

# Kuali@USC Quick Reference Guide: Kuali Enterprise Workflow – Chart of Accounts (KEW-COA)

In the USC Kuali system, every transaction (such as an addition, change, or deletion request) is created and submitted in the form of an electronic document, also referred to as an “eDoc.” This brief guide presents instructions for creating and submitting eDocs with the Chart of Accounts options available on the Workflow Main Menu screen in Kuali. Using these “KEW-COA” options, authorized users can request the creation of new accounts and specify changes that should be made to existing accounts.

For brevity, this document does not cover introductory information, such as descriptions of the on-screen interface. 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](http://www.usc.edu/kuali/basicsguide)>

If you need assistance, please call ITS Customer Support at 213-740-5555 (UPC) or 323-422-1968 (HSC).

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## Initiating a KEW-COA Transaction



Use this procedure to start your KEW-COA transaction, regardless of whether you are going to request a new account or request changes to an existing account.

1. Click the Kuali login link on either the [USC Employee Gateway](#) or [Kuali@USC website](#). The **USCnet Login** page will be displayed.
2. Log in, using your USC NetID user name and password. The **Financial Main Menu** page of the Kuali screen will be displayed.

If you do not know your NetID or password, call ITS at 213-740-5555 (UPC) or 323-422-1968 (HSC).

**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 once you have logged in.

3. Near the top of the Kuali screen, select the **Workflow Main Menu** tab to display that page. You will find the *Chart of Accounts* options on the left side of the Workflow Main Menu page. From this point, proceed to the instructions in whichever of the following sections pertains to the kind of KEW-COA transaction you want to perform:
  - **Requesting a New Account** (the next topic in this guide)
  - **Changing an Existing Account** on page 4 of this guide

**NOTE:** When viewing or editing information on a Kualu page, do not use your browser’s Back button (or the Back command) to return to the page you were viewing previously. Using the Back button could result in an error requiring you to exit your browser and start over again. Instead, if you want to leave a Kualu page, click either the  button if you want to close the currently displayed page without saving any changes you have made there, or the  button to close a page on which you have made no changes.

## Requesting a New Account

Use the following procedure to complete an eDoc requesting the creation of a new account.

1. In the *Chart of Accounts* portion of the Workflow Main Menu page, click “Create New Account.” The screen changes to display the “Chart of Accounts: Create New Account” page. In the upper right-hand area of the screen, the fields for document number, status, Initiator, and the creation date will be populated by the system. A unique document number is assigned automatically to each new eDoc.
2. In the *Description* field in the uppermost folder tab area, labeled **Document Overview**, type a brief description (40 characters max.) of this account creation request, including the account number (if known) and some mention of the account type, such as Income, Expense, Gift, or Endowment. Below the *Description* field, the field labeled *Organization Document Number* is not in use at this time.

**NOTE:** The eDoc you are creating could appear in the results of a document search performed by any Kualu user. Do not include any sensitive information in the *Description* field because that text will be visible in the search results.

3. The *Explanation* text box is an optional field. If desired, use it to enter additional notes or a continuation of the information you have entered in the *Description* field.
4. Proceed to the *New Account Information* portion of the **COA New Account** folder tab, and select either the *Unrestricted* or *Restricted* radio button, depending on which type of account you are creating.


**NOTE:** In older versions of the “Chart of Accounts: Create New Account” eDoc form, the lower portion of the **COA New Account** tab would change to display different controls, depending on which radio button you selected. That functionality has been eliminated as it is not needed in the current eDoc.

5. Type the 10-digit account number (if known) for the new account in the *Account Number* fields. Position your mouse pointer over each of the *Account Number* fields to see a “tooltip” specifying the number of digits to be entered in that field.  
For an **Unrestricted** account, the first digit of the account number must be a **1**, whereas a **Restricted** account number can begin with any digit from **2** through **9**. If you have entered an invalid number, an error message will be displayed to guide you in making the necessary change.


**NOTE:** The Initiator can submit this request to create a new account without entering the account number, but the Approver will then be required to enter it.


6. In the *Fund Group Code* drop-down box, select the appropriate code for the account that you are creating.

7. If you want to specify a department contact for the new account, enter that person's USC NetID (user name) in the *Department Contact Principal Name* field. This is an optional field; although not currently used in Quali, your entry will be available for use in customized Cognos ad hoc reports.

If you need to look up the user's USC NetID, click the adjacent lookup icon  to access the **Person Lookup** page. Use the fields provided on that lookup page to enter search criteria. When the search results are displayed, click the *Return Value* link for the desired person, and the eDoc page will be displayed again with the *Department Contact Principal Name* field populated for the person you specified.

8. In the *Fiscal Officer Principal Name* field, enter (or look up) the USC NetID of the SBO for the school or department associated with the new account. This is a required field; your entry here is used to facilitate routing for DV/DVQE and eMarket functionality.
9. In the *Account Supervisor Principal Name* field, enter (or look up) the USC NetID of the Principal Investigator or supervisor for the new account. This is an optional field, typically used for 5X accounts or accounts in the CORES System that require a Principal Investigator to be specified.
10. In the *Account Manager Principal Name* field, enter (or look up) the USC NetID of the fiscal officer responsible for the new account, who will support the Account Supervisor. This is a required field; although not currently used in Quali, your entry here will be available for use in customized Cognos ad hoc reports.
11. In the *Organization Code* and *Home Department Code* fields, enter the 10-digit codes that are applicable for this new account.

For both the *Organization Code* and *Home Department Code* fields, you can look up the appropriate code by clicking the adjacent Search  button. When using the Search function, remember that you can type an asterisk (\*) as a wildcard character before and/or after the string of characters you have entered as a search term. Depending on where you place the asterisk wildcard, the search results will include all codes that end with, begin with, or contain the string of characters you entered. You can also sort the search results by clicking the separate column headers. (If your Search results do not include the code that you need, please contact Cathy Maddaford by email at <[maddafor@usc.edu](mailto:maddafor@usc.edu)>.)

12. In the *Account Name* field, enter the name for the new account (up to 200 characters).
13. In the *Statement Name* field, enter the name for the account statement (up to 40 characters).
14. If you want to specify an expiration date for the new account, click the calendar icon next to the *Expiration Date* field, and then use the date selector tool to select the expiration date.  
Below the *Expiration Date* field, the *Account Status Code* field cannot be edited.
15. Complete the *Additional Fields* section of the **COA New Account** folder tab as follows:
  - a. In the *Restrictions* text box, enter a description of the type of transactions for which this new account will be used. For a Gift or Endowment account, you must specify all of the restrictions that the donor has placed on the funds in this account. This is a required field.
  - b. The *School/Department Comments* text box is available for you to enter any relevant notes that you may want to include. This is an optional field; although not currently used in Quali, your entry here will be available for use in customized Cognos ad hoc reports.
16. If you need to attach supporting documents to this account creation request, click the  button on the **Notes and Attachments** tab to reveal the fields and controls used for adding comments and attaching related files.

**NOTE:** An attachment is required when requesting the creation of a new Restricted account. If the Initiator does not include the attachment, the Approver will be required to add one.

Any documentation related to this account creation eDoc must be attached in PDF file format. Use the controls on the **Notes and Attachments** tab to attach relevant files, as follows:

- a. Click the  button next to the *Attached File* field and navigate to the location of the file on your computer that you want to attach. 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 need to change your selection to a different file, click the small  button just below the *Attached File* field. When that field is empty again, click the  button once more to locate the other file that you want to attach.
- b. Before attaching the file that you have selected, you must type either the file name or a brief descriptive comment in the text box labeled *Note Text*. (This is a required field.)
- c. To attach the file that you have selected, click the  button located to the right of the *Attached File* field.

17. When you have finished entering all the requested information, proceed to the **Submitting Your KEW-COA eDoc** instructions presented on page 6 of this guide.

Because automatic account updates within the Kualu system are not currently functional, the Office of the Comptroller will manually update the Chart of Accounts in Kualu, referencing the document number of this account creation eDoc. Both the eDoc's initiator and his/her SBO will be notified via an ad hoc *FYI* action request when the new account has been approved in Kualu.

## Changing an Existing Account

Use the following procedure to complete an eDoc requesting changes to an existing account.


1. In the *Chart of Accounts* portion of the Workflow Main Menu page, click "Change an Account." The screen changes to display the "Chart of Accounts: Change Request" page. In the upper right-hand area of the screen, the fields for document number, status, Initiator, and creation date are populated by the system. A unique document number is assigned automatically to each new eDoc.
2. In the *Description* field in the uppermost folder tab area, labeled **Document Overview**, type a brief description (40 characters max.) of the account change that you are requesting. Below the *Description* field, the field labeled *Organization Document Number* is not in use at this time.

**NOTE:** The eDoc you are creating could appear in the results of a document search performed by any Kualu user. Do not include any sensitive information in the *Description* field because that text will be visible in the search results.


3. The *Explanation* text box is an optional field. If desired, use it to enter additional notes or a continuation of the information you have entered in the *Description* field.
4. Proceed to the *Account Identification* portion of the **Applicant Information** folder tab, and type the 10-digit account number for the account that you are modifying in the *Account Number* fields. Position your mouse pointer over each of the *Account Number* fields to see a "tooltip" specifying the number of digits to be entered in that field.
5. In the *Fund Group Code* drop-down box, select the appropriate code for this account.
6. Below the *Account Identification* portion of the **Applicant Information** tab, you will see two "Requested Changes" sections: one for which no Comptroller review is required, and one that

must be reviewed by the Office of the Comptroller. In both of these sections, complete only the fields in which you want to change the existing account information, as follows:

- a. If you want to change the department contact specified for the account, enter that person's USC NetID (user name) in the *Department Contact Principal Name* field. This is an optional field; although not currently used in Kuali, your entry will be available for use in customized Cognos ad hoc reports.

If you need to look up the user's USC NetID, click the adjacent lookup icon  to access the **Person Lookup** page. Use the fields provided on that lookup page to enter search criteria. When the search results are displayed, click the *Return Value* link for the desired person, and the eDoc page will be displayed again with the *Department Contact Principal Name* field populated for the person you specified.

- b. If you want to change the *Fiscal Officer Principal Name* listed for the account, enter (or look up) the USC NetID of the SBO for the school or department associated with the account. This is a required field.
- c. If you want to change the *Account Supervisor Principal Name* listed for the account, enter (or look up) the USC NetID of the Principal Investigator or supervisor for the account. This is an optional field, typically used for 5X accounts or accounts in the CORES System that require a Principal Investigator to be specified.
- d. If you want to change the *Account Manager Principal Name* listed for the account, enter (or look up) the USC NetID of the fiscal officer responsible for the account, who supports the Account Supervisor. This is a required field; although not currently used in Kuali, your entry will be available for use in customized Cognos reports.
- e. If you want to change the *Organization Code* and/or *Home Department Code* listed for the account, enter the 10-digit codes that are applicable for the account.

For both the *Organization Code* and *Home Department Code* fields, you can look up the appropriate code by clicking the adjacent Search  button. When using the Search function, remember that you can type an asterisk (\*) as a wildcard character before and/or after the string of characters you have entered as a search term. Depending on where you place the asterisk wildcard, the search results will include all codes that end with, begin with, or contain the string of characters you entered. You can also sort the search results by clicking the separate column headers. (If your Search results do not include the code that you need, please contact Cathy Maddafor by email at <[maddafor@usc.edu](mailto:maddafor@usc.edu)>.)

- f. If you want to change the *Account Name*, enter the new name (up to 200 characters).
  - g. If you want to change the *Statement Name* for the account, enter the new name for the account statement (up to 40 characters).
  - h. If you want to change the expiration date specified for the account, click the calendar icon next to the *Expiration Date* field, and then use the date selector tool to select the expiration date.
  - i. If you are making a change to the existing account status, select the appropriate option in the *Account Status Code* drop-down list.
7. If changes are needed in the *Additional Fields* section of the **Applicant Information** tab, enter them as follows:
    - a. If you are making changes to the restrictions listed for the account, edit the *Restrictions* text box as needed. For a Gift or Endowment account, be sure to include all restrictions that the donor has placed on the funds in this account. This is a required field.

- b. The *School/Department Comments* text box is available for you to enter any relevant notes that you may want to include. This is an optional field; although not currently used in Kualu, your entry will be available for use in customized Cognos reports.
8. If you need to attach supporting documents to this account change request, click the  button on the **Notes and Attachments** tab to reveal the fields and controls used for adding comments and attaching related files.

Any documentation related to this account change eDoc must be attached in PDF file format. Use the controls in the **Notes and Attachments** tab to attach relevant files, as follows:

- a. Click the  button next to the *Attached File* field and navigate to the location of the file on your computer that you want to attach. 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 need to change your selection to a different file, click the small  button just below the *Attached File* field. When that field is empty again, click the  button once more to locate the other file that you want to attach.
  - b. Before attaching the file that you have selected, you must type either the file name or a brief descriptive comment in the text box labeled *Note Text*. (This is a required field.)
  - c. To attach the file that you have selected, click the  button located to the right of the *Attached File* field.
9. When you have finished entering all the requested information, proceed to the **Submitting Your KEW-COA eDoc** instructions presented next in this guide.

### Submitting Your KEW-COA eDoc

Once you are ready to submit the eDoc for your KEW-COA transaction, click the  button at the bottom of the screen. The Kualu system will validate your eDoc (i.e., check it for errors) and then refresh the page displayed in your browser.

When the refreshed page appears, scroll to the top of the screen in order to view the status of your eDoc submission. The status message will state “Document successfully submitted” if there were no errors found in your eDoc. If the status message indicates that there were errors in your eDoc, such as missing information, take note of the problem and make the necessary changes or additions to the information you entered. After correcting your eDoc, click the  button again, and then check the status message to see if any further adjustments are needed.



If you later want to check on the status of an eDoc you have submitted, refer to the instructions presented in **Checking the Status of a Submitted eDoc** on page 7 of this guide.


If you want to perform additional KEW-COA transactions, click the  button at the bottom of the currently displayed screen, click Yes if you are asked to confirm your action, and then select the desired *Chart of Accounts* transaction link from the Workflow Main Menu page.

If you want to exit the Kualu system, proceed to the **Logging Out of the Kualu System** instructions on page 8 of this guide.


### Saving an eDoc Before You Are Ready to Submit It


There may be times when you cannot finish entering information for a KEW-COA 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  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  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  button at the bottom of the screen.


### Resubmitting an eDoc Returned for Correction

You may occasionally receive an email message from the Quali system informing you that a KEW-COA 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  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  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 a KEW-COA eDoc after you have submitted it for approval.


1. Log into the Quali system, as described in *Initiating a KEW-COA Transaction* on page 1.
2. Near the top of the Quali screen, click the  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  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-COA transactions, select the **Workflow Main Menu** tab near the top of the Kualo screen, and then select the desired *Chart of Accounts* transaction link from the Workflow Main Menu page.

### Logging Out of the Kualo System

There is no “Log Out” link or button in the Kualo system. To exit Kualo, 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.)