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

Online-Only course

KFS Online Training Assessment

Instructor-lead courses

If you create/maintain non-sponsored accounts

Chart of Accounts
4.0 hours
Understanding and Configuring the Action list, Acting on Items in the Action List

If you process accounting transfers

Financial Processing
3.0 hours
-eDocs-
-Search for accounts
-Create nonsponsored accounts
-Maintain account attributes
-Manage account delegates
-Organize account hierarchy

If you work with requisitions, purchase orders & Vendors

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

If you perform payroll transfers

Labor Ledger Basics
1.5 hours
-Salary Expense Transfer
-Labor Ledger View
-Account Status inquiries

If you are an Asset Custodian in KFS

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

Contact us at kfs@umd.edu