


eCert – Quick Instructions for Certifiers without Preparers

1. Access the Kuali portal through either the email from the Office of Financial Analysis or by logging into the Kuali main page here: <http://fbs.usc.edu/depts/kuali/link/7221/kuali-login/>. Log in using your USC Net ID.

USCnet Login




The resource you requested requires you to authenticate using your USC NetID (also known as your "username") and password.

USCnet Login

USC NetID:

Password:

Login

 **To Log Out**

To ensure log out, you **must** completely quit/close your web browser.

Help with your Login

Your **USC NetID**, which is sometimes also referred to as your "username", is the first part of your USC e-mail address; the part before the "@". For example, if your email were 'ttrojan@usc.edu' you would enter 'ttrojan' in the USC NetID box. Your password is the same as the one you would use to access email using the [USC Mail](#) system. For more information, consult the ITS [Computer Accounts](#) page.

Once you're in Kuali, be sure that you are in the "Financial Main Menu" tab as indicated below.

University of Southern California

TARA

Business Intelligence

Financial Main Menu

Workflow Main Menu

Financial Maintenance

Workflow Maintenance

Administration

USC eMarket

doc search

You are not logged in.

Message Of The Day

Last Update 05-29-2014 11:51:58 AM PDT

Transactions

Accounts Receivable

- [SPA Cash Control](#)
- [SPA Invoice On Demand](#)
- [SPA Letter of Credit Review](#)
- [SPA Customer Credit Memo](#)
- [SPA Customer Invoice Writeoff](#)
- [SPA Customer Invoice Writeoff Lookup](#)
- [SPA Final Invoice Reversal](#)
- [SPA Payment Application](#)

Budget Construction

Custom Document Searches

Financial Transactions

Accounts Receivable

- [Customer Invoices](#)
- [Customer Credit Memos](#)
- [Customer Invoice Writeoffs](#)
- [Cash Controls](#)
- [Payment Applications](#)

Capital Asset Management

- [Asset Maintenance](#)

Balance Inquiries

General Ledger

- [Available Balances](#)
- [Available Balances By BCG](#)
- [Balances by Consolidation](#)
- [Cash Balances](#)
- [General Ledger Balance](#)
- [General Ledger Entry](#)
- [General Ledger Trial Balance](#)
- [General Ledger Pending Entry](#)
- [Internal Billing Inquiry](#)
- [Open Encumbrances](#)

Approximately halfway down the page you'll see an "Effort Certification" link.

| | | |
|---|---|--|
| <ul style="list-style-type: none"> • Pre-Encumbrance • Transfer of Funds • Internal Billing Requisition • Internal Billing Journal Voucher • Service Center Processing <p>Labor Distribution</p> <ul style="list-style-type: none"> • Benefit Expense Transfer • Payroll Expense Transfer <p>Purchasing/Accounts Payable</p> <ul style="list-style-type: none"> • Bulk Receiving • Disbursement Voucher (Check Request) • DVQE Reimbursement (Travel & Non-Travel) • Contract Manager Assignment • Payee Search • Payment Request • Receiving • Requisition • Shop Catalogs • Vendor • Vendor Credit Memo <p>Endowment</p> <ul style="list-style-type: none"> • Asset Decrease • Asset Increase • Cash Decrease • Cash Increase • Cash Transfer • Endowment To GL Transfer Of Funds • GL To Endowment Transfer Of Funds • Liability Decrease • Liability Increase | <ul style="list-style-type: none"> • Payment Requests • Purchase Orders • Receiving • Requisitions • Vendor Credit Memos <p>Lookup and Maintenance</p> <p>Capital Asset Management</p> <ul style="list-style-type: none"> • Asset • Asset Control • Asset Global (Add) • Asset Location Global • Asset Payment • Asset Payment Depreciation • Asset Retirement Global • Asset Year End Book Value Calculator • Asset Log <p>Chart of Accounts</p> <ul style="list-style-type: none"> • Account • SPA Account • SPA Code • SPA Agency • Account Global • Account Delegate • Account Delegate Global • Account Delegate Model • Account Delegate Global From Model • Home Department Code • Object Code • Object Code Global | <p>Accounts Receivable</p> <ul style="list-style-type: none"> • Billing Statement • Customer Aging Report • Customer Invoice • Federal Financial Report • Invoice Report Delivery <p>Sponsored Projects Accounting</p> <ul style="list-style-type: none"> • SPA Award Balances • SPA Invoice Report • SPA Payment History Report • SPA LOC Draw Details Report • SPA LOC Amounts Not Drawn Report • SPA Invoice Suspense Activity Report • SPA Suspended Invoice Report • SPA Milestone Report • SPA Billable but Not Invoiced Awards <p>Effort Certification</p> <ul style="list-style-type: none"> • Effort Certification Dashboard • Duplicate Certifications Report • Effort Certification Extract Build • Outstanding Certifications by Chart/Org/Report • Outstanding Certifications By Report <p>Endowments</p> <ul style="list-style-type: none"> • Asset Statement • Transaction Statement • Transaction Summary • Trial Balance <p>Comptroller's Control Reports</p> <ul style="list-style-type: none"> • Comptroller Continuation Account Report |
|---|---|--|

You will arrive at the ECD Dashboard. You will see how many total ECDs you must certify in the "Total ECDs" line. If you do not have a preparer, you can get started by clicking on the "ECDs Not Started" link

University of Southern California

Role: Certifier

Switch Role:

EC Dashboard | TARA | KFS | Help

Welcome, Trojan, Tommy

Certification Period/s (2014 Q03; 2014 S02)

View ECD's for a different certification period

ADDITIONAL FUNCTIONS

Delegate a Preparer

Delegate a Certifier

My Team

Resubmit an ECD

EC INQUIRY & REPORTS

Search ECD Inquiry

Committed vs Actual % Effort

To Begin Certification Process click on an ECD link below:

• Certifiers with Preparers click on 'Prepared' link

• Certifiers without Preparers or Preparers click on 'Not Started' link

8 ECDs Not Started

8 ECDs Prepared

18 ECDs Complete

32 Total ECDs

Click on Link Below to View ECD status of:

Other Certifications on Award(s)

June 2014

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

ECD-Effort Certification Document

Contact Office of Financial Analysis for help:
email ecert@usc.edu or call (213) 821-1937.

| Status | Count | Percentage |
|--------------|-----------|-------------|
| Final | 18 | 56% |
| Not Started | 8 | 25% |
| Prepared | 6 | 19% |
| Total | 32 | 100% |

This will take you to the landing page for ECDs that need to be prepared. **If you know your 7-digit employee ID**, you can enter it in the employee ID search box and hit Search.

Welcome, Trojan, Tommy
Certification Period/s (2014 Q02;
2014 Q03; 2014 S02; 2013 S03)
[View ECD's for a different certification period](#)

Ready for Preparation - Effort Certification Documents (ECD)

School or Center (3)

Select AllClear All

School: [Molecular Microbiology & Immunology](#) (3)

Notes

Certify in Single ECD mode:

If you do not know your 7-digit employee ID number, you can drill down by clicking on your school, then department, then, your name. When you find the employee you want to certify, you can click on that employee's ECD number.

Welcome Trojan, Tommy
Certification Period/s (2014 Q02;
2014 Q03; 2014 S02; 2013 S03)
[View ECD's for a different certification period](#)

Ready for Preparation - Effort Certification Documents (ECD)

School or Center (3)

Select AllClear All

School: [Molecular Microbiology & Immunology](#) (3)

Notes

Departments:

Department: [Molecular Microbiology & Immunology - 1503080000](#) (3)

Certifiers:

Trojan, Tommy (3)

ECD#: [2305087](#) Doe, Jane

2014 Q03 Not started

Note / AttachmentRoute Log

Certify in Single ECD mode:

- Click on ECD # link

Certify in Multi-ECD mode:

- Click on Select box for ECD's being

This will display the detailed effort certification document.

Certifier: Trojan, Tommy

ECD#: 2305087 **Doe, Jane** 2014 Q03 Not started

☒ Select

| Account Name | Account Number | Object Code | % Salary Allocation Per USC Payroll Sys. | % Effort | Original Period Salary | View Period Salary Detail |
|---|----------------------|----------------------|--|---------------------------------|------------------------------------|---------------------------|
| Add New Detail Line | <input type="text"/> | <input type="text"/> | | <input type="text" value="0"/> | <input type="button" value="Add"/> | |
| Sponsored Support | | | | | | |
| Developing Novel Adjuvants for HIV Vacc | 5351074060 | 11800 | 50 | <input type="text" value="50"/> | 5,141.25 | |
| Overcoming Immune Suppression to Enhanc | 5351076080 | 11800 | 50 | <input type="text" value="50"/> | 5,141.25 | |
| Subtotal | | | 100 | 100 | 10,282.50 | |
| Other Institutional Support | | | | | | |
| Subtotal | | | 0 | 0 | 0.00 | |
| Grand Total | | | 100 | 100 | 10,282.50 | |

Let's say you need to add an additional accounting line. Perhaps you need to note effort on a project that is not shown on your effort certification. In the "Add New Detail Line," add the account number, object code, and percent effort. If you do not know the account number, you may look it up with the magnifying glass. Once you have added the information, be sure to click the "Add" button.

Add New Detail Line

Once you add the accounting line, the new line item will show below the others. You'll have to adjust the other account lines so the total effort equals 100%. Once the document is correct, click the approve button.

☒ Select

| Account Name | Account Number | Object Code | % Salary Allocation Per USC Payroll Sys. | % Effort | Original Period Salary | <button>View Period Salary Detail</button> |
|---|----------------------|----------------------|--|---------------------------------|------------------------------------|--|
| Add New Detail Line | <input type="text"/> | <input type="text"/> | | <input type="text" value="0"/> | <input type="button" value="Add"/> | |
| Sponsored Support | | | | | | |
| Developing Novel Adjuvants for HIV Vacc | 5351074060 | 11800 | 50 | <input type="text" value="50"/> | 5,141.25 | |
| Overcoming Immune Suppression to Enhanc | 5351076080 | 11800 | 50 | <input type="text" value="40"/> | 5,141.25 | |
| Genome Wide Admixture Scan of Multiple | 5351110000 | 11800 | 0 | <input type="text" value="10"/> | 0.00 | |
| Subtotal | | | 100 | 110 | 10,282.50 | |
| Other Institutional Support | | | | | | |
| Subtotal | | | 0 | 0 | 0.00 | |
| Grand Total | | | 100 | 110 | 10,282.50 | |

You'll be brought to a Certification Acknowledgment screen. Read the acknowledgment, click the "confirm" button, and hit "submit."

Certification Acknowledgment

I certify that the effort shown on this report reasonably reflects the actual work performed during the stated period of the individual named and I am in a position that provides me with the suitable means of verification that the work was performed.

☒ Confirm

Submit

Cancel

Once submitted, you'll see a confirmation.

Certifier: Trojan, Tommy

ECD#: 2305087 **Doe, Jane** 2014 Q03 Prepared [Note / Attachment](#) [Route Log](#)

☐ View

Informational messages in this Document:

- Document was successfully approved.

| Account Name | Account Number | Object Code | % Salary Allocation Per USC Payroll Sys. | % Effort | Original Period Salary |
|---|----------------|-------------|--|----------|------------------------|
| View Period Salary Detail | | | | | |

You're done with this ECD. If you have more than one ECD to complete, you must repeat this process for each one.

For more detailed instructions on certifying efforts, including how to delegate a preparer, how to approve multiple certifications at once, and how to view other ECDs on your sponsored projects, please visit our training site at:

http://fbs.usc.edu/depts/ofa/page/7687/ec_training/