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.
KFS v7.0 TRAINING TOPICS

• Why are we upgrading KFS to v7.0?
• What is changing?
• What is not changing?
• When will v7.0 be implemented?
• Will I be able to use KFS during implementation?
• Will there be more upgrades?
WHY IS CSU UPGRADING TO KFS v7.0?

• Updating our code platform

• Will aid us in taking code drops (patches) more timely (as they are released by Kuali)

• Taking advantage of the new user interface look and feel

• Moving our technology forward and taking advantage of efficiencies, enhancements and User Interface improvements like “My Favorites” functionality
WHAT IS CHANGING WITH KFS v7.0?

• New look “feel”
• Color palette and some fonts have changed
• New look and functionality of Home Page
• New Menu functionality
• New features!
NEW SIDE MENU TABS

ACCOUNTING

ACTIVITIES
- Advance Deposit
- Adjustment/Accrual Voucher
- Budget Adjustment
- Cash Receipt
- Distribution Of Income And Expense
- General Error Correction
- Indirect Cost Adjustment
- Internal Billing
- Internal Order
- Intra-Account Adjustment
- Journal Voucher
- Non-Check Disbursement
- Pre-Encumbrance
- Single Sided Budget Adjustment
- Transfer Of Funds
- Work Order Authorization
- Internal Supplier Id
NEW JUMP TO ... SEARCH FEATURE

kuali | Financials

This is a test environment

Accounting

ACTIVITIES

Jump to...

Ctrl+K

ACCOUNTING
ACCOUNTS RECEIVABLE
AUTOMATED JOURNAL VOUCHER
BALANCE INQUIRIES
BUDGET CONSTRUCTION
CAPITAL ASSETS
CHART OF ACCOUNTS
CONTRACTS & GRANTS BILLING
PRE-DISBURSEMENT

General Error Correction

General Ledger Balance
General Ledger Correction Process
General Ledger Entry
General Ledger Pending Entry

Open this from anywhere by typing Ctrl+K

(Accounting)

(General Error Correction)

-General Ledger Balance
Balance Inquiries

-General Ledger Correction Process
System

-General Ledger Entry
Balance Inquiries

-General Ledger Pending Entry
Balance Inquiries

(to navigate) (to select) (to open in a new tab) (esc) (to dismiss)
THE “MY FAVORITES” FEATURE

Select Heart icon to add to My Favorites
ACTION LIST AND DOC SEARCH BUTTONS

**Financials**

**Home**

**MESSAGE OF THE DAY**

**Action List**

<table>
<thead>
<tr>
<th>Id</th>
<th>Type</th>
<th>Title</th>
<th>Route Status</th>
<th>Action Requested</th>
<th>Initiator</th>
<th>Delegator</th>
<th>Date Created</th>
<th>Last Approved Date</th>
<th>Group Request</th>
<th>Current Route Node(s)</th>
<th>Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>20052568</td>
<td>Payment Request</td>
<td>Payment Request - PO: 543954 Vendor: Avogadro Number</td>
<td>ENROUTE, Awaiting Hospitality Approval</td>
<td>APPROVE</td>
<td>Akin, Cherie L</td>
<td></td>
<td>11:25 AM 08/02/2019</td>
<td>04:12 PM 08/07/2019</td>
<td>HOSP-1301-1176</td>
<td>Hospitality</td>
<td></td>
</tr>
<tr>
<td>20055385</td>
<td>Procurement Card</td>
<td>Procurement Card - PETER A NELSON</td>
<td>ENROUTE</td>
<td>APPROVE</td>
<td>USER_K</td>
<td></td>
<td>03:09 PM 08/02/2019</td>
<td>07:08 AM 08/25/2019</td>
<td>Account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20095143</td>
<td>General Error Correction</td>
<td>General Error Correction - Correct Inv 01793-007</td>
<td>PROCESSED</td>
<td>ACKNOWLEDGE</td>
<td>LaFlair, Kent</td>
<td></td>
<td>02:40 PM 08/07/2019</td>
<td></td>
<td>DIV-GA</td>
<td>CampusServiceReviewer</td>
<td></td>
</tr>
<tr>
<td>20102790</td>
<td>Account</td>
<td>Edit Account - DOE Computational Science Graduate Fe...</td>
<td>PROCESSED</td>
<td>ACKNOWLEDGE</td>
<td>USER_K</td>
<td></td>
<td>06:31 AM 08/08/2019</td>
<td></td>
<td>DIV-GA</td>
<td>Join</td>
<td></td>
</tr>
<tr>
<td>20102791</td>
<td>Account</td>
<td>Edit Account - Use of ARM Observations from Northern...</td>
<td>PROCESSED</td>
<td>ACKNOWLEDGE</td>
<td>USER_K</td>
<td></td>
<td>06:31 AM 08/08/2019</td>
<td></td>
<td>ORG-1371</td>
<td>Join</td>
<td></td>
</tr>
<tr>
<td>20102792</td>
<td>Account</td>
<td>Edit Account - Evaluation of Climate Model Precipitation...</td>
<td>PROCESSED</td>
<td>ACKNOWLEDGE</td>
<td>USER_K</td>
<td></td>
<td>06:31 AM 08/08/2019</td>
<td></td>
<td>ORG-1371</td>
<td>Join</td>
<td></td>
</tr>
</tbody>
</table>
**General Error Correction**

**Document Overview**

**Overview**

- **Description:**
- **Organization Document Number:**

**Financial Document Detail**

**Total Amount:**

**Accounting Lines**

**From**

<table>
<thead>
<tr>
<th>CHART</th>
<th>ACCOUNT</th>
<th>SUB-ACCOUNT</th>
<th>OBJECT</th>
<th>SUB-OBJECT</th>
<th>PROJECT</th>
<th>ORG REF ID</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

**To**

<table>
<thead>
<tr>
<th>CHART</th>
<th>ACCOUNT</th>
<th>SUB-ACCOUNT</th>
<th>OBJECT</th>
<th>SUB-OBJECT</th>
<th>PROJECT</th>
<th>ORG REF ID</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>
Kuali 7.0 limits the number of windows/pages that open automatically.

Right click on link & select “Open link in new window” to open add’l windows.
EXTERNAL LINKS

Links will be built in the References box on the Home page.
Right click on an eDoc and select “Print”
E-DOC REDESIGN – EXAMPLE OF A GEC
# COMPARISON OF KFS v6.0 AND v7.0 BUTTONS & ICONS

<table>
<thead>
<tr>
<th>Button Name</th>
<th>KFS 6.0</th>
<th>KFS 7.0</th>
<th>Button Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Inquiry</td>
<td>bal inquiry</td>
<td></td>
<td>Will Show the current balance of an account</td>
</tr>
<tr>
<td>Add Accounting Lines</td>
<td>add</td>
<td>+</td>
<td>Once all required information has been entered for the accounting lines, selecting this button will add the accounting line to the e-doc</td>
</tr>
<tr>
<td>Add</td>
<td>add</td>
<td>ADD</td>
<td>Once a line of data has been completed, selecting the Add button will add that data to the eDoc</td>
</tr>
<tr>
<td>eDoc Line Actions</td>
<td>bal inquiry</td>
<td></td>
<td>Line actions after the line has been added</td>
</tr>
<tr>
<td></td>
<td>refresh</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>delete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>eDoc - Notes &amp; Attachments Actions</td>
<td>delete</td>
<td>DELETE</td>
<td>Actions available after adding an attachment on an eDoc</td>
</tr>
<tr>
<td></td>
<td>send</td>
<td>Send</td>
<td></td>
</tr>
<tr>
<td>Lookup</td>
<td></td>
<td></td>
<td>The magnifying glass icon can be selected to go into a lookup screen.</td>
</tr>
<tr>
<td>Open Requisition Accounting Lines</td>
<td>► show</td>
<td></td>
<td>In the Requisition eDoc this button will open the accounting lines for a line item that has been added</td>
</tr>
</tbody>
</table>
# E-DOC ACTION BUTTONS

## DOCUMENT OVERVIEW

### OVERVIEW

* **Description:**

<table>
<thead>
<tr>
<th>Organization Document Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

* **Explanation:**

|                             |

## FINANCIAL DOCUMENT DETAIL

* **Year:** 2020

<table>
<thead>
<tr>
<th>Total Amount</th>
</tr>
</thead>
</table>

## REQUISITION DETAIL

* **Chart/Org:** CO / 1301

<table>
<thead>
<tr>
<th>Receiving Required</th>
<th>PROPORTIONAL</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Payment Request Positive Approval Required</th>
</tr>
</thead>
</table>

* **Funding Source:** INSTITUTION ACCOUNT

## DELIVERY

### FINAL DELIVERY

* **Delivery Campus:** CSU Main Campus

<table>
<thead>
<tr>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

* **Address 1:**

<table>
<thead>
<tr>
<th>Address 2</th>
</tr>
</thead>
</table>

* **Room:**

<table>
<thead>
<tr>
<th>* Delivery To: Logan David Lowell</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>970-491-3965</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:DavidLogan@colostate.edu">DavidLogan@colostate.edu</a></td>
</tr>
</tbody>
</table>

### Buttons

- **Calculate**
- **Submit**
- **Save**
- **Close**
- **Cancel**
**IMPORT TEMPLATES / DATA IMPORT TEMPLATES**

**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.

**More:**
- Links to Default Data Import Templates
- Process Overview
- Creating a .csv File
- Standard_Import.xls
- AV_Import.xls
- BA_YEBA_Import.xls
- GEC_YE_GEC_Import.xls
- ICA_Import.xls
- JV_Ext_Encumber_Import.xls
- JV_NonOffset_Bal_Type_Import.xls
- JV_Offset_Bal_Type_Import.xls
- LLV_Import.xls
- NO_Import.xls
- PE_Discernance_Only_Import.xls
- PURAP_Item_Import.xls
- PURAP_Account_Import.xls
- CAM_MPAY_Account_Import.xls
- AR_Customer.Upload.xls
- Milestone_Import.bulk_template.xls
- Milestone_Billing_Import bulk_template.xls
- PredeterminedBilling_Import bulk_template.xls
- PDP_PaymentSpreadsheetsUpload.csv

![Import Templates](image-url)
WHAT IS NOT CHANGING WITH KFS v7.0?

- Basic KFS functionality
- Workflows of the documents
- General Ledger
- Chart of Accounts
- Object Codes & Sub-Object Codes
- Kuali TO/FROM concept
- eDocs available today will be available in KFS v7.0
- Rice screens – examples are Route Log and Action List
WHEN WILL KFS v7.0 BE IMPLEMENTED?

• Implementation weekend:
  • Saturday/Sunday - November 2\textsuperscript{nd} & 3\textsuperscript{rd}
  • “Go Live” will be on Monday, November 4\textsuperscript{th}
WILL I BE ABLE TO USE KFS ON IMPLEMENTATION WEEKEND?

• No, KFS will not be available during the implementation
• Watch for email Reminders and Notices –
  • BUS_FIN list
  • CAAG
  • CAPAC
• Online Reminders and Notices –
  • Posted 3 places w/in BFS site
  • Posted on KFS Log-in screen
WHERE CAN I FIND KFS UPGRADE NOTICES?

KFS will upgrade to version 7.0 in late October. Sign up now for KFS 7.0 Upgrade Training in the My Learning Training Calendar. Search for "KFS" to find a list of dates/times the training is available. Choose the best option for you, and click "Register."
WILL THERE BE MORE UPGRADES IN THE NEAR FUTURE?

• Yes and code drops (patches) will be more frequent than in the past
  • The next code drop has a new eDocument:
    • General Ledger Transaction document - nice features and capabilities
  • Timing of the next code drop:
    • No set date but expect it in early 2020 (prior to fiscal year-end)
    • Test environment first for BFS and Campus test out the new eDoc and it’s functionality
• Emails and Notices will be used for upcoming changes
Q&A AND KFS 7.0 SANDBOX TIME

• Q&A
  • New Mailbox for KFS 7.0 Upgrade Questions:
    BFS_KFS_Upgrade_Questions@Mail.colostate.edu

• Accessing the KFS 7.0 test environment a.k.a. the “Sandbox”
ACCESS TO THE KFS 7.0 “SANDBOX”

• Open the browser you use today to access KFS:
  • Chrome / Firefox / Microsoft Edge / Internet Explorer

• Enter this URL in the address box:
  • https://kqual.is.colostate.edu/kfs-qual/webapp/dashboard/home

• Enter your eID and password

• Click on “Kuali Financial System” link
QUESTIONS?

Please send all KFS 7.0 Upgrade Questions to a new mailbox:
BFS_KFS_Upgrade_Questions@Mail.colostate.edu

Contact your Campus Services Rep. for other KFS questions:

Kris King 491-6752
Summer Leaming 491-2801
Publina Meldrum 491-4148