

KFS 5.3.2 Upgrade

May 2015

Release Notes

1. Intra-Account Adjustment Document

The Intra Account Adjustment (IAA) document functions similar to the General Error Correction (GEC) document. The difference being the IAA document can be used to move amounts within the same account to different sub-accounts and/or sub-object codes and only require the Fiscal Officer's approval. The GEC, depending on dollar amount, could potentially route to the Fiscal Officer, Organization Approver, Division Approver and/or Campus Services. The IAA speeds up the finalization of the document because it only needs Fiscal Officer approval.

The IAA is located on the Main Menu Screen of KFS, under Transactions.

Transactions

Accounts Receivable

- [Cash Control](#)
- [Customer Credit Memo](#)
- [Customer Invoice](#)
- [Customer Invoice Writeoff](#)
- [Customer Invoice Writeoff Lookup](#)
- [Payment Application](#)

Financial Processing

- [Advance Deposit](#)
- [Adjustment/Accrual Voucher](#)
- [Budget Adjustment](#)
- [Cash Receipt](#)
- [Disbursement Voucher](#)
- [Distribution of Income and Expense](#)
- [General Error Correction](#)
- [Indirect Cost Adjustment](#)
- [Internal Billing](#)
- [Internal Order](#)
- [Pre-Encumbrance](#)
- [Intra-Account Adjustment](#)
- [Single Sided Budget Adjustment](#)
- [Transfer of Funds](#)
- [Work Order Authorization](#)

Below is a screenshot of the document.

The screenshot displays the 'Intra-Account Adjustment' document interface. At the top, it shows document metadata: Doc Nbr: 5125385, Status: INITIATED, Initiator: spillsky@colostate.edu, and Created: 10:38 AM 02/11/2015. Below this is a 'Document Overview' section with fields for Description and Organization Document Number. The main part of the interface is 'Accounting Lines', which is divided into 'From' and 'To' sections. Each section contains a table with columns for Chart, Account Number, Sub-Account, Object, Sub-Object, Project, Org Ref Id, and Amount. The 'From' section shows a line with a chart of 'CO' and an amount of 0.00. The 'To' section also shows a line with a chart of 'CO' and an amount of 0.00. At the bottom, there are several expandable sections: 'Accounting Lines for Capitalization', 'Modify Capital Assets', 'General Ledger Pending Entries', 'Notes and Attachments (0)', 'Ad Hoc Recipients', and 'Route Log'. A row of buttons at the very bottom includes 'submit', 'save', 'close', 'cancel', and 'copy'.

If the user enters in different account numbers or different object codes, they will be able to save the document, but when they go to submit they will get an error (shown below).

Accounting Lines hide

Errors found in this Section:

- The Account/Object code combination must balance for each side of the transaction on this document. Adjustments to account numbers and/or object codes, must be processed on a General Error Correction eDoc

Accounting Lines hide detail

| From | | | | | | | | | |
|------|---------------------------------|---|--|--|------------|---------|------------|---------------|----------------------------------|
| | * Chart | * Account Number | Sub-Account | * Object | Sub-Object | Project | Org Ref Id | * Amount | Actions |
| | CO Colorado State University | | | | | | | 0.00 | |
| add: | * Reference Number | Line Description | | | | | | | add |
| | | | | | | | | | |
| 1 | CO Colorado State University | 2389100 Adult Learner Veteran Services | CMC Children's Multicultural Carnival | 4380 Other Sales*Services-Auxiliary/Self-Fund | | | | 100.00 | delete bal inquiry refresh |
| | * Reference Number | Line Description | | | | | | | |
| | 5125383 | Correct Sub-account | | | | | | | |
| | | | | | | | | Total: 100.00 | |
| To | | | | | | | | | |
| | * Chart | * Account Number | Sub-Account | * Object | Sub-Object | Project | Org Ref Id | * Amount | Actions |
| | CO Colorado State University | | | | | | | 0.00 | |
| add: | * Reference Number | Line Description | | | | | | | add |
| | | | | | | | | | |
| 1 | CO Colorado State University | 2381510 Music | 2000 Orchestra | 4380 Other Sales*Services-Auxiliary/Self-Fund | | | | 100.00 | delete bal inquiry refresh |
| | * Reference Number | Line Description | | | | | | | |
| | 5125383 | correct sub-account | | | | | | | |
| | | | | | | | | Total: 100.00 | |

If the account number or object code needs to be changed then a GEC will need to be created.

2. New Lookup Fields in the Account Screen.

There are some additional lookups available for account searches.

Account Lookup ?

| | |
|------------------------------------|--|
| Chart Code: | CO |
| Account Number: | |
| Account Title: | |
| Organization Code: | |
| Responsibility Center Code: | |
| Reports To Organization Code: | |
| Reports To Chart Of Accounts Code: | |
| Account Type Code: | |
| Fund Group Code: | |
| Sub-Fund Group Code: | |
| Higher Education Function Code: | |
| Fiscal Officer Principal Name: | |
| Account Supervisor Principal Name: | |
| Account Manager Principal Name: | |
| Closed?: | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Both |

search clear cancel

3. Description line added to documents Adjustment/Accrual Voucher (AV) and Budget Adjustment (BA) document.

Budget Adjustment ?

Doc Nbr: S124344 Status: INITIATED
Initiator: swaraj@colostate.edu Created: 01:03 PM 02/10/2

expand all collapse all
* required field

Document Overview hide

Document Overview

* Description: Explanation:

Organization Document Number:

Financial Document Detail

* Year: 2015 refresh Total Amount: 0.00

Accounting Lines hide

Accounting Lines ? hide detail

| From/Decrease | * Chart Code | * Account Number | Sub-Account Code | * Object Code | Sub-Object Code | Project Code | Organization Reference Id | Current Amt | Base Amt | Actions |
|---------------|--------------|------------------|------------------|---------------|-----------------|--------------|---------------------------|-------------|----------|--------------------|
| | CO | | | | | | | 0.00 | 0 | |
| add: | | | | | | | | | | |
| | | | | | | | | | | add |
| | | | | | | | | | | Monthly Lines show |

To/Increase

| To/Increase | * Chart Code | * Account Number | Sub-Account Code | * Object Code | Sub-Object Code | Project Code | Organization Reference Id | Current Amt | Base Amt | Actions |
|-------------|--------------|------------------|------------------|---------------|-----------------|--------------|---------------------------|-------------|----------|--------------------|
| | CO | | | | | | | 0.00 | 0 | |
| add: | | | | | | | | | | |
| | | | | | | | | | | add |
| | | | | | | | | | | Monthly Lines show |

General Ledger Pending Entries show

4. Updated import templates to include a column for Line Description for docs Adjustment/Accrual Voucher (AV) and Budget Adjustment (BA).

- New versions of the import templates can be found under Guides and Documentation at: <http://kuali.colostate.edu/default.aspx>

5. Initiator and FO receive FYI when Purchase Order (PO) is created and approved and when the Purchase Order (PO) is retired and closed.

| Id | Type | Title | Route Status | Action Requested | Initiator | Delegator | Date Created | Last Approved Date | Group Request | Current Route Node(s) | Actions | Log |
|---------|----------------------|---|---------------|------------------|-----------|-----------|---------------------|--------------------|---------------|--------------------------|---------|-----|
| 5685320 | Purchase Order Close | Purchase Order Close - Fisher (C312) JLH | FINAL, Closed | FYI | USER_KR | | 06:54 AM 04/09/2015 | | | AdHoc | NONE | |
| 5706090 | Purchase Order | Purchase Order - 2015-04-27 JHARDING@COLOSTATE. | FINAL, Open | FYI | USER_KFS | | 02:14 PM 04/27/2015 | | | JoinPurchasingManagement | NONE | |

6. Vendor Number now returns with FYI document to Vendor Requestor.

Vendor hide

New

General Information

Vendor #: 54977-0

Vendor Parent Indicator: Yes

Vendor Name: Joe Smith Shoes

Vendor Last Name:

Vendor First Name:

Corporate Information

7. Fiscal Officer has edit rights to the Capital Asset Tab on Requisition (REQ).

The fiscal officer can edit the Capital Asset Tab when reviewing the requisition.

| Item Line # | Item Type | Quantity | UOM | Catalog # | Description | Unit Cost | Extended Cost | Restricted | Assigned To Trade In | Actions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--------------|--|-------------|--|----------------|-------------|---------------|---------------|----------------------|-------------|-------------|-------------|------------------|-------------|-----------|----------------|-------------|--------------|---------------|------------|------------|----------|------|----|--|--|------|---------|---------|--------|--|-----|--|----|--|--|--|--|--|--|--------|----------|-------------|
| Item 1 | QUANTITY | 1.00 | EA EACH | | test | 6,500.00 | 6,500.00 | No | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div style="border: 1px solid gray; padding: 5px;"> <p>Accounting Lines hide detail</p> <table border="1"> <thead> <tr> <th>Source</th> <th>* Chart</th> <th>* Account Number</th> <th>Sub-Account</th> <th>* Object</th> <th>Sub-Object</th> <th>Project</th> <th>Org Ref Id</th> <th>Percent</th> <th>Amount</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CO</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>100.00</td> <td></td> <td>add</td> </tr> <tr> <td></td> <td>CO</td> <td>1357020 <small>Colorado State University Procurement Services</small></td> <td></td> <td>8210 <small>Capital Equipment-CSU</small></td> <td></td> <td></td> <td></td> <td>100.00</td> <td>6,500.00</td> <td>bal inquiry</td> </tr> </tbody> </table> </div> | | | | | | | | | | | Source | * Chart | * Account Number | Sub-Account | * Object | Sub-Object | Project | Org Ref Id | Percent | Amount | Actions | 1 | CO | | | | | | | 100.00 | | add | | CO | 1357020 <small>Colorado State University Procurement Services</small> | | 8210 <small>Capital Equipment-CSU</small> | | | | 100.00 | 6,500.00 | bal inquiry |
| Source | * Chart | * Account Number | Sub-Account | * Object | Sub-Object | Project | Org Ref Id | Percent | Amount | Actions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | CO | | | | | | | 100.00 | | add | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | CO | 1357020 <small>Colorado State University Procurement Services</small> | | 8210 <small>Capital Equipment-CSU</small> | | | | 100.00 | 6,500.00 | bal inquiry | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div style="border: 1px solid gray; padding: 5px;"> <p>Additional Charges hide</p> <table border="1"> <thead> <tr> <th>* Item Type</th> <th>Description</th> <th>Extended Cost</th> </tr> </thead> <tbody> <tr> <td colspan="3">Totals</td> </tr> <tr> <td></td> <td>Grand Total:</td> <td>6,500.00</td> </tr> <tr> <td></td> <td>APO Limit:</td> <td>5,000.00</td> </tr> </tbody> </table> </div> | | | | | | | | | | | * Item Type | Description | Extended Cost | Totals | | | | Grand Total: | 6,500.00 | | APO Limit: | 5,000.00 | | | | | | | | | | | | | | | | | | | | | |
| * Item Type | Description | Extended Cost | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Totals | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Grand Total: | 6,500.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | APO Limit: | 5,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div style="border: 1px solid gray; padding: 5px;"> <p>Capital Asset hide</p> <p>System Selection</p> <p>Capital Asset System Type: One System Capital Asset System State: New System Action: change update view</p> <p>System Detail</p> <p>Capital Asset Note Text: test Capital Asset System Description: test</p> <p>Receiving Outside of Current Fiscal Year: No select Asset Type: 0001SVH select How Many Assets?: 1 Manufacturer: John Deere Co same as vendor Model Number: 1234</p> <p>Location</p> <p>Item Quantity: <input type="text"/> Campus: MC select City: <input type="text"/> Building: <input type="text"/> off campus State: <input type="text"/> Address: <input type="text"/> Postal Code: <input type="text"/> Room: <input type="text"/> Country: <input type="text"/></p> <p>Address 1 delete</p> <p>Location</p> <p>Item Quantity: 1.00 Campus: MC City: FORT COLLINS Building: 0926 off campus State: COLORADO Address: 555 S. HOWES Postal Code: 80523 Room: 308 Country: United States</p> <p>Capital Asset Items</p> <table border="1"> <thead> <tr> <th>Item Line #</th> <th>Item Type</th> <th>Quantity</th> <th>UOM</th> <th>Catalog #</th> <th>Commodity Code</th> <th>Description</th> <th>Unit Cost</th> <th>Extended Cost</th> <th>Restricted</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>QUANTITY</td> <td>1.00</td> <td>EA</td> <td></td> <td></td> <td>test</td> <td>6500.00</td> <td>6500.00</td> <td>No</td> </tr> </tbody> </table> <p>Capital Asset Transaction Type: NEW select</p> </div> | | | | | | | | | | | Item Line # | Item Type | Quantity | UOM | Catalog # | Commodity Code | Description | Unit Cost | Extended Cost | Restricted | 1 | QUANTITY | 1.00 | EA | | | test | 6500.00 | 6500.00 | No | | | | | | | | | | | | | |
| Item Line # | Item Type | Quantity | UOM | Catalog # | Commodity Code | Description | Unit Cost | Extended Cost | Restricted | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | QUANTITY | 1.00 | EA | | | test | 6500.00 | 6500.00 | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

8. Default Chart Code on financial processing and requisition documents now defaults to initiator primary organization as it relates to Chart Code. This enhancement assists the CSU-Pueblo initiators for documents. No change for CSU-Fort Collins initiators.

The screenshot displays the 'Accounting Lines' interface. At the top, there is a 'hide' button. Below it, the 'Accounting Lines' title is shown with a search icon and a 'hide detail' button. The main area contains a table with the following columns: Source, * Chart, * Account Number, Sub-Account, * Object, Sub-Object, Project, Org Ref Id, * Amount, and Actions. The 'Source' field is labeled 'add:'. The '* Chart' field is highlighted in yellow and contains the value 'PB'. The '* Account Number', 'Sub-Account', '* Object', 'Sub-Object', and 'Project' fields each have a search icon. The '* Amount' field contains the value '0.00'. Below the table, there is a 'Line Description' field and an 'add' button. At the bottom, there is a 'Contact Information' section with a 'hide' button.

| Source | * Chart | * Account Number | Sub-Account | * Object | Sub-Object | Project | Org Ref Id | * Amount | Actions |
|--------|---------|------------------|-------------|----------|------------|---------|------------|----------|---------|
| add: | PB | | | | | | | 0.00 | |