code
  - Sub-Account
  - Sub-Object Code
  - Sub-Object Code Global

### Administrative Transactions
- Capital Asset Builder
  - Capital Asset Builder AP Transactions
  - Capital Asset Builder GL Transactions
- Capital Asset Management
  - Asset Manual Payment
  - Barcode Inventory Process
  - Asset Year End Depreciation
- Financial Processing
  - Cash Management
  - General Ledger Correction Process
  - Journal Voucher
  - Non-Check Disbursement
  - Payment Billing
Account Delegate

- You can search specifically or create new
Account Delegate

Input the information you want to update with the new delegate.
Account Delegates

- Use caution with dollar ranges
- New delegations override old delegations
- Account Delegate link
  - [http://kuali.colostate.edu/faqs.aspx](http://kuali.colostate.edu/faqs.aspx)
KFS Action List
Preferences
KFS Action List Preferences

- Click on the action list button
- Once in your action list in the far right corner is the button “preferences”
KFS Action List Preferences

- Once you click on preferences it will take you to the ‘Workflow Preferences’ screen
  - In the General Section you can update the automatic refresh, action list size, email notification, receive primary delegate emails, secondary delegate emails, Delegator Filter, and Primary Delegate Filter
KFS Action List Preferences

- Fields Displayed in Action List lets you check which fields you would like displayed in your action list.
KFS Action List Preferences

- Document Route Status Colors for Action List Entries
  - This allows you to color code your action list based on status
- Once you have made your necessary changes, click save
Login from Off Campus
Login from Off Campus

- Open a secure connection with your eID -
  https://secure.colostate.edu
- Login to the Campus Administrative Portal (CAP)
- Open Kuali Financial System (KFS)
- System down 7:00-10:00pm (M-F) and occasional Sunday mornings for maintenance (no more than once a month & is announced ahead of time)
Questions?

Contact your Campus Services Representative with Kuali Questions:

Erin Mercurio 491-6752
David Leathers 491-5509
Grant Polzer 491-4148
Summer Leaming 491-2801