

Kuali Endowment Module  
Subject-Matter Experts  
Meeting Summary  
January 23-25, 2006  
Phoenix, AZ

**Attendees**

Dick Barber – rSmart	Bill Buskirk – IU
Nancy Carter – MSU	Cecilia Esquerra - UA
Joan Hagen – IU	Kymber Horn – UA
David Lyons – NACUBO	Norm Peacock – IU Foundation
Shelley Pierce – Delta	Jay Sissom - IU
Gail Thayer – Cornell	Mike Treiber – UA
Mary Wheeler – Cornell	Kim Yeoh - Cornell

**Acronyms**

IUF – Indiana University Foundation  
IUF ETA – Indiana University Foundation – Endowment and Trust Accounting System  
KEM – Kuali Endowment Module  
KFS – Kuali Financial System

**Monday, January 23, 2006**

*Goals for Day:*

- *Understand the structure of the Kuali Financial system, familiarity with terms, data structures, and the look and feel of transaction documents.*
- *Develop a high-level conceptual diagram of the Kuali Endowment Module fit with the Kuali Financial System. Identify issues and questions for more detailed discussions.*

**Introduction to the Kuali Financial System Modules and Data Structure**

The group reviewed a high-level conceptual diagram of the Kuali Financial System, and data diagrams for key Kuali Financial attributes – Account, Organization, Fund, and Object code. Kymber provided a demonstration of the Kuali transaction screens using the Transfer of Funds document as a model.

Observations

- There are differences in the definition of the IUF-ETA/KEM Account and the definition of the Kuali Financial System Account. The KEM account can relate to more than one KFS account. Conversely, many KEM accounts could point to only one KFS Account. We will need to recognize those differences and will most likely want to rename the KEM Account to something else.
- The KFS object codes are very similar in concept and values to the IUF-ETA/KEM object codes.

**Kuali Endowment Module and the Kuali Financial System – fit, interfaces, etc.**

The group listed all of the potential interfaces to the Kuali Endowment Module and described the business requirements of some of the interfaces. Please refer to this diagram in confluence.

Major questions and recommendations:

- The development/gift system is outside the scope of the KEM module, however, the KEM will have to accept feeds from the gift system. Questions: will an institution want to feed all

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gifts through the KEM, even those that do not create an “investment event”, for example, a one-time expendable gift? Splitting the gift feed so the KEM receives only the data on the “invested gifts” will require changes to most gift systems. The group decided to start with the hypothesis that all gifts would be fed to the KEM and develop the details of how that would work. If it isn’t possible, we will consider other alternatives.

- Disbursements are initiated from the KEM to pay trust beneficiaries and vendor fees. The group discussed two options: initiating the payment from the KFS disbursement voucher, and feeding the data back to the KEM, or initiating the payment in the KEM and passing it to the KFS Accounts Payable system for disbursement through PDP or some other disbursement engine. The group chose the second option. However, we did recognize the overlap in functionality between the KFS Disbursement Voucher (KFS-DV) and the needs of the KEM to initiate the transactions. When the requirements for the KEM disbursement functionality are defined, we encourage a comparison with the KFS-DV to identify code that may be reused for this purpose.
- There will be payments initiated and processed in the KFS Accounts Payable or other systems that must be passed to the KEM for information on how the named funds were spent. Examples include scholarships, prizes, and other expenses for which gifts have been received.

**Tuesday, January 24, 2006**

*Goals for Day:*

- *Finalize the scope document as an accurate description of the Kuali Endowment Module*
- *Organize the Kuali Endowment Module transaction processes – to be consistent with the look and feel of Kuali*
- ~~*Identify the data that will be needed in basic reports*~~

**Review the Scope Document**

Review the functionality, fit analysis, scope document – informed by the interface discussions and also by the preparatory work done by MSU, UA and others to identify gaps.

The latest version of the scope document, labeled 3.0, is in Oncourse and Confluence, at these links.

<https://oncourse.iu.edu/portal/site/1116878765971-185206/page/1116878766561-185213>  
(Oncourse)

<http://fms.dfa.cornell.edu:8080/confluence/download/attachments/2131/Scope+doc+version+3.doc?version=1> (Confluence)

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**Identify KEM transactions and logical groupings – to achieve Kuali “look and feel”**

The group listed the various transactions that a user would initiate in KEM, and organized them into two major groups, those that create a financial impact, and those that do not. We then grouped the transactions into logical categories, listed at the end of this meeting summary and also in a file labeled “Proposed screens”.

Next steps are to compare the KEM transactions with the IUF-ETA screens, to identify commonalities and begin drafting functional specifications. In addition to comparing the actual functionality of the screen, the effort should include a description of the tabs that are available at the bottom of each screen that lead to additional information. Examples include the IUF-ETA Account balances, and the IUF-ETA Account holdings.

**Develop Work Plan**

The group identified a high-level list of tasks for developing the Kuali Endowment Module. The tasks, workers, and dates due are listed in an excel file, posted to the Endowment tab in OnCourse and inserted at the end of this document. The list will also be used to create a workplan/gantt chart for the Endowment Confluence space.

**Wednesday, January 25**

*Goals for day:*

- *Preliminary design of Kuali conceptual data diagram*
- *Identify next steps to keep the project on track*

**Review the Conceptual Data Diagram**

Review Conceptual Data Diagram for Kuali Endowment Module data structures, using the IUF ETA Entity Relationship Diagram as the base. Identify the changes to the IUF ETA data model that will be required for the functionality of KEM, including the enhancements.

**Identify next steps – tasks, assignments, next meeting**

The group will meet bi-weekly via conference call, starting Wednesday February 15, from 2:30 to 3:30 EST.

Near-term Action items:

1. Review version 3.0 of the scope document and send comments, corrections, additions, etc. to Mary Wheeler. The goal is to finalize this document during the Feb 15 meeting. *Everyone*
2. Review the Oracle data model naming conventions for the Kuali Financial System, and begin reflecting those changes in the KEM data model. *Norm, Jay, Bradley*
3. Prepare a database instance in Oracle based on the IUF-ETA data structures, to populate with sample data for the Kuali Endowment Module. *Norm, Jay, Bradley*

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4. Review estimates created by Jim Thomas and Phil McKown for screens, enhancements, etc. *Norm*
5. Convene work groups for the listed tasks. *Everyone*

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**Proposed KEM Transaction Screens**

Financial Transactions (GL Impact)

Investment Transactions (tied to a CUSIP, c/b internal CUSIP, i.e. an investment pool)

- Asset purchases
- Asset sales
- Mark investments to market
- Record income/accruals
- Transfer investments
- Record management fees

Distributions (Named Funds)

- Income/Spending Policy
- Gains/losses
- Fees (Internally imposed)

Cash Disbursements

- Beneficiaries
- Vendors

Funds Transfers

- Within a pool
- Across pools
- To a non-KEM account

Record/Adjust Liabilities

Other Cash Receipts

Adjustments

- Gift adjustments
- Other adjustments
- Error corrections

Note: Reversals are assumed to be a feature of each transaction screen.

Non-Financial Transactions

Data Maintenance

- Maintain KEM Accounts (create, modify, close)
- Configuration Tables

Investment related

- Corporate Reorganizations
- Adjust Investment Holdings including stock splits (shares)
- Calculate accruals

Investment Pooled funds (unit) Maintenance

- Update Unit valuation
- Establish Spending Policy rates
- Adjust pooled unit holdings

True Endowment Maintenance

- Adjust Original Gift Value

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**KEM Project Timeline**

	Activity	Due Date	Who?
1	Develop the KEM data model and commonality with Kuali		
	Conceptual data model (with all the pieces)	2/28/2006	Kim, Norm, Mary, Mike, Nancy
	Physical data model for account	4/1/2006	Kim, Norm, Mary, Mike
	Physical data model for security	4/1/2006	Cecilia, Gail, Norm
2	Compare the transaction screens to the current ETA		
		2/28/2006	Joan, Bill, Shelley
3	Design the basic KEM reports		
		5/31/2006	Gail, David, Mike, Norm, Nancy
4	Identify and review batch processes		
		5/31/2006	Norm, Jay, Dick
5	Need to do functional specifications of the base system and review current business rules and applicability to other institutions		
	Investment transactions (see your notes)	7/1/2006	Norm, Mike, Gail
	Cash Disbursement	7/1/2006	Norm, Gail
	Distribution (named funds)	7/1/2006	Norm, Mary, Kim, Bill
	Fund Transfers	7/1/2006	Norm, Shelley
	Record/Adjust liabilities	7/1/2006	Norm, Kim
	Other Cash Receipts/Deposits	7/1/2006	Norm, Shelley
	Other adjustments	7/1/2006	Norm, Cecilia
6	Define interfaces to Kuali GL or A/P		
		8/31/2006	Norm, Dick, Jay
7	Prepare functional spec for the enhancements and prioritize		
	EN-E1 Cornell	7/1/2006	
	EN-E2 MSU	7/1/2006	
	EN-E3 Cornell	7/1/2006	
	EN-E4 MSU	Phase 3	
	EN-H1 UA		
8	Develop a testing plan		