BUSINESS OFFICE

KFS PROCEDURES AND GUIDELINES

Kuali Financial System (KFS) Trainings & Information

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Additional Information & Resources

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The following links provide information, guidelines and policies pertaining to KFS and its many functions.

*Please note:
- **When conducting review of all KFS DV, ENT and TR payments or reimbursements the Business Office follows procedures as provided in the following links and policies and will need to return KFS documents lacking required documentation.**

- **Please be sure to review supporting documents prior to uploading for accuracy.**

- **Department Managers are to review supporting documentation prior to uploading and submission of all reimbursement documents.**

For more complete comprehensive training and tutorials, please be sure to take the online training for KFS available through the University of California Learning Center (UCLC) at https://uclc.uci.edu/*. Login required.*

    1) https://www.accounting.uci.edu/support/guides/basics/index.html

KFS BASICS GUIDE:
This page will introduce you to ZotPortal. Provides a brief explanation of the KFS eDoc and the three different action list responses, depending on how you are built into the system or have been manually adhoced into workflow.

Please be aware that you will first need to be granted access to your department's organizational code(s) in order to process reimbursements through KFS. This type of request is processed through KSAMS. Your department manager will need to request access to organizational code(s) for you.

        a) **Link to access KSAMS (Security Access Management System):**
            https://systems.oit.uci.edu/kfs/ksams/.

Pathway to link through ZotPortal: Applications
My Applications
KSAMS

2) https://www.accounting.uci.edu/support/guides/basics/access.html

KFS ACCESS:
This page explains accessing KFS through ZotPortal and provides explanation of the different portlets in the KFS system (also known as modules). Viewing and navigating portlets is different depending KFS access. Provides explanation of the side menu for navigating to eDocs and lookup pages.

3) https://www.accounting.uci.edu/support/guides/basics/navigating.html

KFS NAVIGATING:
This page will guide through KFS homepage navigation, KFS buttons and lookups, the functions of the action list and how to conduct a document search. This page is helpful in knowing the functions of the eDoc action buttons. How to use the eDoc calendar, the magnifying glass icon and using special characters when performing lookups.

4) https://www.accounting.uci.edu/support/guides/basics/actionlist.html

KFS ACTION LIST:
This page provides complete overview of the action list, the three different action list requests and when a document has been started but not submitted. Once you start and save an eDoc, it will appear in your action list as 'saved' and will remain in your action list until submitted.

5) https://www.accounting.uci.edu/support/guides/basics/docsearch.html

KFS DOCUMENT SEARCH:
This page provides information for the different types of document searches - basic, detailed, custom and their functions. The navigation pane includes an explanation about email notifications. Email notifications can be changed in your TEM profile. Email notifications are for action list requests.

6) https://www.accounting.uci.edu/support/guides/basics/edoclayout.html

KFS eDOC LAYOUT:
This page shows document header information (document number; initiator, status of the eDoc, date and time created); expand all and collapse all buttons, action buttons and required fields. Required fields are marked with an asterisk.

7) **Alcohol Policy; UCI Alcohol Request Form & UCI Alcohol Request Form Flow Chart:**
   https://food.uci.edu/catering-alcohol/alcohol-policies/

This page will provide all needed information for successfully requesting reimbursement for any alcohol-related event. Provides alcohol flow-chart that demonstrates to initiators when an alcohol permit is required. Includes UCI Alcohol Request Form which should be routed for approvals 20 business days in advance. Included on this link are steps for a successful UCI event with alcohol beverage services. In the steps are how to hire an approved caterer with proper permit to service both food and alcohol in unlicensed locations. Please refer to this link at least 20 days prior to an event where alcohol is served or will be reimbursed according to flow-chart.

Please Note:

1. *Although the Explanation Field is not marked with an asterisk, this is a required field and must be completed before submission of the document.*

   a) *The explanation field should provide all _explanation_ of the KFS document. Notes & Attachments field (bottom of document) should not be used to explain KFS document.*

2. *When requesting a KFS delinquency-hold release, please be sure to enter reason for delinquency in KFS document.*

DISBURSEMENT VOUCHER EDOC IS FOUND IN ZOTPORTAL UNDER THE FINANCES/KFS TAB IN THE KFS ACCOUNTS PAYABLE PORTLET

8) https://accounting.uci.edu/support/guides/dv/index.html

KFS DISBURSEMENT VOUCHER (DV):
Disbursement Voucher (DV) reimbursements and payments are defined on this page, how to access a DV and when a DV should be used.

Most importantly, payment reason codes should be reviewed when processing a DV to ensure correct routing and proper approvals are in place. DV reason codes may be found at the bottom of the link page and here: https://www.accounting.uci.edu/ap/dv-payment-codes.html.
The DV reason code list will provide explanation for each reason code, so you can know when the codes are appropriate for use. Many DV reason codes require exceptional approval, which the Business Office will obtain. *Initiator's should indicate in the explanation if exceptional approval is needed.*

Please note, when processing a DV reimbursement, please refer to the Purchasing Methods Guide found on the Procurement website (https://procurement.uci.edu/). If purchase could have been made another way, the DV will require a reason for purchase outside of purchasing policy.

When DVs are delinquent, a reason for delinquency is needed. This is due to delinquency requiring additional approvals.

DV processed to individuals for honorarium payments require onboarding. Link to vendor onboarding: https://kvo.oit.uci.edu/request.aspx. Onboarding honorarium payees is due to taxation of the honorarium.

When needing to make direct payments to vendors, please use the onboarding link (above) to onboard the vendor for payment. Be sure to provide invoice number in the invoice number field of the accounting line. This will ensure correct invoice is paid when check is disbursed for payment.

DVs may be used to reimburse a PI for out-of-pocket expenses incurred for human subject payments. When reimbursing a PI through a DV, the scanned documents must include a current IRB, certification of payments to anonymous persons and paid receipts.
Link to certification of payments to anonymous persons may be found here:
https://www.business.socsci.uci.edu/disbursements/humansubjects.php.

ENTERTAINMENT AND TRAVEL REIMBUREMENT EDOCS ARE FOUND IN ZOTPORTAL UNDER THE FINANCES/KFS TAB IN THE TRAVEL & EVENT MANAGEMENT PORTLET

9) https://accounting.uci.edu/travel/entertainment/reimbursable-entertainment.html
This link provides information regarding what is reimbursable; meal maximums the entertainment reimbursement guide and supporting docs guide. It also has a link to the entertainment policy Bus-79.

10) https://www.accounting.uci.edu/support/guides/ent/archivekfs4/index.html
This link provides an overview for knowing how to get started using the Entertainment Reimbursement (ENT) eDoc. ENT documents are used to reimburse individuals or vendors for events, business meetings, recruitments and programmatic activities.

11) https://www.accounting.uci.edu/travel/index.html
This link provides a very informative overview of travel reimbursements and includes the following:

a) https://www.accounting.uci.edu/travel/book/insurance.html
This link provides information regarding Travel Benefits: How to get covered for Medical Care, Evacuation and more.

b) https://www.ucop.edu/risk-services-travel/index.html
This link will take you to the UC Office of the President for UC Travel Insurance Policy. The University has arranged for employees and students traveling on official university business to be covered for a wide variety of accidents and incidents while away from the campus or primary workplace.

12) https://www.accounting.uci.edu/support/guides/tr/archivekfs4/index.html
This link will take provide information for processing Travel Reimbursements (TR). The page on Using the Travel Reimbursement shows users how to process a TR and provides policy and edocument information. There is a lot of information in this link as well as navigation to the many segments and requirements of the TR.

13) Travel Reimbursement Overview
    https://www.accounting.uci.edu/travel/before/policy-highlights.html

Although an overview, this link has extensive information regarding rules and guidelines everyone should know about travel:

- **Includes a link to travel basics**
- **TEM profile creation**
- **Booking allowable flights or train trips**
- **How to register for free travel benefits including insurance (with link for registering)**
- **Rental car information**
- **Use of private vehicles**
- **Using surface transportation instead of flying**
- **Lodging, meals and their limits**
- **Staying with family or friends and renting rooms from individuals**
- **Provides information regarding per diems when paying for meals outside the Continental U.S. or on domestic trips 30 days or longer**
- **Cash advance information**
- **Travel to States with AB 1887 Restrictions**
- **Information regarding travel to Cuba, Iran, North Korea, Sudan or Syria**
- **International travel information security guidance**

a) Please refer to this section of Travel Regulations BFB-G-28 regarding Airfare Comparisons:

Surface Transportation Used in Lieu of Air Travel:
If advance approval has been obtained, a traveler may use surface transportation for personal reasons even though air travel is the appropriate mode of transportation. The cost of meals and lodging, parking, mileage, tolls, taxis, and ferries incurred while in transit by surface transportation may be reimbursed. However, such costs shall not exceed the cost of airfare, based on the lower of the regular coach fare available for the location of travel from a standard commercial air carrier or the campus travel program fare, plus transportation costs to and from the terminals.

Indirect or Interrupted Itineraries:
Obtaining advance approval is suggested when a traveler takes an indirect route or interrupts travel by a direct route, for other than University business. Any resulting additional expenses shall be borne by the traveler. The reimbursement of expenses shall be limited to the actual costs incurred or the charges that would have been incurred via a usually traveled route, whichever is less. The cost comparison should be based on what UC would have paid, which can be obtained by a Connexxus-related travel agency prior to or at the time of booking the trip. Any resulting excess travel time will not be considered work time and will be charged to the appropriate type of leave. The employee shall be responsible for accurate reporting of such leave time.

<u>Commercial Airlines:</u>
Coach Class. Coach class or any discounted class shall be used in the interest of economy. This policy applies to all travel (domestic or foreign, or any combination thereof) regardless of the purpose or fund source.

<u>Business or First Class:</u>
Use of business or first-class may be authorized under the circumstances listed below. Documentation of such circumstances must be provided on the travel expense claim.

- •Business or first-class is the only service offered between two points;

- •The use of coach class would be more expensive or time consuming, e.g., when, because of scheduling difficulties, traveling by air coach would require an unnecessary hotel expense, circuitous routing, or an unduly long layover when making connections;

- •An itinerary involves overnight travel without an opportunity for normal rest before the commencement of working hours; or

- •The use of business or first-class travel is necessary to reasonably accommodate a disability or medical need of a traveler.

When a traveler prefers to use a higher class than the one authorized for reimbursement, the traveler must pay the incremental cost of the airfare. In cases other than those described above, a written authorization to use business or first-class shall be obtained in advance from the Chancellor. The traveler shall submit such authorization with the travel expense claim.

b) **Fly America Act -** https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act
<u>U.S. Flag Air Carriers:</u>
Under the Fly America Act published in Federal Travel Regulation §301-10.13 by the General Services Administration (GSA), only U.S. air carriers shall be used for all travel reimbursed from federal grants and contracts, including NIH grants. However, there are exceptions to using only U.S. air carrier services under the Fly America Act, depending on the scenarios shown below:

•Generally, U.S. air carrier services that provide nonstop or direct service from the origin to the destination must be used, unless such use would extend travel time, including delay at origin, by 24 hours or more;

•Generally, U.S. air carrier services that do not offer nonstop or direct service between origin and destination must be used on every portion of the route where it provides service, unless when compared to using a foreign air carrier, such use would:

Increase the number of aircraft changes outside the U.S. by two or more; or
Extend travel time by at least 6 hours or more; or
Require a connecting time of 4 hours or more at an overseas interchange point.

•When the costs of transportation are reimbursed in full by a third party, such as a foreign government or an international agency, U.S. air carriers do not have to be used.

c) https://accounting.uci.edu/travel/reimbursement/per-diem.html
This link provides detailed information for calculating per diem and has a link to the Department of State website for accessing per diem amounts per location of travel. Also has a link to the Department of Defense website for per diems in Alaska, Hawaii & U.S. Territories. Outlines per diem guidelines and when appropriate to use per diem.

d) https://accounting.uci.edu/travel/before/policy-highlights.html
This page will take initiators to information on rules and guidelines everyone should know. Includes lodging and meal maximums and how to reimburse for meals outside of the Continental U.S. or on long trips.

There is much information regarding processing a TR – it would be helpful to take the ecourse trainings for KFS TEM Beginning Travel and KFS TEM Advanced Travel found at the UCLC website. https://uclc.uci.edu/.

Additional Information & Resources

14) Approve a Travel Reimbursement in Your Action List:
https://accounting.uci.edu/travel/resources/how-to-approve.html

a) Video to approve a document in the action list:
https://www.youtube.com/embed/jOhpWO5y1Nc?rel=0

15) Business Meetings, Entertainment and Other Occasions - Policy BUS-79
https://policy.ucop.edu/doc/3420364/BFB-BUS-79
Complete policy for ENT reimbursements. Refer to page 26 for explanation and approval authorities regarding reimbursement for business meetings, programmatic activities, recruitment, employee morale building, on-the-job meals and entertainment.

See Page 23 for links to information regarding process and limits for employee non-cash awards and other gifts and for gifts presented to non-employees on behalf of the University.

16) Corporate Credit Card Applying
https://portal.uci.edu/uPortal/f/welcome/p/webproxy-cms-file-view.u20l1n201/max/render.uP?pP_cmsUri=public%2FKFS%2FInstructions%2FHowToApplyCorporateCreditCardKFS.xml

a) Video on how to apply for a Corporate Card
https://www.youtube.com/embed/yr8S8XQt1XM?rel=0

17) CTS Ghost Card – Policy & Information on how and when to use CTS Card
   How to apply and reimburse the CTS Card
   https://www.accounting.uci.edu/travel/before/cts.html

18) Foreign Travelers Required Documentation
   https://www.accounting.uci.edu/travel/resources/foreign.html
   This link will provide a list of important information regarding documents needed to process a travel reimbursement for foreign travelers. This page also includes AB 1887 State-funded travel restrictions.

19) Getting Reimbursed for Travel and Entertainment Expenses
   (for anyone requesting reimbursement)
   https://accounting.uci.edu/travel/reimbursement/getting-reimbursed.html

20) Guide to Required Supporting Documents for TR, ENT& DVs
   https://accounting.uci.edu/supportingdocs/index.html#required

21) Honoraria Policy
   https://www.policies.uci.edu/specialtopics/honoraria.php
   This page takes you to the honoraria policy to learn who can be paid and who can receive honoraria. This page provides a link to an Intercampus One-Tine Payment Form which is used for employees of other UC's to receive honoraria through payroll. You will also find a link to the Glacier Information Form which is used for foreigners who provided services within the U.S.

22) TEM Profile in KFS - Creating:
   https://www.accounting.uci.edu/travel/before/tem-profile.html
   The first step in getting reimbursed is to create a TEM Profile in KFS. The link above provides step-by-step instructions to create a TEM Profile, explanation of the profile and how to add initiators for processing reimbursements.

   a) **Video for Creating a TEM Profile in KFS:**
      https://www.youtube.com/embed/rCr5vs_WSkU?rel=0

23) Travel Regulations – Policy G-28
   https://policy.ucop.edu/doc/3420365/BFB-G-28
   Full travel policy.

   a) **AB 1887: Restrictions on State-Funded Travel to Certain States**
      https://www.accounting.uci.edu/travel/resources/ab1887.html
      Quick reference link.

      Prohibition on State-Funded and State-Sponsored Travel to States
      https://oag.ca.gov/ab1887
      The above link provides a list of States subject to AB 1887's travel prohibition and provides a list of exceptions to AB 1887.

   b) **Certification of Academic Activity Form (required for Foreign Travelers)**
    https://www.accounting.uci.edu/docs/Certificate%20of%20Academic%20Activity.pdf

 24) Vendor Onboarding
   https://www.accounting.uci.edu/ap/kvo/index.html
   This link provides information regarding the Kuali Vendor Onboarding (KVO) System and shows how to lookup a vendor by searching the vendor database and how to check status of onboarding requests. This page also has a link for requesting to invite a vendor for onboarding (email of vendor required).

 25) Wire Transfer Form (for International Payments)
   https://www.accounting.uci.edu/docs/ap-wire-transfer-request.pdf

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Recommended ecourse training and tutorials available through the University of California Learning Center (UCLC) listed below. Access through website (login required): https://uclc.uci.edu/.

KFS Disbursement Voucher (DV) Process there are two ecourse modules:

Module 1 gives an overview of what the KFS Disbursement Voucher is, some samples of when it would be appropriate to use and includes general instructions on how to create a DV. This class is designed for anyone who initiates a Disbursement Voucher.

Module 2 will show more detailed instructions for users how to create and submit a DV.

TEM (Travel & Event Management):

KFS (TEM) Event / Meeting Reimbursements:
This class is designed for anyone who prepares payments or reimbursements for event, meeting or entertainment expenses.

KFS TEM Beginning Travel:
This beginning class provides general overview for employees who prepare and submit payments and / or reimbursements through the Travel Reimbursement (TR) document or Entertainment Reimbursement / Payments (ENT) document,

KFS TEM Advanced Travel:
This class provides more detail on how to create and submit payments and / or reimbursements through the Travel Reimbursement (TR) document or Entertainment (ENT) document system

Please Contact Susan Spiegel (949-824-3852) or Jayne Lee (949-824-0288) for further information or questions.