

Kuali Financial System (KFS) Implementation
Conversion Issues (Ver-1.0)
Wednesday, June 10, 2009

I. Access to KFS

A. Existing FRS, CIS, Sciquest Users

All existing FRS, CIS and Sciquest users will be automatically converted to KFS. Business & Financial Services will validate the users in each area with the College/VP Business Officers.

B. New Users

New users must complete a KFS access application.

<http://busfin.colostate.edu/forms.aspx>

Questions – Connie MacNaughton – connie.macnaughton@colostate.edu

II. Approval Authority

A. Initial approval authority

Fiscal officer, departmental, division and official function roles will be based on the data input in the Conversion web application from <http://kuali.colostate.edu> as of 4:00pm June 19, 2009.

This website (Conversion tab) will be disabled at that time.

Business & Financial Services will validate these approvers in each area with the College/VP Business Officer.

B. New Approvers

Users needing departmental, division or official function approval authority after June 19, 2009 must complete an application for signature authorization or an application for official function signature authorization.

<http://busfin.colostate.edu/forms.aspx>

C. Fiscal Officers

Changes to the fiscal officer role should be done within the KFS System on the account maintenance document.

Questions – Connie MacNaughton – connie.macnaughton@colostate.edu

III. Accounts

- The chart of accounts in KFS will be established June 22, 2009. This will be based on data in FRS as of 6:00pm June 19, 2009.
- Users may log into KFS beginning June 24, 2009 to set up sub-accounts, sub-objects and pre-encumbrances.

Questions – John Hunter – John.Hunter@colostate.edu

IV. Banner Accounts Receivable

A. Accounting Interface

- The Banner Accounting Interface can accommodate the Kualo Account, Sub-Account, Object Code, Sub-Object Code, and Project Code.
- The FRS Accounts/Subcodes currently assigned to the Banner detail codes will be converted to Kualo Accounts and Object Codes on July 1, 2009, using the Kualo Account and Object Code Conversion tables.
- Because of dependent records, Banner Detail Codes cannot be deleted. Consequently, the Accounting Interface for some Banner Detail Codes may contain old FRS accounts that will not be converted to Kualo. In such cases, the Kualo Departmental Default account will be assigned to the Detail Code.
- User defined subcodes on FRS will be replaced by the department's optional use of Sub-Object Codes in Kualo. If the Banner Detail Code currently uses an FRS User-Defined subcode, the Kualo Object Code assigned will be based on the parent subcode of that group. For example, if the FRS subcode is 0401 (user-defined), the parent subcode of the 04XX user defined group is 0400. The Kualo equivalent of FRS subcode 0400 is 4377. Therefore FRS subcode 0401 will convert to Kualo Object Code as 4377. To get the same level of detail in Kualo that was provided by the User-Defined Subcodes in FRS, you will need to define a Sub-Object Code for Kualo.
- Departments that wish to use Kualo Sub-Accounts, Sub-Objects, and/or Project Codes on their Banner Detail Codes will need to provide the specific information for each Detail Code to their Campus Services Representative, or directly to Joe Sparks by June 19, 2009. A list of all Banner Detail Codes that currently use FRS User-Defined Subcodes is available from either your Campus Services Accountant or Joe Sparks. If no Sub-Account, Sub-Object Code and Project Codes are provided, these fields will be left blank, and all transactions will be fed to Kualo at the Account/Object code level. This will require journal entries on Kualo to move them to a sub-object code level.
- There will be no transactions fed from Banner to Kualo on July 1, 2009 thru July 5, 2009. The first feed will be on the night of July 6, 2009.

B. TWARBUS

- There will be no interruption of service in the TWARBUS batch load application. However, during the conversion process on July 1, 2009, the ability to look up detail codes by entering the account number/subcode will be based on FRS accounts/subcodes until the update of the Banner Accounting Interfaces is completed.

C. Accounts Receivable Balances

- The Accounts Receivable balances as of June 30, 2009 will be moved to their Kualo counterpart after the June II final close. The receivable balances in accounts that had a one-to-many GL/SL relationship in FRS will be distributed to the accounts that originally received the revenue.

Questions – Joe Sparks – joe.sparks@colostate.edu

V. **IMO Buyers**

Documents must be input and approved by 4:00p.m. July 1, 2009. To be charged to FY2009, suppliers must supply the document by 4:00pm July 6, 2009.

- Incomplete documents - will need to be re-created in KFS as an Internal Order document or Work Order Authorization document.
- Review your act on pending documents screen for in process IMO's and WOA's. Clear documents that are in a pending status (denied, over tolerance or order items couldn't be filled).

Questions – Connie MacNaughton – connie.macnaughton@colostate.edu

VI. IMO Suppliers

Clear your orders from your IMO Supplier Fill Screen as quickly as possible during the remaining months of FY2009.

- Documents supplied thru 4:00pm July 6, 2009 will be charged to FY2009.
- Documents not filled in FY2009 –will need to either be:
billed by the supplying unit as a KFS Internal Billing document in FY2010
OR
re-created by the buying unit as a KFS Internal Order document in FY2010.

Please instruct your customers on your preferred method.

Special Note for Transportation Services – Transportation Services will not require departments to recreate documents. They will honor existing IMO documents.

- Over-Tolerance documents not approved by the buying unit will need to be re-created by the supplying unit as a KFS Internal Billing document
- Documents for FY2010 orders:
Each supplying unit will need to decide how they want to handle documents for FY2010 orders. This plan should be communicated with your customers.

Options include:

<u>Buyer</u>	<u>Seller</u>
FY2009 -Input order in CIS as an IMO	FY2010 - Supply as an Internal Billing document
Hold order until July 1, 2009 and input as a KFS Internal Order	FY2010 - Supply as an Internal Order document

- Existing IMO Supplying Units will convert to KFS as Internal Order Suppliers.
- Existing users who supply IMO orders will also convert to KFS as Supplier users.

Questions – Connie MacNaughton – connie.macnaughton@colostate.edu

VII. WOA Documents

A. Time & Material

Documents supplied by departments and accepted by Facilities Management by 4:00pm June 30, 2009 will be charged to the department through the Facilities FAMIS work order system at the end of each month as costs are incurred. This may be in FY2009 or in FY2010, depending on work flow.

Questions – Connie MacNaughton – connie.macnaughton@colostate.edu

B. Fixed Cost

Documents supplied by departments and accepted by Facilities Management by 4:00pm June 30, 2009 will be used to authorize the project. Actual charges to the department will be based on the status of the project at June 30, 2009. No pre-billing of projects is allowed.

Questions – Connie MacNaughton – connie.macnaughton@colostate.edu

C. Plant Fund

Transfers submitted and accepted by Facilities and Business & Financial Services by 4:00pm July 6, 2009 will be charged to FY2009.

Questions – Connie MacNaughton – connie.macnaughton@colostate.edu

VIII. Purchasing Issues

A. Existing Purchase Orders

- PO's that are not in a final status will be converted to KFS.
 - Non-Final line items will convert.
 - Line items that are in a final status will not convert.
 - Partial line items – only the outstanding portion of a line will convert. (Example a line item where “10 each” was ordered and “2 each” was invoiced will convert as “8 each” ordered).
 - \$0 (zero dollar-“as invoiced”) documents will not convert.

- PO's to user option subcodes – User option subcodes will not exist in KFS. PO's on user option subcodes will convert to their “parent” object code in KFS. I.E. user option subcode 3411 will convert up to the parent subcode 3410 and convert to KFS object 6201.

Questions – John Hunter - john.hunter@colostate.edu

B. Scquest documents

The interface to Scquest will change with the implementation of KFS. Beginning July 1, 2009, users will login to KFS to begin their Scquest order.

- Documents input and approved by 4:00p.m. June 30, 2009 will be converted to KFS, as noted in the above “Existing Purchase Orders” section.
- Incomplete documents will need to be re-created in KFS as a Requisition or Shop Catalogs order.

Questions – John Swaro – john.swaro@colostate.edu

C. Encumbrances

- Encumbrances on existing Purchase Orders will convert to KFS. Encumbrances on all other documents will not convert and will need to be established in KFS as a Pre-Encumbrance (if applicable).

Questions – John Hunter - john.hunter@colostate.edu

IX. Acard

The last load of ACARD transactions for FY 2009 will be done on July 1, 2009. Departments may reallocate FY 2009 transactions until July 6, 2009 in the ACARD system. Reallocation permissions will be removed July 7, 2009. The system will be available for inquiries and reports thru September 30, 2009.

On July 2, 2009, transactions will be loaded into KFS and reallocation will be done within the PCARD module of KFS and will post as FY 2010 expenditures.

Questions – John Swaro – john.swaro@colostate.edu

X. Cashnet

Effective July 1, 2009, departmental deposits will no longer be processed in CASHNet. The last deposits for FY 2009 must be entered and the cash/checks delivered to the Cashier's Office in the Lory Student Center by 2:00 p.m. on June 30, 2009. Any deposits not received and authenticated by June 30, 2009 will not be processed in FY 2009 and will need to be re-entered as a new deposit in KFS.

Questions – Brian Grube – brian.grube@colostate.edu

XI. Reversal of YearEnd Accruals

- All accruals will need to be reversed in KFS by the inputting user/department. No automatic reversals will occur. Recognizing that this is an abnormal yearend, the goal is to get these accruals reversed by August 31, 2009 (with a "soft" deadline of July 31, 2009).
- The AV document imposes an edit that all accounts must belong to the same sub-fund. So, reversal documents by sub-fund will need to be input. No reversal date should be input on these reversals. The reversals will need to be against the new object codes.

Questions – Contact your Campus Services representative - <http://busfin.colostate.edu/cs.aspx>

XII. Reports - Eprint vs Vista Plus

Coming soon.