

TRS DTA Reference Guide: Kual Financial System (KFS) Considerations

KFS Accounts that will be used for payroll purposes must also be linked to a valid UC Account with a valid corresponding PPS Home Department Code listed in its UC Account Attributes. A UC Account's Home Dept Cd should be viewable in KFS by searching for either the KFS Account or UC Account & UC Fund and then selecting a UC Account number in the search results. Doing so will bring up the UC Account Inquiry screen for the selected UC Account and the second to last Attribute is the UC Account's Home Dept Cd.

UC Account Inquiry	
expand all collapse all	
UC Account Attributes hide	
UC Location:	9 - UC Irvine
UC Systemwide Admin. Unit:	
Sub Campus:	2 - Health sciences
KFS Chart-Organization:	IR-7538
CFS Level 1 Chart-Organization:	IR-9030
CFS Level 2 Chart-Organization:	IR-9030
CFS Level 3 Chart-Organization:	IR-8130
UAS:	440500 - INDIVIDUAL OR PROJECT RESEARCH
UC Account Number:	449602
UC Account Name:	RESEARCH IMAGING CENTER
Account Group:	300050 - CURRENT EXPENSES/RESEARCH
Academic Discipline:	020 - INTERDISCIPLINARY STUDIES
Annual Report Code:	449093 - U-INTERDISCIPLINARY RESEARCH P
NSF Field of Study Code:	080 - Other Sciences
Sub Ledger Flag:	No
Home Department Code:	170535
Active Indicator:	Yes

Or, to view all UC Accounts associated with a PPS Home Dept Cd in KFS, open the Account Lookup and select the magnifying glass lookup icon next to the UC Account Number Field. Type in the desired Dept Cd in the Home Department Code Field and click the search button below. Then, select the "return value" link to view all the KFS Accounts that are linked to each individual UC Account. If several UC Accounts are returned in the search results, it may be helpful to use the import function in KFS to import the search results into Excel.

For example, searching for Dept Cd 170535 in KFS will show that it has been mapped as a Home Department Code for UC Accounts 405467, 445467, & 449602 in KFS:

UC Account Lookup												
UC Location Code:												
UC Account Number:												
UC Account Name:												
Home Department Code:		170535										
Active Indicator:		<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both										
search		clear		cancel								
3 items found, displaying all items . PAGE 1												
Return Value	UC Location Code	UC SAU Code	Sub Campus Code	UC Account Number	UC Account Name	UC Account Group Code	UAS Code	Academic Discipline Code	Annual Report Code	Sub Ledger Flag	Home Department Code	Active Indicator
return value	9		2	449602	RESEARCH IMAGING CENTER	300050	440500	020	449093	No	170535	Yes
return value	9		2	405467	SOM/NIC	300010	400100	810	405180	No	170535	Yes
return value	9		2	445467	SOM/NIC/RESEARCH	300050	440500	810	445180	No	170535	Yes

(Search results have been edited for more convenient viewing.)

OR – To view all KFS Accounts that are linked to all three UC Accounts that are mapped to Home Department Code 170535:

- Note **all** the UC Account Numbers listed in the initial search results
- Click the cancel button to return to the Account Lookup screen
- Type **405467|445467|449602** in the “UC Account Number” field
- Click the search button and import the results to Excel for more convenient viewing

These are all the KFS Accounts that currently list UC Accounts 405467, 445467, or 449602 in their attributes:

KFS Account	Account Name	KFS Org	UC Account	UC Fund
EP11126	449602-09535 RESEARCH IMAGING CENTER	7538	449602	09535
GF14027	405467-19900 SOM/NIC/OR SUPPORT	7538	405467	19900
GU12327	449602-19933 RESEARCH IMAGING CENTER	7538	449602	19933
PR56248	445467-56350 NIC/BIC FOUNDATION	7538	445467	56350
SS12005	405467-60242 NIC	7538	405467	60242
SS11391	449602-61750 NIC/RIC RECHARGE	7538	449602	61750
SS12004	405467-62059 NIC/BIC RECHARGE	7538	405467	62059
OS79914	445467-66153 NIC/BIC PETNET SOLUTIONS	7538	445467	66153
OS88900	405467-66499 SOM/NIC/DEANS OFFICESUPPORT	7538	405467	66499
OS79913	445467-68029 NIC	7538	445467	68029

(KFS search results have been imported to Excel for more convenient viewing)

So, if all employees in Dept Cd 170535 show one or more of the UC FAUs listed above in their appointment distributions in PPS, PPS should derive their Appt Dept Cd as 170535. Then, if any of the appointments are TRS-eligible, TRS will create corresponding assignments under Dept Cd 170535. And, SAMS will allow all DTAs for Dept Cd 170535 access to any of the employees’ loaded assignments and timesheets listed under Dept Cd 170535 in TRS.

However, if a department isn’t supposed to have any TRS-eligible employees paid on its accounts, and new or updated assignments are still loading into TRS under an incorrect Dept Cd, the department should immediately review the Home Department Codes currently assigned to their UC Accounts’ in KFS to determine if requests for updates are needed.

Additionally, departments must follow multi-step process to change the Home Dept Cd that a UC Account is linked to in PPS—and only the first step occurs at the department level:

1. Department makes a request to the KFS Support Desk to change the Home Dept Cd of UC Account(s)
2. A KFS Chart Manager updates the UC Account table with UC Account(s) new Home Dept Cd
3. KFS feeds the updated Home Dept Cd into DataWarehouse
4. DataWarehouse feeds the updated Home Dept Cd into PPS
5. UCOP implements the update of the Home Dept Cd in PPS
6. PPS feeds the updated Home Dept Cd into DataWarehouse
7. DataWarehouse feeds the updated Home Dept Cd into TRS

If there are additional UC Accounts that a department wants to associate with a Dept Cd in PPS/KFS, the department will need to contact the KFS Support Desk (kfs@uci.edu) to make a request to change the Home Dept Cd of the additional UC Account(s) so a Chart Manager can begin the process in KFS.