

# eCert – Quick Instructions for Certifiers with 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:

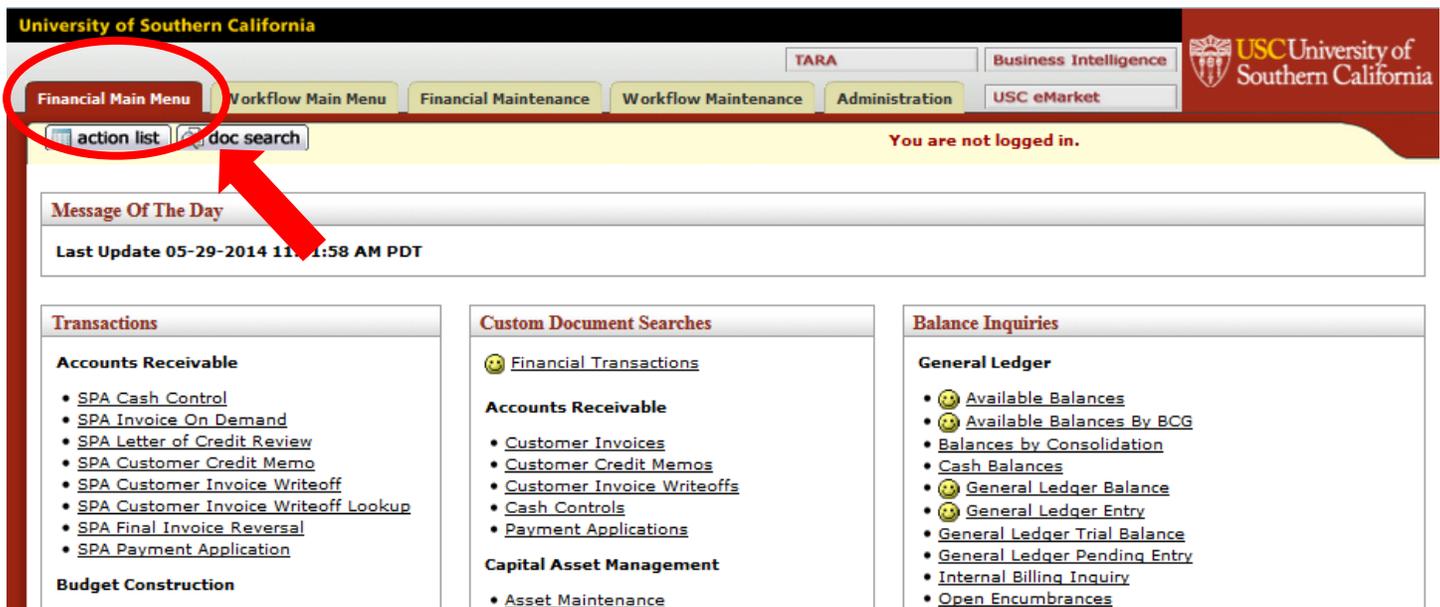
### To Log Out

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

action list doc search

You are not logged in.

Message Of The Day

Last Update 05-29-2014 11:14:58 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.

- [Pre-Encumbrance](#)
- [Transfer of Funds](#)
- [Internal Billing Requisition](#)
- [Internal Billing Journal Voucher](#)
- [Service Center Processing](#)

**Labor Distribution**

- [Benefit Expense Transfer](#)
- [Payroll Expense Transfer](#)

**Purchasing/Accounts Payable**

- [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](#)

**Endowment**

- [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](#)

- [Payment Requests](#)
- [Purchase Orders](#)
- [Receiving](#)
- [Requisitions](#)
- [Vendor Credit Memos](#)

**Lookup and Maintenance**

**Capital Asset Management**

- [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](#)

**Chart of Accounts**

- [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](#)

**Accounts Receivable**

- [Billing Statement](#)
- [Customer Aging Report](#)
- [Customer Invoice](#)
- [Federal Financial Report](#)
- [Invoice Report Delivery](#)

**Sponsored Projects Accounting**

- [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 Contract Invoiced Awards](#)

**Effort Certification**

- [Effort Certification Dashboard](#)
- [Duplicate Certifications Report](#)
- [Effort Certification Extract Build](#)
- [Outstanding Certifications by Chart/Org/Report](#)
- [Outstanding Certifications By Report](#)

**Endowments**

- [Asset Statement](#)
- [Transaction Statement](#)
- [Transaction Summary](#)
- [Trial Balance](#)

**Comptroller's Control Reports**

- [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 have a preparer, you can begin by clicking on the "ECDs Prepared" 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

9 ECDs Not Started  
**6 ECDs Prepared**  
 18 ECDs Complete  
 32 Total ECDs

**Click on Link Below to View ECD status of:**

[Other Certifications on Award\(s\)](#)

**ECD-Effort Certification Document**

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

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					

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

University of Southern California

Role: Certifier Switch Role: EC Dashboard | TARA | KFS | Help

USC University of Southern California

Welcome, Trojan, Tommy

Certification Period/s (2014 Q03; 2014 S02)

[View ECD's for a different certification period](#)

### Prepared Effort Certification Documents (ECD)

Filter by Certifier Employee ID#

School or Center (6)

School: [Molecular Microbiology & Immunology](#) (6)

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.

University of Southern California

Role: Certifier Switch Role: EC Dashboard | TARA | KFS | Help

USC University of Southern California

Welcome, Trojan, Tommy

Certification Period/s (2014 Q03; 2014 S02)

[View ECD's for a different certification period](#)

### Prepared Effort Certification Documents (ECD)

Filter by Certifier Employee ID#

School or Center (6)

School: [Molecular Microbiology & Immunology](#) (6)

Departments:

Department: [Molecular Microbiology & Immunology - 1503080000](#) (6)

Certifiers:

Certifier: [Trojan, Tommy](#) (6)

<a href="#">ECD#: 1860314</a>	<a href="#">Doe, Jane</a>	2014 Q03 Prepared	<input type="button" value="Note / Attachment"/>	<input type="button" value="Route Log"/>
-------------------------------	---------------------------	-------------------	--	--

Select

Notes

Certify in Single ECD mode:

- Click on ECD # link

Certify in Multi-ECD mode:

- Click on Select box for ECD's being certified
- Modify if necessary
- Click Approve

This will display the detailed effort certification document.

Certifier: Trojan, Tommy

ECD#: 1860314      Doe, Jane      2014      Q03      Prepared      [Note / Attachment](#)      [Route Log](#)

Select

Account Name	Account Number	Object Code	% Salary Allocation Per USC Payroll Sys.	% Effort	Original Period Salary	<a href="#">View Period Salary Detail</a>
<b>Add New Detail Line</b>	<input type="text"/>	<input type="text"/>		<input type="text" value="0"/>	<input type="button" value="Add"/>	
<b>Sponsored Support</b>						
Translational Pathology Core - Soft Tiss	5651140814	11800	50	<input type="text" value="50"/>	3,000.00	
Translational Pathology-Soft - Comprehe	5351144813	11800	50	<input type="text" value="40"/>	3,000.00	
		<b>Subtotal</b>	100	90	5,400.00	
<b>Other Institutional Support</b>						
CBIO COMPENSATION-STAFF&FULL TIME FAC	1218451100	11800	0	<input type="text" value="10"/>	0.00	
		<b>Subtotal</b>	0	10	600.00	
		<b>Grand Total</b>	100	100	6,000.00	

Faculty Institutional Base Salary: \$ 0.00

Staff Annual Base Salary: \$ 12,000.00

Research Assistants (Students) Monthly Salary: \$ 0.00

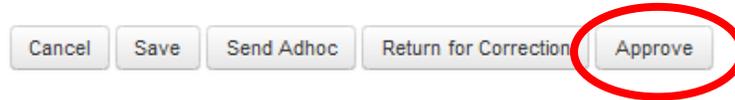
If document is not prepared correctly, you may return it to your preparer by using the “Return for Correction” button.

You'll have to enter a reason for the return. Once you've entered your reason, hit “yes”.

Are you sure you want to return this document back to **previous node**?

\* Please enter the reason below:

If the document is correct, click the approve button.



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.



**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/](http://fbs.usc.edu/depts/ofa/page/7687/ec_training/)