Kuali Financial System Info for New Faculty

Kuali Financial System is Haverford's new Financial and Purchasing System (also known as KFS). KFS is an open-source enterprise financial system developed by the Kuali Foundation specifically for Institutions of Higher Education.

KFS is designed and configured to meet the operational, accounting and reporting needs of the College's financial activity. The initial implementation, which just went live in July, included the General Ledger, Contracts and Grants, Purchasing, and Accounts Payable modules.

Typically Faculty might use Kuali for one of four purposes:

1) If a faculty member is purchasing something using a PO rather than through a Procurement Credit Card (PCard), they will need to create a purchase requisition in KFS. This will automatically be routed for appropriate approvals and converted to a Purchase Order.

2) If a faculty member uses a PCard, once a month they will receive an electronic statement through KFS which they will need to allocate to the appropriate accounting entry.

3) If a faculty member needs to be reimbursed for travel or other expenses, they will need to create a Disbursement Voucher (DV) in KFS identifying all the details of the reimbursement request. This will then automatically be routed for appropriate approvals and then paid.

4) If a faculty member is the “owner” of a specific account, for example a grant account, they will receive approval requests anytime any charge is made against that account. They will then need to approve or disapprove the charge.

In order to access KFS simply point your browser (Firefox, Safari or Chrome, NOT Internet Explorer) at the following url:  http://kfs.haverford.edu

Training classes are held periodically, with the next set scheduled for the first two weeks of September. There are two classes being offered, KFS Express, which covers all of the above mentioned KFS processes, except purchasing and requisitions, and an Introduction to Purchasing in KFS which covers the entire requisition and purchasing process. The specific schedule is available to view and register for at: http://www.admin.haverford.edu/cgi-bin/training/register.cgi

We have also developed on-line self-paced tutorials for every KFS transaction that faculty and other community users might need to use, as well as fundamentals tutorials on how to navigate through KFS. These tutorials can be found at the following url: http://upk.haverford.edu

- The login for the tutorials is the same for all users. Username is “kuali” and
password is “training”.

- When you select one of the purple books (KFS Basics, Data Entry Fundamentals, etc.) listed on the training site, you will be presented with a list of related links beneath it. When each link is selected, you will be presented with a few different buttons on the right side on your screen. Clicking the “Try it” link will take you to the interactive tutorial. “Print it” will take you to a printable version of the tutorial. The other options (“See It,” “Know It” and “Do It”) are not being used. If at all possible please use Firefox, Chrome, or Safari to when accessing the tutorials. These tutorials can now be accessed from anywhere with an Internet connection.

In addition to the KFS transaction and inquiry system, we have also put in place a reporting system with pre-built reports similar to ones that the community has used in the past. This reporting system, known as Jaspersoft, can be accessed by pointing your browser at the following url: [http://kfsreports.haverford.edu](http://kfsreports.haverford.edu).

More detailed Kuali information is always available on the eKuality home page at: [www.haverford.edu/eKuality](http://www.haverford.edu/eKuality).

If you encounter any system or technical problems, please contact the ProDesk at x1480 or [prodesk@haverford.edu](mailto:prodesk@haverford.edu) and they will either help you resolve the problem or route the issue to the appropriate Kuali Team Member for resolution. If while using KFS you have questions about either the new Chart of Accounts or about the Business Processes that Kuali is supporting, your administrative assistant may be able to help, or you can send those questions directly to our Kuali Team at [kuali_questions@haverford.edu](mailto:kuali_questions@haverford.edu).