



Kuali Financial System Reference Sheet

NEW CONCEPTS

Action List	Inbox. Documents needing your action will be listed here.	<i>Fundamentals > Managing Your Action List > Clearing FYI's and Action List Basics</i>												
Document Search	Document search will allow you to search for documents that meet a specified criteria. Custom Document searches will display related fields according to a specific document type.	<i>Fundamentals > Searching for Documents</i>												
Workflow Actions	<p>ENROUTE: The document is waiting to be approved.</p> <p>SAVED: The document has been initiated and is in the initiator action list to complete and submit.</p> <p>PROCESSED: The document has been fully approved, however there are outstanding FYIs or Acknowledgements. Occurs when document has been Blanket Approved.</p> <p>FINAL: The document has been fully approved and all Acknowledgements and FYIs have been taken.</p> <p>EXCEPTION: The document has been submitted but the workflow has been stopped because of an error in configuration.</p>	<i>Fundamentals > Managing Your Action List</i>												
Ad Hoc Requests	Ability to send documents to people or groups outside of the normal route log.	<i>Fundamentals > Managing Your Action List > Ad-hoc Routing a Document</i>												
Campus Codes	<p>Campus code identifies to which campus an account or person belongs to. Campuses can be fiscal, physical or both.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">KFS Code</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">ADMIN</th> </tr> </thead> <tbody> <tr> <td>HC</td> <td>Haverford College</td> <td>N/A</td> </tr> </tbody> </table>	KFS Code	Description	ADMIN	HC	Haverford College	N/A							
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Organization	<p>Organizations defines the entities representing units at many different levels within the institution (i.e., College, Departments and Offices). For example:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Finance and Administration</th> <th style="text-align: left;">Humanities Department</th> </tr> </thead> <tbody> <tr> <td>Business Office</td> <td>Music</td> </tr> <tr> <td>Legal & Audit</td> <td>Fine Arts</td> </tr> <tr> <td>Human Resource</td> <td>All Foreign Languages</td> </tr> <tr> <td>Institutional Research</td> <td>Religion</td> </tr> <tr> <td>Etc.</td> <td></td> </tr> </tbody> </table>	Finance and Administration	Humanities Department	Business Office	Music	Legal & Audit	Fine Arts	Human Resource	All Foreign Languages	Institutional Research	Religion	Etc.		
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Fiscal Period	Identifies the period in which the transaction has posted. The Fiscal Period is assigned when the transaction is approved and posted to the General Ledger.													
Balance Type	<p>Balance type categorizes the type of transaction. These will be used primarily if you are developing your own reports.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">KFS Balance Types</th> <th style="text-align: left;">ADMIN Codes</th> </tr> </thead> <tbody> <tr> <td>AC – Actuals</td> <td>Actuals/Year To Date</td> </tr> <tr> <td>EX – Encumbrance</td> <td>Encumbrance</td> </tr> <tr> <td>BB – Base Budget</td> <td>Original Budget</td> </tr> </tbody> </table>	KFS Balance Types	ADMIN Codes	AC – Actuals	Actuals/Year To Date	EX – Encumbrance	Encumbrance	BB – Base Budget	Original Budget					
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AC – Actuals	Actuals/Year To Date													
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Kuali Financial System Reference Sheet

	CB – Current Budget	Current Budget		
	MB – Monthly Budget	Year To Date Budget		
Object Code Roll Up	ABR Pools and Object Code Headings – Object Codes roll up to Levels . Levels roll up to Consolidations . For example:			
	Object Code	Level	Consolidation	ADMIN
	6000 - LEGAL FEES	ACLG – ACCOUNTING & LEGAL FEES	PROF – Professional Services	420
	6005 - ACCOUNTING FEES	ACLG – ACCOUNTING & LEGAL FEES	PROF – Professional Services	420
	6020 - PROJECT CONSULTANTS	CONS – CONSULTANTS	PROF – Professional Services	420
	6025 - CONTRACTING	CONT – CONTRACTING	PROF – Professional Services	451
	Etc.			

DOCUMENTS

Code	KFS Document Name	ADMIN Equivalent
AV	Journal Entry	Journal Entry
CR	Cash Receipt	Cash Receipt
AD	Advance Deposit	Cash Receipt
DV	Disbursement Voucher	Check Request
GEC	General Error Correction	Journal Entry
REQS	Requisition	Requisition
PO	Purchase Order	Purchase Order
PREQ	Payment Request	Check Request
PCDO	Procurement Card Document	Credit Card Detail of Expense

CUSTOM SEARCHES *(Fundamentals > Searching for Documents > Conducting Detailed and Custom E-Doc Searches)*

Document Type	Used for	Sample custom fields
ACCT	Searching for any changes made to an account using the <i>Account</i> document	Account Number, Fiscal Officer Name, Organization Code
REQS	Searching for <i>Requisition</i> documents	Requisition #, Vendor #, Requestor Name, Requisition Status, Account Number, Organization Code, Total Amount
PO	Searching for <i>Purchase Orders, Purchase Order Amendments, or Purchase Order Close</i> documents	Purchase Order #, Requisition #, Vendor #, Requestor Name, Contract Manager, PO Last Transmit Date From/To, Receiving Required, PO Status, Account Number, Organization Code, Total Amount



Kuali Financial System Reference Sheet

PREQ	Searching for <i>Payment Request</i> documents	Payment Request #, Invoice #, Purchase Order #, Requisition #, Vendor #, Invoice Date From/To, Pay Date From/To, AP Processed Date From/To, on "Hold", "Request Cancel" status, Receiving Required, Account Number, Organization Code, Total Amount
PCDO	Searching for purchasing cards transactions	Account Number, Organization Code, Total Amount
DV	Searching for <i>Disbursement Voucher</i> documents	Payee ID, Payee Name, Payment Reason Code, PDP Extraction/Paid/Cancelation Date, Account Number, Organization Code, Total Amount

WILDCARDS (*Fundamentals > Searching for Values > Searching for a Valid Value and Using Wildcards*)

For Text

Rule	Example
Use the * (value above the 8 key) at the end of your search criteria to return results that start with the specified value	Marriot* will return all results that start with Marriot, such as Marriot SpringHill Suites
Use the * at the beginning and at the end of your search criteria to return results that contain the specified value	*Marriot* will return all results that contain the word Marriot, such as J.W. Marriott and Marriot SpringHill Suites

For Numbers

Rule	Example
Use the % at the end of your search criteria to return results that start with specified value	123% will return all results that start with 123, such as 1230
Use the >, >=, <, and <= before your search criteria to limit the search appropriately	>123 will return all results that are greater than 123, such as 124
Use ".." between your search criteria to limit your results to a range of numbers	1000..1100 will return all results between 1000 and 1100, such as 1001

ACCOUNTING STRING

Section	Description	Required?
Chart Code	Two (2) digit code that identifies to which Chart the account belongs to. Haverford has two charts: HC – Haverford Transactional Chart – associated with accounts. Rolls up to the FR chart; object codes roll up to FR object codes RC– Haverford Financial Reporting Chart – Used for financial statement reporting purposes – there are object codes, but no accounts on this chart	Y
Account	Seven (7) digit unique number to identify a pool of funds assigned to a specific institution entity for a specific function	Y



Kuali Financial System Reference Sheet

Sub-Account	Six (6) digit alpha numeric value used to define an optional part of the accounting string that allows tracking of financial activity within a particular account at a finer level of detail	N
Object Code	Four (4) digit number that represents all income, expense, asset, liability and fund balance classifications that are assigned to transactions and help identify the nature of the transaction	Y
Sub-Object Code	Three (3) digit alpha numeric value used to define an optional part of the accounting string that allows you to create finer distinctions within a particular object code on an account	N
Project Code	Ten (10) alpha numeric value used to track project activity that is shared across multiple accounts within an organization or even across multiple organizations	N
Org Ref ID	Seven (7) character alpha numeric free form field that tags transaction	N
Line Description	Forty (40) character alpha numeric free form field accounting line	N

ACCOUNTING STRING EXAMPLE

Scenario	*Chart	*Account	Sub Account	*Object	Sub-Object	Project	Org Ref Id	*Amount
Faculty Housing	HC	1039600	10019	4753				500.00
Library	HC	1017300		6025	105			1000.00

Account 1039600: COLLEGE HOUSING
 Sub-Account 10019: 6 COLLEGE CIRCLE
 Object 4753: RENT-FACULTY HOUSING

Account 1017300: LIBRARY OPERATIONS
 Object Code 6025: CONTRACTING
 Sub-Object 105: CONTRACTING INTERLIBRARY LOAN

IMPORTING TIPS (*Fundamentals > Data Entry Fundamentals > Importing Accounting Lines*)

When using the import lines function on any document (where available), verify that your file meets the following criteria:

- You are using the correct file template for the document (see help on the Accounting Lines tab for document types and associated templates)



- Delete top three lines from template
- All fields on the file are formatted to "general"
- All lines are completely filled out (required fields only). Beware of spaces/extra rows!
- Your file is saved in .csv format



Kuali Financial System Reference Sheet

IMPORTANT WEBSITES

eKuality Website: <http://www.haverford.edu/eKuality/>

KFS Training (TRN) Environment: <http://kfs-trn.haverford.edu:8080/kfs-dev/portal.do>

KFS Training Tutorials: <http://www.admin.haverford.edu/kuali/training.html>

HELP:

For **Technical** help, email the Pro Desk at prodesk@haverford.edu or call them at x1480.

For questions related to how to use **Kuali**, email kuali_questions@haverford.edu.