Glossary

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Contents

Glossary of Terms

Key Term, Role & Acronym Definitions and Synonyms

Overview

This glossary is a compilation of the business terminology relevant to the KFS system. It also includes any technical terminology that users of the system must understand and some general research administration terminology.

⚠️ **Disclaimer**: The maintainers of this archive are not necessarily the authors or maintainers of the individual term or acronym definitions appearing in this glossary. To correct or contribute to this document, send an e-mail to kfsglossary@kuali.org. Contributions of others may be copyright of those individuals. You may copy and distribute this document in any form provided you acknowledge this source. Exclusion of a term does not necessarily mean it is not acceptable.

Purpose

The purpose of the KFS Glossary is to foster common understanding of terminology between the users and developers of the system. Terms are listed alphabetically by term, acronym or abbreviation, not by meaning.

🖊️ Context-sensitive, functional field descriptions can be found interspersed throughout the KFS Online Help and User Documentation set. Refer to the appropriate topic by screen, page or tab name for the corresponding field to locate the field definition table in that section.

Click on a term to display its definition:

Account

Term. Identifies a pool of funds assigned to a specific university organizational entry for a specific purpose. Global document functionality is available for this document.

Account Delegate

Role. An individual assigned by the Fiscal Officer to approve documents on their behalf.

Account Manager

Role. An individual at either the Departmental level or the Responsibility level who has the responsibility for ensuring that funds are spent and managed according to the goals, objectives and mission of the organization, to ensure that the funds are being spent according to a budgeted plan and that the allocation of expenditures is appropriate to the function identified for the account.

Account Review

Action. A workflow route node that requires Fiscal Officers to see the documents affecting their accounts. The business rule may require approval or notification (FYI).

Account Summary

Term. Summarizes the accounting information from the line items on a Requisition, Purchase Order, Payment Request and Credit Memo.

Account Supervisor

Role. An individual at either the Departmental or the Responsibility Center level who oversees the management of the account at a higher-level than the Fiscal Officer.

Account Type

Term. An attribute of account that categorizes (or groups) accounts for reporting purposes.

Accounting Period

Term. Defines the accounting year, its subdivisions and their attributes to be used throughout the KFS. These usually correspond to calendar months but may include special processing periods.

Accounts Payable

Module. Components of the Purchasing & Accounts Payable module that facilitate processing of vendor invoice and credit memos related to goods and services procured through a Purchase Order.

Accounts Payable Approved Date

Term. The date the Accounts Payable Review group approved the Payment Request or Credit Memo.

Accounts Payable Review

Action. The first route level after an AP document (PREQ and CM) is submitted.

Accounts Receivable

Module. The KFS module that records future receipts not yet realized by the university (for example, money owed to the university).

Accrual

Term. An accounting term that indicates that an expense or revenue will be recorded at the time that it is incurred rather than when cash is paid out. Revenue accruals result in an accounts receivable (asset) and expense accruals result in an accounts payable (liability). Also an option on the Auxiliary Voucher that requires that you set a reversal date.

Accrual Type

Term. The Accrual type (AVAE) on the Auxiliary Voucher e-doc is used to post accrual entries to the General Ledger that must be reversed in a designated month following the posting period.

Accrued Income

Term. A special receivable that is a calculation of investment income due to the KEMID since the last income payment date.

Accumulated Depreciation

Term. Sum of depreciation charges accumulated to date or previously accumulated on a capital asset.

Accumulated Payments

Term. The sum of payments or invoices that comprise a fixed asset.

Acknowledge

Button. Action. A workflow action requesting that a user open a document and acknowledge having viewed it before it can be removed from the user's action list.

ACM

Acronym. A document type for assigning a contract manager.

Acquisition Type

Term. This describes how the asset was acquired (for example, new, gifted, found, or fabricated).

Action List

Term. A list that displays e-docs routed to you for some action (approval, acknowledgment, FYI). E-docs appear in your action list only when your action is requested, and disappear after you have taken action on them. Action list display preferences and filters can be set by the user.

Action List Type

This tells you if the action list item is a notification or a more specific workflow request item. When the action list item is a notification, the action list Type is 'Notification.'

Action Request

Term. A request to a user or Role to take action on a document, it designates the type of action that is requested, which include:

Approve - requests an approve or disapprove action.

Complete - requests a completion of the contents of a document. This action request is displayed in the action list after the user saves an incomplete document.

Acknowledge - requests an acknowledgment by the user that the document has been opened - the doc will not leave the inbox until acknowledgment has occurred; however, the document will not be held and will be processed.

FYI - a notification to the user regarding the document. Documents requesting FYI can be cleared directly from the action list.

Action Request Hierarchy

Action requests are hierarchical in nature and can have one parent and multiple children.

Action Requested

The action one needs to take on a document; also the type of action that is requested by an Action Request. Actions that may be requested of a user are:

Acknowledge: requests that the users states he or she has reviewed the document.

Approve: requests that the user either Approve or Disapprove a document.

Complete: requests the user to enter additional information in a document so that the content of the document is complete.

FYI: intended to simply make a user aware of the document.

Action Taken

Term. An action taken on a document by a Reviewer in response to an Action Request that results in one of the following action statuses:

Saved - The initiator has saved the document for later consideration.

Canceled - Reviewer has canceled document; routing has stopped.

Disapproved - Reviewer has disapproved document; routing has stopped; Acknowledge requests are sent to prior approvers.

Completed - Reviewer has completed all actions requested on the document.

Approved - Reviewer has approved the action requested on the document.

Acknowledged - Reviewer has viewed and acknowledged the document.

FYI - Notification to alert the reviewer about this document.

Blanket Approved - Reviewer has exercised blanket approval at a specified point in route path on document. Reviewers who have not approved will receive Acknowledge requests.

Return to Previous - document is returned to a previous point in the route path.

See also Supervisor Functions.

Activated

The state of an action request when it is has been sent to a user's action list.

Activation

The process by which requests appear in a user's action list

Activation Type

Defines how a route node handles activation of Action Requests. There are two standard activation types:

Sequential: Action Requests are activated one at a time based on routing priority. The next Action Request isn't activated until the previous request is satisfied.

Parallel: All Action Requests at the route node are activated immediately, regardless of priority

Active Indicator

field

The flag in a maintenance table that determines if a particular record (table row value) is available for use or not. Typically, inactive values may not be used on transactions or assigned as attributes in other tables.

AD

Acronym. An acronym for Advance Deposit. See Advance Deposit.

Ad Hoc Recipients

Role. Recipients added to a document in addition to the normal workflow routing. Ad Hoc Recipients can be both persons and/or roles. Allowable action requests include Approve, Acknowledge or FYI.

Ad Hoc Routing

Phrase. To route a document to a user or role that normally would not receive it. The routing returns to the prescribed path after the Ad Hoc Routing is complete. Also the route level in which most transactions begin their routing. See also Ad Hoc Recipients and Route Node.

Add Payment

Term. The add payment document is used to apply payments to the asset database. The add payment document is used for two purposes 1) to add payments for non-moveable additions, and 2) to shift payments between assets.

Address Type for a Vendor

Phrase. Code used for categorizing types of vendor addresses.

Adjustment Type

Term. The Adjustment type (AVAD) on the Auxiliary Voucher e-doc is used to post adjusting entries to the General Ledger that is not reversed in the following month.

Advance Deposit

Document. Direct Bank Deposits recorded with no verification through the normal cash receipt process.

Aged Customer Listing

Term. An accounting process where a report is generated on a customer to list all the open invoices that is still unpaid. The open invoices are categorized by the days they are overdue (for example, 0-30 days, 31-60 days, 61-90 days and over 90 days).

Agency

Term. Maintains detailed information pertaining to an external agency associated with sponsored projects.

Agency Type

Term. Description categories assigned to agencies. Common Agency Types are Federal, State, Non-Profit, or Commercial/Industrial. (For example, all agencies of the US Federal government are classified with an Agency Type of Federal.)

AICPA

Acronym. An acronym for American Institute of Certified Public Accountants.

AICPA Function

Term. An attribute of Higher Education Function Code that can be used for reporting.

Annotation

Term. Optional comments added by a Reviewer, intended to explain or clarify the approval decision or advise subsequent Reviewers.

AP

Acronym. Stands for Accounts Payable. See Accounts Payable.

APO

Acronym. Stands for Automatic Purchase Order. See Automatic Purchase Order.

APO Limit

Term. The upper dollar limit under which a requisition will become an automatic purchase order (APO). This dollar amount is established with the Organization Parameter Maintenance document. The amount can be altered to the contract dollar amount if a contract has been specified.

Application Constants

Term. A workflow technical function used to create new or view existing workflow application constant names and values.

Appointment Type

Term. Maintains personnel and position names on the Budget e-doc.

Approve

Term. A workflow action button. Signifies that the document represents a valid business transaction in accordance with institutional needs and policies in the user's judgment. A single document may require approval from several users, at multiple route levels, before it moves to final status.

Approver

Role. A KFS user role that allows for document approval at any route level (including Ad Hoc Routing). As a document moves through Workflow, it moves one route level at a time. An approver operates at a particular route level of the document. The first route level for most financial documents is the Fiscal Officer route level (also called the Account Level). The screen view and available action options of a document may vary, depending on whether the document is at that approver's route level, or at some other route level.

Asset

Term. An economic resource owned by the organization.

Asset Acquisition Type

Term. (For example, gift, transferred from other university, federal or state excess or found in inventory.)

Asset Condition

Term. Code used to describe the condition of the asset (for example, Excellent, Good, Fair, and Poor).

(Asset) Create Date

Term. Date the asset was created in the asset database.

Asset In-service Date

Term. Date the asset is placed in service and becomes eligible for depreciation.

Asset Maintenance

screen

Used for file maintenance, viewing asset information and to complete physical inventories. User maintained tables such as warranty, asset component, and repair history can be accessed from this screen.

Asset Nbr

Abbreviation. An abbreviation for Asset Number. The record number for an asset in the system. This is the permanent number, not to be confused with the tag number.

Asset Net Book Value

Term. Calculated field, derived from capital asset total cost amount minus accumulated depreciation amount.

Asset Representative

Term. The asset representative field can be used to group assets by a person's name (for example, staff member, faculty member) whose name is in the Universal User Table. The information presented on reports will be in the format of last name, first name.

Asset Retirement

Term. Records financial transactions associated with disposals of capital assets from the asset database.

Asset Status

Term. (1) A code describing the current status of the asset. (2) The current status of an asset (for example, Active, Retired, or Fabrication).

Asset Transfer

Term. Records a sale or transfer of capital equipment between departments at an institution.

Asset Transfer Payment Cd

Abbreviation. When an asset is transferred payment records are generated to create an audit history of the transfer. The transfer document will create an (off set) payment for the original payments, and generate new payments using the account the asset was transferred to. The 'original' payment and the 'offset' payment will have the transfer payment code set to 'Y'. The payment for the new (receiving account) will have the transfer payment code set to 'N'. The 'Y' code allows the old payments to be excluded from depreciation.

Asset Type

Term. (1) A code used to classify the type of item purchased. The useful life of equipment is assigned by the asset type. The useful life is used to calculate depreciation. 2) A subgroup of assets with common functionality. The asset type code determines the length of time the assets will be depreciated. 3) The category of asset including depreciable life, whether movable or not, building and room required, etc. 4) a subgroup of assets with common functionality. The asset type code determines the length of time the assets will be depreciated.

Attachment

The pathname of a related file to attach to a Note. Use the 'Browse...' button to open the file dialog, select the file and automatically fill in the pathname.

Attribute Type

Used to strongly type or categorize the values that can be stored for the various attributes in the system (e.g., the value of the arbitrary key/value pairs that can be defined and associated with a given parent object in the system).

Authentication

The act of logging into the system. The Out of the box (OOTB) authentication implementation in Rice does not require a password as it is intended for testing purposes only. This is something that must be enabled as part of an implementation. Various authentication solutions exist, such as CAS or Shibboleth, that an implementer may want to use depending on their needs.

Author Universal ID

A free-form text field for the full name of the Author of the Note, expressed as 'Lastname, Firstname Initial'

Authorization

Authorization is the permissions that an authenticated user has for performing actions in the system.

Auto FR

Abbreviation. A literal piece of text appended to the beginning of a transaction description when an entry has been moved to a continuation account when processed by the accounting cycle.

Automatic Purchase Order

Term. The Automatic Purchase Order (APO) is automatically generated when a requisition document is fully approved and all the APO rules are met. APO rules are: requisition total is less than the APO limit for the departmental organization (value set by Purchasing), requisition total is greater than 0, there are no restricted items, the vendor has been selected from the vendor lookup, the vendor is not a restricted vendor, the requisition is not a recurring payment type of request, the departmental organization has not set an 'PO Total Cannot Exceed' amount, the requisition has not added alternate vendor names, the funds will be encumbered in the current fiscal year, the requisition does not contain a trade-in and

discount line item, the requisition does not have a capital asset object code on any line items. An APO document can only be created under certain conditions, as specified in the business rules set up by the institution.

Automatic Stay

Term. The period of time in a bankruptcy case between the filing and the discharge during which no attempts to collect a debt may be made outside the proceedings of the Bankruptcy Court. A KFS Accounts Receivable customer's bankruptcy status is located on the customer record.

Auxiliary Voucher

Term. Records accrual, adjustment and recode entries. These may be posted to open periods, which are set by each institution.

AV

Acronym. A Document Type code for the Auxiliary Voucher document. See Auxiliary Voucher.

AVAD

Abbreviation. A Document Type code for an Auxiliary Voucher document coded as an Adjustment. See Adjustment Type.

AVAE

Abbreviation. A Document Type code for an Auxiliary Voucher document coded as an Accrual. See Accrual Type.

AVRC

Abbreviation. A Document Code Type for an Auxiliary Voucher Document coded as a Recode.

Award Purpose

Term. Identifies the type of activity being conducted by the awarded sponsored project. Strongly correlates to the Higher Education Function Codes. (Examples include Research, Instruction, or Public Service.)

Award Status

Term. Maintains the status codes that can be assigned to an award to indicate where it is in the granting process.

BA

Acronym. A Document Type Code for the Budget Adjustment Document. See also Budget Adjustment.

BACK

Abbreviation. An abbreviation for Backup Transactions.

Balance Type

Term. Defines the different types of balances supported by the application. The examples might include

A2   A21 BALANCES - LABOR LEDGER ONLY

AC   ACTUALS (BALANCE SHEET)

AS   ACTUAL STATISTICS

BB   ADJUSTED BASE BUDGET

BS   BUDGET STATISTICS

CB   CURRENT BUDGET

CE   COST SHARE ENCUMBRANCES

EX   EXTERNAL ENCUMBRANCE

IE   INTERNAL ENCUMBRANCE

JB   JULY 1 BUDGET

MB   MONTHLY BUDGET

NB   CLOSE NOMINAL BALANCE

PE   PRE-ENCUMBRANCE

RE   YEAR END BUDGET REVERSION

TR   TRANSFERS

Bank

Term. Defines information related to banking institutions doing business with an educational institution.

Bank Account

Term. Defines particular bank accounts and their operating attributes.

Bank Maintenance

Term. Maintains a list of banks used in the Pre-Disbursement Processor (PDP) disbursements and bank details including account number and routing number.

Bar Code Inventory

Term. CAM document that allows data to be uploaded into the system. Information is stored using hand held computers that scan the inventory items.

Base Amount

Term. The initial amount to be depreciated.

Base Attribute

Term. One of the required rule attributes for every Routing Rule. Base Attributes are comprised of:

Rule Template - the Rule Template used to create the Routing Rule.

Document Type - the Document Type to which the Routing Rule applies.

Active - a true/false flag to indicate if Routing Rule can be applied, i.e., if Routing Rule will be considered for a match.

From Date - the inclusive start date from which the Routing Rule will be considered for a match.

To Date - the inclusive end date to which the Routing Rule will be considered for a match.

Ignore Previous - a true/false flag to indicate if previous Routing for approval will be ignored.

Base Rule Attribute

The standard fields that are defined and collected for every Routing Rule. These include:

Active: A true/false flag to indicate if the Routing Rule is active. If false, then the rule will not be evaluated during routing.

Document Type: The Document Type to which the Routing Rule applies.

From Date: The inclusive start date from which the Routing Rule will be considered for a match.

Force Action: a true/false flag to indicate if the review should be forced to take action again for the requests generated by this rule, even if they had taken action on the document previously.

Name: the name of the rule, this serves as a unique identifier for the rule. If one is not specified when the rule is created, then it will be generated.

Rule Template: The Rule Template used to create the Routing Rule.

To Date: The inclusive end date to which the Routing Rule will be considered for a match.

Basic Accounting Category

Term. Groups the Object Type Codes into the basic accounting categories for reporting purposes.

Batch

Term. Describes processes which are generally run outside of regular operating hours (for example, 'jobs' used to process entries into the General Ledger or Labor Ledger).

BCACTV

Code.

A Function Control Code (system-defined value) that Activates Budget Construction for a given year.

BCGENE

Code. A Function Control Code (system-defined value) for Budget Construction Genesis. Enables the KFS to accept the budget construction genesis process.

BCUPDT

Code. A Function Control Code (system-defined value) for Budget Construction Update. Controls the ability to make updates to budget construction data.

Billing Address

Term. Each campus location is able to define a billing address. The delivery location determines the billing address that will be transmitted to the vendor. Vendors are instructed to send their invoices to the billing address.

Billing Organization

Term. An organization which bills customers for goods or services which generates revenue. Organization must be designated as such before using the Accounts Receivable module.

Blanket Approval

Authority that is given to designated Reviewers who can approve a document to a chosen route point. A Blanket Approval bypasses approvals that would otherwise be required in the Routing. For an authorized Reviewer, the Doc Handler typically displays the Blanket Approval button along with the other options. When a Blanket Approval is used, the Reviewers who are skipped are sent Acknowledge requests to notify them that they were bypassed.

Blanket Approve

Action. A workflow action available to designated KFS users when initiating or approving most Financial Documents. Blanket approval bypasses subsequent levels of approval and immediately moves a document to Processed or Final status. Anyone who would normally have received the document for approval receives an Acknowledgment request instead.

Blanket Approve Role

A role that has the authority to Blanket Approve a document.

Bond

Term. An investment that represents a creditor position with a corporation or government agency. Bonds have a date upon which full payment of principal is due, bear an interest rate, and pay interest in specified intervals.

Book Value

Term. The current value of an asset.

Branch

A path containing one or more Route Nodes that a document traverses during routing. When a document enters a Split Node, multiple branches can be created. A Join Node joins multiple branches together.

Budget Adjustment

Term. Records increases or decreases in current or base budget. Budget Adjustments crossing Income Stream accounts generate a behind the scenes Transfer of Funds to move the necessary cash.

Budget Aggregation Table

Term. Indicates the level at which the Object can be used for budgeting.

Budget Recording Level Table

Term. Indicates the level at which an account is budgeted. This functionality has not been implemented.

Building

Term. Building identifies where goods should be delivered or inventory is housed.

Building Code

Term. The record key for the building in the system.

Building Room Number

Term. The valid room number for the building that houses the asset.

Building Sub Room Number

Term. Provides an additional option to more accurately depict the asset location (for example, Cubicle Number).

Business Rule

Term. (1) Describes the operations, definitions and constraints that apply to an organization in achieving its goals. (2) A restriction to a KFS function for a business reason (such as making a specific object code unavailable for a particular type of disbursement). Customizable business rules are controlled by Parameters.

CAB Pending Transactions

Abbreviation. The Capital Asset Builder (CAB) is the module used to create assets for the CAM System. Transactions housed in CAB are 'pending' transactions until a) an asset is created, b) an existing asset is modified. Batch processes feed information into CAB from Purchasing A/P and the General Ledger via financial transactions.

CAE

Term. Council for Aid to Education

Calculated Salary Foundation

Term. When a July 1 Salary (created in budget construction) changes on July 2, it becomes the Calculated Salary Foundation. In Budget Construction, the salary amount to be incremented is the CSF or the most updated CSF amount (for example, July 2). CSF is associated with base funded positions (all fund groups) that are active, coded Regular, with the position budget flag checked, and the CSF flag checked on the job.

Campus

Term. Identifies the different fiscal and physical operating entities of an institution for use in the KFS.

Campus Parameter

Term. Defines basic identifying attributes of a campus-level purchasing unit at your institution.

Campus Plant Fund Account Number

Term. An attribute on the organization document that identifies the account where non-movable assets purchased by the organization are capitalized.

Campus Type

Term. Designates a campus as physical only, fiscal only or both.

CAMS

Acronym. An acronym for Capital Asset Management System, Indiana's property management system used as a baseline for development of the Capital Assets Module.

Cancel

Action. A workflow action available to document initiators on documents that have not yet been routed for approval. Denotes that the document is void and should be disregarded. Canceled documents cannot be modified in any way and do not route for approval.

Canceled

Status. A routing status. The document is denoted as void and should be disregarded.

Capital Asset

Term. A capital asset is defined as real or personal property that has a unit acquisition cost equal to or greater than $5,000 and an estimated life of one year or greater. Fixed assets include capital assets (for example, art & museum, buildings, infrastructure, improvements, land, land improvements, leasehold improvements, library books, movable, and movable fabrications.)

Capital Asset Management (CAM)

Term. Capital Asset Management tracks information using a series of documents for capital movable, non-movable, and non-capital items.

Capital Asset Moving Code

Term. A flag in the CAM system that indicated whether or not an asset is movable, or non-movable.

Capital Asset Number

Term. System generated asset number.

Capital Asset Transaction Type

Term. On movable equipments purchases the CAM Transaction Type is used to identify the asset category (for example, movable, fabrication, capital lease) and the type of addition (for example, new asset, modify existing.)

Carnegie-class

Term. Community. Indicates inclusion in a report classifying all accredited, degree-granting colleges and universities in the United States by the Carnegie Classification of Institutions of Higher Education.

Carrier

Term. Entities that transport goods which can be selected within the Purchasing/AP module.

Carry Value

Term. The actual cost of an asset (that is, the dollar value at which the asset was acquired).

Carryforward

Term. Object Code balances brought forward from a previous fiscal year, usually as part of year-end processing. Typically this term is used to reference Current Budget brought forward during the carryforward and reversion process but can also reference balances brought forward for assets, liabilities, fund balance and inception to date balance for income and expense. In sponsored projects, carryforward is a term for carrying unexpended funds from one budget period to the next budget period. This is most common with federal grants where a competing segment of 3 or more years is divided into one-year non-competing segments, and unexpended funds are carried forward to the next non-competing segment.

CAS - Central Authentication Service

http://www.jasig.org/cas - An open source authentication framework. Kuali Rice provides support for integrating with CAS as an authentication provider (among other authentication solutions) and also provides an implementation of a CAS server that integrates with Kuali Identity Management.

Cash

Term. Currency and deposits or other instruments with financial institutions that may be deposited or withdrawn without any restrictions or penalties. Typically cash represents uninvested assets held by the KEMID.

Cash Control

Term. Document that provides a mechanism for linking a batch of deposited of funds to the documents that will create the General Ledger transactions including the Cash Receipt and Application Documents. It serves as an electronic record of the deposit batch. The Cash Control Document itself does not create any General Ledger transactions but does link other documents which do create the General Ledger entries. It's used for all methods of payment and the documents generated by the Cash Control Document vary depending on which payment medium is being processed (for example, cash, check, credit card, wire/ACH).

Cash Drawer

Term. A function of the Cash Management document allowing authorized users to process deposits and make cashiering transactions.

Cash equivalents

Term. Short-term, highly liquid investments that are both readily convertible to known amounts of cash and so near their maturity that they present insignificant risk of changes in value because of changes in interest rates.

Cash Management Document

Document. Records the actual bank deposit for one or more Cash Receipt documents. This document may record the deposit of an individual cash receipt document or it may accumulate multiple cash receipt documents into one bank deposit.

Cash Receipt

Term. Records cash and checks received by units for subsequent deposit into bank accounts via the Cash Management Document (CMD.)

Catalog of Federal Domestic Assistance

Term. A number assigned by the US Government to a particular federal agency and funding program. All federal grants have a CFDA number assigned based on the particular federal agency and funding program providing the grant. See also CFDA Reference.

CCR

Acronym. A Document Type Code for the Credit Card Receipt document. See also Credit Card Receipt.

Certificate of Deposit

Term. A low risk, low return investment also known as a "time deposit" that is held by a KEMID for a pre-stated period. Early withdrawals are subject to penalty.

CFDA

Acronym. See Catalog of Federal Domestic Assistance. See also CFDA Reference.

CFDA Reference

Term. Maintains the information pertaining to a Catalog of Federal Domestic Assistance Reference number.

CG

Acronym. An acronym for Contracts and Grants. See Contracts and Grants.

Chart

Term. Defines the valid charts that make up the high-level structure of the KFS Chart of Accounts. It also defines who has management responsibilities for each chart. Accounts and object codes are specific to each chart. Represented in KFS by a two character code.

Chart Code

Code. An alphanumeric value that uniquely identifies a single chart. Compare to Chart.

Chart of Accounts

Module. Chart of Accounts (COA) is the set of controlling tables that define financial information, such as the codes and coding structures within KFS, including attributes like Accounts, Organizations, and Object Codes. The COA module exists primarily to support and validate entries into the General Ledger (G/L).

Chart/Org

Term. A combination of a chart code and organization code used to identify a unique organization on a specific chart.

Child Vendor

Term. Division of an existing vendor (Parent Vendor) that has a different name but the same Tax ID. Vendor number is always followed by a hyphen and a sequence number. The sequence number for the Parent Vendor Number is 0 whereas the Division Vendor Numbers is a 1 or greater.

Client

Term. A Java Application Program Interface (API) for interfacing with the Kuali Enterprise Workflow Engine.

Client/Server

Term. The use of one computer to request the services of another computer over a network. The workstation in an organization will be used to initiate a business transaction (e.g., a budget transfer). This workstation needs to gather information from a remote database to process the transaction, and will eventually be used to post new or changed information back onto that remote database. The workstation is thus a Client and the remote computer that houses the database is the Server.

Close

Action. A workflow action available on documents in most statuses. Signifies that the user wishes to exit the document. No changes to Action Requests, Route Logs or document status occur as a result of a Close action. If you initiate a document and close it without saving, it is the same as canceling that document.

CM

Acronym. Stands for Credit Memo. See Credit Memo.

CM Qty

Abbreviation. Identifies the number of items to be credited for a line item from the PO. Increases the Open Qty for a line item on the Purchase Order (PO).

CM Status

Term. The status of a credit memo. See Credit Memo for a list of all the statuses related to this document.

CM Unit Price

Term. The unit price for a line item to be processed as a credit. This field is automatically populated using the price from the Purchase Order (PO) but may be changed if the credit reflects a different price.

CMD

Acronym. A document type code for the Cash Management Document. See also Cash Management Document.

COA

Acronym. An acronym for Chart of Accounts. The basic structure of the account file. This defines the account number and its attributes, as well as the object codes (income and expense classes), and other key elements of the General Ledger file.

COLL

Abbreviation. An abbreviation for Collector. The doc type for the AR Collections reference doc.

Collector

Term. A KFS function that allows the uploading of XML transactions from outside systems which are then converted into Kuali format General Ledger Origin Entries. Transactions processed by the Collector are not subject to routing and approval and errors found when processing these transactions are typically the responsibility of the submitting organization. Interdepartmental billings from larger units are often advised to use the Collector.

Comma-Separated Value

Format. A file format using commas as delimiters utilized in import and export functionality.

Community Source

Concept. Mechanism. (1) A model for the purposeful coordination of work in a community. It is based on many of the principles of open source development efforts, but community source efforts rely more explicitly on defined roles, responsibilities, and funded commitments by community members than some general open source efforts. (2) A hybrid model of a community like 'The Pub between the Cathedral and the Bazaar' where higher education can really solve its application software challenges-B. Wheeler.

Complete

Action request. A pending action request to a user to submit a saved document.

Completed

Action. The status resulting from an action taken by a user or role in response to a request in order to finish populating a document with information, as evidenced in the Document Route Log. Also the status in the route log of an e-doc after it has been submitted by the initiator.

Component Number

Term. The component number is the key identifier of the component. The user can enter any numerical figure to create a component. The component number is required, must be numeric, and unique.

Component Tag

Term. The component tag number is used to record departmental tags assigned to components. The tag number is optional, is not validated, and is upper-cased.

Condition

Term. A code used to describe the condition of the asset (for example, Excellent, Good, Fair, or Poor).

Contact Type for a Vendor

Term. Defines the role of the vendor contact, which can assist in determining where inquiries should be directed within the vendor organization (for example, Accounts Receivable, Sales).

Content Routing

Term. A special type of routing that sends a requisition to a specified Kuali role. Content Routing is a setup option and rules are created based on the Chart and Organization of the Requisition initiator. This is most commonly used for the completion of accounting information. If this option is selected, all requisitions in the named chart and organization will route to a content approver.

Continuation Account

Term. An attribute of Account; the account designated to accept transactions posted to an expired account.

Contract Manager

Role. An individual who performs the duties of buyer and manages the contracts of the institution. Responsibilities include but are not limited to vendor selection, reasons for vendor choice and PO transmission method.

Contracts and Grants

Module. This KFS module allows you to record and track information regarding sponsored research program proposals and awards.

Co-PD/PI

Abbreviation. See Co-Project Director.

Co-Project Director

Term. The Co-Project Director is an individual who is jointly responsible (with the Project Director and any other Co-Project Directors) for the design, conduct and reporting of the sponsored project. This individual is also responsible for budget oversight on related sponsored project accounts. The Co-Project Director may also serve as the Co-Investigator (see also Principal Investigator).

Copy

Term. The portion of the total cost of a project that is not paid by the sponsoring agency, but rather is paid by the recipient organization or by a third party. Cost share is identified on the Research Budget and Routing Form during proposal submission, and is recorded during the project period in a cost-share sub-account of the primary project account.

Cost Share

Term. (1) The portion of project or program cost not borne by the sponsor and is the University's share of the cost of research. In Kuali Cost Share Transfers and Cost Share Encumbrances are generated by the accounting cycle to record this commitment. (2) The portion of the total cost of a project that is not paid by the sponsoring agency, but rather is paid by the recipient organization or by a third party. Cost share is identified on the Research Budget and Routing Form during proposal submission, and is recorded during the project period in a cost-share sub-account of the primary project account.

Cost Source

Term. See Purchase Order Cost Source.

Country

Term. Assigns specific identifying codes to country names.

Country Restricted Indicator

Field used to indicate if a country is restricted from use in procurement. If there is no value then there is no restriction.

CR

Acronym. A document type code for the Cash Receipt document. See also Cash Receipt.

Create Date

Term. Date capital asset record was created.

Create Division for a Vendor

Term. Allows a subset or grouping of vendors with the same Tax ID # ('parent vendor').

Creation Date

The date on which a document is created.

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Credit Allowed

Term. Within a Payment Request, if a quantity exists for a line item, the system calculates the total credit allowed for a line item based on the CM Qty and PO Unit Price when the Calculate button is clicked. If no quantity exists for this line, enter the dollar amount for the credit allowed and select calculate.

Credit Card Receipt

Term. Records credit card receipts and distributes the funds received to the appropriate accounts in the financial system.

Credit Card Type

Term. Found on the Credit Card Receipt e-Doc; defines the type of credit cards that are valid in the system (for example VISA, AMEX, etc.)

Credit Card Vendor

Term. Found on the Credit Card Receipt e-Doc; defines values for units that accept credit card transactions.

Credit Memo

Document. Document to Process credits issued by vendor for goods or services related to invoices processed on a Purchase Order (PO), Purchase Request (PREQ) or a Vendor. Generally created by a central processing unit (such as an Accounts Payable area) and initiation of the document may be restricted at your institution to members of a particular role.

Credit Memo FYI

Action. Credit Memo document routes an FYI to the Fiscal Officer associated with each account number that appears on the Credit Memo.

Credit Memo Status

Term. Defines the possible statuses that can be assigned to Credit Memo (CM) documents and assigns an identifying code to each status:

APAD - Awaiting AP Review

AFOA - Awaiting Fiscal Officer Approval

CANC - Canceled

CIPR - Canceled - In Process

CMPT - Complete

INPR - In ProcessInit - Initiated

Credit Memo Type

Term. Describes how a Credit Memo (CM) is applied to a: Payment Request (PREQ), Purchase Order (PO), or Vendor.

Credit Processed

Term. Field on a Credit Memo that records the amount of the credit applied to the line item. If the field is blank and if the Credit Memo (CM) quantity invoiced is populated, the system calculates the credit processed for a line item when the calculate button is clicked. If quantity is edited the system populates the field only if it is blank.

CSF

Acronym. An acronym for Calculated Salary Foundation. See Calculated Salary Foundation.

CSFUPD

Acronym. (1) An abbreviation for Calculated Salary Foundation Update. (2) A Function Control Code (system-defined value). Enables the updating of the calculated salary foundation (CSF).

CSV

Acronym. See also Comma-Separated Value.

CUSIP

Term. The standardized numbering system for securities developed by the American Bankers Association *C*ommittee on *U*niform *S*ecurity *I*dentification *P*rocedures.

Custodial Bank

Term. The financial institution that holds a marketable security on behalf of the owner institution.

Customer

Term. Customer is essentially a recipient of goods and services provided by an institution. Customer can be a person or a business. It agrees to pay for the goods and services rendered by an institution.

Customer Credit Memo

Term. Document used to adjust or rectify errors made in an invoice that has already been processed and sent to a customer. There could be many reasons to issue a

credit memo e.g. unit-price overcharged, services not performed etc. It can be printed on paper and mailed to the customer. Credit Memo is always linked to an invoice.

Customer Invoice

Term. Detailed bill issued by an institution for goods and services rendered to its customers. It's usually printed on paper and mailed to the customer. Typically, an invoice will have quantity of each item, unit price, service description, sales tax (if applicable) and an address for payment etc.

Customer Invoice Item Code

Term. Accounts Receivable identifier used to automatically populate designated invoice fields such as description, price, unit of measure and accounting information. These are created by Accounts Receivable users.

Customer Invoice Write Off

Term. Write Off is an accounting process where an institution acknowledges that it cannot collect the money from its customers. Sometimes customers make a partial payment against an invoice and sometimes they don't pay at all. Write Off is always linked to an invoice.

Customer Profile Maintenance

Term. Identifies Pre-Disbursement Processor (PDP) customers and related attributes such as a campus processing location and a contact e-mail address.

Date Approved

The date on which a document was most recently approved.

Date Finalized

The date on which a document enters the FINAL state. At this point, all approvals and acknowledgments are complete for the document.

Deactivation

The process by which requests are removed from a user's action list.

Decision Support

Term. The term commonly used to describe information access, analysis and reporting technologies and applications. Various inquiries and on-line reports are available within the KFS to provide an immediate picture of the current status of your account(s) as you transact your daily business. Since pending ledger entries are created the moment a document begins the routing process, transactions are immediately available for on-line inquiries. As a KFS user you can select the type of inquiry you wish to view, and the criteria you wish to have displayed in the report. a.k.a. Decision Support System.

Delegate

Role. A KFS user role that allows another user to approve documents at the Account Review level of routing as if they were the Fiscal Officer of an account. Fiscal Officers can delegate approval authority to other users based on attributes of a transaction, such as document type and dollar amount. Workflow is capable of supporting other types of delegates. See also Primary Delegate and Secondary Delegate. See also Primary Delegate and Secondary Delegate.

Delegate action list

Term. A separate action list for delegated actions.

Delivery Campus

Term. The campus where the goods will be received.

Delivery Instructions

Term. Text describing any special delivery instructions for the item(s).

Delivery Required Date Reason

Term. Gives further definition about the delivery date.

Delivery To

Term. The person who will receive the goods.

De-Merge

Term. A General Ledger process that prevents KFS from posting out-of-balance transactions. If there is an error in any transaction row a document, the De-Merger removes the entire document from the Scrubber and redirects it to an error file accessible via the GLCP document type.

Depreciable Life

Term. The number of years over which an asset will be depreciated.

Depreciation

Term. In accounting, depreciation is an expense recorded to allocate a tangible asset's cost over its useful life.

Depreciation Date

Term. Date depreciation on capital equipment begins.

DI

Abbreviation. A document type code for the Distribution of Income and Expense document. See Distribution of Income and Expense.

Disapprove

Action. A workflow action that allows a user to indicate that a document does not represent a valid business transaction in that user's judgment. A Disapprove action from any single approver prevents a document from ever posting to the G/L. The initiator and previous approvers will receive Acknowledgment requests indicating the document was disapproved.

Disapproved

Status. A status that indicates the document has been disapproved by an approver as a valid financial transaction and it will not generate the originally intended transaction.

Disbursement Range Maintenance

Term. Assigns a range of Disbursement Numbers to disbursements based on campus, disbursement type and bank.

Disbursement Voucher

Term. A document that processes payments that are not transacted through the Purchasing/Accounts Payable module of the KFS. Commonly referred to as the DV.

Disencumbrance

Concept. 1) To remove, relieve or reverse an existing encumbrance. A disencumbrance indicates that a portion or all of the original encumbrance has become an actual expense or is no longer expected. Examples: relieving a portion of an employee's salary encumbrance when payroll expenses for a pay period are booked to the ledger; or reducing part of a Purchase Order encumbrance when a Payment Request is processed to disburse funds to a vendor.

Distribute to Items

Action. Applies this distribution to all item lines that do not already have an accounting distribution specified.

Distribution of Income and Expense

Phrase. Used to reallocate income, expense, assets or liabilities within KFS.

Dividend

Term. Company profits paid pro-rata to stockholders, either in cash or additional shares.

Division

Team. A vendor who is part of a corporate structure.

Doc Handler

Term. The process that a Client uses for the appropriate display of a document. When a user selects a document in the action list, the Doc Handler manages access permissions, content format, and user options according to the requirements of the Client.

Doc Handler URL

The URL for the Doc Handler.

Doc Nbr

Abbreviation. See Document Number.

Doc Search

Term. An option which allows you to search for documents. You may search by a combination of document properties such as Document Type or Document ID, or more specialized properties in Detailed Search. The format of search results is the same as it is in action list.

Document

Term. See E-Doc.

Document ID

Term. See also Document Number.

Document Nbr

Abbreviation. See Document Number.

Document Number

Term. A unique, sequential, system-assigned number for a document

Document Operation

Term. A workflow function that provides an interface for authorized users to manipulate the XML data that defines a document in workflow. It allows you to access and open a document by Document ID for the purpose of performing operations on the document.

Document Search

A web interface in which users can search for documents. Users may search by a combination of document properties such as Document Type or Document ID, or by more specialized properties using the Detailed Search. Search results are displayed in a list similar to an action list.

Document Status

Term. See also Route Status.

Document Title

The title given to the document when it was created. Depending on the Document Type, this title may have been assigned by the Initiator or built automatically based on the contents of the document. The Document Title is displayed in both the action list and Document Search.

Document Type

Term. Document Type is used to distinguish between the different types of transactions (e.g., Cash Receipts, Disbursement Vouchers) or maintenance actions (e.g., Account or Fund Group maintenance) possible in the KFS as well as transactions that can be fed from external systems. A separate Workflow Document Type defines the routing behavior of KFS documents.

Document Type Hierarchy

A hierarchy of Document Type definitions. Document Types inherit certain attributes from their parent Document Types. This hierarchy is also leveraged by various pieces of the system, including the Rules engine when evaluating rule sets and KIM when evaluating certain Document Type-based permissions.

Document Type Label

The human-readable label assigned to a Document Type.

Document Type Name

The assigned name of the document type. It must be unique.

Document Type Policy

These advise various checks and authorizations for instances of a Document Type during the routing process

Documentation Location

Term. Establishes Documentation Locations for the submission of supporting documentation related to the DV documents

Donor

Term. A person or organization that provides money or property for the benefit of others.

Drilldown

Term. A link, usually on a KFS balance inquiry, that allows a user to access more detailed information about the current data.

Due Date Type

Term. Specifies different types of due dates from which to select in Routing Form preparation.

DUNS

Acronym. (1) An acronym for Data Universal Numbering System. (2) The DUNS number is a unique identifier for businesses that register with Dun and Bradstreet.

DV

Acronym. See Disbursement Voucher.

Dynamic Node

An advanced type of Route Node that can be used to generate complex routing paths on the fly. Typically used whenever the route path of a document cannot be statically defined and must be completely derived from document data.

ECL

Acronym. (1) An acronym for Educational Community License. (2) All software and material is available under the Educational Community License and may be adopted by colleges and universities without licensing fees. The open licensing approach also provides opportunities for support and implementation assistance from commercial affiliates.

E-Doc

Abbreviation. An electronic document representing a business transaction or maintenance action.

eDocLite

A framework for quickly building workflow-enabled documents. Allows you to define document screens in XML and render them using XSL style sheets.

EICR

Acronym. Origin Entry Group ID for Indirect Cost Recovery Encumbrance entries. See also Origin Entry Group, Indirect Cost Recovery, and Encumbrance.

Embedded Client

A type of client that runs an embedded workflow engine.

Employee Status

Term. Found on the User Document; defines the employee's current employment classification (for example, 'A' for Active).

Employee Type

Term. Found on the User Document; defines the employee's position classification (for example, 'P' for Professional).

Encumbrance

Term. A reservation of funds to cover obligations arising from purchase orders, contracts, salary commitments, etc. that are chargeable to, but not yet paid from, a specific account. Encumbrances project future expenditures and provide fiscal officers with a more accurate representation of an accounts available balance. Examples: a college may encumber funds for a later payment to cover expenses associated with

a facility member's trip to recruit new Assistant Professors; or encumbrances are established when a Purchase Order is approved to reserve funds payable to a vendor.

End Date

Term. Refers to warranty end date.

Endowment

Term. Funds with respect to which donors or other outside agencies have stipulated, as a condition of the gift instrument, that the principal is to be maintained inviolate and in perpetuity and invested for the purpose of producing present and future income and which may either be expended or added to principal.

Enroute

Status. A workflow routing status indicating that the document has pending approval requests.

Enterprise Feed

Term. A file of accounting transactions from an external system, for upload to the G/L.

Entity

An Entity record houses identity information for a given Person, Process, System, etc. Each Entity is categorized by its association with an Entity Type.

Entity Attribute

Entities have directory-like information called Entity Attributes that are associated with them

Entity Attributes make up the identity information for an Entity record.

Entity Type

Provides categorization to Entities. For example, a 'System' could be considered an Entity Type because something like a batch process may need to interact with the application.

ENTP

Abbreviation. Origin Entry Group ID for Enterprise Feed entries. See also Enterprise Feed and Origin Entry Group.

Equipment Loan/Return

Term. A document in the CAM system that tracks equipment loaned to faculty or staff which is removed from the institutions premises for any specified length of time.

Error Correction

Term. A workflow action button available in most transactional e-Docs which allows you to automatically correct a document by creating a new document that reverses the original transaction. This feature can only be used on documents that have completed the routing process and have been fully approved.

Estimated Life

Term. Estimated useful life of a component.

Etran Code

Term. Endowment Transaction code. A code that identifies the type of processing required for a transaction. During system set-up, Etran codes are mapped to General Ledger object or account codes. This mapping is used to create the General Ledger entries resulting from an endowment transaction.

Ex Dividend Date

Term. A date used by a corporation to identify owners of its shares for the purpose of distributing dividends. This date is always earlier than the date of the distribution. If shares are sold between the ex-dividend date and the date of distribution, the seller receives the dividend payment.

Exception

Term. A workflow routing status indicating that the document routed to an exception queue because workflow has encountered a system error when trying to process a rule.

Exception Messaging

The set of services and configuration options that are responsible for handling messages when they cannot be successfully delivered. Exception Messaging is set up when you configure KSB using the properties outlined in KSB Module Configuration.

Exception Routing

Term. See Exception.

EXT

Abbreviation. The Origin Entry Group Source Code for an external feeder system to KFS.

Extended Attributes

Term. Custom, table-driven business object attributes that can be established by implementing Kuali institutions and added to KFS, most commonly to chart of accounts.

Extended Cost

Term. If an item includes a Quantity and Unit Cost, KFS automatically calculates the Extended Cost (Quantity X Unit Cost) on the PURAP Items tab.

Extension Rule Attribute

One of the rule attributes added in the definition of a rule template that extends beyond the base rule attributes to differentiate the routing rule. A Required Extension Attribute has its 'Required' field set to True in the rule template. Otherwise, it is an Optional Extension Attribute. Extension attributes are typically used to add additional fields that can be collected on a rule. They also define the logic for how those fields will be processed during rule evaluation.

External Encumbrance

Term. Balance type identifying encumbrances which represent an obligation to pay parties external to the institution (such as vendor payments made via Purchasing/AP).

External System

Term. External feeder system to KFS. See EXT.

Fabrication Request

Term. The fabrication request serves two purposes. 1) It allows the user to create a record that tracks information for assets constructed at the college or university level. 2) It allows the user to create a control asset. Control assets are used to post payments that are reclassified as supplies and canceled invoices.

FASB

Acronym. An acronym for Financial Accounting Standards Board; sets accounting standards for non-public institutions.

Federal Contribution

Term. Dollar amount or percentage of Federal funds contributed to the cost of capital asset.

Federal Function

Term. An attribute of Higher Education Function Code that is used for federal reporting purposes (for example, GA for General Administration).

Federal Funded Code

Term. An attribute of Object Code that indicates the funding source and ownership of capital equipment (for example, Non-federally funded/University owned, Federally funded/University owned, or Federally funded/Federally owned).

Federal Pass Through

Term. Specifies whether the sponsored project is receiving funds from another entity who in turn is receiving the funds from the US Federal Government (for example, another university may provide the institution with funding that originated from the National Science Foundation). In addition to determining whether or not the funding is originally from a federal source, the specific federal agency is also identified. This information is required by OMB Circular A-133.

FEIN

Acronym. A Federal Employer Identification Number is also known as an Employer Identification

Number (EIN) and is used by the federal government to identify a business entity. The vendor in Kuali is keyed on either the FEIN or SSN - except when the vendor is foreign and no tax number is required.

Field Lookup

Term. The round magnifying glass icon found next to fields throughout the KFS that allows you to look up reference table information and display (and select from) a list of valid values for that field.

Final

Status. A workflow routing status indicating that the document has been routed and has no pending approval or acknowledgement requests. Documents in Final status are considered fully approved and will impact the General Ledger or update Chart of Accounts values.

Financial Reporting Codes

Term. An optional attribute of Sub-Account that may be used for reporting.

Financial Series ID

Term. Relates to the ICR Automated Entry; a code that identifies an indirect cost recovery percentage and the accounts and object codes to which it should be charged and recovered.

Financial System Function Control Code

Term. See Function Control Code.

FIS

Acronym. An acronym for Financial Information System, Indiana University's comprehensive financial system that is the legacy client/server application used as a baseline for development of KFS.

Fiscal Officer

Role. An attribute of Account; the individual who is responsible for the financial transactions of a particular account. Most documents will route to the Fiscal Officer for approval.

Fiscal Period

Term. Defines the various periods to which General Ledger entries can be posted. Months of the year are the most obvious examples, but other periods include beginning balance, C&G beginning balance and period 13 for closing transactions. See also Accounting Period.

Fiscal Year

Term. 1) An institution's defined yearly period used for the purposes of financial reporting. 2) Defines the active fiscal years to which General Ledger entries can be posted.

Fiscal Year Function Control

Term. Defines whether a given Function Control Code is active for a specific fiscal year. Used in the Budget Construction module. See Function Control Code.

Flexible Document

Term. Part of the KEW engine provided Client APIs in the form of a general document structure. It is used to add routing behavior to another document. It therefore provides convenient document functions such as routing interactions and adding attributes that will control Routing through the KEW engine.

Flexible Offset

Term. An optional KFS function that allows transactions impacting one account to generate appropriate offsets in a different account. If this feature is not used, KFS always generates offsets in the same account to which the original transaction posted.

Flexible Route Management

Term. A standard KEW routing scheme based on rules rather than dedicated table-based routing.

Flexible Route Module

Term. The Workflow Route Module that performs the Routing for any type of Routing Rule defined through FlexRM. It generates Action Requests when a Rule matches the data values contained in the document.

FlexRM

Abbreviation. An abbreviation for Flexible Route Management. See Flexible Route Management.

Force Action

A true/false flag that indicates if previous Routing for approval will be ignored when an Action Request is generated. The flag is used in multiple contexts where requests are generated (e.g., rules, ad hoc routing). If Force Action is False, then prior Actions taken by a user can satisfy newly generated requests. If it is True, then the user needs to take another Action to satisfy the request.

Format Check/ACH

Abbreviation. (1) An abbreviation for Format Checks for Automated Clearing House Payments. (2) Formats checks or ACH payments by selecting certain types of payments associated with specified PDP customers.

Format Summary Review

Term. Views summary and detail information about disbursements that have been formatted.

Frequency

Term. A predetermined date or point in time that an action should take place.

FTE

Acronym. Acronym for Full-Time Equivalent. A way to measure a worker's involvement in a project, or a student's enrollment at an educational institution. An FTE of 1.0 means that the person is equivalent to a full-time worker while an FTE of 0.5 signals that the worker is only half-time.

Function Control Code

Term. Defines the different types of Financial System Function Control Codes that may be activated for a given fiscal year on the Fiscal Year Function Control table. Used in the Budget Construction module.

Functional Council

Role. Provides overall project guidance related to the identification and prioritization of business practices and functionality requirements to be developed by each software application project. Comprised of senior administrators from core Kuali institutions, members serve as primary functional subject matter experts who communicate functional specifications to development teams.

Fund

Term. For a not-for-profit organization, the accounting separation of monies received and held for unique purposes. Many KEMIDs may be in one fund.

Fund Group

Term. The broadest category of funds. Used for reporting and business rules.

Funding Source

Term. Identifies where the money will come from to pay for the item being purchased (for example, Institutional Funds).

FYI

Acronym. Action. A workflow action request that can be cleared from a user's action list with or without opening and viewing the document. A document with no pending approval requests but with pending Acknowledge requests is in Processed status. A document with no pending approval requests but with pending FYI requests is in Final status. See also Ad Hoc Routing and Action Request.

G/L

Abbreviation. General Ledger.

GASB

Acronym. An acronym for Governmental Accounting Standards Board. It sets accounting standards for public institutions.

GEC

Acronym. See General Error Correction.

General Error Correction

Document. A document used to correct inappropriate or incorrect accounting string data for General Ledger entries generated from other financial transactions. Commonly referred to as the GEC.

General Ledger

Module. The official repository for the University's financial and budget information that stores account balance and budget information for multiple fiscal years as well as detailed records of all financial transactions.

General Ledger Correction Process

Term. A document used by central administration to correct G/L errors that occur during the accounting cycle. Typically the document uses origin entry groups as a source for correction, but has the ability to pull in external files. After being submitted the correcting entries are pre-edited / validated against the chart of accounts. Commonly referred to as the GLCP. See also Origin Entry Group.

Gift

Term. A voluntary transfer of items of value from a person or organization where no material amount of goods or services is expected, implied or provided to the donor. Gifts normally take the form of cash, checks, securities, real property, or personal property and may be restricted or unrestricted to a general area of use that benefits the organization or one of its components. After the organization has accepted the gift, it becomes their property, and the donor has no direct decision-making power regarding the gift.

GLCP

Acronym. See General Ledger Correction Process.

Global

Term. A type of maintenance document that facilitates multiple additions/changes in one document for certain maintenance docs (Account, Object Code, Account Delegate). Rather than create a separate document for each change, the global version of the document allows mass editing/updating within one document. See also Global Account, Global Account Delegate, Global Account Delegate Model, Global Object Code, and Global Sub-Object Code.

Global Account

Term. The maintenance document that enables editing of various attributes (for example, Fiscal Officer, Org, Address, etc.) on multiple accounts in one document.

Global Account Delegate

Term. The maintenance document that enables creation or replacement of account delegates and their level of authorization on multiple accounts in one document.

Global Account Delegate Model

Term. A template of a Global Account Delegate document that can be saved, edited and re-used. This eliminates the need for creation of a new Global Account Delegate document for situations where there are similar Delegate structures.

Global Object Code

Term. The maintenance document that enables adding new or editing existing Object codes to one or more Fiscal Years and one or more Charts in one document.

Global Sub-object Code

Term. The maintenance document that enables adding new or editing existing sub-object codes to one or more Fiscal Years and one or more Charts in one document.

Government Tag

Term. Tag number assigned to equipment purchased with federal and/or state funds.

Graduate Assistant

Role. Creates or modifies fee remission rates for Graduate Assistants on the Budget e-doc.

Grant Description

Term. Maintains the information pertaining to the type of agreement awarded to the institution. This information is primarily used with external sponsoring agencies for both pre-award and post-award activities.

Group

A Group has members that can be either Principals or other Groups (nested). Groups essentially become a way to organize Entities (via Principal relationships) and other Groups within logical categories.

Groups can be given authorization to perform actions within applications by assigning them as members of Roles.

Groups can also have arbitrary identity information (i.e., Group Attributes) hanging from them. Group Attributes might be values for 'Office Address,' 'Group Leader,' etc.
Groups can be maintained at runtime through a user interface that is capable of workflow.

Group Attribute

Groups have directory-like information called Group Attributes hanging from them. 'Group Phone Number' and 'Team Leader' are examples of Group Attributes.

Group Attributes make up the identity information for a Group record.

Group Attributes can be maintained at runtime through a user interface that is capable of workflow.

Hierarchical Tree Structure

A hierarchical representation of data in a graphical form.

Higher Education Function

Term. Classifies the purpose and activities of an account such as instruction, research, or public outreach.

Historical Balances

Term. Balances for a point in time (a date) that has passed.

Hold

Term. Payment documents, Payment Request (PREQ) and Credit Memo (CM), can be placed on HOLD. Hold prevents further routing, prevents auto-approval of PREQ documents, and excludes the document from eligibility for disbursement. Hold allows approval decisions to be researched. Displays 'true' if the Credit Memo (CM) or Payment Request (PREQ) is on hold. Displays 'false' if the CM or PREQ is not on hold.

Holdings

Term. Cash, assets and liabilities owned by a KEMID.

HRMS

Acronym. An acronym for Human Resources Management System.

IB

Acronym. (1) An acronym for Internal Billing. (2) A Document Type Code for the Internal Billing Document. See Internal Billing.

ICA

Acronym. Document Type Code for the Indirect Cost Adjustment. See Indirect Cost Adjustment.

ICR

Acronym. See Indirect Cost Revenue, also Indirect Cost Recovery.

ICR Entry Number

Term. Sequence number to assure that entries in the Indirect Cost Recovery Automated Entry table are unique.

ICR Poster Error Transactions

Term. These are the ICR entries that were not posted to the G/L due to errors.

ICR Poster Valid Transactions

Term. These are the ICR entries that were posted during a given accounting cycle run.

ICR Transactions

Term. A periodic system process (typically run daily) that determines the recent expenditures charged to a sponsored project, and calculates the ICR associated with those expenditures. The ICR is then provided to the institution by charging indirect cost expense to the sponsored project. See also Indirect Cost Revenue.

ICRE

Abbreviation. An identifier for an Origin Entry Group representing G/L ICR Poster Error Transactions. See also Origin Entry Group and ICR Poster Error Transactions.

ICRV

Abbreviation. An identifier for an Origin Entry Group representing G/L ICR Poster Valid Transactions. See also Origin Entry Group and ICR Poster Valid Transactions.

Incident Date

Term. Date event occurred which caused the asset to need for repair.

Income Stream Account

Term. The account designated to receive general funds as part of the budget process for institutional funds, or the account designated to receive income from the sponsoring agency on contract and grant

funds. When Budget Adjustments that involve accounts with different income stream accounts are made, the KFS can be configured to create an automated Transfer of Funds transaction to properly adjust cash between those income stream accounts.

Indirect Cost Adjustment

Term. A transactional document used to adjust the amount of indirect cost expense charged to a Contracts and Grants account and automatically adjust the associated amount of indirect cost revenue. Commonly referred to as the ICA.

Indirect Cost Recovery (ICR)

Term. The process by which institutional costs are recovered on grants and contracts. Commonly referred to as ICR. Also see Indirect Cost Revenue.

Indirect Cost Recovery (ICR) Automated Entry

Term. (Used to define all valid Series ID codes for a given fiscal year, their corresponding indirect cost rates and the accounting strings to use when recording indirect cost charges and revenues. See also Rate ID Code.

Indirect Cost Recovery (ICR) Exclusion by Account

Term. Defines specific object codes for an account which are excluded from creating system-generated indirect cost transactions.

Indirect Cost Recovery (ICR) Exclusion by Type

Term. (1) Defines the specific object codes for an ICR Type Code which are excluded from creating system-generated indirect cost transactions. (2) Defines the indirect cost exclusions associated with a defined Indirect Cost Type Code.

Indirect Cost Recovery (ICR) Type Code

Term. ICR Types are established to identify the types of expenses that are eligible (or ineligible) for

Indirect Cost Recovery. It is an attribute of Account that can be assigned to accounts that need to automatically generate indirect cost recovery.

Indirect Cost Revenue

Term. The revenue received by the institution from the sponsoring agency to cover indirect costs. Indirect costs are costs (such as light, heat, central administration, etc.) that cannot be directly allocated to any particular sponsored project, but nonetheless are real costs incurred by the institution as a result of participating in the sponsored project.

Initialized

The state of an Action Request when it is first created but has not yet been Activated (sent to a user's action list).

Initiated

Status. A workflow routing status indicating a document has been created but has not yet been saved or routed. A Document Number is automatically assigned by the system.

Initiator

Role. A KFS user role for a person who creates (initiates or authors) a new document for routing. Any Kuali user may initiate most of the document types, however, an Initiator may be required to belong to a Role for certain restricted document types (for example, Journal Voucher).

Inquiry

Term. A screen that allows a KFS user to query information from the database by entering selection criteria. Examples include the General Ledger and Labor Ledger Balance Inquiries.

Interest

Term. The fee charged for the privilege of using other people's money. This is typically expressed as an annual percentage rate. To the borrower, it is the cost of borrowing money. To the lender, it is the income generated from lending money.

Internal Billing

Term. A transactional document used to bill for goods or services provided by one department to another department within the institution, reflecting income to the provider and expense to the customer. Commonly referred to as the IB.

Internal Encumbrance

Term. Balance type identifying encumbrances which represent an obligation to pay an entity internal to the institution (such as salary encumbrances from a Payroll system).

Investments

Term. Assets acquired for the purpose of providing growth in value, income, or both.

Item Type

Term. Defines the different descriptive categories that can be applied to requisition, purchase order, payment request and credit memo line items. Some examples are: quantity, non-quantity, shipping & handling, and freight. The purchase order item type carries to the line items of the payment request and credit memo.

Item Type In Credit Memo

Phrase. The credit is processed at the line item level according to the item type - by quantity or by dollar if a non-quantity type. The item type is defined on the Purchase Order. Credits can be applied to a line item and a miscellaneous line. Credits can be offset on the credit memo document by processing the restocking fee line item ('Less Restocking Fee').

Items

Term. Purchasing and Accounts Payable documents are line item driven. Items refer to the document tab containing this detail. For example, on the Requisition, within items, one can specify current items and miscellaneous items.

Join Node

The point in the routing path where multiple branches are joined together. A Join Node typically has a

corresponding Split Node for which it joins the branches.

Journal Voucher

Term. Document. A KFS document used to perform accounting tasks that cannot be done by any of the other financial transaction documents. This document creates very open ended financial transactions, with few business rule checks. The JV document can also be used to correct errors that may occur in the system which inadvertently put the G/L out of balance.

July 1

Abbreviation. Term. First day of a Fiscal Year for most of governmental institutions.

JV

Acronym. Document. See Journal Voucher.

KCA

Acronym. See Kuali Commercial Affiliates.

KCB - Kuali Communications Broker

KCB is logically related to KEN. It handles dispatching messages based on user preferences (email, SMS, etc.).

KEM

Acronym. See Kuali Endowment Management.

KEMID

Term. A specific set of funds held by your institution as an endowment, trust fund, or specific set of funds functioning as an endowment.

KEN

Acronym. See Kuali Enterprise Notification.

KEN - Kuali Enterprise Notification

A key component of the Enterprise Integration layer of the architecture framework. Its features include:

Automatic Message Generation and Logging

Message integrity and delivery standards

Delivery of notifications to a user's action list

KEW - Kuali Enterprise Workflow

Kuali Enterprise Workflow is a general-purpose electronic routing infrastructure, or workflow engine. It manages the creation, routing, and processing of electronic documents (e-docs) necessary to complete a transaction. Other applications can also use Kuali Enterprise Workflow to automate and regulate the approval process for the transactions or documents they create.

Keyword

Term. Specifies a word from which to refine search criteria.

KFS

Acronym. See Kuali Financial System.

KIM

Acronym. See Kuali Identity Management.

KIM - Kuali Identity Management

A Kuali Rice module, Kuali Identity Management provides a standard API for persons, groups, roles and permissions that can be implemented by an institution. It also provides an out of the box reference implementation that allows for a university to use Kuali as their Identity Management solution.

KNS

Acronym. See Kuali Nervous System.

KNS - Kuali Nervous System

A core technical module composed of reusable code components that provide the common, underlying infrastructure code and functionality that any module may employ to perform its functions (for example, creating custom attributes, attaching electronic images, uploading data from desktop applications, lookup/search routines, and database interaction).

KPP

Acronym. See Kuali Partners Program.

KR

Acronym. See Kuali Rice.

KRA

Acronym. See Kuali Research Administration.

KS

Acronym. See Kuali Student.

KSB - Kuali Service Bus

Provides an out-of-the-box service architecture and runtime environment for Kuali Applications. It is the cornerstone of the Service Oriented Architecture layer of the architectural reference framework. The Kuali Service Bus consists of:

A services registry and repository for identifying and instantiating services

Run time monitoring of messages

Support for synchronous and asynchronous service and message paradigms

KTC

Acronym. See Kuali Technical Council.

Kuali

Term. (1) Pronounced 'ku-wah-lee'. A partnership organization that produces a suite of community-source, modular administrative software for Carnegie-class higher education institutions. See also

Kuali Foundation. (2) (n.) A humble kitchen wok that plays an important role in a successful kitchen.

Kuali Base System Financial Policies

Term. A guide for creating financial policies that can enhance financial system implementation. Written to be broadly applicable but also to provide meaningful guidance for consideration in adopting institutional policy, institutions are encouraged to make changes and add details to the included sample policies to reflect their own needs, structure and operations.

Kuali Coeus (KC)

Community. Delivers a means to administer your institution's research information, improve access to research information, and enhance support for research compliance. Based on the functionality of MIT's Coeus system, KRA is a re-engineering effort that adheres to the Kuali Architecture and Standards while filling in missing functionality. The application includes Proposal & Budget Development, Routing Form, Grants.gov Integration, Institutional Review Board (IRB) / Human Subjects, Awards, Conflict of Interest, Institute Proposal / Negotiations, Report Tracking, Subcontracts, Cost Share Commitment Tracking, Animal Care and Use, Bio-Safety Management, Subrecipient Monitoring, Export Controls / ITAR Management, and Chemical Tracking System. See also KRA Glossary.

Kuali Commercial Affiliates (KCA)

Community. A designation provided to commercial affiliates who become part of the Kuali Partners Program to provide for-fee guidance, support, implementation, and integration services related to the Kuali software. Affiliates hold no ownership of Kuali intellectual property, but are full KPP participants. Affiliates may provide packaged versions of Kuali that provide value for installation or integration beyond the basic Kuali software. Affiliates may also offer other types of training, documentation, or hosting services.

Kuali Endowment Management (KEM)

Community. Delivers a means to account for your institution's endowment funds (and similarly invested long-term funds) and their corresponding investments, transactions, obligations, and the underlying funds to which those assets and liabilities belong. Based on the functionality of the Indiana University Foundation Endowment and Trust Accounting (ETA) System, KEM is a re-engineering effort that adheres to the Kuali Architecture and Standards. The application includes investment tracking and reporting, investment participation (endowment and non-endowment) management and reporting including unitized transaction, budgeted and actual income projections (pooled funds and separately invested holdings), access to donor instructions, beneficiary disbursement process and information (tax) reporting, management of available funds with searchable data elements describing the terms of use.

Kuali Enterprise Notification (KEN)

Term. Kuali Enterprise Notification (KEN) acts as a broker for all university business related communications by allowing end-users and other systems to push informative messages to the campus community in a secure and consistent manner. All notifications are processed asynchronously and are delivered to a single list where other messages such as workflow related items (KEW action items) also reside. In addition, end-users can configure their profile to have certain types of messages delivered to other end points such as email, mobile phones, etc.

Kuali Enterprise Workflow (KEW)

Term. Kuali Enterprise Workflow is a general-purpose electronic routing infrastructure, or workflow engine used by KFS. It manages the creation, routing, and processing of electronic documents (e-docs) necessary to complete a transaction. Other applications can also use Kuali Enterprise Workflow to automate and regulate the approval process for the transactions or documents they create.

Kuali Financial System (KFS)

Community. Delivers a comprehensive suite of functionality to serve the financial system needs of all Carnegie-Class institutions. An enhancement of the proven functionality of Indiana University's Financial Information System (FIS), KFS meets GASB and FASB standards while providing a strong control environment to keep pace with advances in both technology and business. Modules include financial transactions, General Ledger, chart of accounts, contracts and grants, purchasing/accounts payable, labor distribution, budget, accounts receivable and capital assets.

Kuali Foundation

Community. Employs staff to coordinate partner efforts and to manage and protect the Foundation's intellectual property. The Kuali Foundation manages a growing portfolio of enterprise software applications for colleges and universities. A lightweight Foundation staff coordinates the activities of Foundation members for critical software development and coordination activities such as source code control, release engineering, packaging, documentation, project management, software testing and quality assurance, conference planning, and educating and assisting members of the Kuali Partners program.

Kuali Identity Management (KIM)

Term. A Kuali Rice component, Kuali Identity Management provides a standard API for persons, groups, roles and permissions that can be implemented by an institution. It also provides an out of the box implementation that allows for a university to use Kuali as their Identity Management solution.

Kuali Nervous System (KNS)

Term. A core technical module composed of reusable code components that provide the common, underlying infrastructure code and functionality that any KFS module may employ to perform its functions (for example, creating custom attributes, attaching electronic images, uploading data from desktop applications, lookup/search routines, and database interaction).

Kuali Partners Program

Community. The Kuali Partners Program (KPP) is the means for organizations to get involved in the Kuali software community and influence its future through voting rights to determine software development priorities. Membership dues pay staff to perform Quality Assurance (QA) work, release engineering, packaging, documentation, and other work to coordinate the timely enhancement and release of quality software and other services valuable to the members. Partners are also encouraged to tender functional, technical, support or administrative staff members to the Kuali Foundation for specific periods of time.

Kuali Rice

Community. Provides an enterprise-class middleware suite of integrated products that allow both Kuali and non-Kuali applications to be built in an agile fashion, such that developers are able to react to end-user business requirements in an efficient manner to produce high-quality business applications. Built with Service Oriented Architecture (SOA) concepts in mind, KR enables developers to build robust systems with common enterprise workflow functionality, customizable and configurable user interfaces with a clean and universal look and feel, and general notification features to allow for a consolidated list of work 'action items.' All of this adds up to providing a re-usable development framework that encourages a simplified approach to developing true business functionality as modular applications.

Kuali Student

Community. Delivers a means to support students and other users with a student-centric system that provides real-time, cost-effective, scalable support to help them identify and achieve their goals while simplifying or eliminating administrative tasks. The high-level entities of person (evolving roles-student, instructor, etc.), time (nested units of time - semesters, terms, classes), learning unit (assigned to any learning activity), learning result (grades, assessments, evaluations), learning plan (intentions, activities, major, degree), and learning resources (instructors, classrooms, equipment). The concierge function is a self-service information sharing system that aligns information with needs and tasks to accomplish goals. The support for integration of

locally-developed processes provides flexibility for any institution's needs.

Kuali Technical Council

Role. Sets development standards and processes, ensures compliance with established standards and procedures among contributors. Responsible to the Kuali Foundation Board for the technical success of the project, the KTC is an operationally-representative group of technical leaders who work with project managers and other operational leadership to implement sustainable practices that ensure software quality by ensuring there is an effective balance between a sound architecture, and the meeting of both project deadlines and functional requirements.

Labor Distribution

Module. The module of the KFS which addresses the budget and actual sides of the human resources component of financial systems. This includes positions, appointments, payroll and expense distribution, and effort reporting.

Labor Ledger Correction Process Document

Document. Document used by central administration to correct Labor errors that occur during the accounting cycle. Typically the document uses origin entry groups as a source for correction, but has the ability to pull in external files. After being submitted the correcting entries are pre-edited / validated against the chart of accounts.

Labor Ledger Journal Voucher

Term. The Labor Ledger Journal Voucher document is used to perform adjustments to the Labor Ledger that cannot be done by any of the other Labor Ledger e-docs. This document creates very open ended transactions, with few business rule checks.

Land Acreage

Term. Measure of a quantity of land.

Land County

Term. County land resides within.

Land Parcel Number

Term. Unique numerical code representing a parcel's legal description.

Last Inventory Date

Term. The date an asset was last physically verified, moved, relocated, inventoried, or tagged.

Last Modified Date

The date on which the document was last modified (e.g., the date of the last action taken, the last action request generated, the last status changed, etc.).

LBAK

Abbreviation. A prefix identifying Labor Backup entries in the Origin Entry Group table.

LBF

Acronym. A prefix identifying Labor Year-End Balance Forward entries in the Origin Entry Group table.

LDOC

Abbreviation. A prefix identifying Labor e-doc entries in the Origin Entry Group table.

Ledger Entries File

Term. The repository for the accounting transactions (debits and credits) which are the official accounting (and budget) entries to be audited each fiscal year. It contains all of the transactions and accumulated balances.

Letter of Credit Fund Group

Term. Maintains information pertaining to the various Federal line of credit fund groups available to an award. It is primarily used with external sponsoring agencies for both pre-award and post-award activities.

Liability

Term. A security that represents something the KEMID owes to another KEMID or organization. It possesses a negative value.

LLCP

Abbreviation. A Document Type Code for the Labor Ledger Correction Process document. See also Labor Ledger Correction Process.

LLJV

Abbreviation. A Document Type Code for the Labor Ledger Journal Voucher. See also Labor Ledger Journal Voucher.

LMPE

Abbreviation. A prefix identifying Labor Main Poster Error Entries in the Origin Entry Group table.

LMPV

Abbreviation. A prefix identifying Labor Main Poster Valid Entries in the Origin Entry Group table.

LOC

Acronym. An acronym for Letter Of Credit.

Lockbox

Term. Lockbox is a service provided by a bank to streamline the payment processes of an institution. Essentially, a lockbox is a post office box that the bank establishes and controls for an institution. The customers send their payments directly to this lockbox. The bank opens all correspondence, deposits the checks into designated accounts, and provides daily reports of deposit information. The institution receives a single daily electronic file of all remittance detail. The institution imports this file to update its accounts receivable system.

LSCE

Abbreviation. A prefix identifying Labor Scrubber Error Entries in the Origin Entry Group table. These

entries will need to be corrected using the Labor Ledger Correction Process.

LSCV

Abbreviation. A prefix identifying Labor Scrubber Valid Entries in the Origin Entry Group table. These entries will be passed on to the Labor Poster for further processing.

LSCX

Abbreviation. A prefix identifying Labor Scrubber Expired Accounts in the Origin Entry Group table. This is recorded for informational purposes only.

Maintenance Document

Term. An e-doc used to establish and maintain a Kuali table record (for example, account, sub-account, object code, sub-object code, project, organization, user, role, delegate, or review hierarchy). Most are accessible from the Administration Menu, while those specific to the Chart of Accounts module are accessible from the Main Menu.

Mandatory Transfer Elimination Code

Term. An attribute of Object Code that can be used to indicate whether the object code is considered a mandatory transfer code, an elimination code, or neither.

Manufacturer Name

Term. Company that manufactured the asset.

Market Value

Term. The valuation of a security; recorded as Unit Value on the Security record. Units Held x Unit Value = Market Value of a specific holding within a KEMID.

Medium ID

Abbreviation. Term. Field in the Cash Control document in the Accounts Receivable module which

identifies the document being processed. It is usually a check number.

Merge an asset

Phrase. Action. Merge an asset is used when two or more assets have been created that should be combined (merged) into one asset.

Merge Date

Term. Date assets were merged.

Merged Asset Number

Term. Asset Number assigned to new asset created when merging assets.

Message

The full description of a notification message. This is a specific field that can be filled out as part of the Simple Message or Event Message form. This can also be set by the programmatic interfaces when sending notifications from a client system.

Message of The Day

Term. An informational message intended to be displayed to all KFS users. In the KFS default portal it appears in the upper-left hand corner of the Main Menu. Access to modify the Message of the Day is restricted.

Message Queue

Term. Allows administrators to monitor messages that are flowing through the Service Bus. Messages can be edited, deleted or forwarded to other machines for processing from this screen.

Method of PO Transmission

Term. The way that the purchase order will be sent to the supplier (for example, Print, FAX, B2B, etc.)

Misc Items

Term. Additional charges/credits associated with requested items on Purchasing and Accounts Payable

related documents (for example, freight, shipping and handling, trade in, etc.)

Model Number

This is the model number assigned by the manufacturer of the asset.

MPE

Acronym. A prefix identifying G/L Main Poster Error Entries in the Origin Entry Group table.

MPV

Acronym. A prefix identifying G/L Main Poster Valid Entries in the Origin Entry Group table.

Mutual Fund

Term. An investment much like a pooled fund that is reported on the open market.

NACUBO

Acronym. An acronym for National Association of College and University Business Officers.

Namespace

A Namespace is a way to scope both Permissions and Entity Attributes. Each Namespace instance is one level of scoping and is one record in the system. For example, 'KRA' or 'KFS' could be a Namespace. Or you could further break those up into more finer grained Namespaces such that they would roughly correlate to functional modules within each application. Examples could be 'KRA Rolodex', 'KRA Grants', and 'KFS Chart of Accounts'.

Out of the box, the system is bootstrapped with numerous Rice namespaces which correspond to the different modules. There is also a default namespace of 'KUALI'.

Namespaces can be maintained at runtime through a maintenance document.

National Stock Number

Term. A 13-digit numeric code, identifying all standardized material items in the supply distribution system of the United States Department of Defense.

ND

Abbreviation. A Document Type Code for the Non-Check Disbursement document. See also Non-Check Disbursement.

Negative Payment Request Approval Limit

Term. Specified accounts or organizations can be given a dollar limit above which the system does not automatically approve an eligible enroute PREQ associated with those values.

Non Resident Alien

Term. For tax purposes, an alien is an individual who is not a U.S. citizen. Aliens are classified as nonresident aliens and resident aliens. Aliens are considered non-resident aliens unless they meet either the Green Card Test or the Substantial Presence Test to be treated as resident aliens. See Internal Revenue Service publication 519 for more information.

Non Resident Alien Tax Percent

Term. Federal and State tax percentages that can be used on the DV document for withholding for non-resident aliens.

Non-Check Disbursement

Term. Records charges or debits directly assessed to an institution's bank accounts. It is used primarily by the Tax and Treasury Accounting areas to record wire transfers, foreign drafts, etc.

Nonpersonnel Category

Term. An area of the Research Budget that defines and maintains types of nonpersonnel items (such as consultants or equipment) as a group of related object codes. Most sponsored projects proposals include a

budget which contains a personnel category and one or more nonpersonnel categories.

Nonpersonnel Object Code

Term. An object code that corresponds to a nonpersonnel budget item. The object codes are associated with the nonpersonnel categories in the Research Budget. See also Nonpersonnel Category.

Nonpersonnel Sub-Category

Term. Nonpersonnel items that are mapped to existing object codes. Each Nonpersonnel Category is associated with two or more sub-categories. Each sub-category is mapped to an individual object code.

Note Text

A free-form text field for the text of a Note

Notification Content

This section of a notification message which displays the actual full message for the notification along with any other content-type-specific fields.

Notification Message

The overall Notification item or Notification Message that a user sees when she views the details of a notification in her action list. A Notification Message contains not only common elements such as Sender, Channel, and Title, but also content-type-specific fields.

Object Code

Term. A four character code assigned to transactions to classify the transaction as a specific income, expense, asset, liability or fund balance transaction. Global functionality is available for this document.

Object Consolidation

Term. An attribute of Object Level that is used to group similar object levels into categories for reporting. Each Object Level belongs to a single Object Consolidation.

Object Level

Term. An attribute of Object Code that is used to group similar object codes into categories for reporting. Each Object Code belongs to a single Object Level.

Object Sub-Type

Term. An attribute of Object Code that is used to further refine Object Type. Typically used to build business rules on e-docs, it is also occasionally used for reporting.

Object Type

Term. An attribute of Object Code that is used to identify its general use, such as income, asset, expense, liability or fund balance.

Offset

Term. (1) The amount equaling or counterbalancing another amount on the opposite side of the same ledger or the ledger of another account. (2) An offsetting entry for an accounting transaction line. Typically offsets are generated behind the scenes by an e-doc of the accounting cycle and often post to cash, accounts payable or fund balance depending on the function of the document from which they are generated.

Offset Account

Term. A maintenance table that allows for the specification of flexible offsets for KFS accounts for institutions that choose not to record assets and liabilities in operating accounts.

Offset Definition

Term. Establishes the types of offset entries that the KFS General Ledger generates for each document type as part of a batch process, an e-doc or the accounting cycle.

Old Tag Number

Term. When tag numbers are defaced or missing a new tag number will be assigned to the asset. On the Global Location Document when new tags are

assigned to assets the existing tag number will be moved into the 'Old Tag Number' field.

OOTB

Stands for 'out of the box' and refers to the base deliverable of a given feature in the system.

Optimistic Locking

A type of 'locking' that is placed on a database row by a process to prevent other processes from updating that row before the first process is complete. A characteristic of this locking technique is that another user who wants to make modifications at the same time as another user is permitted to, but the first one who submits their changes will have them applied. Any subsequent changes will result in the user being notified of the optimistic lock and their changes will not be applied. This technique assumes that another update is unlikely.

Optional Extension Attribute

Term. An Extension Attribute that is not required in a Rule Template. It may or may not be present in a Routing Rule created from the Template. It can be used as a conditional element to aid in deciding if a Rule matches. These Attributes together are simply additional criteria for determining a match.

Optional Rule Extension Attribute

An Extension Attribute that is not required in a Rule Template. It may or may not be present in a Routing Rule created from the Template. It can be used as a conditional element to aid in deciding if a Rule matches. These Attributes are simply additional criteria for the Rule matching process.

Org Doc

The originating document number.

Org Ref ID

Abbreviation. (1) An abbreviation for Organization Reference Identification. (2) Reference Identification Number assigned by Organization.

Organization

Term. Refers to a unit within the institution such as department, responsibility center, campus, etc.

Organization Asset Type

Term. Organizational field that can be used to classify the type of equipment.

Organization Code

Term. Represents a unique identifier assigned to units at many different levels within the institution (for example, department, responsibility center, and campus).

Organization Inventory Name

Term. 1) This field is used to sort assets within an organization to assist with physical inventories. 2) In addition to pulling equipment descriptions from purchase orders, CAM allows Organizations to include common names. (For example, 'GMC FABRICATED ABC1234 WIDE BODY DUMP' could have an organizational inventory name of 'Recycling Truck'.) (optional)

Organization Owner

Term. Organization or department that owns the asset.

Organization Parameter

Term. Defines an Automatic Purchase Order (APO) dollar amount limit for a specific organization as identified by a unique combination of chart and organization code.

Organization Plant Account Number

Term. An attribute on the organization document that identifies the account where movable assets purchased by the organization are capitalized.

Organization Reversion

Term. Defines the reversion/carry forward rules by Organization for the year-end process. The

combination of G/L balances and established rules determine whether current budget can be carried forward or reverted back to the reversion account number.

Organization Reversion Category

Term. Defines the categories (for example, Salary and Wages, S&E, or Capital) that group object codes for the reversion/carry forward rules for the year-end process by assigning them a code, a name, and a place in the display sequence.

Organization Tag

Term. Number assigned by an organization to internally identify assets, independent of the University or College tagging system.

Organization Text

Term. Free form field for an organization to enter any information they wish to record about an asset.

Organization Type

Term. Categorizes organizations for reporting purposes.

Origin Entry Group

Term. A file containing a set of similar transactions in the Origin Entry Group table.

Original Asset Number

Term. Asset number originally assigned to an asset that was subsequently merged or separated.

Origination Code

Term. A code indicating the system from which a transaction originates. Typically Origination Codes are established for modules (for example, Kuali, PURAP, or Labor).

Other Building

Term. If the check box is selected, it that allows a user to manually enter the delivery address rather than selecting the address from Building Lookup on Requisitions and Purchase Orders.

Ownership Category for a Vendor

Term. Ownership Category for a Vendor: Further defines a vendor's ownership type. as Legal or Medical. (For example, further defining ownership type of Sole Proprietor with a category of Legal Services. This further categorization is helpful for tax reporting.)

Ownership Type for a Vendor

Term. Records the vendor's ownership type. This information can be collected from the W - 9 or W8Ben. (Examples: corporations, limited liability partnerships, sole proprietors, etc.)

Paid?

Term. A payment request or credit memo is extracted for disbursement when extract criteria is satisfied. After being disbursed, the paid indicator is yes. This field result is displayed in PREQ and CM searches.

Parameter

Term. Defines customizable values and business rules in the KFS. Can be used to create restrictions and enforce valid values and combinations in various documents and batch processes.

Parameter Component Code
Code identifying the parameter Component.

Parameter Description

This field houses the purpose of this parameter.

Parameter Name

This will be used as the identifier for the parameter. Parameter values will be accessed using this field and the namespace as the key.

Parameter Type Code

Code identifying the parameter type. Parameter Type Code is the primary key for its table.

Parameter Value

This field houses the actual value associated with the parameter.

Parent Document Type

Term. A workflow Document Type from which another Document Type can be derived. The child type inherits the properties of the parent type, any of which it may override. A Parent Document Type may also have a parent as part of a hierarchy of Document Types.

Parent Rule

A Routing Rule in KEW from which another Routing Rule derives. The child Rule can inherit certain properties of the parent Rule, any of which it may override. A Parent Rule may have a parent as part of a hierarchy of Rules.

Parent Vendor

Term. The parent vendor is where common information is maintained if a corporate/division structure exists in the vendor system. The parent vendor is sometimes referred to as corporate. Tax number, business diversity, ownership type are maintained here.

Pay Date

Term. Pay date defines when a payment request is eligible to be extracted for payment. Other conditions must be satisfied for the extract to occur.

Payable

Term. A liability. Something that is due or needs to be paid.

Payee

Term. Defines non-employees that you wish to pay on the DV document.

Payment Application

Term. Used in the Accounts Receivable module to apply funds to a specific invoice. If the funds are not for a specific invoice, it can be used to allocate funds to other accounts. This document creates General Ledger entries.

Payment Medium Type

Term. Payment type identifier used in the Cash Control document in the Accounts Receivable module. There are currently four defined medium types: Cash, Check, Credit Card, and Wire/ACH.

Payment Reason Code

Term. Establishes the valid Payment Reasons that may be selected on the DV documents.

Payment Request

Term. Payment request documents are processed for the payment of invoices.

Payment Request Auto Approve Exclusions

Term. Accounts can be specified to be excluded from the auto approve logic. Payment request documents that contain at least one excluded account must be positively approved. These payments will not be final via auto-approve status.

Payment Request Status

Term. Payment request statuses define where the Payment Request is in the document lifecycle.

AUTO   AUTO-APPROVED

APAD   AWAITING AP REVIEW

ACHA   AWAITING CHART REVIEW

AFOA   AWAITING FISCAL OFFICER APPROVAL

ASAA   AWAITING SUB-ACCOUNT MANAGER APPROVAL

ATAX   AWAITING TAX APPROVAL

CANC   CANCELLED

CIPR   CANCELLED - IN PROCESS

DPTA   DEPARTMENT-APPROVED

INPR   IN PROCESS

INIT   INITIATED

PEIN   PENDING ROUTE ELECTRONIC
INVOICE

VOID   VOID

Payment Terms

Term. Payment terms are defined from the purchase
order and are used in determining pay dates and
discounts.

PCDO

Abbreviation. See Procurement Card Document.

PD/PI

Role. An abbreviation for Project Director/Principal
Investigator. See Project Director and Principal
Investigator.

PDP

Acronym. An acronym for Pre Disbursement
Processor. See Pre-Disbursement Processor.

PDP Extract Date

Term. The date the Payment Request or Credit Memo
were selected for extraction to the disbursement
engine.

PE

Abbreviation. Document Type Code for the Pre-
Encumbrance document. See also Pre-Encumbrance.

Permanently Restricted
Endowment

Term. If a KEMID has a permanent principal
restriction (that is, the KEMID has a type restriction

code for which the **Permanent Indicator** is 'Yes'),
then the KEMID is a true or permanently restricted
endowment. A true endowment or permanently
restricted endowment is one in which the principal
funds cannot be expended.

Permission

Permissions represent fine grained actions that can be
mapped to functionality within a given system.
Permissions are scoped to Namespace which roughly
correlate to modules or sections of functionality
within a given system.

A developer would code authorization checks in their
application against these permissions.

Some examples would be: 'canSave', 'canView',
'canEdit', etc.

Permissions are aggregated by Roles.

Permissions can be maintained at runtime through a
user interface that is capable of workflow; however,
developers still need to code authorization checks
against them in their code, once they are set up in the
system.

Attributes

Id - a system generated unique identifier that is the
primary key for any Permission record in the system

Name - the name of the permission; also a human
understandable unique identifier

Description - a full description of the purpose of the
Permission record

Namespace - the reference to the associated
Namespace

Relationships

Permission to Role - many-to-many; this relationship
ties a Permission record to a Role that is authorized
for the Permission

Permission to Namespace - many to one; this
relationship allows for scoping of a Permission to a
Namespace that contains functionality which keys its
authorization checking off of said

Person Identifier
The username of an individual user who receives the
document ad hoc for the Action Requested

Person Role

Term. Creates or maintains the list used in selection of personnel when preparing the Routing Form document.

Pessimistic locking

A type of lock placed on a database row by a process to prevent other processes from reading or updating that row until the first process is finished. This technique assumes that another update is likely.

Phone Type for a Vendor

Term. Defines the codes used to identify various categories of vendor phone or fax numbers.

Plant Indebtedness

Term. Plant Indebtedness entries are system generated accounting transactions (within the Scrubber) that record bond and notes payable liabilities in the Plant Fund. Two KFS-GL parameters, PLANT_INDEBTEDNESS_OBJECT_SUB_TYPES and PLANT_INDEBTEDNESS_SUB_FUND_GROUPS, are used to indicate the object codes and sub fund groups eligible for the generation of Plant Indebtedness entries. The Indebtedness process is similar to the Capitalization process (also within the Scrubber) where the proper Plant Fund is identified based on the Campus Plant account number assigned to the organization of the account where the transaction is processed. However, unlike the Capitalization process, which reclassifies an expenditure to an asset object code, the Plant Indebtedness entry in the Plant Fund remains the same as the original transaction since the object code is already a balance sheet item.

Plugins

A plugin is a packaged set of code providing essential services that can be deployed into the Rice standalone server. Plugins usually contains only classes used in routing such as custom rules or searchable attributes, but can contain client application specific services. They are usually used only by clients being implemented by the 'Thin Client' method

PO

Acronym. Short for Purchase Order. See Purchase Order.

PO Total Cannot Exceed

Phrase. The initiator of the requisition can enter a value so that purchasing knows that the organization is working within a budget. If an amount is present then the requisition will not become an APO.

POA

Acronym. See Purchase Order Amendment.

POC

Acronym. See Purchase Order Close.

POH

Abbreviation. See Purchase Order Payment Hold.

Police Case Number

Term. Case number assigned by police department - required for equipment with a retirement reason of 'stolen'.

Pooled fund

Term. Cash from selected KEMIDs that has been combined to create a larger balance of funds to be invested by the fund manager. Pooling allows for greater diversity of investments and more consistent returns. This investment is managed internally and is not available on the open market. It may also be known as a 'common fund.' A pooled fund distributes a payout on a regular frequency determined on the market value of the fund. The rules for the payout are defined in each institution's spending policy.

POR

Acronym. See Purchase Order Reopen.

PORH

Acronym. See Purchase Order Remove Hold.

PORT

Abbreviation. See Purchase Order Retransmit.

Post Processor

A routing component that is notified by the workflow engine about various events pertaining to the routing of a specific document (e.g., node transition, status change, action taken). The implementation of a Post Processor is typically specific to a particular set of Document Types. When all required approvals are completed, the engine notifies the Post Processor accordingly. At this point, the Post Processor is responsible for completing the business transaction in the manner appropriate to its Document Type.

Postal Code

Term. Defines zip code to city and state cross-references.

Post-Award Close

Process. 1) This process identifies and designates all proposals submitted and awards entered up to a specific date as 'closed.' The purpose of the Close is to ensure timely and accurate institutional reports on proposal and award activity, and to ensure that prior entries are not modified without approval.

Posted Date/Time Stamp

A free-form text field that identifies the time and date at which the Notes is posted.

Poster

Term. The accounting cycle process that generates reversals and indirect cost entries for the G/L, and ultimately posts entries to the General Ledger or Labor Ledger tables.

Poster and Scrubber

Term. Two batch processes in the General Ledger module run nightly that post and validate new data, respectively, for the General Ledger tables. See also Poster. See also Scrubber.

Postprocessor

Term. The process that the KEW engine uses to manage the routing till the completion of the business functions of a document. When all required approvals are completed, KEW engine notifies the Postprocessor accordingly. At this point the Postprocessor is responsible for completing the business transaction in the manner appropriate to its Document Type.

POV

Acronym. An acronym for Purchase Order Void. See Purchase Order Void.

Pre-Asset Tagging

Term. Pre-asset tagging is an optional function for schools that would like an option to tag a capital asset at the point the goods are received.

Pre-Defined Queries

Term. A set of pre-scripted financial reports that the user may customize for specific reporting needs through the use of parameters. The user requests the query when the information is required, eliminating the wait for a monthly report.

Pre-Disbursement Processor

Module. A KFS module and core component that receives data from systems that need to make disbursements and outputs a data file that can be sent to a check writer or formatted and sent to a bank for Automated Clearing House (ACH) direct deposits. Generates ledger entries when appropriate (for example, to relieve liabilities when making a disbursement against a KFS Payment Request document).

Pre-Encumbrance

Term. Allows you to add encumbrances to any account and object code, using an e-doc. These transactions are for the use of the Fiscal Officers to earmark funds for which unofficial commitments have already been made.

Pre-Encumbrance Document

Document. Allows you to add encumbrances using an e-doc instead of relying on information from a system outside the KFS. These transactions are for the use of the Fiscal Officers to earmark funds for which unofficial commitments have already been made.

Preferences

Term. User options in an action list used for customizing the display of the results list of documents. The Preferences button in the top margin of the action list displays the action list Preferences screen (for example, you may change the displayed columns, the background colors by Route Status, and the number of documents displayed per page).

PREQ

Abbreviation. The document type for a for Payment Request. This abbreviation is also used to reference this document.

Primary Delegate

Role. A type of KFS delegate. Documents route directly to the action list of a Primary Delegate instead of routing to the Fiscal Officer.

Primary Delegation

A Delegator turns over full authority to a Primary Delegate. Action Requests for the Delegator only appear in the action list of the Primary Delegate. The Delegation must be registered in KEW to be in effect.

Principal

A Principal represents an Entity that can authenticate into the system. One can roughly correlate a Principal to a login username. Entities can exist in KIM without having permissions or authorization to do anything; therefore, a Principal must exist and must be associated with an Entity in order for it to have access privileges. All authorization that is not specific to Groups is tied to a Principal.
In other words, an Entity is for identity while a Principal is for access management.
Also note that an Entity is allowed to have multiple Principals associated with it. The use case typically given here is that a person may apply to a school and

receive one log in for the application system; however, once accepted, they may receive their official login, but use the same identity information set up for their Entity record.

Principal Investigator

Role. The Principal Investigator (PI) is the primary individual involved in the design, conduct and reporting of the sponsored project. In most cases, the PI is also the Project Director (PD). In cases where the PI is not eligible to be the PD (such as pre-doc graduate fellowship grants), the institution may name a mentoring faculty member as the PD.

Processed

Status. A routing status indicating that the document has no pending approval requests but still has one or more pending acknowledgement requests. Processed documents are considered approved and impact the General Ledger or update Chart of Accounts values.

Processing Organization

Term. Centralized units which process payments for AR invoices created by one or more Billing Organization.

Procurement Card Default

Term. Allows you to setup default chart of accounts codes per procurement card to be used by the PCDO financial document.

Procurement Card Document

Document. A document that is used as a reconciliation tool for procurement card transactions. It properly distributes procurement card expenses to the correct account number and object code.

Program

Term. An account transaction attribute distinct from Account, Object, and Source of Funds. It is used by community colleges to separate instructional disciplines and administrative functions according to a defined taxonomy to support required reporting and is implemented through extended attributes.

Project Boards

Term. Provide management and oversight of the business and affairs of the project, including management of assets and resource allocation. The Board of Directors for a Kuali community project establish and maintain the processes of coordination determined to be necessary to support the development and release of the Kuali software. Further, the project boards act as a 'court of final appeal' for Discussion, Work Groups, and collaborative member activities of the project.

Project Code

Term. Identifies particular transactions that might span multiple accounts.

Project Director

Role. (1) The Project Director is an individual who is responsible for the design, conduct and reporting of the sponsored project. This individual is also responsible for budget oversight on related sponsored project accounts. (2) Allows a previously non-existing Project Director to be added to the maintenance table. It also impacts external sponsored research for both pre-award and post-award activities.

Project Type

Term. Creates or maintains types for populating submission details on the Routing Form document, for example, New, Renewal, and Time Extension.

Proposal Purpose

Term. Identifies the type of activity being conducted by the proposed sponsored project. Strongly correlates to the Higher Education Function Codes. Examples include Research, Instruction, or Public Service.

Proposal Status

Term. A status code that can be assigned to a proposal to indicate where it is in the submitting/granting process.

Proposal/Award Type

Term. Identifies whether the sponsored project (whether in proposal or award stage) is new or is related to a previous project at the institution.

PSSYNC

Abbreviation. (1) An abbreviation for PeopleSoft Synchronization. (2) A Function Control Code (system-generated) that enables KFS to accept synchronization data from the PeopleSoft HR system for budget construction.

PURAP

Module. (1) An abbreviation for Purchasing and Accounts Payable. (2) The KFS electronic procurement and invoicing module, a system used to create departmental requisitions and purchase orders. See Purchasing/Accounts Payable.

Purchase Order

Document. A written authorization for a vendor to ship goods or provide services based on conditions outline in the purchase order (PO) document which becomes a legally binding contract once the vendor accepts it. Unlike other KFS documents, the PO is not created by initiating and completing a blank document. Instead, the PO is generated automatically from an approved Requisition when a contract manager is assigned from the Assign a Contract Manager document.

Purchase Order Amendment

Term. After a PO has been approved, it is necessary to record all changes that are made to the purchase order. This is accomplished through the Purchase Order Amendment process. A document ID is assigned however the purchase order number remains the same.

Purchase Order Close

Action. The purchase order close document changes the status of the PO to 'closed' and disencumbers remaining funds for all accounts.

Purchase Order Contract Language

Term. The Purchase Order Contract Language contains the terms and conditions that appear on all purchase orders forms.

Purchase Order Cost Source

Term. Defines how the cost on the purchase order was determined. (Examples of cost source are: Estimate, Quoted, and Price Agreement.) This code is used by accounts payable to determine if the costs on the PO should match the costs on the invoice.

Purchase Order Payment Hold

Term. A purchase order status that stops accounts payable from initiating new PREQ documents.

Purchase Order Quote Status

Term. Defines the possible statuses that can be assigned to purchase order quote documents and assigns an identifying code to each status.

Purchase Order Remove Hold

Term. When this button is selected the status of the purchase order changes from 'Payment Hold' back to 'In Process'.

Purchase Order Reopen

Term. When this button is selected the status of the purchase order changes from 'Closed' to 'Open'. Also funds are re-encumbered based on unpaid line items.

Purchase Order Retransmit

Term. When this button is selected the process to retransmit the purchase order to a vendor begins.

Purchase Order Status

Term. The status of purchase order is used to determine what actions can or need to be performed on the purchase order. Prior to a purchasing order receiving approval the Purchasing Department can find all the orders that need their attention, after

approval the status controls what actions accounts payable can perform.

Purchase Order Transmission Method

Term. This determines how the purchase order document will transmit to a vendor.

Purchase Order Vendor Choice

Term. The vendor choice is Purchasing's justification for selecting the vendor.

Purchase Order Void

Action. The purchase order void status can only occur after the PO has been fully approved and before a payment request has been created.

Purchasing/Accounts Payable

Module. The KFS electronic procurement and invoicing module, a system used to create departmental requisitions and purchase orders. The system supports processing of vendor invoices on payment request documents and processing of vendor credits on credit memo documents.

Rate ID Code

Term. Identification number for the combination of a particular Indirect Cost Rate and the distribution of revenue and expense associated with that rate. This allows a single rate to be associated with multiple distributions of the revenue to ICR accounts and/or unrestricted accounts.

RC

Acronym. An acronym for Responsibility Center. See Responsibility Center.

Real estate

Term. An asset that consists of land or buildings.

Real property

Term. A non-cash asset that is tangible and real. It could include real estate, but could also be artwork, books or other items.

Receivable

Term. An asset in which the KEMID is due a sum of money from another account, individual or organization.

Recipient Type

The type of entity that is receiving an Action Request. Can be a user, role, or role.

Recurring Payment Frequency

Term. Defines time periods, such as annually, monthly, quarterly, etc. that payments are made on an order.

Recurring Payment Type

Term. Defines these payments as being fixed or variable in frequency and/or amount.

Reference Document

Term. A generic name for the document created from the Cash Control document. It is used to 'deposit' the batch of funds into the A/R Clearing Account. It can be a Cash Receipt, General Error Correction, or Internal Billing document depending on what Medium Type is selected.

Reload

Action. A workflow action button. Refreshes the screen and displays the most recently saved information. Changes which are made but not saved prior to reloading a page are not maintained.

Replacement Amount

Term. Estimated replacement value of equipment.

REQ

Abbreviation. See Requisition.

Req Cancel

Abbreviation. Fiscal officers and delegate, as well as other department routing can request that a payment request be cancelled. An AP User will review the request and take the appropriate action.

REQ Nbr

Abbreviation. An abbreviation for Requisition Number, a system generated number assigned to a Requisition (REQ).

REQ Status

Term. Stands for Requisition Status.

REQS

Abbreviation. The Requisition Document

Requestor Name

Term. The person who as requested the goods or services.

Required Extension Attribute

Term. An Extension Attribute that is required in a Rule Template. It will be present in every Routing Rule created from the Template.

Required Rule Extension Attribute

An Extension Attribute that is required in a Rule Template. It will be present in every Routing Rule created from the Template.

Requisition

Term. The document used to order goods or services. The Requisition also provides purchasing with the authority to use funds from the accounts specified.

Requisition Source

Term. Defines the origin of the requisition, such as system entered, Business to Business, legacy, etc.

Requisition Status

Term. A status that indicates where in the Purchasing/AP process a Requisition is at any given time.

Research Risk Type

Term. Specifies types of standard compliance risk areas involved with Proposal and Award documents (for example, human subjects or hazardous materials).

Research Type

Term. An attribute of Organization used to assign an identifying number and description that is associated with organizations to indicate where responsibility for that organization resides.

Responsibility

See Responsible Party.

Responsibility Center

Term. An organization that has ultimate fiscal responsibility for others that report to it.

Responsibility Id

A unique identifier representing a particular responsibility on a rule (or from a route module). This identifier stays the same for a particular responsibility no matter how many times a rule is modified.

Responsible Party

The Reviewer defined on a routing rule that receives requests when the rule is successfully executed. Each routing rule has one or more responsible parties defined.

Responsible Party Attribute

Term. A workflow Rule Attribute that identifies the Reviewer of the document when the Routing Rule criteria are matched. The Reviewer may be either a person or a Role. The attribute is set for every Routing Rule.

Restricted Status

Term. An attribute of Account that is used to indicate whether the funds within an account are 'unrestricted,' 'restricted,' or "temporarily restricted.'

Retirement

Term. Retiring an asset is the action of removing an asset from service due to: obsolescence, scrap or dismantling, transfer of title to a party outside of the institution, sale, trade-in or gift.

Retirement Date

Term. The date the asset is retired.

Retirement Document Number

Term. The document number of the e-doc that retired the equipment.

Retirement Reason

Term. Identifies the 'reason' the asset was retired (for example, cannibalized, destroyed, sold, etc.)

Retirement Reason Code

Term. Identifies the reason the asset was retired.

Reversion

Term. (1) As part of the year-end organization and reversion process, current budget can be reverted or transferred from an account to a more central reversion account. Whether current budget is reverted or carried forward depends on the budget, actual, and encumbrance balances in the account and rules established in the Organization Reversion table. See also Organization Reversion. (2) An increase or decrease in the budget of the reversion account based on the organization reversion process.

Reviewer

Role. A KFS user role that refers to a type of KFS user who acts on a document that has arrived in their action list via an Action Request for a document that has been ad-hoc routed to them for 'Acknowledgment' or 'FYI.' See also Ad Hoc Recipients.

Rice

Abbreviation. An abbreviation for Kuali Rice. See Kuali Rice.

Role

Term. A set of users designated for e-doc routing who share a common functional business responsibility. E-docs may be routed at any point in their approval to individuals or roles. Role approvals may require approval of all role members or any one member. KFS also uses roles to control authorization, restricting certain functions to the members of a given group. Roles aggregate Permissions. When Roles are given to Entities (via their relationship with Principals) or Groups, an authorization for all associated Permissions is granted.

Role Type

Term. There are three types used to distinguish roles: Default, Chart Org, and System. Default is the standard and has no additional data associated with it. Chart Org role type allows users to establish roles associated with a specific Chart and Organization. Systems roles can be associated with modules, campuses, and application areas.

Room

Term. Room number to which delivery should be made.

Route Header Id

Another name for the Document Id.

Route Log

Term. A special workflow function that displays the Routing history of a given document or selected documents. The documents are displayed in a

separate window from the action lists, and Documents Searches. The Route Log displays a table of general document information for the document and a detailed list of current Actions Taken and pending Action Requests.

Route Module

Term. The process that KEW engine uses to determine the Routing for a Route Node. FlexRM is a general Route Module that is rule-based. Dedicated Route Modules conduct specialized Routing based on routing tables. The KEW engine provides some Route Modules for Routing through established organizational hierarchies. Clients may optionally provide their own Route Modules.

Route Node

Term. Represents a point in the routing process of a document. A node can perform any function, but the most common function is to generate Action Requests for approval or acknowledgment.

Route Path

The path a document follows during the routing process. Consists of a set of route nodes and branches. The route path is defined as part of the document type definition.

Route Status

Term. The workflow status of a document in the course of its routing. Statuses include:

Initiated - document has been created by author prior to routing.

Cancelled - document has been cancelled by author prior to routing or by reviewer during routing; routing stops.

Saved - document has been saved by author prior to routing or by reviewer prior to action; sent to his/her action list.

Enroute - document is being routed.

Processed - document has been approved by all reviewers.

Final - document has received all of the required approvals and has been acknowledged by all

reviewers. Completion of Postprocessor designated business functions.

Disapproved - document has been disapproved by reviewer; routing stops.

Exception - document requires intervention by Exception Role; sent to action list of each member of Exception Role registered for this Document Type.

Route Template

Term. (1) The set of Route Nodes assigned to a Document Type to fulfill its required Routing. All of the Rule Attributes for the Routing Rule, both Required and Optional are included in the Rule Template. It defines the structure of the Routing Rule of FlexRM. (2) A collection of workflow attributes used to define routing for a route node. Templates are built using attributes which may be flagged as required or not required and then Templates are associated with a Document Type to build that Document Type's routing structure.

Routed By User

The user who submits the document into routing. This is often the same as the Initiator. However, for some types of documents they may be different.

Routing

Term. The process of sending a document along its route path as defined in its Document Type for approval and/or review. This process will typically include generating Action Requests and processing actions from the users who receive those requests.

Routing Priority

A number that indicates the routing priority; a smaller number has a higher routing priority. Routing priority is used to determine the order that requests are activated on a route node with sequential activation type.

Routing Rule

Term. A record that contains the data for the Rule Attributes specified in a Rule Template. It is an instance of a Rule Template populated to determine the appropriate Routing. The Rule includes the Base Attributes, the Required Extension Attributes, and

any Optional Extension Attributes, along with the Responsible Party Attributes that were declared in the Rule Template.

RPE

Acronym. (1) An acronym for Reversal Poster Error. (2) A prefix identifying G/L Reversal Poster Error Entries in the Origin Entry Group table.

RPV

Acronym. (1) An acronym for Reversal Poster Valid. (2) A prefix identifying G/L Reversal Poster Valid Entries in the Origin Entry Group table.

Rule Attribute

Term. A core KEW data element contained in a document that controls its Routing (for example, Document Type, Chart and Organization, and Account). It participates in routing as part of a Rule Template. Types of Rules Attributes include Base Attributes, Extension Attributes, and Responsible Party Attributes. A Rule Attribute may be backed by a Java class to provide lookups and validations of appropriate values.

Rule QuickLinks
A list of document groups with their document hierarchies and actions that can be selected. For specific document types, you can create the rule delegation.

Rule Template

Term. A blank Routing Rule that serves as a template or pattern for the Routing Rule. All of the Rule Attributes for the Routing Rule, both Required and Optional, are included in the Rule Template. It therefore defines the structure of the Routing Rule of FlexRM.

Sale Price

Term. Actual sale price of asset, entered at time of retirement.

Salvage Amount

Term. (1) Prospective selling price as second-hand material. (2) Minimum sale price of asset, estimated at time of acquisition. The asset value will not depreciate below this amount.

Save

Action. A workflow action button that allows the Initiator of a document to save their work and close the document. The document may be retrieved from the initiator's action list for completion and routing at a later time.

Saved

Status. A routing status indicating the document has been started but not yet completed or routed. The Save action allows the initiator of a document to save their work and close the document. The document may be retrieved from the initiator's action list for completion and routing at a later time.

SB

Acronym. See Service Billing.

SCE

Acronym. (1) An acronym for Scrubber Error Entries. (2) A prefix identifying G/L Scrubber Error Entries in the Origin Entry Group table. These entries will need correcting via the General Ledger Correction Process.

Scrubber

Term. A General Ledger batch processor that performs transaction validation and generation. It adds some missing values, validates against the Chart of Accounts and the application of continuation account logic; generates offsets and entries including document balancing, capitalization of assets and liabilities, plant indebtedness, cost share transfers and cost share encumbrances; and handles post-batch process errors by identifying errors to be corrected using the General Ledger Correction Process document.

SCV

Abbreviation. (1) An abbreviation for Scrubber Valid Entries. (2) A prefix identifying G/L Scrubber Valid entries in the Origin Entry Group table. These entries will be passed on to the Poster for further processing.

SCX

Abbreviation. (1) An abbreviation for Scrubber Expired Accounts. (2) A prefix identifying G/L Scrubber Expired Accounts in the Origin Entry Group table. This is recorded for information purposes only.

Searchable Attributes

Attributes that can be defined to index certain pieces of data on a document so that it can be searched from the Document Search screen.

Technical considerations for a Searchable Attributes are:

They are responsible for extracting and indexing document data for searching

They allow for custom fields to be added to Document Search for documents of a particular type

They are configured as an attribute of a Document Type

They can be written in Java or defined in XML by using Xpath to facilitate matching

Secondary Delegate

Role. A type of KFS delegate. Documents do not route directly to the action list of a Secondary Delegate and must be accessed through the Delegate action list dropdown.

Security

Term. An asset or liability that has been or is being held by a KEMID.

Separate An Asset

Action. The separate an asset is used to create additional assets

Separate Date

Term. The date an asset was split into two or more individual assets.

Separation of Duties

Term. This rule will route a Requisition (REQ) to a defined central approver if the amount of the document exceeds an institutionally defined threshold and there have been no approvers other than the document initiator. This ensures that REQs above a certain dollar amount are approved by at least two different users.

Serial Number

Term. Identification number for the asset's manufacturer.

Service Billing

Term. A document similar in purpose to the Internal Billing but which does not route for approval. Use of this document is restricted to specified users and only authorized income accounts may be entered on the document. It is used for the billing of goods and services provided by an institution's department to another internal department, reflecting income to the provider and expense to the customer. The servicing department generates these transactions.

Service Billing Control

Term. Establishes entry permissions on the Service Billing document by associating roles with account numbers.

Service Registry

Component. Displays a read-only view of all of the services that are exposed on the Service Bus and includes information about them (for example, IP Address, or Endpoint URL).

Setup Account Distribution

Term. A utility that distributes account strings to all line items on a requisition and a purchase order. The distribution only occurs on line items where there is no account string.

Shipping Payment Terms

Term. Codes on a purchase order intended to inform accounts payable if the institution should be paying shipping charges. This is an information only code there are no system actions associated with the code.

Shipping Special Condition

Term. Codes on a purchase order intended to inform accounts payable of the type of special shipping that are allowed to be paid. (Examples: hazmat and/or dry ice.)

Shipping Title

Term. Informs the vendor where ownership of the goods will be transferred. (Examples: destination or shipping point.)

Simple Node

A type of node that can perform any function desired by the implementer. An example implementation of a simple node is the node that generates Action Requests from route modules.

SOA

Acronym. An acronym for Service Oriented Architecture. See also Kuali Rice.

Special Condition Routing

Term. This is a generic term for additional route levels that might be triggered by various attributes of a transaction. They can be based on the type of document, attributes of the accounts being used, or other attributes of the transaction. They often represent special administrative approvals that may be required (for example, you may establish Sub-Fund Routing that requires that a document using an Endowment account to be approved by a role responsible for the Endowment; or you may establish Contracts and Grant routing that requires that a document using a grant account to be approved by a central Contracts and Grants Administration area).

Split Node

A node in the routing path that can split the route path into multiple branches.

Spring

The Spring Framework is an open source application framework for the Java platform.

Standard Reports

Term. The KFS provides a standard set of financial reports produced on a scheduled basis without initiation by the end user that may be used for monitoring account or RC conditions and progress throughout the year (for example, operating statements, balance sheets, and budget vs. actual comparisons). Included reports are Account Status, Account Transactions, Consolidated Account Status, Consolidated Object Codes and Trial Balance. Standard reports are produced from General Ledger and chart modules delivered with the KFS. It is up to each implementing institution to determine the best method for scheduling, running, viewing, and distributing these reports.

State

Term. Defines U.S. Postal Service codes used to identify states.

Statistics Report

Term. A workflow report allowing a user to select date ranges and generate reports containing Users, Actions, Documents and Routing Status statistics.

Status

On an action list; also known as Route Status. The current location of the document in its routing path.

Stipulations & Info

Term. Allows for the entry of stipulations for the vendor filling this PO to follow. It can also be used for any additional contractual information that should be added to the PO.

Stock

Term. An investment that represents an equity position (ownership) in the company. Stocks typically pay dividends in specified intervals.

Sub-Account

Term. An optional element of the accounting string that allows you to track financial activity within a particular account at a finer level of detail.

Sub-Account Review

Action. The sub-account route level allows sub-account managers to approve/disapprove documents when their sub-account is used on requisitions and/or payment requests. This route level occurs after content approval and before fiscal officer approval. The approver is not able to edit these documents; they can only approve or disapprove the document.

Subcontractor

Term. Information pertaining to an institution that may receive a subaward from this institution.

Sub-Fund Group

Term. An attribute of Account used to designate the type or purpose of funds that are found in that account.

Sub-Fund Group Type

Term. An attribute of Sub-Fund that can be used to further categorize Sub-Funds.

Submit

Action. A workflow action button used by the initiator of a document to begin workflow routing for that transaction. It moves the document (through workflow) to the next level of approval. After a document is submitted, it remains in 'ENROUTE' status until all approvals have taken place.

Sub-Object Code

Term. An optional element of the accounting string related to the university object code that allows you to create finer distinctions within a particular object code for a specific account (for example, income and expense class).

Sufficient Funds

Term. A KFS feature that can be turned on by account that provides a process to check if there are funds available to allow a transaction to proceed. When activated, an e-doc transaction can be prevented if the account has insufficient funds for the transaction. There are five levels of sufficient funds checking that can be performed. See also Sufficient Funds Code.

Sufficient Funds Code

Term. A unique identifier for the code that indicates what level the account is going to be checked for sufficient funds in the transaction processing environment. Sufficient funds may be checked by: object code, level, consolidation, account, or cash checking.

SuperUser

Role. A user who has been given special permission in KEW to perform SuperUser Approval on documents of a certain Document Type. This allows users to approve or disapprove any document at its current route level, and cancel any document that has not been fully approved. Assignment of this role should be highly restricted.

SuperUser Approval

Term. Authority given to SuperUsers to approve a document to a chosen Route Node. The action bypasses approvals that would otherwise be required in the Routing. It is available in SuperUser Document Search. Reviewers who are skipped are not sent Acknowledge Action Request.

SuperUser Document Search

Term. A special mode of Document Search channel which allows SuperUsers to access documents in a special SuperUser mode and perform administrative functions on those documents. Access to these documents is governed by the user's membership in the SuperUser Role for a particular Document Type.

Supervisor Functions

Term. A workflow action button that appears only for SuperUsers upon retrieval of a document that is 'enroute.' It takes them to the workflow interface where they can perform super user functions on the document (for example, adding annotation; ad-hoc routing the document; approving, disapproving, or canceling the document; approving the document at a document route level or completing the pending action request).

Supplier Diversity

Term. Defines codes used to identify suppliers that may merit special consideration due to their size, ownership, geographical location, or other criteria stipulated by the Small Business Administration (SBA).

System Options

Term. Defines many high-level attributes of a fiscal year, including balance types, object types and the university chart level.

Tag Number

Term. (1) An identification number affixed to an asset (for example, a number shown on the individual tag placed on equipment). This differs from the asset number (the permanent Capital Asset number in Capital Assets assigned to the equipment) since the tag number can be changed throughout the equipment's life as tags are replaced.

Tax Income Class Code

Team. Establishes the valid Income Class Code that appears on the DV documents.

TF

Abbreviation. See Transfer of Funds.

Thread Pool

Term. Provides a means by which an Administrator can change the size of the Thread Pool used by the Service Bus for processing messages.

Title

A short summary of the notification message. This field can be filled out as part of the Simple Message

or Event Message form. In addition, this can be set by the programmatic interfaces when sending notifications from a client system.

This field is equivalent to the 'Subject' field in an email.

Transfer of Funds

Term. (1) Funds withdrawn from one account and transferred into a different account. (2) A document used to transfer cash between accounts.

Travel Company

Term. Defines company names that can be selected on the DV documents (located on the Main Menu).

Travel Expense Type Codes

Term. Establishes the valid Travel Expense Codes that appear on the DV documents.

Travel Mileage Rate

Term. Establishes the mileage rates to calculate the Personal Vehicle expenses on the DV documents.

Travel Per Diem

Term. Establishes the Per Diem categories available in the Per Diem expenses on the DV documents.

True Endowment

Term. If a KEMID has a permanent principal restriction (that is, the KEMID has a type restriction code for which the **Permanent Indicator** is 'Yes'), then the KEMID is a true or permanently restricted endowment. A true endowment or permanently restricted endowment is one in which the principal funds cannot be expended.

Unit

Term. A representation of the amount of a security owned by or owed to the investor. This may also be referred to as shares.

Unit of Measure

Term. Gives further definition to the quantity. (Examples: EACH or PACKAGE or DOZEN.)

University Budget Office Function

Term. An attribute of Higher Education Function code that is used to identify a function for budget reporting.

University Date

Term. Used to map individual dates to fiscal years and fiscal periods.

URL

Acronym. An acronym for Uniform Resource Locator.

User

Term. Maintains valid users at your institution to the User table in the KFS.

Vendor

Role. Entity that provides goods or services.

Vendor Inactive Reason

Term. Define the reason a vendor has been inactivated in the system.

Vendor Stipulation

Term. Defines text to be included in Purchase Order documents that stipulates order conditions to vendors, including methods for transmitting Purchase Orders.

Vendor Type

Term. Defines the different types of vendors that can be established in the KFS system.

View Payment History

Term. Collects information about payment requests and credit memos related documents to this PO.

View Related Documents

Term. Collects information about all related documents to a Purchase Order.

Viewer

A user(s) who views a document during the routing process. This includes users who have action requests generated to them on a document.

W8BEN

Abbreviation. The W-8BEN form, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding, is used in the United States taxation system by foreign individuals to certify their non-American status.

W9

For

Form W-9, Request for Taxpayer Identification Number and Certification, is used in the United States income tax system by a third party who must file an information return with the IRS. It requests the taxpayer identification information of a taxpayer (usually in the form of a Social Security Number or Tax Identification Number).

Warranty Number

Term. Warranty associated with equipment, if applicable. (optional)

Web Service Client
A type of client that connects to a standalone KEW server using Web Services.

Wildcard

Term. A character that may be substituted for any of a defined subset of all possible characters.

Wire Charge

Term. Establishes information used to generate a charge for the processing of wire transfer payments on the DV documents.

Workflow

Term. Electronic document routing, approval and tracking. Also known as Workflow Services or Kuali Enterprise Workflow (KEW). The Kuali infrastructure service that electronically routes an e-doc to its approvers in a prescribed sequence, according to established business rules based on the e-doc content. See also Kuali Enterprise Workflow (KEW).

Workflow Engine
The component of KEW that handles initiating and executing the route path of a document.

Workflow QuickLinks

A web interface that provides quick navigation to various functions in KEW. These include:

Quick EDoc Watch: The last five Actions taken by this user. The user can select and repeat these actions.

Quick EDoc Search: The last five e-docs searched for by this user. The user can select one and repeat that search.

Quick action list: The last five document types the user took action with. The user can select one and repeat that action.

XML

Acronym. (1) An acronym for Extensible Markup Language. (2) Used for data import/export. See also XML Ingester.

XML Ingester

Abbreviation. A workflow function that allows you to browse for and upload XML data.

XML RuleAttribute

Similar in functionality to a RuleAttribute but built using XML only

Year End Documents

Document. Special versions of financial transaction documents designed to post entries to a previous fiscal year. These documents are otherwise functionally identical to their non-year-end counterparts.

Year-End

Term. Term referring to a set of processes generally run at the end of an institution's fiscal year to close business for that year and prepare for the next year's business. This includes processes such as Org Reversion and Carryforward.

YEBA

Abbreviation. Year-End Budget Adjustment. See Year\-End Documents and Budget Adjustment.

YEBB

Abbreviation. Year-End Beginning Balances Transactions

YEBC

Abbreviation. Year-End Beginning Balances with Closed Prior Year Accounts

YECN

Abbreviation. Year-End Close Nominal Balances Transactions

YEDI

Abbreviation. Year-End Distribution of Income and Expense. See Year\-End Documents and Distribution of Income and Expense.

YEEC

Abbreviation. Year-End Encumbrance Closing Transactions

YEGEC

Abbreviation. Year-End General Error Correction. See Year\-End Documents and General Error Correction.

YEOR

Abbreviation. Year-End Org Reversions/Carry Forwards

YETF

Abbreviation. Year-End Transfer of Funds. See Year\-End Documents and Transfer of Funds.