COLORADO STATE UNIVERSITY
Financial Procedure Instructions
FPI 1-7

1. **Procedure Title:** Kuali Financial System (KFS) Related Systems

2. **Procedure Purpose and Effect:** KFS is supported by a variety of other computer systems. This describes those systems.

3. **Application of Procedure:** This procedure applies to those departments and areas that need to interface transactions into KFS.

4. **Exemptions:** Not applicable.

5. **Definitions:**

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

6. **Procedure Statement:**

   KFS is supported by a variety of systems, which feed data to KFS. These systems maintain detailed information related to their functionality and feed summary level accounting data to KFS. In addition, the Operational Data Store (ODS or data warehouse) contains a copy of the raw data as maintained in KFS.

   A. **Accounts Receivable**

      Management of Accounts Receivable billings is maintained on two systems; Student Accounts Receivable (Banner ARIES), and Campus Loan Manager (CLM). Billed amounts and descriptions, due dates and funding, payment amounts, and date paid are recorded in the Accounts Receivable systems. The Accounts Receivable systems feed summary level information (funding and amount billed) to KFS on a daily basis.

   B. **Cashiering**

      The Cashiering system records all cash receipts/income of the University. Payments received from students, non-student customers, and student loan recipients are processed in the Cashiering System. Deposits that are received at other locations -- bookstore, athletic events, etc., as well as state or federal research grant proceeds are also recorded in the Cashiering System. Summary level information (funding and amount received) is fed to KFS on a daily basis.

C. Human Resource Management System (HRMS)

The HRMS contains both personnel and payroll related data. The personnel module maintains biographical information, job assignment, and fringe benefits data on each University employee. The payroll module maintains rate of pay, hours worked, payroll deductions, federal & state income tax reporting, and University accounting/funding information for each University employee. The payroll module of HRMS feeds information (employee name, funding, and amount paid) to KFS at each pay period.

D. Operational Data Store (ODS)

The ODS is a data warehouse containing the raw, **detailed** information as recorded in KFS and other systems. ODS contains a copy or mirror image of the data as recorded in KFS. It is a database designed to distribute central administrative data to individual University departments, allowing users to download data to their PC. It provides a convenient and easy mechanism for ad hoc or standard queries and reporting. ODS is an inquiry system only and must be accessed with a database product. Current campus favorites are Microsoft Access, Discoverer and eThority. KFS feeds data to ODS on a daily basis.

E. Proposal Approval and Support System (PASS)

PASS is a Web-based proposal notification system developed by Research Services. It is the location to enter general information regarding planned proposals. PASS provides proposal notification to Sponsored Programs and Advancement & Strategic Initiatives; serves as the mechanism to obtain approval to submit to a Managed Sponsor; and offers the user a variety of search/report capabilities regarding planned proposal submission. PASS also contains a link to the Proposal Budget Spreadsheet (PBS) and a link to the status of active 53 projects. PASS feeds new accounts and budgets to KFS for 53xxxxx accounts.

F. Sciquest

Sciquest is the e-Procurement system for CSU and is integrated to KFS for a seamless procure-to-pay experience. Shop Catalogs in KFS integrates with SciQuest. It provides purchasers a one-stop, Web-based 'shopping cart for ordering a full range of goods and services. The Shop Catalogs functionality makes it easy to shop with preferred and diverse suppliers. SciQuest requisitions are returned to KFS for completion and submission into workflow. Upon approval, the KFS Purchase Order is transmitted to SciQuest for submission to the vendor.

G. Service Billings

Some units interface service billing transactions from a system they maintain into KFS. They utilize custom software to manage their business operations. These units are pre-authorized to interface with KFS. Examples of units interfacing service billing transactions are:

Academic Computing and Network Services
Diagnostic Laboratory
Facilities
Lab Animal Resources
Mail Services
Telecommunications
Veterinary Teaching Hospital

Origin Codes:

Origin Code	Dept	Dept Name	Description	KFS batch method
AA	1062	Admissions	Authorize.net Revenue	Collector
AE	1062	Admissions	Authorize.net Revenue	Collector
A2	6024	Accounts Receivable Operations	Banner/ARIES Accts Receivable	Enterprise
A3	6024	Accounts Receivable Operations	Campus Loan Manager	Enterprise
A4/A5	6024	Banking Services	Cashiering System	Collector
A6	6003	BFS	BFS JE's	Enterprise
A7	6003	BFS	ICR Encumbrances	Enterprise
C1	6011	Central Receiving	Various mail charges, sale of surplus property, recycle/disposal charges	Collector
D1	1644	Diagnostic Lab	Tests and services	Collector
F1	6030	Facilities	MPAC work order billings, warehouse stock charges	Collector
P2	6004	Payroll	Payroll HRS-adjustments	Enterprise
P3	6004	Payroll	Payroll HRS-biweekly Payroll	Enterprise
P4	6004	Payroll	Payroll HRS-monthly Payroll	Enterprise
P4	6004	Payroll	Payroll Encumbrances	Enterprise
S1	2007	Lab Animal Resources	Animal purchases, per diem charges, tech charges	Enterprise
S1	2002	Sponsored Programs	Receivables, distributed foundation income	Enterprise
T1	1009	Telecommunications	Work orders, telecom services, materials, labor, LD/voice mail/fiber charges	Collector
T1	1018	ACNS	Software, software licenses, cables, comp parts, paper, repair parts/labor	Collector
V1	1620	Vet Hospital	services and supplies provided by VTH	Collector

7. **Reference and Cross-References**: Information Systems and Business & Financial Services will assist units who have a need to interface transactions to KFS.

8. **Forms and Tools**:

    Interface instructions are available at: http://kuali.colostate.edu/default.aspx