

**Quick Start Guide: Getting Started in KFS**

**Summary:** This guide has been created for all users of the Kuali Financial System (KFS). Below are links to resources that will aid in the understanding of KFS. This document lists the Module, Topic, Description, and Location of each resource. Remember that you must be logged into ZotPortal for these links to work.

**Access KFS through ZotPortal:** [www.portal.uci.edu](http://www.portal.uci.edu) (Login>Faculty & Staff>KFS)

**KFS Support:** 949-824-7001, KFS@uci.edu

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| Module | **Topic** | **Description** | **Location of Instructions** |
| Kuali Vendor Onboarding (KVO) | KVO User Manual | Non-employees need to be set up as Vendors in order to pay them using a Disbursement Voucher or Purchase Order. In order to avoid duplicate emails to a vendor, users will need to assess whether or not the vendor has already been on-boarded before sending out an invitation. Instructions on this and other Vendor related questions can be found in the KVO User Manual. | [Login](http://www.portal.uci.edu)>Faculty & Staff>KFS>KFS Lookups & Requests>Vendor>KVO User Manual |
| TEM | TEM Profile: Creation | Employees seeking reimbursement via TEM eDocs must have a TEM Profile in order to be paid by their TEM Arranger. Access to initiating TEM eDocs requires having a TEM Profile. If they do not already have an active TEM Profile, the employee themselves must create their own. | Login>Faculty & Staff>KFS>KFS Help Guides>[KFS Quick Start Basics](https://portal.uci.edu/uPortal/viewXmlFile.jsp?cmsUri=public/KFS/Instructions/HowToQuickStartBasics.xml)>Create your TEM Profile (if it isn’t already in place) |
| TEM | TEM Profile: Adding an Arranger | Processors (now called Arrangers) who create and handle the reimbursement paperwork will be working extensively with TEM eDocs to pay, reimburse, and/or approve TEM-related expenses. It is important that you add an Arranger to your TEM Profile.  | Login>Faculty & Staff>KFS>KFS Help Guides>[Instructions and Help Guides-all user**s**](https://portal.uci.edu/uPortal/viewXmlFile.jsp?cmsUri=public/KFS/Instructions/infoPageKFSInstructionsHelpGuides.xml)>Add a Profile Arranger to your Travel & Event Management (TEM) profile |
| TEM | TEM Profile: Updates | KFS users who have a TEM profile have the option of making updates to their profile. TEM Organization Profile Arrangers can edit TEM Profiles for all users within their organization.  | Login>Faculty & Staff>KFS>KFS Help Guides>[KFS Quick Start Basics](https://portal.uci.edu/uPortal/viewXmlFile.jsp?cmsUri=public/KFS/Instructions/HowToQuickStartBasics.xml)> Edit Your TEM (Travel & Event Management) Profile |
| TEM | TEM: Payment Status | TEM disbursements can be found in the View Related Documents tab of the TEM document. | Open the view related documents tab of a TEM document, and open the associated Disbursement Voucher (DV) then refer to the directions listed for the Financial Processing DV: Payment Status. |
| PURAP | Payment Request: Payment Status | By selecting the Disbursement Info button in the PREQ, users are able to see if the payee check/ACH has been processed. | Payment Request (PREQ)>Invoice info tab>Pay date>Extract Date field>Disbursement info button |
| Financial Processing  | Disbursement Voucher: Payment Status  | The Pre Disbursement Processor (PDP) status tab displays the payment status and check or direct deposit (ACH) information. | DV>Pre-Disbursement Processor Status>Disbursement info button |
| Financial Processing  | Disbursement Voucher: Payment Reason Codes | Listed are the Payment Reason Names, codes, and descriptions of payment categories for the Disbursement Voucher. This list is authorized by Accounts Payable and is subject to change. | Login>Faculty & Staff>KFS>KFS Help Guides>[Instructions and Help Guides-all users](https://portal.uci.edu/uPortal/viewXmlFile.jsp?cmsUri=public/KFS/Instructions/infoPageKFSInstructionsHelpGuides.xml)> Payment Reasons for a Disbursement Voucher (DV) |
| Financial Processing | General Error Correction: PALCard Use Tax | The PALCard use tax account is UC18889, object code L322. Users should import the department’s use tax charge and the PALCard use tax account, in the “From” section of the GEC. The “To” section should be empty. Bringing in both the Credit and the Debit (full transaction) will reverse the use-tax entries. | UCLC >Search “KFS FT: General Error Correction”> Register> Resources (Print PDF) |
| Chart of Accounts  | Object Code: Lookup | Object codes represent all income, expense, asset, liability, and fund balance classifications that are assigned to transactions, and help identify the nature of the transaction. Object codes contain several attributes for financial reporting, both at the detail and consolidated levels. | Login>Faculty & Staff>KFS>KFS Help Guides>[Instructions and Help Guides-all users](https://portal.uci.edu/uPortal/viewXmlFile.jsp?cmsUri=public/KFS/Instructions/infoPageKFSInstructionsHelpGuides.xml)> Object Code |
| KSAMS & Access  | KFS Campus Role Qualifier Cheatsheet | This is a list of KFS Campus Roles that can be requested in KSAMS, along with descriptions of their corresponding qualifiers. | Login>Faculty & Staff >Applications>My Applications> [KSAMS (new Security Access Management System](https://systems.oit.uci.edu/kfs/ksams/))>**Kuali Financial System (KFS) (KFS** **Campus Role Qualifier Cheatsheet)** |
| KSAMS & Access | Accounting Reviewer | The Accounting Reviewer is required for the following documents: Disbursement Voucher (DV), General Error Correction (GEC), Travel Transactions (TT) which includes; Travel Authorization (TA), Travel Reimbursement (TR), Relocation (RELO), and Entertainment (ENT) eDocs. For all other documents each organization may determine if this role will be required. | [UCLC](http://www.uclc.uci.edu)>Search “KFS Workflow Approvers”>Slide 39 |
| Access/Workflow | Fiscal Officer: Updating a Fiscal Officer on single account  | Fiscal Officers are the workflow approvers responsible for the daily oversight and approval of KFS financial transaction eDocs. They are assigned to all KFS Accounts and are responsible for checking financial transactions for accuracy. When a Fiscal Officer needs to be changed (per account) users can initiate the Account maintenance document. | Login>Faculty & Staff>KFS>KFS Help Guides>[Instructions and Help Guides-all users](https://portal.uci.edu/uPortal/viewXmlFile.jsp?cmsUri=public/KFS/Instructions/infoPageKFSInstructionsHelpGuides.xml)> Change a Fiscal Officer for a Single Account  |

**Instructions and Help Guides-all users:**

<https://portal.uci.edu/uPortal/viewXmlFile.jsp?cmsUri=public/KFS/Instructions/infoPageKFSInstructionsHelpGuides.xml>

**KFS Quick Start Basics:**

<https://portal.uci.edu/uPortal/viewXmlFile.jsp?cmsUri=public/KFS/Instructions/HowToQuickStartBasics.xml>

**KSAMS (new Security Access Management System):**

<https://systems.oit.uci.edu/kfs/ksams/>

**University of California Learning Center (UCLC) -** [www.uclc.uci.edu](http://www.uclc.uci.edu)