Kuali Financial System

Accounts Receivable
Focus Group

Monday, August 26th, 2013
1:00 PM – 3:00 PM
University Services Building, Room 103
1. Introductions
2. Kuali Overview
3. Focus Group Objectives
4. Accounts Receivable (AR) Introduction Demo
5. Other Items?
# Kuali Financial System

## Project Team (AR)

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Project Sponsors</strong></td>
<td>Mike Allred, Tim Maurice (UCDHS)</td>
</tr>
<tr>
<td><strong>Lead Functional SME– AR</strong></td>
<td>Ileana Acevedo</td>
</tr>
</tbody>
</table>
| **Functional SME – AR**  | Sylvia Montgomery  
<pre><code>                      | Susan Moore                                         |
</code></pre>
<p>| <strong>Lead Functional SME – AR (UCDHS)</strong> | Linda Dickinson                                     |
| <strong>A&amp;FS Project Director</strong> | Radhika Prabhu                                      |
| <strong>KFS AR Project Lead</strong>  | Vivek Saini                                         |
| <strong>Phase 3 Focus Group</strong>  | All of you!                                         |</p>
<table>
<thead>
<tr>
<th>Focus Group Introductions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Name</td>
</tr>
<tr>
<td>• Department</td>
</tr>
<tr>
<td>• Role in the department</td>
</tr>
<tr>
<td>• Member of shared service center or cluster?</td>
</tr>
<tr>
<td>Kuali Advantages</td>
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<tr>
<td>------------------</td>
</tr>
<tr>
<td>• Community source project</td>
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<tr>
<td>• J2EE architecture and middleware products</td>
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<tr>
<td>• Tight integration and similar look and feel</td>
</tr>
<tr>
<td>• Based on proven technologies and proven baseline systems</td>
</tr>
<tr>
<td>• Opportunity for collaboration with UC’s and other Higher Education institutions</td>
</tr>
<tr>
<td>• Institutions can choose to implement only those functional elements that meet their needs and extend certain functionality</td>
</tr>
<tr>
<td>• No vendor or licensing fees</td>
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</tbody>
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KFS Design

New System Design?

Existing Financial System (Indiana’s FIS)

Web Based Service Oriented Technology

Limited Enhancements Defined by Functional Council

Reference: Kathleen McNeely, KFS History and Update, NACUBO 2007
KFS Implementation Roadmap

Complete

- Chart Of Accounts
- C&G (Post Award)
- Financial Transactions
- Labor Distribution
- General Ledger

In Progress

- Purchasing – Accounts Payable – Capital Assets (Feb 1\textsuperscript{st} 2014)
- \textbf{Base} Accounts Receivable (Spring 2014)
KFS Implementation Roadmap

- After Pur-AP
  - Kuali Materiel Management (replaces UCD Buy)
  - Kuali Travel (replaces MyTravel)

- After AR
  - Contracts & Grants Billing
  - Order Billing System

- Other
  - UCPATH – KFS Work
• KFS AR replaces DaFIS AR

1. GAP/FIT ANALYSIS
2. SCOPE OF WORK
3. REQUIREMENTS
4a. DEVELOPMENT & TESTING
4b. INTEGRATION
5. READINESS for DEPLOYMENT

We are here

CAMPUS CHANGE MANAGEMENT
Campus feedback, Communication plan, Training materials
Focus Group Objectives (charge letter)

• Analysis and Design Phase
  – Provide knowledge about how the campus will use the system
  – Provide the project team feedback about system configuration questions

• User Testing Phase
  – Assist the project team with the testing of the system

Thank you for your Time & Involvement in the KFS Project!
## DaFIS AR Use (Top 3)

### Invoice

<table>
<thead>
<tr>
<th>Top Level Org</th>
<th># of Initiators</th>
<th># of Documents</th>
</tr>
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<tbody>
<tr>
<td>School of Vet Med</td>
<td>30</td>
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<tr>
<td>VC – Research</td>
<td>13</td>
<td>1,052</td>
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### Void Invoice

<table>
<thead>
<tr>
<th>Top Level Org</th>
<th># of Initiators</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>School of Vet Med</td>
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<td>147</td>
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<tr>
<td>VC – Research</td>
<td>11</td>
<td>49</td>
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</table>
DaFIS AR Use (Top 3)

- **Payment Adjustment**

<table>
<thead>
<tr>
<th>Top Level Org</th>
<th># of Initiators</th>
<th># of Documents</th>
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<tbody>
<tr>
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<td>52</td>
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<tr>
<td>VC – Research</td>
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<td>14</td>
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</table>

- **Writeoff**

<table>
<thead>
<tr>
<th>Top Level Org</th>
<th># of Initiators</th>
<th># of Documents</th>
</tr>
</thead>
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<td>School of Vet Med</td>
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<td>4</td>
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<tr>
<td>VC – Research</td>
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<td>2</td>
</tr>
<tr>
<td>DaFIS</td>
<td>KFS</td>
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<tr>
<td>-------</td>
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<td></td>
</tr>
<tr>
<td>Customer</td>
<td>Customer</td>
<td></td>
</tr>
<tr>
<td>Invoice</td>
<td>Customer Invoice</td>
<td></td>
</tr>
<tr>
<td>Void Invoice</td>
<td>Customer Invoice Correction</td>
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<tr>
<td>Credit Memo</td>
<td>Customer Credit Memo</td>
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</tr>
<tr>
<td>Payment</td>
<td>Cash Control/Application</td>
<td></td>
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<tr>
<td>Payment Adjustment</td>
<td>Cash Control/Application</td>
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<td>Writeoff</td>
<td>Customer Invoice Writeoff</td>
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<tr>
<td>Collection</td>
<td>Not in base AR</td>
<td></td>
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</table>
Customer

- KFS has a centralized customer while DaFIS customer is associated with an org (chart-org-customerid).

- KFS Customer and Contact Name will be changed to 80 chars as in DaFIS.

- Contact Name, Phone, Fax and 800 numbers will be added to the Customer Address Tab.

- Transactions (Invoice, Payment etc.) are still associated with an organization.
Customer Invoice

- KFS Customer Invoice will be modified to allow higher orgs to create invoices for subordinate orgs.

- The billing chart and org will be editable and the user will be able to enter the subordinate org as a billing org.
Customer Invoice Correction

- DaFIS Void Invoice can be done by correcting the KFS Customer Invoice document.

- KFS Customer Invoice correction document reverses the total amount of the existing Invoice document.
Customer Credit Memo

• KFS allows a credit memo document before the payment has been applied.

• KFS Credit Memo displays the open amount from the referenced Invoice and only quantity or amount can be changed on the document.
Cash Control / Application

- DaFIS Payment document is equivalent to a Cash Control and a Application document in KFS.

- KFS payment can be applied in 3 different ways.
  1. Invoices
  2. Non-AR account
  3. Unapplied section for the customer.

- KFS Application document does not allow overpayments to an invoice. The extra amount is applied to another pending invoice.
Payment Adjustment

DaFIS Payment Adjustment document is equivalent to a Cash Control and a Application document in KFS.

DaFIS Payment Adjustment document has 3 options.
1. Reapply payment within org
2. Refer credit amount to Central Office
3. Refund credit amount to customer
## Payment Adjustment

### Option 1 – Reapply payment within Org

- It is a two step process in KFS.

1. **Correction:** Reverse the previous payment. This is done by creating a new set of Cash Control / Application document with a negative amount.

2. **Reapplication:** Apply the payment to a different invoice. This is done by creating a new set of Cash Control / Application document.
Payment Adjustment

Option 2 – Refer credit amount to Central Office

- KFS offers this functionality by document correction.

  1. Correction: Reverse the previous payment. This is done by creating a new set of Cash Control/Application document with a negative amount.
Payment Adjustment

Option 3 – Refund credit amount to customer

• There are two ways to refund the customer in KFS.
  – Reverse the payment and refund
    1. Correction: Reverse the previous payment. This is done by creating a new set of Cash Control / Application document with a negative amount.
    2. Refund: This is done by creating a new set of Cash Control / Application document. The payment is applied to the Non-AR section and the Refund checkbox is selected. A Disbursement Voucher is created once the Application document is approved.

  – Refund from the unapplied amount
    1. This is the case where the payment is parked in the Unapplied section for the customer. The payment is applied to the Non-AR section and the Refund checkbox is selected. A Disbursement Voucher is created once the Application document is approved.
Invoice Writeoff

- There is no change in the functionality.
AR Customer Document

Used to Create/Modify AR Customer Info in KFS
• Replaces the DaFIS Customer Maintenance document
AR Customer Document (Address Tab)
AR Customer Invoice

• Used to Invoice/Bill Customers
• Replaces the DaFIS AR Invoice
AR Cash Control

• Provides a mechanism for linking a batch of deposited funds to the documents that will create the GL transactions including the CR and AR Payment Application Documents
AR Payment Application

- Used to apply an AR payment in KFS
- Replaces the DaFIS AR Payment document
AR Customer Credit Memo

- Used to credit an AR Customer in KFS
- Replaces the DaFIS AR Credit Memo document
AR Customer Invoice Writeoff

- Used to write off the balance of an AR customer in KFS
<table>
<thead>
<tr>
<th>KFS Resources</th>
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| **KFS project page** -
| **AR focus group page** –
| **Kuali Foundation Test Drive**:
  http://testdrive.kfs.kuali.org/kfs-ptd/portal.jsp |
| **For general questions or comments, please email**:
  kfs-ar@ucdavis.edu |