

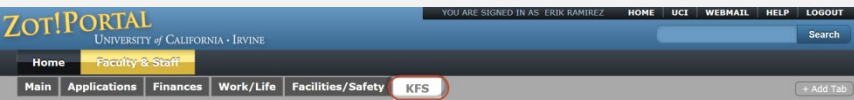
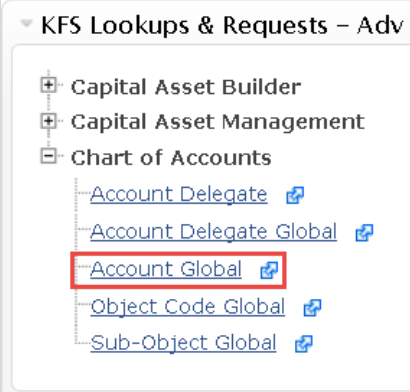
KUALI FINANCIAL SYSTEM

UNIVERSITY of CALIFORNIA · IRVINE

QUICK START GUIDE: CHANGE FISCAL OFFICER FOR MULTIPLE ACCOUNTS

Summary: 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 Fiscal Officer is replaced.

The Account Global maintenance eDoc is used to assign identical attributes to multiple accounts on a single document. For example if an organization would like to add one Fiscal Officer to multiple accounts they would use the Account Global maintenance eDoc.

| Steps | What you need to do | How to do it |
|-------|---------------------------|---|
| 1 | Access KFS via Zot Portal | <ol style="list-style-type: none"> 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 Global | <ol style="list-style-type: none"> 1. Navigate to the KFS Lookups & Requests portlet 2. Expand Chart of Accounts 3. Select Account Global  |

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Enter required information

1. In the Document Overview tab complete the required Description field
2. In the Global Account Maintenance section, enter the UCInetID for the new Fiscal Officer in the Fiscal Officer Principal Name field. If the UCInetID is unknown select the magnifying glass icon to initiate a Person Lookup

Account Global ?

Doc Nbr: 19610 Status: INITIATED
 Initiator: ehramire Created: 04:26 PM 02/19/2014

[expand all](#) [collapse all](#)
 * required field

Document Overview hide

Document Overview

* Description: Explanation:
 Organization Document Number:

Global Account Maintenance hide

New

Fiscal Officer Principal Name: ehramire
 RAMIREZ, ERIK

Account Supervisor Principal Name:

Account Manager Principal Name:

Organization Code:

Sub-Fund Group Code:

Account Expiration Date:

Continuation Chart Of Accounts Code:

Continuation Account Number:

Income Stream Chart Of Accounts Code:

Income Stream Account Number:

CFDA Number:

Higher Education Function Code:

Account Sufficient Funds Code:

Transaction Processing Sufficient Funds Check:

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Access the Edit List of Accounts tab

1. Manually enter each account in the New Account section **or**
2. Perform a Look up to add multiple account lines by selecting the magnifying glass icon

Edit List of Accounts hide

New Account Look Up/Add Multiple Account Lines

* Chart Codes:

* Account Number:

Account Name:

hide **Account(IR - UC IRVINE-GF10404-402543-19933 ENGR/CIVIL ENGINEERING)**

Chart Code: IR - UC IRVINE

Account Number: GF10404

Account Name: 402543-19933 ENGR/CIVIL ENGINEERING

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Perform a Look Up to Add Multiple Account Lines

1. Select the **Look Up/Add Multiple Account Lines** to open Account lookup
2. On the Account Lookup Screen, enter the name of the old Fiscal Officer to pull up all accounts assigned. You may mark each check box in the **Select?** column or select the button for all accounts or all accounts showing on the current page.
3. Select desired accounts and then press **return selected** button to return the results to the Account Global Maintenance eDoc

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Viewing rows 1 to 29

| Select? | Chart Code | Account Number | Account Name | Organization Code | Account Type Code | Sub-Fund Group Code | UC Account Number | UC Fund Number | Fiscal Officer Name |
|-------------------------------------|------------|----------------|--|-------------------|-------------------|---------------------|-------------------|----------------|---------------------|
| <input checked="" type="checkbox"/> | IR | FG14790 | 662010-23496 ACCOUNTING | 8009 | CF | 406210 | 662010 | 23496 | CRAWFORD, SUSAN |
| <input type="checkbox"/> | IB | FG14792 | 662010-23498 ACCOUNTING | 8009 | CF | 406210 | 662010 | 23498 | CRAWFORD, SUSAN |
| <input checked="" type="checkbox"/> | IR | FG14797 | 662040-23496 CASHIER | 8009 | CF | 406210 | 662040 | 23496 | BEAN, DIANNE |
| <input type="checkbox"/> | IR | FG14841 | 683039-23496 ACCOUNTS RECEIVABLE RECHARG | 8009 | CF | 406210 | 683039 | 23496 | MAGANA, JULIE |
| <input checked="" type="checkbox"/> | IB | FG14842 | 683039-23498 ACCOUNTS RECEIVABLE RECHARG | 8009 | CF | 406210 | 683039 | 23498 | MAGANA, JULIE |
| <input type="checkbox"/> | IB | FG16603 | 683039-23499 ACCOUNTS RECEIVABLE RECHARG | 8009 | CF | 406210 | 683039 | 23499 | MAGANA, JULIE |

| | | |
|---|------------------------|--|
| 6 | Verify added accounts | 1. Verify all accounts that will be changed to the new Fiscal Officer |
| 7 | Review and Submit eDoc | 1. After reviewing the changes, press Submit button at the bottom of the eDoc 2. The eDoc will be submitted to workflow and the status will change from initiated to Enroute |
| 8 | Review Route Log tab | Upon submission the Account Maintenance eDoc will go through workflow for review and approval Required Approvals for Account Maintenance eDoc: Organization Reviewer, Chart Manager (IR), University Chart Manager (UC) |