



KFS
Required Online Training Prerequisites
1.5 hours
Basic Navigation - Action List - Document Search - Icons & Tools
Document Header - Route Log Tab - eDoc - Ad Hoc Recipients

- = Doc Approver
- = KFS Prerequisite
- = Chart of Accounts
- = Labor
- = Financial Processing
- = Purchasing
- = Capital Asset Management

Online-Only course

KFS Online Training Assessment

Instructor-lead courses

If you create/maintain non-sponsored accounts

If you process accounting transfers

If you work with requisitions, purchase orders & Vendors

If you perform payroll transfers

If you are an Asset Custodian in KFS

Document Approver
1.5 hours

Understanding and Configuring the Action list, Acting on Items in the Action List

Chart of Accounts
4.0 hours

- Search for accounts
- Create nonsponsored accounts
- Maintain account attributes
- Manage account delegates
- Organize account hierarchy

Financial Processing
3.0 hours

- eDocs-
- Distribution of Income and Expense (DI)
- Auxiliary voucher (AV)
- General Error Correction (GEC)
- Transfer Funds (TF)
- Internal Billing (IB)
- Service Billing (SB)

KFS Purchasing
6.0 hours

- Requisitions: Assets, Sub awards vendor contracts
- Vendor Add/Modify
- Purchase orders: Requesting a change/mod
- receiving goods, responding to doc requests

Labor Ledger Basics
1.5 hours

- Salary Expense Transfer
- Labor Ledger View
- Account Status inquiries

Capital Asset Management
2.5 hours

- Search & edit assets
- Change location on an asset
- Inputting tag info via Asset Builder