


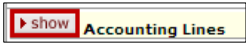

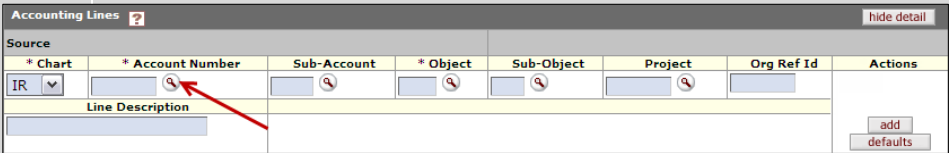

KUALI FINANCIAL SYSTEM

UNIVERSITY of CALIFORNIA • IRVINE

QUICK START GUIDE: LOOK UP AN ACCOUNT WITHIN A KFS eDOC

Summary: Perform an Account Lookup within a transactional eDoc. The Account Lookup is a tool used across multiple document types to find a KFS Account.

Notes: These instructions detail how to do a KFS Account Lookup (within a KFS eDoc) by the ‘old’ UC Account-UC Fund number, the account name, or by using other common search criteria.

Steps	What you need to do	How to do it
1	In the KFS portal, open the Accounting Lines section of an eDoc	1. You must first initiate and open a transactional eDoc <ol style="list-style-type: none"> a) Find instructions for filling out various types of eDocs on the UC Learning Center website 2. Navigate to the Accounting Lines section of the eDoc <ol style="list-style-type: none"> a) Select the show button, if the tab or section is hidden <div style="text-align: center;">  OR  </div>
2	Use Account Lookup to complete the Accounting Lines section/tab	1. The Account Number field is used for the KFS Account Number. <ol style="list-style-type: none"> a) Enter the number if you know it and therefore do not need to search. (move on to Step 7) 2. To find a KFS Account Number , select the  (magnifying glass icon) next to that field 3. An Account Lookup search will display. <div style="text-align: center;">  </div>
3	Enter the correct Campus Code, according to the Chart of Accounts	1. Ensure that the Chart Code on the Account Lookup is correct <ol style="list-style-type: none"> a) This will default to what the initiator had selected in the Accounting Lines section, but can be changed <div style="text-align: center;">  </div> <div style="margin-top: 20px;"> <p><i>Examples:</i></p> <p>IR= UC Irvine</p> <p>MC= Medical Center</p> <p>SW= System Wide</p> <p>UC=University of California</p> </div>

4

Search for a KFS Account:
Based on the **UC Account and the UC Fund**

1. Next to the **UC Account Number**, enter the UC Account (6 digits)
2. Next to the **UC Fund Number**, input the UC Fund (5 digits)
3. Press the **search** button

The screenshot shows the 'Account Lookup' form with several fields. The 'UC Account Number' field contains '443322' and the 'UC Fund Number' field contains '19900'. Both fields are highlighted with a red box. The 'search' button at the bottom is also highlighted with a red box.

Note: "Include Control Accounts" and include "Closed?" accounts in the search criteria default to "No". If users want to include Control Accounts or closed accounts in their KFS searches, they should select "Yes" to only include them, or "Both" to include everything.

Alternate

Search for a KFS Account:
Based on the **Account Name**

The screenshot shows the 'Account Lookup' form with the 'Account Name' field containing '*admin*depart*'. This field is highlighted with a red box. The 'search' button at the bottom is also highlighted with a red box.

1. Next to the **Account Name** field, enter a portion of the KFS Account name as search criteria by using asterisks (*) as search qualifiers
2. Press the **search** button

Note: Asterisks are a way to search in KFS if you don't know an exact match for something

The list below describes the different combinations of text and asterisks to help users find the desired account criteria

Searching for:	Return Result	General Notes
admin	KFS will only return exact match	Often= No Results
*admin	All results that end with "admin"	Limited Results
admin*	All results beginning with "admin"	Limited Results
admin	All results with "admin" somewhere in the name	Many/ Broad Results
*admin*depart*	Anything with "admin" and "depart" in the name, in that order	Very refined Results
admin&&*depart*	Anything with "admin" and "depart" in the name, in any order	Ideal refined Results

Alternate

Search for a KFS Account:
Miscellaneous criteria

1. You can also search for a KFS Account using other criteria (if the Account Name or UC Account-Fund are unknown) by entering search qualifiers:
 - a) **Organization Code** - The 4-digit code given to each unit/department/organization in KFS
 - b) **Sub-Fund Group Code** - The first 2 letters of the KFS Account Number (except for Plant Funds). It categorizes different types of funding for reporting
 - c) **Fiscal Officer Principal Name** - UCInetID of the Fiscal Officer responsible for a KFS Account
2. Press the **search** button, once search criteria has been entered

5 Review Search Results

1. All search results will display under the **search** button
 - a) If you don't find the desired search result, the search criteria might need to be edited, e.g. Fix spelling errors or add "*" to search qualifiers or use partial search words)

6 Select the desired KFS Account

1. From the list of search results, identify the correct Account and select the **return value** link on the left.

Return Value	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	Account Manager Name	Account Expiration Date	Closed?
return value	IR	GF10833	8333 ADMINISTRATIVE SUPP 401000-19900	8333	CF	401000	408888	19900	IRVINE, RICHARD	IRVINE, RICHARD	IRVINE, RICHARD		No
return value	IR	GF10833	8333 ADMINISTRATIVE SUPP 401000-19900	8333	CF	401000	408888	19900	IRVINE, RICHARD	IRVINE, RICHARD	IRVINE, RICHARD		No

2. Selecting **return value** will take you back to your eDoc and populate the **Account Number** field with the selected Account

7 Confirm/Add the Account Number on the eDoc

1. The KFS eDoc will show a confirmation of the Account (with brief information) once 'returned'
2. Enter all items in the Accounting Lines section (required items identified by a *), before pressing the **add** button to add the Accounting Line string to your eDoc