**Frequently Asked Questions**

1. **What was the effect of the restructuring on KFS?**

* No system changes.

1. **Will my COA change?**

* For 2017 your COA will stay the same. For the newly created organizations (level 1 to 4) only a “1A” account (1A = OFFICE ADMINISTRATION – SUBSIDY) will be created.

1. **Will the fiscal officer responsible for my transactions change?**

* The fiscal officer is linked to the account and will stay as-is. Later in 2017 it may happen that changes to the fiscal officers will be done but everyone will be informed of possible changes.

1. **When will the approved structure be implemented in KFS, Oracle HR, VSS etc.?**

* The target date for all systems (KFS, Oracle, VSS etc.) to operate on the new structure is 01 January 2018. (The 2017 interim structure will then be replaced by the final structure.)

1. **How will the approval of my transactions be influenced by the restructuring?**

* The approval of all transactions with a total value less than R500 000 will stay as-is.
* Transactions with a value greater than R500 001 will follow the new approved structure. For example the current structure routed director > dean > vice rector > rector.
* The new structure’s routing will be: director > deputy dean > executive dean > deputy vice-chancellor.

1. **Can I be assured that the approval of documents will be according to the authorization levels that were approved by council?**

* The approval hierarchy was rebuild to accommodate the newly introduced executive levels therefor you can be assured that all transactions will be approved correctly.
* Ad hoc routing functionality is still available if you need an extra approval.

1. **If I want to verify the staff expenses on my account – will it represent the employees reporting to me in the new structure?**

* No, for 2017 it will resemble the current structure and you’ll have to do manual calculations (subtract or add staff) in order to reflect the new structure’s staff expenses.

1. **My reporting line has changed - I want to move my accounts to the new organization - is that possible?**

* No moving of accounts for 2017 will be allowed – the new structure will under no circumstances be phased in. The 2018 implementation project will accommodate moving of accounts to represent the correct structure.

1. **I was move to a new school in another faculty – where do I open the account for my newly awarded research grant?**

* The rule for 2017 is that you remain in your current People and Culture organization therefor the new account should also be created in the same organization.

1. **What will happen with accounts that are no longer used for transactions during 2017 due to the restructuring process?**

* The 2018 implementation project will attend to these accounts. The process will include either moving, merging or closing these accounts.
* Users will be consulted during this process.

1. **How can I ensure that my KFS accounts will follow me to the new organization in 2018?**

* Next year during the 2018 implementation project you will have the opportunity to give input regarding your accounts.
* The changes will systematically be implemented for 01/01/2018.

1. **Will my security access in KFS change?**

* You security access will stay as-is. Should your access be amended (add/remove) you’ll have to initiate the “User Registration / Modification” document.

1. **Will the requesting of my KFS reports remain the same?**

* The reporting environment will remain the same. It might be necessary to add or remove organizations / account groups when requesting the report to ensure correct reporting.

1. **Do I need to apply for a new account if a new organization was created?**

* No, for the newly created organizations (level 1 to 4) a “1A” account (1A = OFFICE ADMINISTRATION – SUBSIDY) will automatically be created.

1. **What will happen with KFS documents in process during the changes?**

* These documents will follow the current approval hierarchy up to final status. Only if an approver is no longer employed it may happen that the document will get stuck.
* In these instances you will have to contact the system administrator to re-route the document.