Welcome to Kuali for Stevens

Reporting Training
Welcome and Introductions

• **Presenters:**
  - Karen Peralta, Customer Support Specialist
  - Mary Wheeler, Assistant Vice President for Finance
1. Copy of the Power Point Presentation
2. Balance Inquiries Reference Guides
   a. General Ledger
   b. Labor Distribution
3. Lookups and Searches Reference Guide
4. FRS to KFS Sub-Fund and Account list
5. Object Code Reference Sheets
Learning Objectives

1. Find out where to go for current information about an account.
2. Learn the various balance inquiry options and the information delivered with each option.
3. Understand the choices offered in the various radio buttons, and what will be presented with each choice.
4. Learn how to look up salary data by account and by individual.
5. Understand the different sub-fund groups and the classification of accounts.
6. Become familiar with the object types, object codes, levels and consolidations.
7. Learn the difference between a balance sheet report and income statement report.
8. View the various ways you can look for transactions.
Agenda

1. Terminology review
2. Explanation of sub-funds
3. Review object codes, object types, levels and consolidations
4. Types of balance inquiries
5. Balance inquiry options
6. Balance inquiry demonstration
7. Document lookups
8. Questions
Account
This identifies a pool of funds assigned to a specific university organization for a specific purpose. For example, the operating budget for the department of Mechanical Engineering, the revenue and expenses from operating the virtual wind tunnel, or the Class of 1945 Scholarship.

Sub-Funds
A five character code indicating the type of resources available for spending. The sub-fund is comparable to the “_ledger” in FRS. For example, the sub-fund Central Appropriations (CENTA) is equivalent to the “2-ledger” in FRS.

Object Code
A four character code, assigned to a transaction, to classify the transaction. Classifications include income, expense, asset, liability or fund balance. Object codes are further classified into categories called “Consolidation” (tier 1) and “Level” (tier 2).
Balance Types
The “money buckets” that may be impacted by a financial transaction. The balance types are Budget, Actuals, and Encumbrances. A financial transaction will impact only one balance type.

Claim-on-Cash Object Code
Used to record a memo entry that reflects the affect of a transaction on the cash available in an account. This object code is not entered on an e-doc. Entries recorded to the claim on cash object code of 1100 are system-generated.
Sub-funds

The three major sub funds are:

- Central Appropriations (CENTA)
- Designated (DESIG)
- Sponsored (SPON)
The **Central Appropriations** (CENTA) sub-fund is the appropriation of central revenue for your operating budget; it encompasses what used to be known as the “2-ledgers” in FRS. As in the past, unspent budgets in Central Appropriations accounts will revert to the central pool at the end of the year, for use in the future.
The Designated (DESIG) sub-fund encompasses departmental funds, student clubs, and discretionary accounts, and is comparable to what used to be known as the “6-ledgers” in FRS. Unspent cash in these accounts will remain in the accounts at the end of the year, and will be available to support a future budget in the account.
Sub-funds: SPON

- The Sponsored (SPON) sub-fund encompasses all contract and grant accounts, and is comparable to what used to be known as the “4-ledgers” and “5-ledgers”. Budgets in these funds carry forward for time periods that are in accordance with the particular agreement with each sponsor since they are an authorization to spend from an outside agency. The reports in this package show only the current fiscal year’s activity. We will be loading the cumulative activity from past years, and these amounts will show in future reports.
Object Codes-Object Types

- Object Codes are classified into Object Types

<table>
<thead>
<tr>
<th>4 digit Object Code Range</th>
<th>Object Type 2 letter abbreviation</th>
<th>Object Type Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1XXX</td>
<td>AS</td>
<td>Assets</td>
</tr>
<tr>
<td>2XXX</td>
<td>LI</td>
<td>Liabilities</td>
</tr>
<tr>
<td>3XXX</td>
<td>FB</td>
<td>Fund Balance or Net Assets</td>
</tr>
<tr>
<td>4XXX</td>
<td>IN</td>
<td>Income</td>
</tr>
<tr>
<td>5XXX</td>
<td>EX</td>
<td>Compensation (Salaries and Benefits)</td>
</tr>
<tr>
<td>6XXX</td>
<td>EX</td>
<td>General Expense</td>
</tr>
<tr>
<td>7XXX</td>
<td>EE</td>
<td>Capital</td>
</tr>
<tr>
<td>8XXX</td>
<td>TI or TE</td>
<td>Transfers (TI= Transfer Income  TE=Transfer Expense)</td>
</tr>
<tr>
<td>9XXX</td>
<td>Various</td>
<td>Required System Offsets</td>
</tr>
</tbody>
</table>
Object Codes
Consolidations and Levels

• Object Codes are grouped into Levels
• Levels are grouped into Consolidations
Balance Inquiries on the

General Ledger
- Available Balances
- Balances by Consolidation
- Cash Balances
- General Ledger Balance
- General Ledger Entry
- General Ledger Pending Entry
- Open Encumbrances

Labor Distribution
- Account Status (Base Funds)
- Account Status (Current Funds)
- Calculated Salary Foundation
- Employee Funding
- July 1 Position Funding
- Labor Ledger View
- Labor Ledger Pending Entry
- Position Inquiry
General Ledger Inquiries

- Available Balances
- Balances by Consolidation
- Cash Balances
- General Ledger Balance
- General Ledger Entry
- General Ledger Pending Entry
- Open Encumbrances

Labor Distribution

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<table>
<thead>
<tr>
<th>Look Up Menu Option</th>
<th>Look Up Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available Balances</td>
<td>Displays the cumulative balances for an account by object code; comparing budget, actual, and encumbrances to display the amount of funds remaining.</td>
</tr>
<tr>
<td>Balances by Consolidation</td>
<td>Displays account balances at the highest object code reporting tier (the consolidation) and allows you to drill down to the next reporting level. You can continue this drill down process to arrive at the actual e-doc where the transaction began (assuming the transaction originated with a KFS e-doc and not from an external system).</td>
</tr>
<tr>
<td>Cash Balances</td>
<td>Displays the beginning, year-to-date, and available cash balances for an account and/or sub-account. It provides a bottom line snapshot of your account. The report was designed for those accounts that produce income/revenue through sales and services, and cash accounts. Caution: The Cash Balances inquiry should not be confused with the Available Balances inquiry that compares actual transactions and encumbrances to budget amounts.</td>
</tr>
<tr>
<td>General Ledger Balance</td>
<td>Shows an account's object code balances for each month of the fiscal year. Similar to some of the other KFS online inquiry screens the user can drill down into the balances to view transaction detail and individual e-docs.</td>
</tr>
</tbody>
</table>
## Types of Balance Inquiries - Transactions

<table>
<thead>
<tr>
<th>Look Up Menu Option</th>
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</tr>
</thead>
<tbody>
<tr>
<td>General Ledger Entry</td>
<td>Displays the individual transactions that make up the balance in an account.</td>
</tr>
<tr>
<td></td>
<td>It is the same inquiry that can be displayed by drilling down into the General Ledger Balance report, but instead of drilling down from the General Ledger Balance screen you can go directly to this report by selecting it from the Balance Inquires menu.</td>
</tr>
<tr>
<td>General Ledger Pending Entry</td>
<td>The General Ledger Pending Entry Lookup is identical to the General Ledger Entry lookup except that it displays General Ledger Pending Entry transactions.</td>
</tr>
<tr>
<td></td>
<td>Transactions are pending until the document has made its way completely through the approval process and the G/L batch posting job has run.</td>
</tr>
</tbody>
</table>
## Types of Balance Inquiries - Transactions

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<th>Look Up Menu Option</th>
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<tbody>
<tr>
<td>Open Encumbrances</td>
<td>Displays the detail for open encumbrances. Enter either: the fiscal year, chart, and account number OR the fiscal year and document number.</td>
</tr>
<tr>
<td></td>
<td>The valid values for the encumbrance report include 'EX' (external encumbrances) 'IE' (internal encumbrance) 'PE' (pre-encumbrance).</td>
</tr>
<tr>
<td></td>
<td>External encumbrances (EX) are those that are owed externally to entities outside Stevens and represented by an open purchase order.</td>
</tr>
<tr>
<td></td>
<td>Internal encumbrances (IE) represent funds set aside for commitments within Stevens, such as payroll or employee benefits.</td>
</tr>
<tr>
<td></td>
<td>Pre-encumbrances (PE) are established within the KFS via the Pre-encumbrance document.</td>
</tr>
</tbody>
</table>
Balance Inquiry-Object Type Options

- Income Statement Only
  - Shows only the revenues and expenses within an account.
  - Useful view for managing accounts with budgets that govern the amount available for spending
  - Accounts in the sub-funds of
    - Central Appropriations (CENTA)
    - Designated (DESIG)
    - Sponsored agreements, (SPON)
    - Construction in Progress (CIP)
Balance Inquiry-Object Type Options

- **Balance Sheet Only**
  - Shows the activity or balances for just the assets and liabilities in an account.
  - Most useful for accounts with asset and liability balances in object codes other than Claim on cash (1100).
  - Sub-funds:
    - Current Funds-General (CFGEN)
    - Endowment Funds-General (EFGEN)
    - Plant Funds-General (PFGEN).
• Consolidation: Aggregates amounts by sub-account, sub-object code, and object type.

• Detail: Returns balances for each sub-account, sub-object code, and object type.
Balance Inquiry-
Include Pending Ledger Entry

- **No**: includes only transactions posted to the G/L (those run in the nightly batch job).
- **Approved**: includes transactions posted to the G/L and those approved in workflow, but not yet posted.
- **All**: includes any and all transaction regardless of their pending or posted status.
Balance Inquiry Demonstration

- Lookup a central appropriation account
  - 1100352
  - Compare budget to actual for income and expenses
  - Export to a spreadsheet and calculate totals
Balance Inquiry Demonstration

• Lookup the transactions in the same central appropriations account
  – Export to a spreadsheet and review for accuracy
Hands-on Exercises

• Lookup the available balances in an account in your organization
  – Export the balances

• Lookup the transactions in the same account
  – Export the transactions and review
Labor Distribution Inquiries

**Balance Inquiries**

- General Ledger
  - Available Balances
  - Balances by Consolidation
  - Cash Balances
  - General Ledger Balance
  - General Ledger Entry
  - General Ledger Pending Entry
  - Open Encumbrances

**Labor Distribution**

- Account Status (Base Funds)
- Account Status (Current Funds)
- Calculated Salary Foundation
- Employee Funding
- July 1 Position Funding
- Labor Ledger View
- Labor Ledger Pending Entry
- Position Inquiry
Labor Distribution Inquiries

• Account Status (Current Funds)
  – Employees paid on specific accounts and objects code; shows all activity for a month, including all actual expenditures and encumbrances

• Employee Funding
  – Funding for an employee within the university system by employee identification number

• Labor Ledger View
  – Reflects compensation by individual across all accounts for each fiscal period
Labor Distribution Inquiry Demonstration

- Account Status-Current Funds
- Employee Funding
- Labor Ledger View
Hands on Exercises

1. Lookup an account and view all of the salaries by drilling into each month
2. Lookup ID 13105 using the two options by individual:
   a. Employee funding
   b. Labor ledger view
Detailed Document Search
Document Types

DV = Disbursement Voucher
PO = Purchase Order
REQS = Requisition
PREQ = Payment Request
DI = Distribution of Income and Expenses
SB = Service Billing
Hands-on Exercises

1. Lookup the status of a DV
   a. Look for the vendor first
   b. Get the vendor number
   c. Enter as “payee”
Next Steps – eThority Data Warehouse

Planned roll-out by early April

• On demand budget versus actual reports
• Detail transaction reports
• Other financial reports by organization, department, and unit
Questions?