**Summary: Fiscal Officer – Introduction to KFS and other duties**

1. **Login into KFS**

At the Login screen you can enter your employee number as your username and your Novell password to logon to the system.

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| 1. | Type in your **Username** **= employee number** |
| 2. | Type in your **Novell Password** |
|  | Click on |

1. **The Action List**
   1. **Configuring the Action List**

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| 1. | Click on |
| 2. | The  button is in the middle of the Action List Tool bar. |
| 3. | Click on the  button. |
| 4. | Modify or add additions to your preferences. |
| 5. | Click the  button to add changes to your preferences. |

1. **Acting on items in your Action List**

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| 1. | Click on |
| 2. | If there is items in your action list that needs your attention, that items will be listed |
| 3. | You may sort any column by clicking on the headings in the table that are underlined. |
| 4. | Click on the ID number of the document you wish to take action on. |
| 5. | At this time you would review the document for accuracy and appropriateness. After reviewing the document you would take the necessary action. **Action** buttons (approve, disapprove, etc.) are found on the bottom of the document. |
| 6. | Click on the appropriate button in order for your action to be recorded. |
| 7. | When a document is in your **Action List** for an **approval**, you will have the option to **Disapprove** the document once inside the e-Doc.  **Disapproving** a document will return the e-Doc to the initiator. The disapproval will send an action request of **Acknowledge** to the initiator and to any user who already approved the document.  All disapprovals must have an **explanation**. The more detailed the explanation is the easier it will be for the initiator to correct the error.  It is good business practice to enter an adequate disapproval reason.  **Note**: The reason(s) entered for the disapproval is also added to the **Notes and Attachments** tab as well as a note in the **Route Log**. |
| 8. | After you have taken Action on the document, that document will be removed from your Action List. |

* 1. **Approving of documents**

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| 1. | Click on |
| 2. | If there is items in your action list that needs your attention, that items will be listed |
| 3. | Click on the ID number of the document you wish to take action on. |
| 4. | At this time you would review the document for accuracy and appropriateness. After reviewing the document you approve if you are satisfied with the content and with the documents that are attached.  The  button is found on the bottom of the document. |
| 5. | After you have taken Action on the document, that document will be removed from your Action List. |

* 1. **Disapproving of documents**

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| 1. | Click on |
| 2. | If there is items in your action list that needs your attention, that items will be listed |
| 3. | Click on the ID number of the document you wish to take action on. |
| 4. | At this time you would review the document for accuracy and appropriateness. If you are unsatisfied with the content and with the documents that are attached, you can disapprove the document.  The  button is found on the bottom of the document. |
| 5. | When you disapprove a document, you will be required to fill in a reason why you disapprove it. |
| 6. | The document will then route back to the initiator as an Acknowledgement so that he/she is informed about your action. |
| 7. | The document will then route back to the initiator as an Acknowledgement so that he/she is informed about your action. |
| 8. | If a document is disapproved, the initiator will need to create the document all over again or copy the document that was disapproved to be able to do changes to the document as required. |

* 1. **Request initiator to recall document**

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| 1. | Phone or send an Ad Request to the initiator that he/she must recall the document. |
| 2. | The Initiator must then do a document search to retrieve the document |
| 3. | The Initiator must click on the document ID to open it |
| 4. | On the bottom is a button – the initiator must click on that button |
| 5. | The Initiator will then need to provide a reason why the document is recalled and can then choose to recall it to the action list |
| 6. | After recall, the initiator can edit the document or attach documents as required by the Fiscal Officer |
| 7. | After the document was corrected, the Initiator can submit it again and it will route again to the persons in the workflow. |

1. **Document Search**
   1. **How to do a Document Search**

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| 1. | Complete or lookup the document type **and/or** |
| 2. | Complete or lookup the employee number of the Initiator **and/or** |
| 3. | Complete the Document number at the Document Id field if known by you **and/or** |
| 4. | Complete or lookup the date that the document was create |
| 5. | Click on the  button |
| 6. | The document(s) will return according to the search data that were provided. |
| 7. | Click on the specific **Document Id** to open the document |

* 1. **Detailed Document Search**
     1. **How to do a Detailed Document Search**

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| 1. | Click on the  button |
| 2. | Extra search fields will open |
| 3. | Complete or lookup the information as known to you – you can only complete one of the fields if preferred |
| 4. | **Please note:** The **Date Created From** will default as today’s date – change it if you are searching for a document created on another date. |
| 5. | For this example, the Title field will be completed |
| 6. | If you know a piece of the description field of the document that you want to search for, complete that piece of information between asterisk (\*) for example \*test\* |
| 7. | All documents that contain that piece of information, will return |
| 8. | Click on the specific **Document Id** to open the document |

1. **Adding and Viewing of Notes and Attachments**
   1. **Adding of Notes and Attachments**

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| 1. | Choose document on your Action List or do a Document Search |
| 2. | Open the document |
| 3. | Scroll down till you reach the Notes and Attachments tab / collapse the tabs |
| 4. | Open the Notes and Attachments tab |
| 5. | There will be a Zero between brackets on the right of the Notes and Attachments tab |
| 6. | Enter a note and choose the file of the document that you want to attach |
| 7. | Click on the  button |
| 8. | The note and document will now be attached to the e-Doc with a timestamp and with the name of the person who have added the note and/or attachment. |
| 9. | There will now be a number on the right of the Notes and Attachments Tab |

* 1. **Viewing of Notes and Attachments**

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| --- | --- |
| 1. | Choose document on your Action List or do a Document Search |
| 2. | Open the document |
| 3. | Scroll down till you reach the Notes and Attachments tab / collapse the tabs |
| 4. | If there are notes and/or attachments on the document there will be a number on the right of the Notes and Attachments tab. |
| 5. | Open the Notes and Attachments tab by clicking on |
| 6. | Click on the  to open and download the attachment |
| 7. | The above mentioned screen will open at the bottom of your browser |
| 8. | Click on the file to open the attachment |
| 9. | The document will open according to the type of document |

1. **Ad Hoc Recipient**
   1. **How to add an Ad Hoc Recipient**

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| 1. | Select the desired action for the Action Requested list. You can choose between APPROVE, ACKNOWLEDGE and FYI |
| 2. | Enter of lookup the employee number of the person who you want to add as Ad Hoc Recipient |
| 3. | Click on  to add the Ad Hoc Recipient to the Workflow. |
| 4. | Take the action on the document that was required from you for example |
| 5. | The Ad Hoc Recipient will form know part of the routing |

1. **Creating of a Fiscal Officer Delegate**

**KFS navigation:** **Main Menu > Lookup & Maintenance > Chart of Accounts > Account Delegate > Create New**

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| 1. | Click on the **Account Delegate** option below the **Chart of Accounts** link. |
| 2. | Click on  to open a new Account Delegate document. |
| 3. | Type in a meaningful reference in the **Description** field for example principal number of the delegate with the document acronym that he will be the delegate of. |
| 4. | This screen contains the **Chart of Account and User Information** of the delegate that will be created. |
| 5. | **Complete** or **lookup** the required (\*) fields. |
| 6. | **Do not tick the Account Delegate Primary Route** |
| 7. | Click on |
| 8. | Fill in a note and/or add an attachment if needed. |
| 9. | Click on the  button to add the note and/or attachment. |
| 10. | If needed,complete or lookup the employee number of the person who must additional approve or receive workflow of this document. |
| 11. | Click on the  button to add that person to the document. |
| 12. | Click on  so that the document can route to the next person in the workflow. |

1. **Deactivation of Delegate**

**KFS navigation:** **Main Menu > Lookup and Maintenance > Chart of Accounts > Account Delegate**

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| --- | --- |
| 1. | Lookup delegate with the use of the Account Delegate document |
| 2. | Complete Account Number and/or Account Delegate Principal Name to limit the search to specific information |
| 3. | Choose delegate that you want to deactivate |
| 4. | Click on edit of that specific delegate |
| 5. | Complete the description field with a meaningful description for example; deactivates principal ID and Account Number. |
| 6. | Remove tick at the Account Delegate Active Field. |
| 7. | Click on  so that the change can occur. |
| 8. | The delegate will no longer be active. |

1. **Create a new Account**

Please refer to <http://www.nwu.ac.za/kfs-coa> for the detailed process.

1. **Register a new user on KFS**

Please refer to <http://www.nwu.ac.za/kfs-kim> for the detailed process.