Kuali@USC Quick Reference Guide: KEW Financial Aid Account eDoc

In the USC Kuali system, every transaction (such as a requested addition, change, or deletion) is created and submitted in the form of an electronic document, also referred to as an "eDoc." The Kuali Enterprise Workflow (KEW) system includes a **Financial Aid Account** eDoc, which is designed for the purposes of requesting the creation of a new financial aid Award Code and updating information for an existing Award Code. The Financial Aid Office creates Award Codes to be used by university departments to make awards in the financial aid system.

This guide provides basic instructions for completing and submitting the KEW Financial Aid Account (FAA) eDoc. Upon submittal, FAA eDocs are used strictly for the review of data that, if approved, is processed by the university's Financial Aid department. The Financial Account Creation and Update procedure at USC includes a review process in order to confirm that the proper authority and accounts are being used in the disbursement of financial aid awards.

For brevity, this document does not cover introductory Kuali information, such as general descriptions of the Kuali on-screen interface or explanations of workflow routing. For that information, please see the separate document titled **Kuali Basics: Reference and Training Guide**, which can be accessed here: <www.usc.edu/kuali/basicsguide>

If you need general assistance, please call ITS Customer Support at 213-740-5857 (UPC) or 323-422-1968 (HSC). For assistance with questions about financial aid, please visit the university's Financial Aid website here: http://financialaid.usc.edu/

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1. Type www.usc.edu/kuali in the address field of your browser.
2. When the "Kuali at USC" page is displayed, click the **Kuali Login** link. The "USCnet Login" page will be displayed.
3. Log in, using your USC NetID user name and password. If you do not know your USC NetID or password, please call ITS Customer Support at 213-740-5857 (UPC) or 323-422-1968 (HSC).

   The **Financial Main Menu** page of the Kuali screen will be displayed.

   TIP: It is strongly recommended that you create a browser bookmark to the Financial Main Menu page for easy access to the Kuali system. When you later use that bookmark, you will be directed first to the "USCnet Login" page and then to the Financial Main Menu page once you have logged in.

4. Near the top of the Kuali screen, select the **Workflow Main Menu** tab.

   The **Workflow Main Menu** page will be displayed.
5. On the **Workflow Main Menu** page, click the **Financial Aid Account** link, which is located in the right-hand portion of the screen.

   The screen will change to display the Financial Aid Account (FAA) eDoc form. Fields marked with an asterisk (*****) are required, and must be completed in order to submit the eDoc. In the upper right-hand area of the screen, the fields for document number (abbreviated as *Doc Nbr*), status, Initiator, and the creation date will be populated by the system.
6. No user input is needed for the fields on the **Document Overview** tab. They will be populated automatically, either when the eDoc is submitted or when it enters "Final" status. (Below the *Description* field, the *Organization Document Number* field is not in use at this time.)
7. The fields on the **Initiator Information** tab will be populated automatically with your name and contact information, which are drawn from your user record.
8. Complete the fields on the **Account Information** tab, as follows:
   a. In the *Transaction Type* drop-down list, select the option that specifies whether you are submitting this eDoc to request the creation of a new financial aid award or to update an existing financial aid award.
   b. In the *General Ledger Number* field, enter the appropriate General Ledger account number for this award, and then press the TAB key.

      The system will validate the account number that you entered, and will automatically populate the Organization Name field with the name of the Organization Code to which that account belongs. Your cursor will move to the next field that you need to complete.
   c. If you selected "Create New Account" in the *Transaction Type* drop-down list, you can skip this step. If you selected "Update Existing Account" in the *Transaction Type* drop-down list, the *Alpha Code* field will be available for text entry. Enter the appropriate code in the *Alpha Code* field for the financial aid award that you want to update.
   d. In the *Award Term Will Begin* field, specify when the financial aid award will become effective by entering a 5-digit semester code consisting of the 4-digit year followed by the single digit representing the semester: *1* = Spring, *2* = Summer, or *3* = Fall. (For example, the semester code *20183* represents the Fall semester of 2018.)

9. Complete the fields on the **Award Information** tab, as follows:
    a. In the *Award Name* field, enter a descriptive name to identify the award. The name you enter will be used by the Financial Aid Department.
    b. In the *Award Type* drop-down list, select the option that specifies the nature of the award for which you are submitting this eDoc:
        - Grant, Scholarship
        - Loan
        - TA – Assistantship (for a Teaching Assistant)
        - RA – Assistantship (for a Resident Advisor)
    c. In the *Award Basis* drop-down list, select the option that specifies the basis of the award for which you are submitting this eDoc:
        - Need
        - Merit
        - Unknown
        - Other
    d. In the *Enrollment Restrictions* drop-down list, select the option specifying the applicable restriction for using funds from the award for which you are submitting this eDoc:
        - Undergrad
        - Graduate
        - Undergrad and Special
        - Graduate and Special
    e. In the *Minimum Number of Units* field, enter the minimum number of units (a whole number from 1–20) needed in order to qualify for award funds.
10. Complete the **Authorized Business Administrators** tab as follows to add each person who will be authorized to administer funds from the financial aid account that is the subject of this eDoc:
    a. In the *Name* field, enter the name of the administrator.
    b. In the *Operator Code* field, enter that same person's Operator Code.
    c. Click the add button to add the line of user information you entered to the eDoc. (If you do not click the button, the information will not be recorded as part of the eDoc.)
11. To complete the **Disbursement Codes** tab, select the check-boxes corresponding to all codes that are applicable for the release of funds associated with this FAA request.

    NOTE: The system will display an error message if your selections result in a conflict or compatibility problem.

12. If you need to add any general comments or attachments to the eDoc, then complete the **Notes and Attachments** tab, as follows:
    a. Click the show button on the **Notes and Attachments** tab to reveal the fields and controls used for adding comments and attaching related files.
    b. Type your comments in the text box labeled *Note Text*. If you are just attaching a file, you must enter the file name or a brief comment in the text box. (This is a required field.)
    c. To add an attachment, click the Browse... button next to the *Attached File* field and navigate to the location of the file on your computer that you want to attach to this eDoc. The full

path of the file that you have selected will appear in the *Attached File* field, but it is not yet attached.

If you want to change your selection to a different file, click the small CANCEL button just below the *Attached File* field. When that field is empty again, click the Browse... button once more to locate the other file that you want to attach.

d. To save the notes you entered and attach the file that you have selected, click the add button located to the right of the *Attached File* field.

13. If you need to send a courtesy *FYI* notification to someone when submitting the eDoc, then complete the **Ad Hoc Recipients** tab as follows:
    a. Select *FYI* from the *Action Requested* drop-down list in the *Person Requests* section.
    b. In the *Person* field, enter the User ID of the person to whom you want to route the eDoc.

    If you need to search for the User ID of the intended recipient, click the lookup icon next to the *Person* field. When the **Person Lookup** page appears, enter search criteria as needed to locate the desired person. When the search results are displayed, click the *Return Value* link for your intended recipient. The FAA eDoc will be displayed again, with the *Person* field populated accordingly.

    c. Click the add button in the *Actions* column.
14. When you are ready to submit the eDoc, click the submit button.

After Submittal of an FAA eDoc. Following your submittal of an FAA eDoc, please be watchful in case you receive a Kuali-generated Action List Reminder message via email, notifying you that an item in your action list requires your attention. This may occur for a few reasons:

- If an approver for the FAA eDoc thinks that it contains incorrect or incomplete information, he/she may return the eDoc to you with a note requesting that you make changes or cancel the eDoc. In such an instance, the approver's reason for returning the eDoc to you will be shown on the **Notes and Attachments** tab in the eDoc, and the eDoc will have been routed back to you with an *Approve* request. (In order to re-submit the eDoc after you have made changes, you must click the approve button, indicating that you are approving the now-revised eDoc.) For additional instructions, see ***Resubmitting an eDoc Returned for Correction*** on page 5.
- When an FAA eDoc has received all necessary approvals and enters "Final" status, you will receive an Action List Reminder message because the eDoc will have been routed to your action list with an *FYI* request. In most instances, an *FYI* request is essentially a courtesy notice informing you that all approvals have been recorded for the eDoc in question. However, for an FAA eDoc, you should always open the finalized eDoc and review its contents, which may contain comments or other important information. For example, if your FAA eDoc requested the creation of a new financial aid account, the finalized eDoc will contain the Alpha Code that has been assigned to that new account by the Financial Aid Office.

NOTE: In order to clear an *FYI* eDoc from your action list, you have to click the FYI button at the bottom of the eDoc, or else select ***FYI*** from the drop-down list displayed for that eDoc in the **Actions** column of the action list and then click the take actions button at the bottom of the screen.

Workflow Routing for FAA eDocs

The FAA eDoc has a pre-defined workflow route path for its approval. The routing of the eDoc to the responsible financial officer is dictated by the General Ledger (GL) account number entered in the eDoc by the initiator. The eDoc is automatically routed to the "FAA Reviewer," which is the name of the role assigned to individuals with authority over the account in question. As explained next in this section, an additional pre-approver review step can be designated for specific Organization Codes, if desired. If the optional reviewer step has not been added to the Organization Code for a given account, FAA eDocs associated with that account are routed directly from the initiator to the account's responsible financial officer upon submittal.

Additional Reviewer. If desired, an additional review step can be added to the route path for all FAA eDocs associated with account numbers that belong to a particular Organization Code. Those FAA eDocs will be routed to an optional pre-approver before going to the main financial officer for approval. This optional review step can be added or removed by submitting a KEW **User Access Request** eDoc requesting that an "Optional FAA Reviewer" role be linked to the Organization Code in question.

Error Message If No Financial Officer Has Been Designated. If the GL account number that you enter in the form produces an error message stating that no financial officer is associated with the account you have specified, please contact the Office of Financial Aid to inform them of this. They will be able to instruct you in how to request that a financial officer be associated with that GL account number by submitting a KEW **User Access Request** Document through the Kuali system.

FYI Request Sent to Initiator When All Approvals Are Recorded. After an FAA eDoc has been submitted, the eDoc will be routed to the action list of its initiator with an *FYI* request once all required approvals have been recorded. This is the way in which you will be notified that the eDoc has entered "Final" status and that an Alpha Code has been created for a new financial aid account, or that your update to an existing account has been approved.

Saving an eDoc Before You Are Ready to Submit It

There may be times when you cannot finish entering information for an FAA eDoc in one sitting, or you might need to postpone submitting it. On those occasions, you can save the eDoc without losing any of the information that you have entered.

When you click the save button at the bottom of the eDoc screen, all of the information that you have entered will be preserved so that you can return to it later. The eDoc that you saved will wait in the Inbox of your Action List, which you can access by clicking the action list button located in the upper left-hand portion of the Main Menu screens.

When you are ready to complete an eDoc that you previously saved, you can open it from your Action List, finish entering all required information, and then click the submit button at the bottom of the screen.

Resubmitting an eDoc Returned for Correction

You may occasionally receive an email message from the Kuali system informing you that an FAA eDoc needs your attention. The email message will contain a link that you can click to access the eDoc in question. You can also open the eDoc from the Inbox of your Action List, which you can access by clicking the action list button located in the upper left-hand portion of the Main Menu screens.

Once you have opened the eDoc that requires changes, look at the **Notes and Attachments** tab to find a note saying what information you will need to revise or add. After you have made the required changes

or additions to the information you entered when you originally submitted the eDoc, click the approve button at the bottom of the screen to resubmit the eDoc.

Checking the Status of a Submitted eDoc

Use this procedure to learn the current status of an FAA eDoc after you have submitted it for approval.

1. Log into the Kuali system, as described in ***Initiating an FAA eDoc*** on page 2.
2. Near the top of the Kuali screen, click the doc search button.

   The **Document Lookup** page will be displayed.
3. Type your user name in the *Initiator* field.

   TIP: If you are unsure of your user name, note that it is displayed as "Logged in User:" in the upper right-hand area of the screen.
4. Use the date selector tools adjacent to the *Date Created From/To* fields to specify the date range during which you submitted the eDoc in question.
5. Click the search button.

   The search results, consisting of all the eDocs that you submitted during the specified time period, will be displayed in a table at the bottom of the screen.
6. In the search results table, identify the eDoc whose status you want to check, and click the document icon at the rightmost end of the same row, in the column labeled *Route Log*.

   The screen will change to display status information for the eDoc in question, so that you can see where it is in the approval process.
7. If you want to perform additional KEW-FAA transactions, select the **Workflow Main Menu** tab near the top of the Kuali screen, and then select the desired *Chart of Accounts* transaction link from the Workflow Main Menu page.

Rules and Policies Agreement for Financial Officer Approvers

When an FAA eDoc is opened by an approver, it will include a **Rules and Policies** tab that was not present while the eDoc was being completed for submittal. This tab consists of a statement for the approving financial officer to read and endorse.

By agreeing to the terms of the statement on the **Rules and Policies** tab, the financial officer (a) certifies that the information shown in the eDoc is accurate, (b) confirms that he or she and the delegates named on the **Authorized Business Administrators** tab will share the responsibility of monitoring and maintaining the award funds account, and (c) authorizes the use of funds from the award account.

Logging Out of the Kuali System

There is no "Log Out" link or button in the Kuali system. To exit Kuali, you must close all open windows of your browser by clicking the standard window **Close** button ☒ located in the upper right-hand corner. (On an Apple computer running the OS X operating system, you must also quit the browser.)