

## How Your Job Will Change with KFS Job Aid

**Purpose:** The purpose of this job aid is help you understand how your job will change with KFS. In this job aid you will learn about:

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### Using AccessPlus

For both financial management (KFS) and reporting (eData), you will use AccessPlus as you do for WebFM.

### How Your Job Will Change with KFS

Below is a comparison chart of documents you create now and how they will change in KFS.

If You Currently Use...	In KFS, You Will Use...
WebFM to access financial data and Hyperion to run some reports	KFS to create eDocs and access financial data and eData to run reports through AccessPlus.
Section-Project numbers	Existing Section-Project numbers are now Sub-Accounts
Class Names and Class Codes	Object Codes with new numbering structures. For more details, see the <a href="#">Class to Object Code Crosswalk</a> in the Kuali Training website.
Paper forms with electronic templates:	Electronic Documents (eDocs):
<ul style="list-style-type: none"> <li>Adjusting Journal Entry (AJE)</li> <li>Project Receipt Correction (PRC) – when used for lump sum movements</li> </ul>	<ul style="list-style-type: none"> <li>Distribution of Income and Expense (DI)</li> </ul>
<ul style="list-style-type: none"> <li>Transfers (TFR) including TF in the DE system</li> <li>Project Receipt Correction (PRC) – when used for Transfers only</li> </ul>	<ul style="list-style-type: none"> <li>Transfer (TF)</li> </ul>
<ul style="list-style-type: none"> <li>Intramurals using DE (INT) system</li> </ul>	<ul style="list-style-type: none"> <li>Service Billing (SB) – Users and Accounts set up by Controller</li> <li>Internal Billing (IB) – Routes to Fiscal Officer</li> </ul>
<ul style="list-style-type: none"> <li>Cash Receipt Adjustments (CRA)</li> <li>Correction Vouchers (CV)</li> <li>Project Expense Corrections (PEC)</li> <li>Project Receipt Correction (PRC) – when used for a specific receipt</li> </ul>	<ul style="list-style-type: none"> <li>General Error Correction (GEC)</li> </ul>
Processing a Payment	See Decision Tree in the Processing a Payment Job Aid
<ul style="list-style-type: none"> <li>Honoraria and Regular Vouchers</li> </ul>	<ul style="list-style-type: none"> <li>Disbursement Voucher (DV)</li> </ul> <p><b>Note:</b> DVs require that a Vendor record exists before new DVs can be created. DVs are used in limited circumstances for services, moving expenses, awards or research subjects &gt;\$100.</p>
	<ul style="list-style-type: none"> <li>Simple Disbursement Voucher (SDV)</li> </ul> <p><b>Note:</b> Use SDV if expense is not tax-reportable. May increase use of P-card.</p>
<ul style="list-style-type: none"> <li>Debit Memos (DME)</li> </ul>	<ul style="list-style-type: none"> <li>Non-Check Disbursement (ND)</li> </ul>

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If You Currently Use...	In KFS, You Will Use...
<ul style="list-style-type: none"> <li>Copied attachments stapled to forms</li> </ul>	<ul style="list-style-type: none"> <li>Scanned attachments linked to the eDoc via file upload</li> </ul>
<p>Hard copy paper to get signature approval</p>	<p>A fully electronic approval process:</p> <ul style="list-style-type: none"> <li>Routed electronically and appear in the approver's action list</li> <li>Every Account has a departmental Fiscal Officer who approves transaction</li> <li>Name of the initiator and approvers for the eDoc are captured with the transaction.</li> </ul>

### What's Not Changing with KFS

A number of important elements will stay the same in the transition from the existing Accounting system to KFS. These include actual Account and Section-Project Numbers. Systems that are not changing with KFS include:

- Accounts Receivable
- Budget System
- CyBuy
- Deposits Online
- Effort Reporting (EASE)
- Employee Reimbursement
- Equipment Inventory
- Intramural (feeds by the seller)
- Intramural (sellers using the IC system)
- Intramural Purchases
- Payroll (EPA, Payroll CVs, TracyTime, and other hourly systems)
- Purchasing Card (P-Card)
- Purchasing (Requisitions and POs)
- Requests for New Accounts
- VOuchers on PO (VO)
- Campus Org Vouchers