Kuali and eData Glossary of Terms

Overview: This glossary is a compilation of the business and technical terminology relevant to the Kuali and eData.

Purpose: The purpose of this glossary is to foster common understanding of terminology between users and developers of the Kuali and eData systems. The glossary is organized alphabetically by term, and includes a definition and corresponding abbreviation or acronym.

Term	Definition
A	
Account	Existing account numbers are the same in KFS. Reports and processes no longer driven by the digits in account numbers but rather by attributes associated with an Account.
Account Delegate	Individual assigned by Fiscal Officer (FO) to approve documents on their behalf.
Account Delegate Global	eDoc used to add or change the Account Delegate on a number of accounts at the same time.
Account Global	eDoc used to add or change an Account attribute on a number of accounts at the same time. For example, if the address of a department changes, this update could be done to many accounts with the Account Global eDoc.
Account Listing	Blue Link report listing a SPA Account and its attributes.
Account Manager	The Account Manager is not included in document routing but has overall responsibility for the account. The primary purpose of this role is for aggregation of accounts for reporting. If the Account is a grant, this is the Principal Investigator (PI). Otherwise, the default value is the Department Chair but a service center manager; recipient of start-up funds or another individual can be used.
Account Name	Title of the Account often includes the source of fund and/or person responsible.
Account Overview	Provides all account attributes in the Chart of Accounts (COA).
Account Supervisor	Refers to College/Admin Unit Fiscal Officer (FO) but can be updated. For modules implemented by ISU, this role is not part of workflow except as an FYI on changes to an Account.
Action Request	Request to a user to take action on an eDoc. Types of actions are: approve, acknowledge, or FYI.
Ad Hoc Routing	Use to route a document to a user that normally would not receive it. The routing returns to the prescribed path after the Ad Hoc Routing is complete.
Admin Fee Account	For accounts subject to the Admin Fee, this is the Account to which the fee will be charged. It normally is the same as the account that is subject to the fee but another account may be assigned.
Admin Fee Account Nbr	Same as Admin Fee Account.
Admin Fee Sub-Account	For accounts subject to the Admin Fee, this is the Sub-Account, if any, to which the fee will be charged.
Admin Fee Sub-Account Nbr	Same as Admin Fee Sub-Account.
Advance Deposit (AD)	eDoc used to record feeds from the Deposits Online system. Users will not create these eDocs.
Amount	Dollar value of transaction.
Amount Remaining as of	Amount that is left or remains unpaid from Order Amount of original encumbrance.

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Fiscal…and Period…	
Attribute	Attributes are the fields associated with a data element. For example, Account Name, Effective Date, and Org Department are a few attributes of an Account.
Available Balances	This functionality will not be used at ISU.
B	
Balances by Consolidation	This functionality will not be used at ISU.
Balance Forward	The balance in a given object code that is carried over from the prior year.
Balance Type	Defines the different types of balances in the system. Primary examples are Actual (AC), Current Budget (CB), Internal Encumbrance (IE) and External Encumbrance (EX). Since the same Object Codes can be used in all the Balance Types, most reports will require this field to make the distinction.
Blue Link Report	A drillable report in eData.
Budget	Shows the amount that can be spent on an account. Most budgets are for a single fiscal year but budgets on sponsored accounts are typically for the life of the award.
Budget Adjustment (BA)	eDoc used to record original as well as changes to budgets.
Budget Category	Used in SPA Financial Portal. Same as Sponsored Programs Budget Category.
C	
Calculated Salary Foundation	This functionality will not be used at ISU.
Calendar Type	eData report filter that allows the report to be viewed as a Calendar, Federal or Fiscal year.
Cash Balance(s)	The current balance in the cash object code (0917) for an account or group of accounts.
Cash Recap Report	A SPA Financial report that gives a quick overview of the selected accounts.
Chart Code	ISU uses only IS. Universities with multiple campuses have multiple Chart Codes
Chart of Accounts	The set of tables that define financial information, such as the codes and coding structures within KFS, including elements like Accounts, Organizations, and Object Codes.
Closed Indicator	Field on a chart element that indicates whether the value is active. In KFS, Closed and Inactive are used interchangeably.
Collector	The process that brings feeds from the legacy systems into KFS.
Continuation Account Nbr	Account to which charges intended for a closed account will post. This would only be used for feeds from the legacy system since KFS eDocs will not allow a closed account to be used on a transaction.
Control Account Number	An attribute of Account used to designate the parent in account family. If this field is null, the account is not part of a family.
D	
Description	Required field on all eDocs that describes the transaction. Becomes the Description on eData report. Becomes part of the Title that appears on an Action List.
Direct	Total costs that become the basis for indirect cost calculation on sponsored accounts
Disbursement Voucher(s) (DV)	eDoc used to make payment with US Dollar check for goods and services not required to be processed through purchasing.
Distribution of Income and Expense (DI)	eDoc used to move funds in a lump sum from one account or sub account to another.

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Doc Number	Unique number assigned to an eDoc or a feeder transaction. On an eDoc, typically the number from the upper right corner. On a feeder transaction, the legacy batch number preceded by a "10" or the check number, if applicable.
Doc Search	A function that allows you to search for transactions in KFS. You may search by a combination of document properties such as Document Type or Document ID, or more specialized properties in Detailed Search.
Document Type (aka Doc Type)	Used to distinguish between the different types of financial processing transactions (e.g., Cash Receipts, Disbursement Vouchers) or maintenance actions (e.g., Account or Object Code maintenance).
E	
eData	ISU's name for the data warehouse. Reports are created from eData using Cognos software.
eDoc	An electronic document representing a financial transaction or maintenance action.
Effective Date	The start date of an account. Does not affect ability to post transactions to the account.
Employee Funding	This functionality will not be used at ISU.
Encumbrance	An earmarking of funds to cover obligations that have not been paid. ISU Encumbrances are Purchase Orders (PO), Payroll Encumbrances (PE), Travel Encumbrances and Telecommunications Encumbrances (TE).
Electronic Personnel Action (EPA)	System used to make changes to employee roles and positions. List of administrative actions is available on the Controller Department's website.
Excel (Button)	In eData reports, click the green Excel button to download the customized report into Excel.
Expense Type	Groups Expenditures and Transfers Out to show total Expenses.
Expiration Date	Date that an account, typically a sponsored program, is scheduled for completion. Used for reporting only, as transactions can still post after this date.
External Encumbrance	Balance Type identifying commitments within the University. ISU has external encumbrances for Purchase Orders (PO's).
F	
Federal Function	This functionality will not be used at ISU.
Feeder Systems	Systems outside KFS that generate transactions that must be brought into KFS for posting. Examples are payroll, VO, and Employee Reimbursement.
Financial Transactions	One of the sub-menus of the Main Menu that includes eDocs that create revenue or expense transactions.
Fiscal Balance Forward	Remaining account balance from previous fiscal year.
Fiscal Officer	Person required to approve all transactions on a given account.
Fiscal Period	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.
Free Balance	The cash balance on an account minus all encumbrances.
Fringe Benefit Account Nbr	Will be populated when benefits cannot be charged to the same account as the salary or wages.
Fund Group	Used to identify the major groups of accounts such as General Funds or Sponsored Funding. Used for all-funds financial reporting. Fund Groups are comprised of

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	Sub-Fund Groups, which are comprised of accounts.
Fund Group Code	Two-digit code used to identify a Fund Group.
G	
General Error Correction (GEC)	eDoc used to make corrections of entries that have already been processed. Can be used to correct any KFS eDoc or transaction created in the legacy systems except for Transfers. Corrections to Transfers should be done on a Transfer form.
General Ledger (GL)	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 Balance	One of the KFS Balance Inquiries report screens that provides totals by object code by account. Will not be used extensively at ISU since eData provides similar information
General Ledger Entry	One of the KFS Balance Inquiries report screens that shows transactions meeting given search criteria. Will not be used extensively at ISU since eData provides similar information.
General Ledger Pending Entry	A tab on financial processing eDocs that shows the debits and credits that will be posted. Created once an eDoc is Saved and disappears once the eDoc has been posted. Will not be used extensively at ISU
Global Document	A maintenance document that enables the same addition or change to be made to a number of accounts with a single document.
H	
Higher Education Function Code	Used for central reporting.
I	
ICR Rate	Indirect Cost Recovery percentage. The direct costs on a sponsored account are multiplied by the ICR rate to compute the Indirect Cost charged to the account. Also known as IDC rate.
ICR Type	Defines the base for the Indirect Cost posting on a given account. Includes the Object Codes that are excluded from the ICR calculation.
Indirect Cost	Facilities and administrative costs of the university that are charged to a sponsored account using a sponsor-approved rate.
Indirect Cost Adjustment (ICA)	eDoc used by SPA to manually adjust the indirect cost posting on an account.
Internal Billing (IB)	eDoc used by internal service providers to bill ISU customers. Similar to Service Billing except that it routes like a normal eDoc and any user can create.
Internal Encumbrance	Balance Type identifying commitments within the University. ISU has internal encumbrances for payroll, telecomm and travel.
IR Department Nbr	5-Digit Department Number maintained by Institutional Research and used for some routing outside KFS such as Electronic Personnel Actions.
J	
July 1 Position Funding	Labor Distribution report that will not be used at ISU.
K	
L	
Labor Ledger	Set of tables used to enable reporting at the person level by account. Data flows

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	from payroll by person to the Labor Ledger and then to the General Ledger where it is summarized by object code, account, date and reference number.
Labor Ledger View	Labor Distribution report that will not be used at ISU.
Legacy System	Systems in use prior to the implementation of KFS. Refers to systems that are being replaced by KFS as well as those continuing after KFS go-live.
M	
Month	The month in which the transaction was posted.
N	
Non-Check Disbursement (ND)	eDoc used to make payment with methods other than US Dollar check (ACH, wire, foreign draft, petty cash) for goods and services not required to be processed through purchasing.
O	
Object Code	Defines the type of revenue or expense being used in the transaction. Equivalent to collapsed version of legacy class code.
Object Consolidation Code	The highest level of aggregation for Object Codes. Object Codes roll to Object Levels, which roll to Object Consolidations.
Object Level Code	The middle level of aggregation for Object Codes. Object Codes roll to Object Levels, which roll to Object Consolidations.
Object Name	The title that defines the Object Code.
Object Rollup	Used for aggregation of Object Codes for the SPA Financial Report.
Object Sub-Type Code	Attribute of Object Code used for external financial reporting in the Controller's Department.
Object Type	Defines the Object Code as Revenue, Expense, Asset, Liability, or Fund Balance.
Open Encumbrances	Balance Inquiries report not likely to be used at ISU.
Order Amount	Original unpaid amount or commitment earmarked for Payroll, Purchase Orders, Travel, and Telecom.
Org Department or Org Dept	Refers to a department, which can be rolled up to an Org Unit.
Organization Unit or Org Unit	States the Org Unit in which the department is apart of. Org Unit rolls up to RU.
Originating Doc Number	eData field on the Transaction Summary that is the same as the Organization Doc Number in KFS. User populated on a KFS eDoc. On a feeder transaction, can hold the PO number or indication of the legacy system from which the transaction was generated. Often blank.
Originating Ref Number	eData field on a the Transaction Summary that is the same as the Organization Reference ID in KFS. On a feeder transaction, holds the legacy reference number or Travel Event Number.
Origination Code	A code indicating the system from which a transaction originates.
P	
Parameter	Used to establish business rules for processes. Maintained by functional staff in central admin.
PDF (Button)	In eData reports, click the green PDF button to download the customized report as a PDF.
Percent Spent	Percent of the budget spent as of the date selected.

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Period	A period is equivalent to a month where i.e. Period1 = July, Period 2 = August, etc.
Position Inquiry	Labor Distribution report that will not be used at ISU.
Pre-Disbursement Processor (PDP)	KFS module that collects items for payment, formats those payments, generates the necessary check or ACH XML files, and generates GL pending entries.
Pre-Encumbrance	eDoc that enables a user to earmark funds with manual encumbrances created by the user. These are for unofficial commitments that have not been formally made in the university system.
Prime Sponsor	A prime sponsor only occurs when ISU receives funds as a sub-award from a sponsor. In this case, the sponsor is the agency from which ISU received the award (the sponsor would consider this a sub-award) and the prime sponsor is the agency that provided the sponsor funds.
Principal ID	Same as University ID.
Q	
R	
Receipt(s)	Actual payments received from internal and external sources.
Reporting Codes	Attributes of an account used for financial reporting.
Resource Unit (RU)	An attribute of Organization. The college or administrative unit as defined in the Resource Management Model.
Responsibility ID	Account attribute that corresponds to the Controller's Department staff member assigned to the account.
Revenue	Receipts plus Transfers-In.
Revenue Code	Used in processes and reports to define type of funding.
Revenue Group	Used to summarize Revenue Codes into broad categories. Primary identifier for Federal funding.
Revenue Type	Groups Receipts and Transfers In to show total Revenue.
RMM Distribution	Object Level used to aggregate revenue transferred-in using the rules of the Resource Management Model (RMM): tuition, indirect cost, and appropriations.
Route Log	Tab on the bottom of all eDocs that displays the routing history of that document including the person in the routing and the role performed by that person.
Route Node	Point in the routing at which an action must occur. Route Nodes vary across eDocs.
Run (Button)	Executes the report in eData.
S	
Salary Expense Transfer (ST)	eDoc used for a retroactive correction to the sub-account used on salary and benefit transactions.
Simple Disbursement Voucher	eDoc used to make non-recurring payments with no tax reporting requirements.
Service Billing (SB)	eDoc used by a campus service provider to charge a university customer. This eDoc does not route but instead goes directly to Final Status. Individuals must be specifically approved to create Service Billings on given accounts.
Sponsor	Agency providing funding for an award.
Sub-Account	A 6-digit number attribute of the Account. Replaces existing Section-Projects. Used at the discretion of the department or unit.
Sub-Account Name	Title of the Sub-Account.

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Sub Fund Group Code	Used to aggregate like types of accounts. Often the Sub-Fund Group is used as the replacement for the first 3 digits of the account known as the Fund in the legacy systems. Sub-Fund Groups roll up into Fund Groups.
Sub Fund Group Name	Title of the Sub-Fund.
Sub-Object Code	Provides option for units needing greater detail than what is provided with the Object Codes. Sub-Objects must be attached to both an Object Code and an Account but a special type of document exists to create multiple Sub-Objects at the same time. Best used on accounts that do not change frequently.
Sub-Object Code Global	eDoc used to create the same Sub-Object on a number of Accounts and/or Objects.
T	
Tran Date	Date the transaction was posted to the General Ledger.
Transaction Date	Date the transaction was posted to the General Ledger (Same as Tran date).
Transaction Download	The same information as transaction detail but for more than one account. The report result is downloaded directly into an Excel spreadsheet. This link appears by default when no specific account is selected.
Transfer of Funds (TF)	eDoc used to transfer funds between accounts when maintaining the integrity of the original transaction is desired. Uses transfer object codes only.
Transfers In	Transfers that are considered Object Type of Income (IN).
Transfers Out	Transfers that are considered Object Type of Expense (EX).
U	
Uncommitted Balance	Free Balance less Pre-Encumbrances.
V	
Vendor	A payee on a Disbursement Voucher (DV) that has been created and approved prior to its use on the DV. Vendors have been loaded from the legacy system and new ones are created using the Vendor eDoc (VEN).
W	
X	
Y	
Year	A 12-month period that can be the Fiscal Year (July-June), Calendar Year (January-December), or Federal Fiscal Year (October-September).
Z	