

KUALI FINANCIAL SYSTEM

UNIVERSITY of CALIFORNIA · IRVINE

QUICK START GUIDE: CHANGE THE FISCAL OFFICER (FO) FOR ONE ACCOUNT

Summary: 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, not globally), users will initiate the Account maintenance document.

KFS Organizations are responsible for the maintenance of Fiscal Officers on all accounts within their Organization. In the event a Fiscal Officer leaves or no longer oversees an account, Organizations will be responsible for ensuring that the FO is replaced in KFS before further items route to their Action List.

Steps	What you need to do	How to do it
1	Access KFS via ZOTPortal	1. Use your UCInetID and password to log in to https://portal.uci.edu/ 2. Press the Faculty and Staff tab and then select the KFS tab 
2	Access Account	1. Navigate to the KFS Lookups & Requests portlet 2. Expand the Chart of Accounts bullet 3. Select Account 
3	Locate Account	1. You have several options to find the account for editing: <ul style="list-style-type: none"> a. Enter the UC Account Number in the UC Account Number field <ul style="list-style-type: none"> o You can query your new KFS Account number using the old account and fund information. o In the event both the KFS Account Number and UC Account and Fund are unknown, locate the KFS Account using other search parameters e.g., Account Name, Organization Code, Account Type Code, current Fiscal Officer, etc. 
4	Search	1. Press the search button at the bottom of the Lookup screen, once the criteria has been entered, in order to return and review the

results

5 Select **edit** for the account being changed

Actions	Chart Code	Account Number	Account Name	Organization Code	Account Type Code	Sub-Fund Group Code	UC Account Number	UC Fund Number	Fiscal Officer Name	Account Supervisor Name	Building Code	Account Manager Name	Account Expiration Date
edit copy IR	GF11511	407691-19900	ACADEMIC AFFAIRS-MISC. NON-	9041	CF	401000	407691	19900	CHAPPELL- DAVEE, MARY	HOFFMAN, CYNTHIA		CHAPPELL- DAVEE, MARY	

6 Complete the Document Overview tab

1. Enter a brief description of the transaction, e.g. replacing a Fiscal Officer
2. Add a detailed **Explanation** of the transaction (recommended)

Document Overview ▼ hide

Document Overview

* **Description:** Fiscal Officer being changed due to redistribution of workload on Department's General Fund account

Organization Document Number: **Explanation:**

7 Update the Fiscal Officer Principal Name

1. Navigate to the **Account Responsibility** tab
2. In the **New** section, enter the Fiscal Officer's UCInetID in **Fiscal Officer Principal Name** field. If the UCInetID is unknown, select the magnifying glass icon to initiate a Person Lookup.

Account Responsibility ▼ hide

Old	New
Fiscal Officer Principal Name: <input type="text" value="mcdavee - CHAPPELL-DAVEE, MARY"/>	* Fiscal Officer Principal Name: <input type="text" value="ehramire"/> <input type="text" value="RAMIREZ, ERIK"/>
Account Supervisor Principal Name: <input type="text" value="hoffman - HOFFMAN, CYNTHIA"/>	* Account Supervisor Principal Name: <input type="text" value="hoffman"/> <input type="text" value="HOFFMAN, CYNTHIA"/>
Account Manager Principal Name: <input type="text" value="mcdavee - CHAPPELL-DAVEE, MARY"/>	* Account Manager Principal Name: <input type="text" value="mcdavee"/> <input type="text" value="CHAPPELL-DAVEE, MARY"/>
Continuation Chart Of Accounts Code: <input type="text" value="IR - UC IRVINE"/>	Continuation Chart Of Accounts Code: <input type="text" value="IR - UC IRVINE"/>

8 Review and Submit eDoc

1. Scroll to the bottom of the document and press the **Submit** button
2. The eDoc will be go through electronic workflow for approvals and the status will change from **Initiated** to **Enroute**

9 Review Route Log tab for status

1. Upon submission the Account Maintenance eDoc will go through workflow for review and approval.

Approvals for Account Maintenance eDoc:

- i. New Fiscal Officer on Account
- ii. Account Supervisor (FYI)
- iii. Current Fiscal Officer on Account
- iv. General Accounting Reviewer
- v. Chart Manager (campus based)
- vi. University Chart Manager (UC)