Thank you in advance for attending this session. Our panelists are looking forward to your questions regarding the implementation of the Kuali Financial System (KFS), scheduled for release on December 22, 2012!

Enclosed you will find screenshots of the KFS, along with descriptions of each of the modules to be represented by our panelists.

Please read over these materials in advance of the KFS Q&A session. This packet is provided to give you an overview of KFS, and to get you thinking more deeply about how the conversion may impact your daily finance-related duties. You may wish to print and bring this document along to the session.

The KFS Q&A panel will consist of Subject Matter Experts (SMEs) that will address your questions and concerns as they relate to their respective modules in KFS. Meet your panelists:

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*tentative*
The KFS Portal

KFS will be accessible via OneStart. Upon selection of any document or function within KFS, you will be prompted to enter your OTP Token PIN and Password.

KFS Modules are identified by expandable tabs.

Each of the following pages in this packet will illustrate the modules represented by our KFS Q&A Panel, and highlight a few differences between FIS and KFS.
Accounts Receivable (AR)

SMEs: Kathy Cochard, Jennifer George

The Accounts Receivable module is used for billing non-student receivables. The module creates invoices, records payments, issues credit memos, tracks outstanding receivables, and maintains historical data regarding customer charges and payments.

Highlights

- New Invoice Write-off edoc and improved Credit Memo functionality.
- PDFs of invoices can be generated immediately after submitting invoice or later through invoice search.
Budget Construction (BC)
SMEs: Gary Palmer, Alicia Robertson

The Budget Construction module is a financial tool that allows your organization to construct the base budget for the coming fiscal year. It is used to designate a base fiscal commitment.

Highlights

- Any changes to request funding while doing Salary Setting now always causes the creation of a 2PLG accounting line in the associated account (document). The existence of a 2PLG accounting line in an account implies that the document has not yet gone through comprehensive business rules checking to ensure data consistency between totals for funding and monthly budgets and the request amount for the associated accounting line on the document.
- The online reports are now created in PDF format.
Capital Asset Management (CAM)
SMEs: Theresa Cain, Jennifer George

The KFS Capital Asset Management (CAM) module allows you to track assets purchased through your institution’s financial system, assets received as gifts, and assets that have been transferred or even found. This module handles records for both capital and non-capital assets.

CAM e-docs allow you to create, maintain, and retire asset records. Additionally, the system can create asset records from data collected on financial transaction documents in other modules. The system also provides several documents to assist your organization with inventory management and other aspects of managing assets.

In the KFS, the Capital Asset Builder (CAB) is the asset creation module for tracking movable capital additions. Information from the General Ledger and the Purchasing module is pulled together in the CAB to create assets and add payments.

**Highlights:**

- In the FIS, updates to an asset are made via the Capital Asset Maintenance Screen. The maintenance screen is just that, it does not create a document, and it does not create an audit history. In KFS updates are made using the Asset Edit Document which does generate a document.
- In the FIS Financial Documents can only affect one asset, in KFS this restriction does not apply.
The Chart of Accounts (COA) is the set of tables that define the codes and coding structures within KFS, including attributes such as accounts, organizations, and object codes. The COA exists primarily to support and validate entries into the General Ledger (GL). For example, transactions cannot be applied to an account in the GL unless that account exists in the COA. The account and other COA attributes are associated with additional attributes, such as the fund group or organization associated with an account, or the object level that is associated with an object code. Defining these attributes and their various relationships is how the financial structure of an institution is defined. By leveraging the COA, your institution can organize its information to support activities such as e-doc routing, management of internal controls, and internal and external reporting.

**Highlights:**

- Editing/copying an account, sub-account, sub-object code, etc., is done via the Lookup function. The Create function is used only for creating.
**Effort Certification**

**SMEs: Jim Becker, Tim Burris**

The KFS Effort Certification module uses a batch process to automate the creation of effort certification reports (also referred to as effort reports). These reports certify the percentage of effort an employee worked on a particular project. Each employee identified as being funded by or cost-shared on a sponsored agreement has an effort certification report generated by a batch process. Each report routes for approval and may be modified to correct the distribution of effort. After being fully approved, an effort certification report generates Salary Expense Transfer documents to align the Labor Ledger and General Ledger with the newly certified effort. The fully-approved effort certification report serves as a permanent record detailing the distribution of effort for an employee for a given period.

This module allows your institution to control the periods for which effort certification reports are created and the types of employees that are included in a particular group of reports. You may also generate effort certification reports on an exception basis, view effort certification reports still outstanding for approvals, inquire on the extracted Labor Ledger data used to build effort certification reports, and more.

**Highlight:**

- Routing will change to include faculty members.
The Financial Processing (FP) module of the Kuali Financial System (KFS) allows users to create and maintain documents (including disbursement vouchers) that support central financial operations.

### Highlights:

- Cash Receipt and Advance Deposit are now two separate documents.
- Supporting Documentation can now be uploaded directly to the DV while in Initiated status.
**Labor Distribution**  
*SMEs: Damon Dorsey, Sterling George*

The Labor Distribution module of the Kuali Financial System (KFS) manages the accounting aspects of compensation-related expenses such as salaries and benefits. It includes salary transfer, benefit transfer, Labor Ledger correction process, and Labor Ledger journal voucher e-docs. Labor distribution reports are accessed through balance inquiries.

**Highlight:**

- Multiple periods can be selected at once on the Salary Expense Transfer and Benefit Expense Transfer documents.
**Purchasing and Accounts Payable (PURAP)**

**SMEs: Jay Gottdenker (Purchasing), Charlie Sinex (AP), John Fox (AP)**

The Purchasing and Accounts Payable (PURAP) module allows users to request materials and services, generate and transmit purchase orders, and process invoices and credit memos received from vendors. The requisition, purchase order, payment request, purchase order amendment, and credit memo documents use the workflow Kuali Enterprise Workflow component for document approval followed by encumbrance, expense and liability entries in the General Ledger as required.

The system tracks the status of POs throughout their life cycle and manages encumbrances and other G/L entries related to the procurement process. PO numbers are stored in the reference document number of the G/L entry tables so you may track the transactions easily from the G/L inquiry screens.

### Highlights:

- Quotes and other supporting documents can be directly attached to a Requisition.
- The Description is now blank by default, prompting user to provide detailed information for each Requisition.
- In KFS PURAP the documents and corresponding notes are in one spot only, rather than being referenced in both OneStart and EPIC.