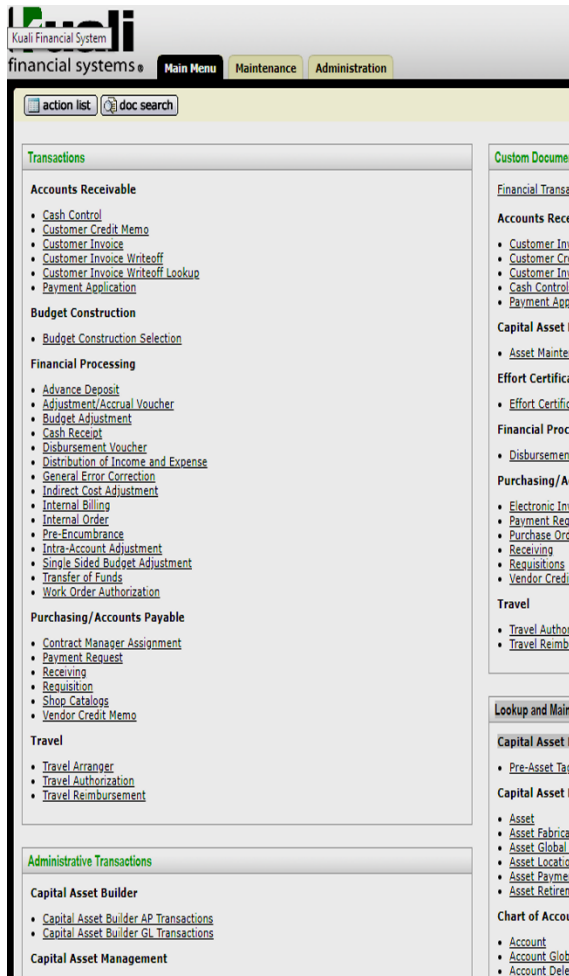


Kuali Financial System Upgrade Release Notes

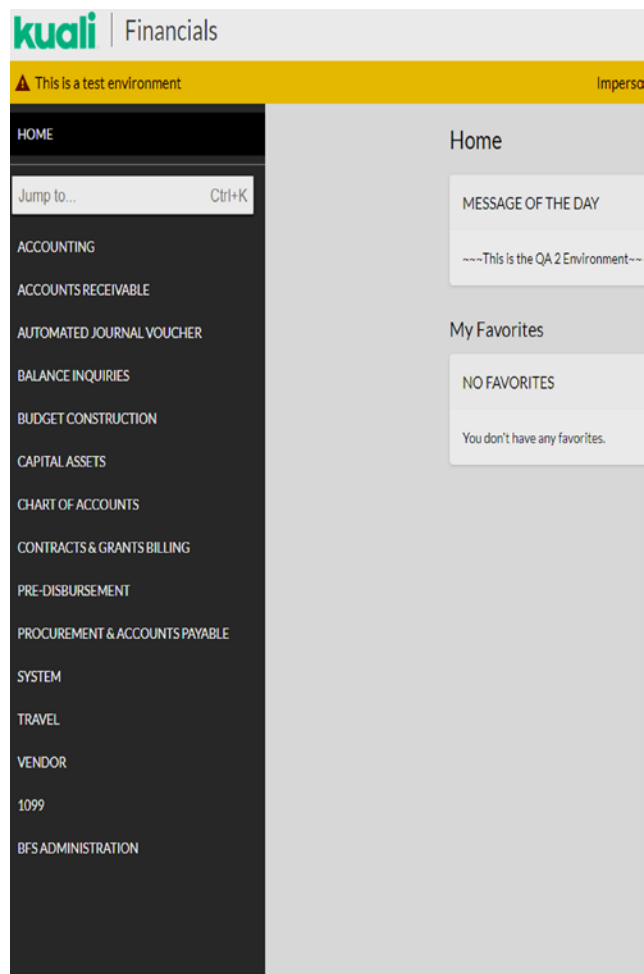
We're excited to introduce to you new features that come alongside the KFS Upgrade. The update does not significantly impact the basic structure or functionality of KFS e-documents. Nor will there be significant changes to things like workflow, the General Ledger, or the Chart of Accounts as a result of this update. But while most things are staying the same, there are several new changes to the system. Here are some of new features that are coming:

The most significant change in the new version of KFS is the "look and feel." The color palette and some fonts have changed in this upgraded version of the software. The underlying format of the tabs and fields in the documents remain the same though, and we expect most users will adapt very quickly.

Current Main Menu

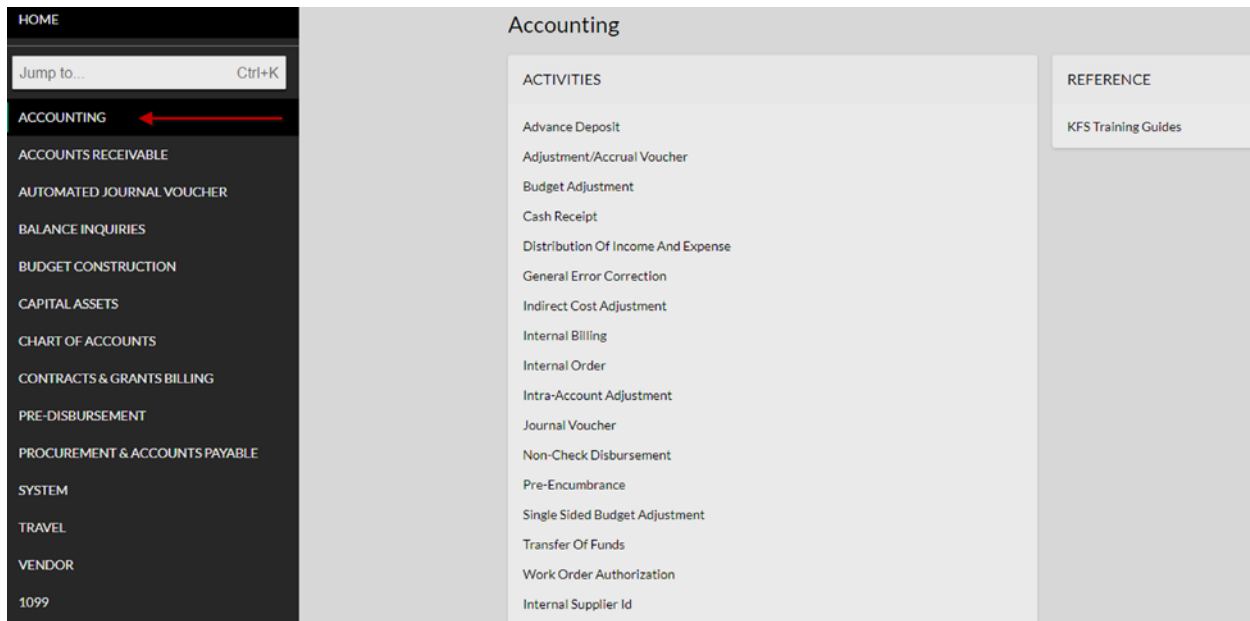


New Main Menu



The main screen has been changed extensively in this upgrade. Active links have moved from the main menu into a tab driven setup. This reduces clutter on the main menu.

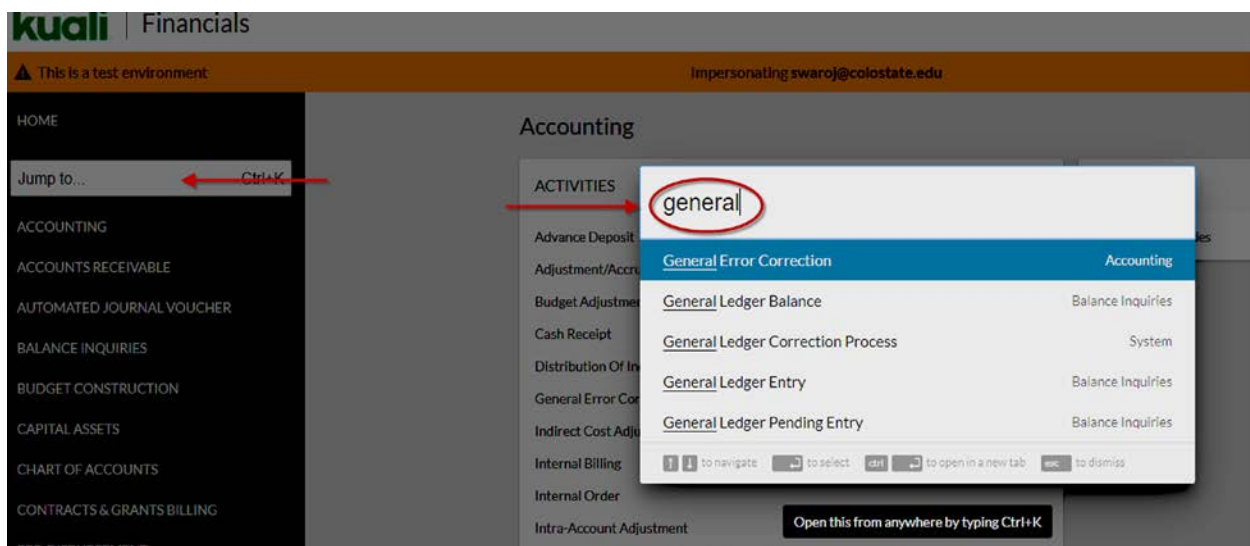
New Navigation Side Bar and Search



Clicking on the Tabs on the left side of the screens opens the available document types or links that are available to the user.

The tabs in the Side Menu work to condense down the available links in KFS. Each tab contains links to eDocs and lookups. Side Menu tabs and links within the tabs will populate based on the individual user's access. For example, users who don't have access to the Advance Deposit eDoc will not see a link for it in their Accounting tab.

Jump To (Search)

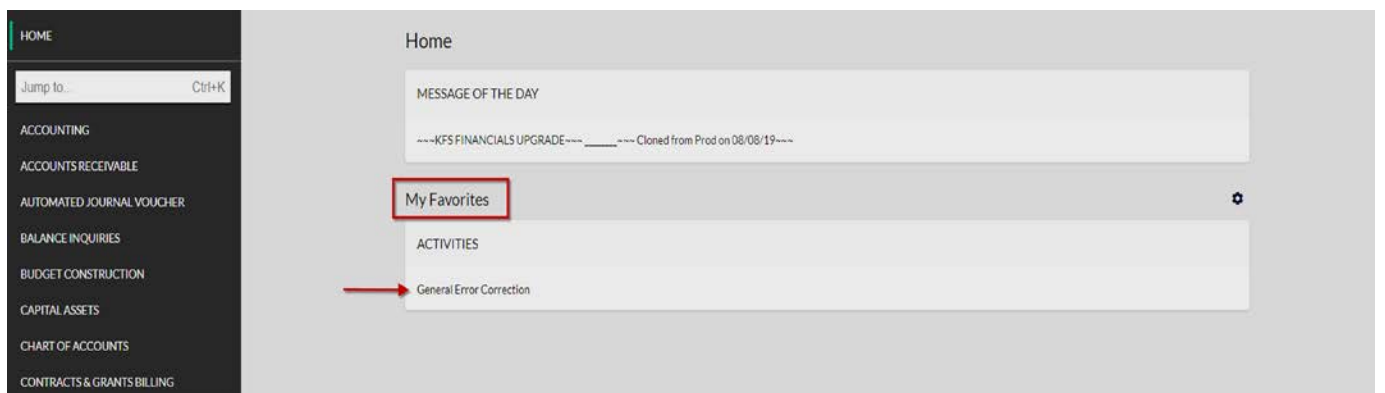


The Jump To feature allows users to search on common eDocs or lookups more easily. Begin typing to get a list of available links.

My Favorites



KFS users can now create a custom portlet with the eDocs and Lookups that they use most using the My Favorites feature. The My Favorites portlet located on the main screen will not be visible until a favorite eDoc or Lookup has been selected. To select a favorite, users can hover their mouse over a document type and select the heart icon that appears.

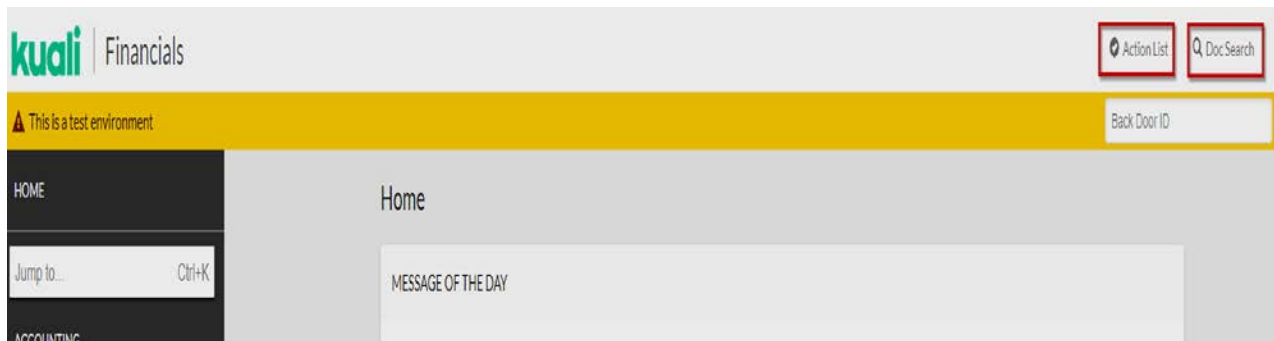


After the first favorite is selected, the My Favorites box will appear in the middle of the user's page on the home screen. Users can continue to add favorites by selecting the heart icon next to the desired eDoc or Lookup.



Users can remove items from their My Favorites portlet by selecting the X icon next to the item they want to remove.

Doc Search and Action List



The Doc Search and Action List will be in the upper right-hand corner on the main page.

The screenshot shows the 'Action List' page with a table of 18 items. The table has the following columns: Id, Type, Title, Route Status, Action Requested, Initiator, Delegator, Date Created, Last Approved Date, Group Request, Current Route Node(s), and Log. The first few rows are highlighted in yellow and green.

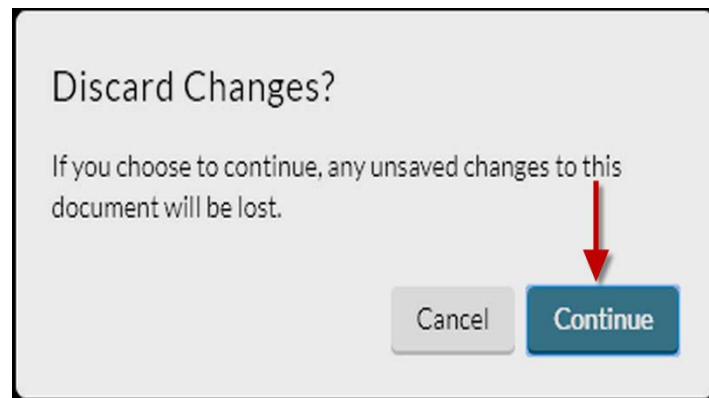
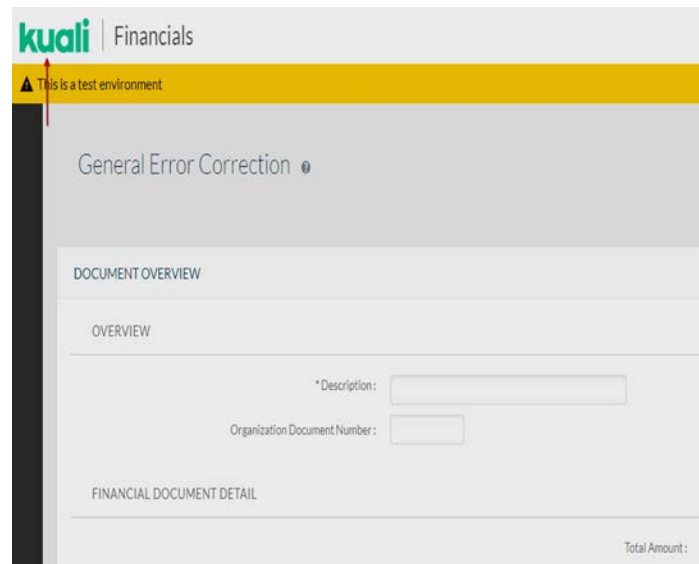
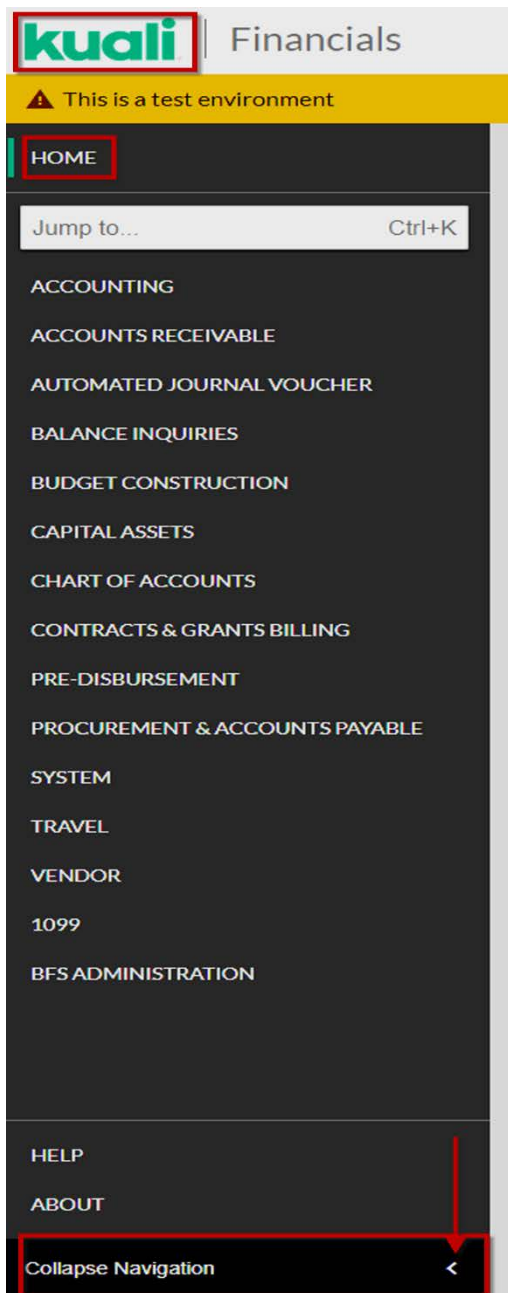
Id	Type	Title	Route Status	Action Requested	Initiator	Delegator	Date Created	Last Approved Date	Group Request	Current Route Node(s)	Log
20052568	Payment Request	Payment Request - PO: 643594 Vendor: Avogadros Number	ENROUTE, Awaiting Hospitality Approval	APPROVE	Akn, Cherie L		11:25 AM 08/02/2019	04:12 PM 08/07/2019	HOSP-1301-1376	Hospitality	
20055386	Procurement Card	Procurement Card - PETER A NELSON	ENROUTE	APPROVE	USER_KR		03:09 PM 08/02/2019	07:08 AM 08/25/2019		Account	
20095143	General Error Correction	General Error Correction - Correct Inv 01793-007	PROCESSED	ACKNOWLEDGE	LaFair, Kent		02:40 PM 08/07/2019		DIV-G4	CampusServiceReviewer	
20097332	Disbursement Voucher	Disbursement Voucher A - < \$5000 - D.McLean, reimb Wilbur's, 8/6/19 [E:N:W:N]	ENROUTE	APPROVE	Sisov, Nicole		04:07 PM 08/07/2019	08:58 AM 08/08/2019	HOSP-1301-1376	Hospitality	
20102790	Account	Edit Account - DOE Computational Science Graduate Fe...	PROCESSED	ACKNOWLEDGE	USER_KR		06:31 AM 08/09/2019		DIV-G4	Join	
20102791	Account	Edit Account - Use of ARN Observations from Northern...	PROCESSED	ACKNOWLEDGE	USER_KR		06:31 AM 08/09/2019		ORG-1371	Join	
20102792	Account	Edit Account - Evaluation of Climate Model Precipita...	PROCESSED	ACKNOWLEDGE	USER_KR		06:31 AM 08/09/2019		ORG-1371	Join	

The look and design of the Action List for document approvers will not change.

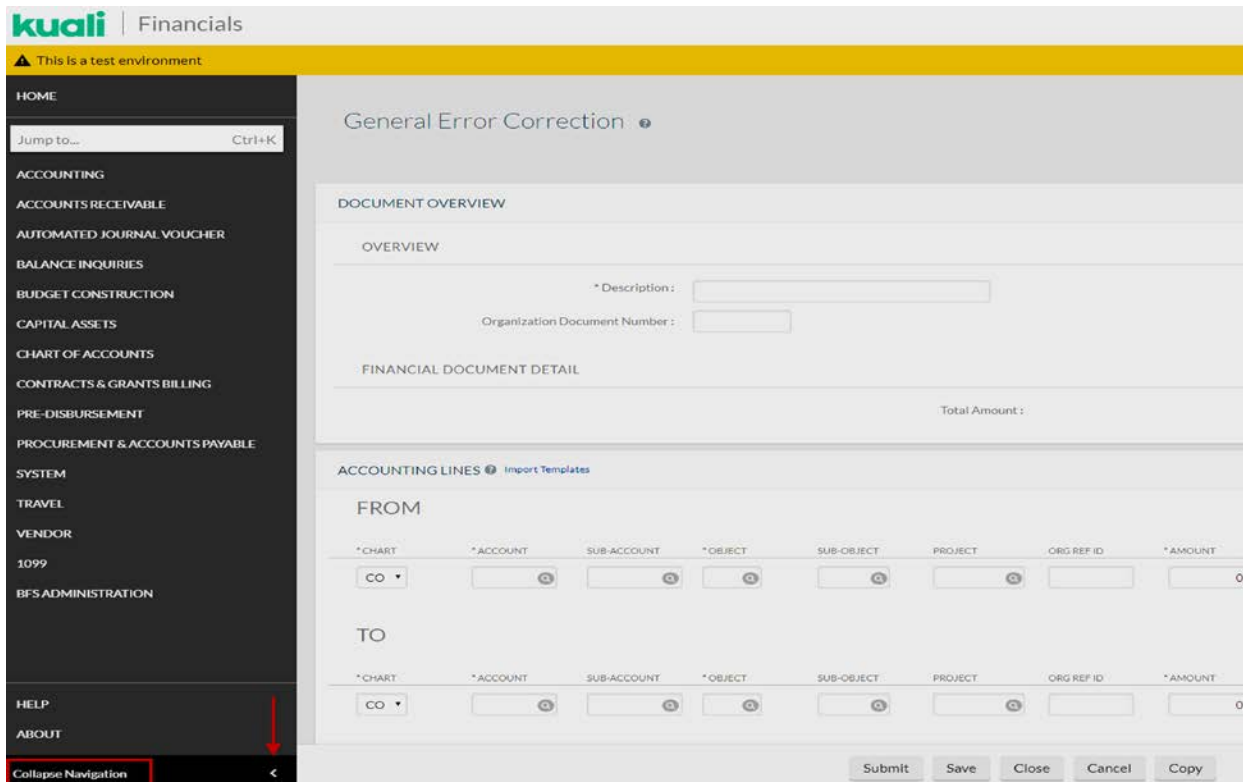
The screenshot shows the 'Document Search' interface. At the top, there is a 'Document Search' header with a 'Backdoor ID swaroj@colostate.edu is in use' notification. A 'detailed search' button is highlighted with a red box. Below the header, there are several search criteria fields: 'Document Type', 'Initiator', 'Document Id', 'Date Created From', 'Date Created To', and 'Name this search (optional)'. Each field has a search icon and a help icon. At the bottom, there are 'search', 'clear', and 'cancel' buttons.

The look and design of the Doc Search will not change. However, with Kualo Financials there is no longer the Custom Doc Search links like in previous versions. Users will need to use the Document Type search field to populate what document type the user wants to search on. Users can also refine their search by using the detailed search button at the top of the screen.

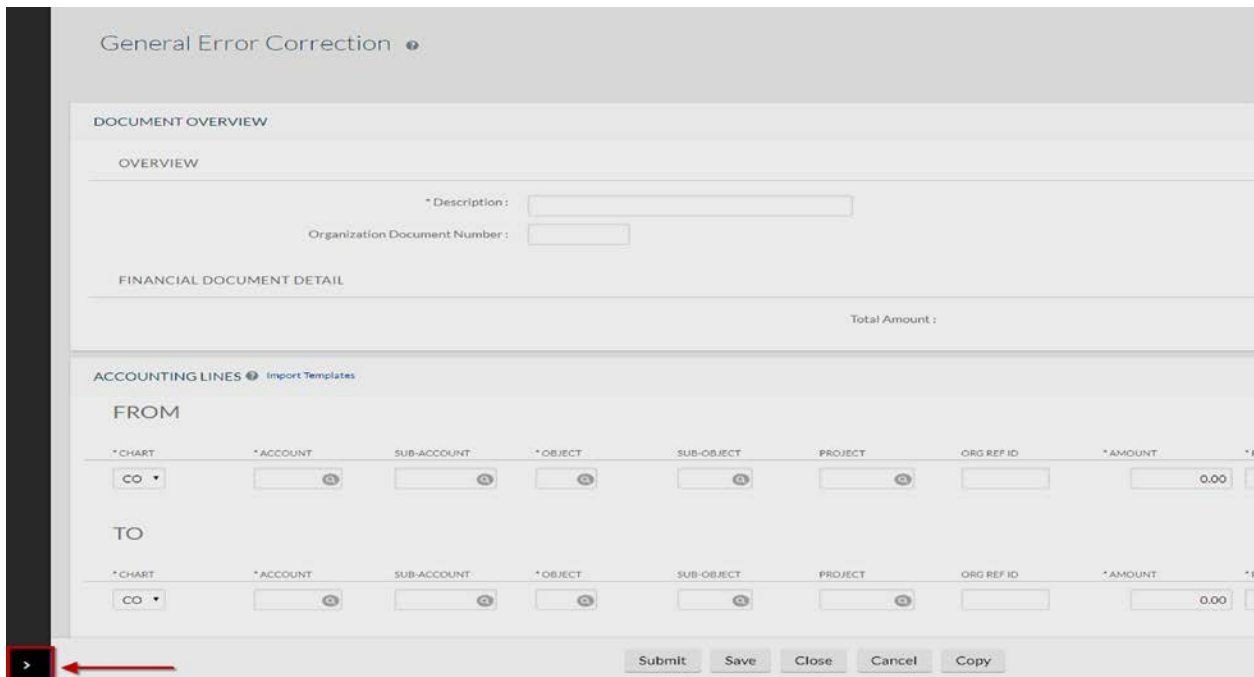
Home and Navigation



The Kualu logo works as a home button when navigating within the application. The user can click on the Kualu logo and be redirected back to the main page. If an eDoc is open and the user decides to go back to the main menu, a warning message will appear to confirm that action.

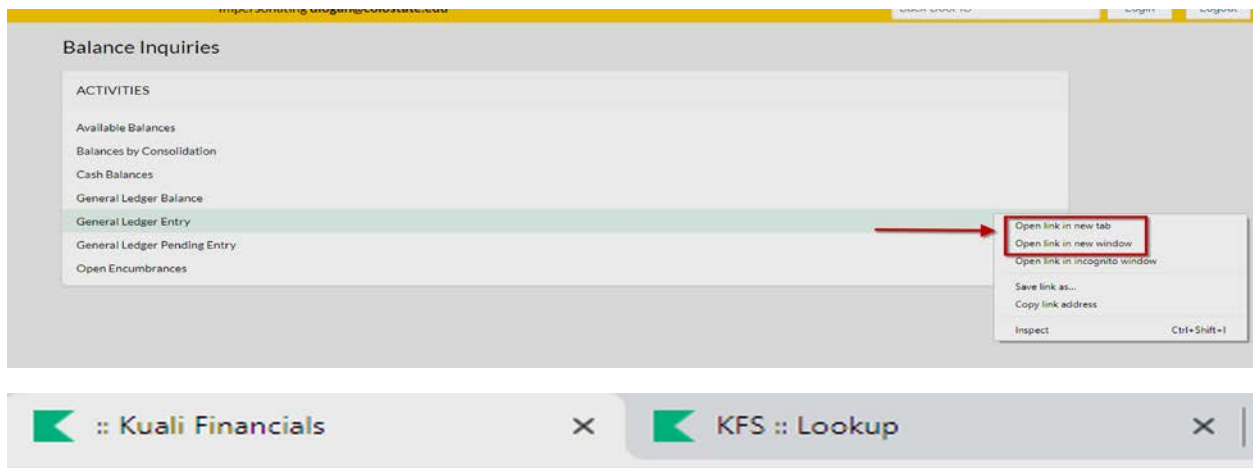


The Collapse Navigation feature allows the user to “hide” the side menu and expand the screen and document they are working on.



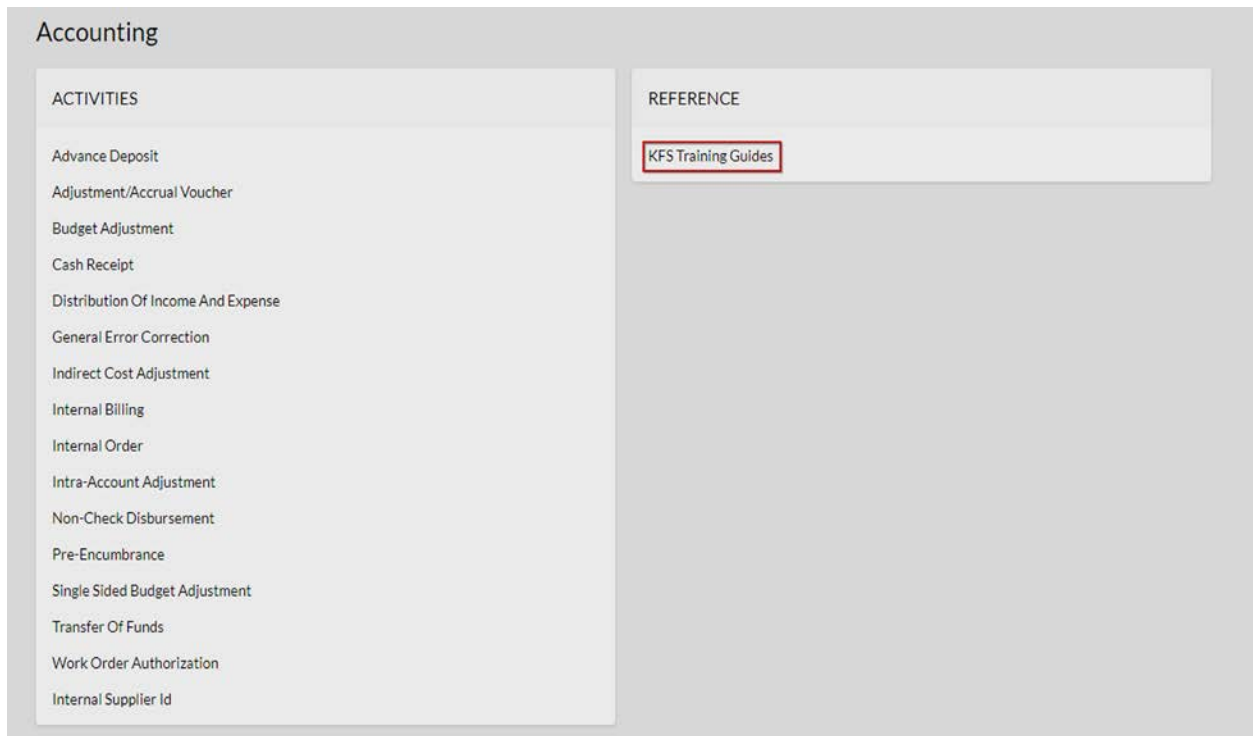
Expanding the screen removes tab menu and enlarges the document and reduces screen clutter. Users can toggle back and forth by clicking on the arrow key. This will helpful for users if printing is desired.

Multiple Windows



The new user interface for KFS will limit the number of windows/pages that automatically open. Users can still open multiple windows but will need to right click on mouse to open in a new window. This is browser driven

External Links



The updated version of KFS will allow administrators to link to websites outside of the Kuali environments. Links to user guides and business process will be updated over time and can serve as a reference for users when completing documents.

Document Printing

General Error Correction

DOCUMENT OVERVIEW

OVERVIEW

* Description : GEC to correct
Organization Document Number :
Explanation : GEC to 135020

FINANCIAL DOCUMENT DETAIL

Total Amount : 3,274.03

ACCOUNTING LINES [Import Templates](#)

FROM

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	* REF ORIGIN CODE	* REF NU
							0.00		
1	CO Colorado State University	2002025 Continuation Account - Inf...	6073 Out State Employee Travel...				3,246.03	01	T1015E

To print, right click from your mouse and click on the Print action.

Print

Total 2 sheets of paper

Print Cancel

Destination: BankingBlack on bfspr

Pages: All

Copies: 1

Layout: **Landscape**

More settings

Print using system dialog... (Ctrl+Shift+P)

OVERVIEW

* Description : GEC to correct
Organization Document Number :
Explanation : GEC to correct travel posted to 2002025. Move to correct account 1350200

FINANCIAL DOCUMENT DETAIL

Total Amount : 3,274.03

ACCOUNTING LINES

FROM

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	* REF ORIGIN CODE	* REF NUMBER	LINE DESCRIPTION ACTIONS
							0.00			
1	CO Colorado St...	2002025 Continuatio...	6073 Out State E...				3,246.03	01	T101585	Goodrich
2	CO Colorado St...	2002025 Continuatio...	6073 Out State E...				28.00	01	T101585	Goodrich

Action will take you to a print function within your browser. Consider using the Landscape layout.

KFS is designed to be a paperless system, and we encourage all users to avoid printing KFS documents whenever possible. The KFS database acts as the system of record and a repository for original financial documents, and therefore, KFS users should rarely if ever need to print documents. ***If printing is desired, note that QualiCo is aware of printing limitations within Internet Explorer and Microsoft Edge browsers.*** They have advised users move to Chrome or Firefox if printing is desired. There will be no technical changes for Internet Explorer or Microsoft Edge in the near future.

eDoc Redesign

General Error Correction ? Doc Nbr: 20269815 Status: INITIATED
Initiator: swarep@colostate.edu Created: 10:20 AM 08/25/2 expand all collapse all import lines * required field

Document Overview hide

Document Overview

* Description: Explanation:

Organization Document Number:

Financial Document Detail

Total Amount:

Accounting Lines hide

Accounting Lines hide detail import lines

From hide detail import lines

* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
CO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="button" value="add"/>
* Reference Origin Code	* Reference Number	Line Description						<input type="button" value="add"/>

To hide detail import lines

* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
CO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="button" value="add"/>
* Reference Origin Code	* Reference Number	Line Description						<input type="button" value="add"/>

Accounting Lines for Capitalization show

Create Capital Assets show

Modify Capital Assets show

General Ledger Pending Entries show

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log show

General Error Correction ? Doc Nbr: 20114308 Status: INITIATED
Initiator: slogan@colostate.edu Created: 10:19 AM 08/25/2019 EXPAND ALL COLLAPSE ALL

DOCUMENT OVERVIEW

OVERVIEW

* Description: Explanation:

Organization Document Number:

FINANCIAL DOCUMENT DETAIL

Total Amount:

ACCOUNTING LINES Import Templates

FROM HIDE DETAILS IMPORT LINES

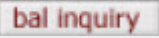








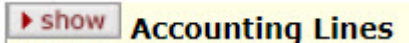

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	* REF ORIGIN CODE	* REF NUMBER	LINE DESCRIPTION	ACTIONS
CO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>

TO HIDE DETAILS IMPORT LINES

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	* REF ORIGIN CODE	* REF NUMBER	LINE DESCRIPTION	ACTIONS
CO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>

All functionality of KFS documents have remained the same. However, each document was redesigned with a new look. Buttons/Icons were updated. Action buttons are now stationary on the page. The addition of the import template link allows the user to download the current version of the import template for mass entry upload.

Buttons/Icons on eDdocs

<i>Button Name</i>	<i>KFS 6.0</i>	<i>Kuali Financials</i>	<i>Button Function</i>
Balance Inquiry			Will show the current balance of an account.
Copy/Copy Down	 		In the General Error Correction this button will copy an expense from the From section to the To section. In the Travel Reimbursement this button will copy one day of Daily Expenses to the rest of the days in the Daily expense tab.
Add Accounting Lines			Once all required information has been entered accounting lines, selecting this button will add the accounting line to the edict.
Add			Once a line of data has been completed, selecting the Add button will add that data to the eDoc.
Open Requisition Accounting Lines			In the Requisition eDoc this button will open the accounting lines for a line item that has been added.

The new design of KFS has updated icons within the application.

eDoc Action Buttons

The screenshot displays a web form titled "DOCUMENT OVERVIEW" with several sections: "OVERVIEW", "FINANCIAL DOCUMENT DETAIL", "REQUISITION DETAIL", and "DELIVERY". The "DELIVERY" section includes "FINAL DELIVERY" details such as campus, building, address, and delivery recipient. At the bottom of the form, a row of five buttons is highlighted with a red box: "Calculate", "Submit", "Save", "Close", and "Cancel".

In Kuali Financials, the action buttons will be stationary at the bottom of the browser window. Users no longer need to scroll to the bottom of the document to access them. In addition, when pages refresh after a save action, the document will refresh and deliver the page to last user entry rather than roll the page to the top of screen in previous versions.

Import Templates

The screenshot shows the "ACCOUNTING LINES" interface. A red box highlights the "Import Templates" link, with a red arrow pointing to it. Below this are two sections, "FROM" and "TO", each containing a table with columns for various accounting fields and an "ACTIONS" column with a green plus sign.

Data Import Templates

[Kuali](#) Financials line import templates allow you to import any number of accounting lines and purchasing line items, and other types of data from a comma-delimited (.csv) file. This section contains a table that lists types of documents for which templates are available in the default system and provides a link to the corresponding template for each [document type](#). Following the table is a process overview that includes complete instructions for using templates to import multiple lines of data. Additional subsections contain detailed information about each template.

More:


- [Links to Default Data Import Templates](#)
- [Process Overview](#)
- [Creating a .csv File](#)
- [Standard_Import.xls](#)
- [AV_Import.xlsx](#)
- [BA_YEBA_Import.xlsx](#)
- [GEC_YEGEC_Import.xls](#)
- [ICA_Import.xlsx](#)
- [JV_Ext_Encumbr_Import.xlsx](#)
- [JV_NonOffset_Bal_Type_Import.xlsx](#)
- [JV_Offset_Bal_Type_Import.xls](#)
- [LLJV_Import.xls](#)
- [ND_Import.xls](#)
- [PE_Disencumbrance_Only_Import.xls](#)
- [PURAP_Item_Import.xls](#)
- [PURAP_Account_Import.xls](#)
- [CAM_MPAY_Account_Import.xls](#)
- [AR_Customer_Upload.xls](#)
- [Milestone_Import_bulk_template.xlsx](#)
- [PredeterminedBilling_Import_bulk_template.xlsx](#)
- [PDP_PaymentSpreadsheetUpload.csv](#)

Clicking on the import template link will open a new window where a user can download the import template for the different document types. This can be used when creating a document with multiple entries. Please limit your lines to < 100 because of system performance issues.

Links Open in New Tabs

Search Clear Cancel

Search Results

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Budget Amount	Ac
2020	CO	1470000 	*ALL*	1100	*ALL*	0.00	
2020	CO	1470000	*ALL*	1740	*ALL*	0.00	
2020	CO	1470000	*ALL*	2100	*ALL*	0.00	
2020	CO	1470000	*ALL*	2103	*ALL*	0.00	
2020	CO	1470000	*ALL*	2905	*ALL*	0.00	
2020	CO	1470000	*ALL*	3000	*ALL*	0.00	

Some areas of KFS will allow the user to open Links in a new tab. Hover over the link to find the icon and click to open information inside the link.

Sub-Object Code	Budget Amount	Actuals Amount	Encumbrance Amount	Variance
ALL	0.00	(125,285.93)	0.00	(125,285.93)
ALL	0.00	0.00	0.00	0.00
ALL	0.00	156.3	0.00	156.3
ALL	0.00	0.00	0.00	0.00
ALL	0.00	603,318.6	0.00	603,318.6
ALL	0.00	(559,143.68)	0.00	(559,143.68)
ALL	0.00	(52.50)	0.00	(52.50)
ALL	10,701.29	10,701.29	0.00	0.00

Open link in new tab
Open link in new window
Open link in incognito window
Save link as...
Copy link address
Inspect Ctrl+Shift+I

If the icon does not appear, user can right click on mouse and click on available options to open link from browser.

Custom Doc Search

The custom doc search that was available in KFS 6.0 will not be available in the KFS 7.0. Users will use the general doc search and populate the document type filed with the document type short name. BFS will provide a quick guide on the more popular document types in KFS. Doc search input will be case sensitive. Here is a sample of doc type names.

<i>Document Type Code</i>	<i>Document Name</i>		<i>Document Type Code</i>	<i>Document Name</i>
ACCT	Account		PCDO	Procurement Card
AD	Advance Deposit		PE	Pre-Encumbrance
BA	Budget Adjustment		PO	Purchase Order
CM	Credit Memo		PREQ	Payment Request
CR	Cash Receipt		PROJ	Project Code
DI	Distribution of Income and Expense		REQS	Requisition
DV	Disbursement Voucher		SB	Service Billing
GEC	General Error Correction		TA	Travel Authorization
IB	Internal Billing		TR	Travel Reimbursement

File Attachment Size


File attachment size will not change with KFS 7.0. Attachments are limited to 5MB each. Check your scanning resolution, Users should try to scan at 300 dpi as it will make the file much more manageable. Also, scan in black and white as that reduces the size of the file.

Accounting Line Review/Edit on REQS and PREQ as Fiscal Officer

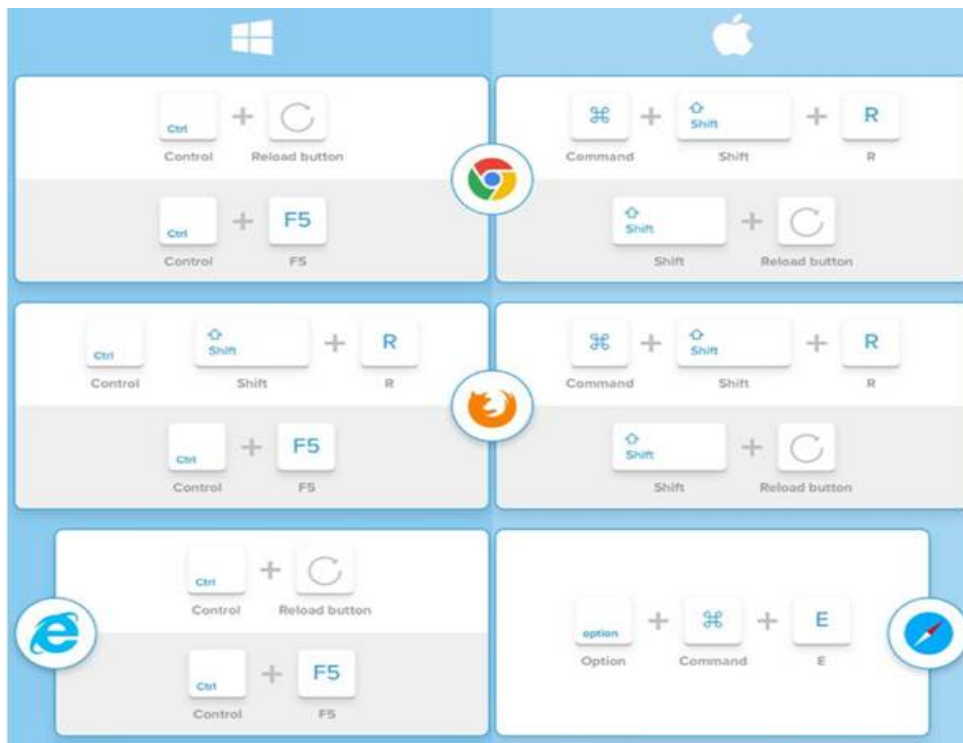
ITEMS

OPEN QTY	UOM	PO UNIT/EXT PRICE	QTY INVOICED	UNIT COST	EXTENDED COST	CATALOG#	ASSIGNED TO TRADE IN	DESCRIPTION	ACTIONS
1		64,625		8,078.16	8,078.12		No	As per CSU-Pueblo Bid #DQ17-00015, 2019 flowers & gardens, April 2019 - November 2019	

Invoice Total Prior to Additional Charges : 8,078.12

To review and edit the accounting lines on REQS and PREQS, the FO will need to click on the  icon to open the accounting lines to review and edit. If the FO changes an account that they are not an FO on, the document will error.

Browser Caching



KFS screen appears to have some of the prior version formatting. Your screen may look like a combination of Version 6 and Version 7. A hard refresh of your browser is needed. Use the above image to find the correct key sequence for your browser and operating system. Holding down the Ctrl button and hitting F5 appears to work in Chrome for a hard browser refresh. User will need to do it on the screen or document that has the issue.