

# User Documentation 2.0

back to KFS Learning Center - [Documentation Home page](#) | back to kuali.org Web site > Downloads and Resources - [Kuali Financial System Download page](#)

## Kuali Financial System Learning Center



### Contents

- [KFS User Documentation Downloads](#)
- [KFS Technical Documentation](#)
  - [KFS Technical Documentation – Installation & Upgrades](#)
  - [KFS Technical Documentation – Development](#)
- [KFS Functional Documentation](#)
- [Documentation Feedback](#)
- [Related Kuali Documentation Resources](#)
- [Copyright Information](#)

### Purpose & Overview

**Welcome** to Kuali's comprehensive online **library** of user documentation resources. Here you will find help, guides, manuals, tutorials, knowledge bases, glossaries, FAQs and more to assist you with your use of KFS software.

KFS User Documentation provides high-quality descriptions of how the software system interacts and performs with manual procedures in order to appropriately respond to business events. These user assistance materials are aimed at not only providing **user guides** and **online help** for implementing institutions, but also at providing **a basis for the training of new system users**.

The term **end user** is meant to differentiate software developers from the users of the programs they write, and similarly, for information technology professionals to distinguish the system administrator from the users of computers for which the administrator is responsible. The Administration Guide covers use of Maintenance Documents used for maintaining reference tables used in system administration only. Refer to [Technical Documentation](#) for more detailed administrator, workflow, superuser, implementation, installation, customization, configuration, and developer resources.

## KFS User Documentation Downloads

### What's New In Release Version 2.2

- Please see [KFS 2.2 Release Notes](#) for complete details of what is included in release 2.2.
- Please see [KFS 2.1 Release Notes](#) for complete details of what is included in release 2.1. Refer to [Kuali Financial System Modules](#) for a listing of modules by release, and the [KFS 2.0 Release Notes](#) for complete details of the release 2.0.
- Note: 2.0 Guides and help include all 1.0 information, which has been updated according to refactoring and enhancements; with the addition of documentation for the new functionality delivered in the 2.0 software release.
- The release 1.0 editions of the user guide and help are provided as a reference for those who previously downloaded the first software release, the details of which are noted in [KFS Release Notes 1.0](#).

### User Documentation Types and Formats

KFS user documentation is accessible for download, viewing and printing from this page in a variety of formats.



- User guides are available in both Word and PDF for your convenience. Hardcopy documentation is available as a self-service since all formats are printable via various means from this site on your local printer.



- Online Help for Release 2.0 is derived from the same user guide content and is available in hypertext markup language `<html>` format. The compiled help system is editable via any common HTML editor (for example, Dreamweaver).







- Wiki pages: Look for the View Printable Version of Current Page and Export Page As PDF icons placed throughout the KFS Documentation wiki for your convenience.

Format	Document Title & Link to Download	Description	Last Updated	# of Pages	Size
 	<a href="#">KFS 2.1 User Guide Volume 1.doc</a> <a href="#">KFS 2.1 User Guide Volume 1.pdf</a>	Copyright and Preface, KFS Overview, General Ledger, and Chart of Accounts Maintenance Documents. Content includes module overviews, e-doc overviews, tab and field definitions, procedural task steps for entry and routing, business rules, examples, screen shot graphics with callouts, cross-references, instructions for transactions, searches, inquiry & maintenance, administration document maintenance, list of tables & figures, and an index.	12/14/2007	241	14.0 MB
 	<a href="#">KFS 2.1 User Guide Volume 2.doc</a> <a href="#">KFS 2.1 User Guide Volume 2.pdf</a>	Financial Transactions, Decision Support, Enterprise Workflow, and Accounting Line Import. Content includes module overviews, e-doc overviews, tab and field definitions, procedural task steps for entry and routing, business rules, examples, screen shot graphics with callouts, cross-references, instructions for transactions, searches, inquiry & maintenance, administration document maintenance, list of tables & figures, and an index.	12/14/2007	342	17.2 MB

 	<p>KFS 2.1 User Guide Volume 3.doc KFS 2.1 User Guide Volume 3.pdf</p>	<p>Purchasing and Accounts Payable, Labor Distribution, Contracts and Grants. Content includes module overviews, e-doc overviews, tab and field definitions, procedural task steps for entry and routing, business rules, examples, screen shot graphics with callouts, cross-references, instructions for transactions, searches, inquiry &amp; maintenance, administration document maintenance, list of tables &amp; figures, and an index.</p>	<p>12/14/2007</p>	<p>453</p>	<p>23.4 MB</p>
 	<p>KFS 2.1 Administration Guide.doc KFS 2.1 Administration Guide.pdf</p>	<p>Basic Administration Document Operations, Chart of Accounts Administration Documents, Year-End Administration Documents, Disbursement Voucher Related Administration Documents, Financial Processing Administration Documents, Setting Up Workflow, Technical Configuration and Monitoring, Purchasing/Account s Payable Administration Documents, Vendor-Related Administration Documents, Labor Distribution Administration Documents, Contracts and Grants Pre-Award and Post-Award Administration Documents, Setting Up a KFS User, System Administration Documents, and Pre-Disbursement Processor (PDP).</p>	<p>1/9/2008</p>	<p>388</p>	<p>20.5 MB</p>

 	<p>KFS 2.0 User Guide Volume 1.doc KFS 2.0 User Guide Volume 1.pdf</p>	<p>Copyright and Preface, KFS Overview, General Ledger, and Chart of Accounts Maintenance Documents. Content includes module overviews, e-doc overviews, tab and field definitions, procedural task steps for entry and routing, business rules, examples, screen shot graphics with callouts, cross-references, instructions for transactions, searches, inquiry &amp; maintenance, administration document maintenance, list of tables &amp; figures, and an index.</p>	<p>11/8/2007</p>	<p>241</p>	<p>14.0 MB</p>
 	<p>KFS 2.0 User Guide Volume 2.doc KFS 2.0 User Guide Volume 2.pdf</p>	<p>Financial Transactions, Decision Support, Enterprise Workflow, and Accounting Line Import. Content includes module overviews, e-doc overviews, tab and field definitions, procedural task steps for entry and routing, business rules, examples, screen shot graphics with callouts, cross-references, instructions for transactions, searches, inquiry &amp; maintenance, administration document maintenance, list of tables &amp; figures, and an index.</p>	<p>11/8/2007</p>	<p>342</p>	<p>17.2 MB</p>

 	<p>KFS 2.0 User Guide Volume 3.doc KFS 2.0 User Guide Volume 3.pdf</p>	<p>Purchasing and Accounts Payable, Labor Distribution, Contracts and Grants. Content includes module overviews, e-doc overviews, tab and field definitions, procedural task steps for entry and routing, business rules, examples, screen shot graphics with callouts, cross-references, instructions for transactions, searches, inquiry &amp; maintenance, administration document maintenance, list of tables &amp; figures, and an index.</p>	<p>11/8/2007</p>	<p>453</p>	<p>23.4 MB</p>
 	<p>KFS 2.0 Administration Guide.doc KFS 2.0 Administration Guide.pdf</p>	<p>Basic Administration Document Operations, Chart of Accounts Administration Documents, Year-End Administration Documents, Disbursement Voucher Related Administration Documents, Financial Processing Administration Documents, Setting Up Workflow, Technical Configuration and Monitoring, Purchasing/Account s Payable Administration Documents, Vendor-Related Administration Documents, Labor Distribution Administration Documents, Contracts and Grants Pre-Award and Post-Award Administration Documents, Setting Up a KFS User, System Administration Documents, and Pre-Disbursement Processor (PDP).</p>	<p>11/8/2007</p>	<p>388</p>	<p>20.5 MB</p>

	KFS 2.0 User Documentation Set.zip	Combines .pdf versions of volumes 1, 2 & 3 of the User Guide and the Administration Guide into a single, compressed .zip archive file.	11/8/2007	1424	62.3 MB
	Kuali Financial System 2.0 Online Help Compressed	A .zip archive file of the complete release 2.0 online help system that is embedded in the KFS application, which includes graphics, hyperlinked cross-references, electronic table of contents, full navigation features, and document-specific URLs.	11/7/2007	--	24,898 KB
	Kuali Financial System 1.0 User Guide	Covers the core modules that make up the foundation of the KFS application, including: Chart of Accounts, Financial Transactions, General Ledger, Nervous System, Enterprise Workflow and Decision Support. 581 pages, 17 MB	10/12/2006	581	17 MB
	Kuali Financial System 1.0 Online Help	A single html page with page-level (document-level) anchors. Primarily includes overview text, field definition tables, and procedural instructions.	10/12/2006	1	1,091 KB



**Caution - File Sizes and Download Times**

Please take into consideration that a degree of patience may be required when downloading, and the time is proportional to the size of the document.

Depending on your connection speed, several seconds to several minutes might be necessary to download some of the documents available here.

File sizes are provided for your convenience in this regard.



**Handy Hint - PDF and Word Readers**

Files with the extension .pdf require the use of Portable Document Format (PDF) screen reader software, such as Adobe Acrobat Reader 4.0 or later (or equivalent) for optimal online viewing, downloading, saving and/or printing. PDF files allow you to view documentation as it was created. You can search and print PDF files from the Adobe Acrobat reader. You must use Acrobat 4.0 or higher to view documents in this format. Click on the Get Acrobat Reader image


below for complete instructions on installing this freeware program and to download a free copy.



Get the MSWord Reader [here](#)

[back to top](#)

## Technical Documentation

 Also see our [javadoc](#) and the full [Rice documentation](#)

## Installation & Upgrades

### System Requirements

#### Setup

- Build Process
  - Configuration Properties
  - Standalone Workflow
- Database
  - Bootstrap
  - Post Data Load Encryption
  - Platform Independence
  - Entity Relationship Diagrams
- Eclipse IDE

#### Customizations

- Spring Beans
  - Module Definitions
- Extended Attributes
- Upgrades & Customization Maintenance

## Development

### Architecture

#### Critical Concepts & Services

- Data Dictionary
- Business Objects
  - Database Tables
  - Object Relational Mapping
    - Business Objects w/ Updateable Collections
  - Business Object Data Dictionary Entries
- Modules
- System Parameters
- Security
  - Encryption
  - Masking
  - Authentication
  - Module Authorizers
  - Document Authorizers
- Users & Groups

#### Lookups

- Multiple-Value Selection

## Inquiries

### Documents

- Document Type Meta-Data
  - Document Data Dictionary Entries
  - Financial Document Types
  - Workflow Document Types
    - Rule & Search Attributes
- User Messages
- Business Rules
  - Validation & Error Handling
- Pre-Rules (Deriving Values & Asking Questions)
- Questions (Prompting a User for Additional Information)
- Workflow Lifecycle
- Value-Added JavaScript
- **Kinds of Documents**
  - **Maintenance Documents**
    - Data Dictionary Entry
    - Document Initiation
    - Maintainable (Document-Level Control)
    - Business Rules
    - **Global (Mass) Maintenance Documents**
  - **Transactional Documents**
    - Data Dictionary Entry
    - Document Class (Document-Level Control)
    - User Interface
      - Model (Struts Form)
      - View (JSPs and Tags)
      - Controller (Struts Action)
  - **Accounting Documents**

### Batch

- Batch Upload Screens

[back to top](#)

---

## Functional Documentation

- Chart of Accounts
- Financial Transactions
- General Ledger
- Labor Distribution
- Purchasing and Accounts Payable
- Research Administration - Pre-Award
- Research Administration - Post-Award (Contract & Grant)

[back to top](#)

---

## Documentation Feedback

### Your Comments Are Welcome!

The Kualu Foundation values and appreciates your comments as a KFS user and reader of documentation provided herein. As we write, revise, and evaluate our user documentation, your feedback is the most valuable input we receive. If you would like to contact us with comments or suggestions for future editions of KFS user documentation, please send an e-mail to [kualitestdrive@oncourse.iu.edu](mailto:kualitestdrive@oncourse.iu.edu)



**Online Help E-Mail Feedback:**

---





Click the **Mail** icon on the help menu bar from any screen, document or page to immediately provide feedback on a particular help topic. Your default e-mail application is launched with the 'To' and 'Subject' fields automatically populated, along with the help URL in the body of the e-mail. Just add your comments and click Send.



#### Documentation Feedback - Issue Tracking System:

Project in JIRA



Complete Contact Information, News &

Event Subscription Services:

<http://www.kuali.org/contact.shtml>

### KFS 2.0 User Documentation Survey

As a member of the Kuali Financial System Community, this is another opportunity for you to directly contribute to improving the quality and value of the user documentation set for KFS 3.0. Please take a few minutes to answer some questions and enter your comments. Click the following link to get started: [http://www.surveymonkey.com/s.aspx?sm=dLvd0hJrSrWT\\_2b7SfU5Yq1g\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=dLvd0hJrSrWT_2b7SfU5Yq1g_3d_3d)

[back to top](#)

## Related Kuali Documentation Resources

**www.kuali.org site - Downloads and Resources page:** <http://www.kuali.org/resources/>

### Test Drive w/ Online Help & Driver's Manual



Take a Test Drive and use the built-in Online Help to help you navigate:

- Test Drive Home Page: <http://kualitestdrive.org/>
- Driver's Manual: <http://kualitestdrive.org/kualimanual.pdf>
- Test Drive System containing online help: <http://kualitestdrive.org/kuali-ptd/portal.jsp>

### RICE Documentation



<http://rice.kuali.org/>

An enterprise-class middleware suite of integrated products that make up a business application development framework for Kuali and non-Kuali applications using a modular, Service Oriented Architecture (SOA) approach with components such as workflow, notification, and user interface configuration.



<https://test.kuali.org/confluence/display/KULRICE/Home>

A comprehensive set of online documentation (wiki) for all things related to Kuali RICE.

### Kuali Base System Financial Policies



[KFS\\_Financial\\_Policies\\_Template.doc](#)

Get guidance for establishing new / modifying existing financial policies to govern transactions that post to your financial system with templates for Internal Control, Authorizations, Chart of Accounts, Cash Receipts, Cash Disbursements, Journal Vouchers and Reports.

### Kuali Financial Administrator Development Series



<http://www.kuali.org/resources/fad.shtml>

Develop a customized Financial Administrator Development Series for your institution with documents that include: Getting Started Checklist,

Sample Agenda, Suggested Topic Descriptions, and Customizable Sample Presentations (Fund Accounting, Indirect Cost, Internal Controls, Ethics & Risk Assessment powerpoints).

## Accounting Line Import Templates



[accountinglineimporttemplates.zip](#)

Import multiple accounting lines with efficiency using excel workbook templates (.csv format) customized for various financial transaction document types in KFS, including: Advance Deposits, Cash Receipt, Credit Card Receipts, Disbursement Voucher, Service Billing, Auxilliary Voucher, Budget Adjustment, Year End Budget Adjustment, Distribution of Income and Expense, Internal Billing, Pre-Encumbrance, Transfer of Funds, Year End Distribution of Income and Expense, Year End Transfer of Funds, General Error Correction, Year End General Error Correction, Indirect Cost Adjustment, Journal Voucher, External Encumbrance, Labor Distribution Journal Voucher, and Non-Check Disbursement.

## Batch File Formats



[BatchFileFormats.pdf](#)

Batch Input File Format Specifications, including XML Rules and Schemas for General Ledger Collector and Procurement Card.

## Cover Sheet Templates



[CashReceiptCoverSheetTemplate.pdf](#) [disbursementVoucherCoverSheetTemplate.pdf](#)

The cover sheet templates that are printable from within the KFS application for the Cash Receipt and Disbursement Voucher documents used for paper copies sent to verifying units or other institutional locations along with accompanying media, cash, attachments or supporting documentation that contain identifying and address-related information.

## Frequently Asked Questions



Kuali Financial System

- [Kuali Foundation](#)
- [Chart of Accounts](#)
- [Financial Transactions](#)
- [General Ledger](#)
- [Standard Reports](#)
- [Workflow](#)
- [Contracts & Grants](#)
- [Accounts Payable/Purchasing](#)
- [Labor Distribution](#)

## The Kuali Glossary - Learn to speak Kuali



<http://kualitestdrive.org/glossary.html>

A brief glossary of KFS-specific terminology providing just enough Kuali to give you the necessary background to proceed with the Test Drive.

## Lab Session Scenarios



[Simple Scenarios.doc](#) [Complex Scenarios.doc](#)

Short Scenario documents used in Kuali Days Laboratory sessions for functionality demonstration and practice of typical end user functions.

## Commercial Support



[The rSmart Group](#) [rSmart Kuali Financials](#)

- <http://www.kuali.org/about/affiliates.shtml>

[back to top](#)

---

## Copyright Information

Unable to render {include} The included page could not be found.