Register for KFS and eThority Training Classes [Click on course name]

Name	Description
Account Global / Account Delegate	In this class, we will review the steps to make global changes to accounts including changing the account supervisor for multiple accounts as well as reviewing the processes associated with assigning and updating account delegates for a Fiscal Administrator and account supervisor delegates for PIs. We will also review the process of setting up an Account Delegate Model to define a common delegation structure for a group of accounts when you have many delegates to define.
AG/AD Open Lab- No Registration Needed	Training staff will be on hand at this Open Lab to assist with completion of Account or Account Delegate eDocs, including adding new Accounts or Account Delegates or editing current ones.
AR - Advanced	This workshop we will cover copying and editing an AR Organization, creating organization accounting defaults and invoice item codes, copying invoices to record discounts, reversing a customer invoice, and creating a customer credit memo.
AR - Biller & Processor	In this workshop, we will review the basic Accounts Receivables processes for the AR Biller, AR Processor and AR Cash Manager roles within KFS. Duriing the training session you will be logged in as an AR Biller to perfom the Biller functions in KFS including creating a customer, creating, copying a customer invoice. You will then be logged in as an AR Processor to processing invoice payments. Finally you be logged in as an AR Cash Manager in order to generate the GLPEs and approve the invoice payments. We will also cover how to print a customer invoice and how to run a customer aging report. This training covers Goods and Services invoices only. Separate sessions will be scheduled for Dishonored Check (DM) and Salary Overpayment (SA) invoices.

[AR - Processing Dishonored Check Invoices](#)	In this workshop, we will review the basic Accounts Receivables processes for the AR Biller, AR Processor and AR Cash Manager roles within KFS pertinent to processing Dishonoered Check Invoices.
[AR - Processing Salary Overpayments](#)	The KFS functions covered in this workshop include review of the process for salary overpayments and creating and processing payment for a SA invoice.
[Action List Management](#)	In this workshop we will cover managing your action list in KFS, including document retrieval and taking pertinent actions on the respective documents (approve/disapprove, acknowledge, fyi). We will also cover viewing/adding notes and attachments and examine the route log to understand KFS workflow.
[Capital Asset Management](#)	In this workshop, we will cover searching for and editing assets, creating a requisition using a capital asset object code, transferring and changing the location of an asset, selecting options for asset fabrication and retirement, and creating and maintaining a non-capital asset.
[Deposits](#)	In this class we will cover the eDocs that are used to record deposits in KFS. This includes processing an Advance Deposit and a Credit Card Receipt. We will also review how to correct a deposit
[eThority - Create User DataBooks Using Templates](#)	In this workshop we will review how to create a basic report in eThority, including selecting the correct template, selecting pertinent fields, entering filter criteria, adding groups and totals and creating control values prior to running the report.
[Introduction to eThority and Report Viewers](#)	In this workshop we will review basic eThority navigation such as expanding and collapsing views and searching for DataBooks. We will also cover how to run reports add to favorites and how to save and/or export the report output.
eThority report Creator Open Lab - No Registration Needed	Staff will be available to assist with your eThority DataBooks as needed.

[Import Lines](#)	The KFS line import feature allows the user to populate multiple accounting or purchasing item lines into the applicable KFS transaction document using a comma separated values excel file. This feature may be especially useful on KFS Requisition eDocs where many items are to be ordered or on the Distribution of Income document when one account has incurred expenses or received income on behalf of other accounts. The training is typically held via Halawai and is accessible from your desktop pc.
[Journal Entries](#)	This workshop covers the KFS Journal Entry documents including the Distribution of Income and Expense (DI), General Error Correction (GEC), Transfer of Funds (TF), Internal Billing (IB), and Pre-Encumbrance (PE).
[KFS Extended Basics](#)	In this workshop, we will cover creating the most common eDocs, Requisitions and Disbursement Vouchers (DVs)and review searching the payment status of the respective Payment Requests and DVs. We will also cover balance inquiries in KFS and basic action list configuration.
[KFS Labor Ledger](#)	This workshop covers Labor Ledger Inquiry and Salary Transfers (ST). Labor Ledger training is demonstration with hands on opportunity. Participants should bring Salary Transfer examples, such as Employee Ids, transfer Accounts/Amounts, and Paid Date(s) for a hands-on experience. Participation is restricted to KFS users who have access to Labor Inquiry and who can initiate Salary Transfers.

[Procurement Card Document (PCDO)](#)	In this workshop we will go over key PCDO tabs and related fields, confirm receipt of goods/service, reallocate transactions to other accounts, attach supporting documentation and approve the eDoc. Additionally, we will review the various roles involved in the processing of a PCDO eDoc and how to search for PCDOs using various search criteria. NOTE: This KFS PCDO training session provides instruction on electronic system processing only. Training on PCard Program policies and procedures are provided by OPRPM. For more information on OPRPM PCard Program training sessions, please visit their website: https://sites.google.com/a/hawaii.edu/oprpm-pcard/?pli=1
[Working With Vendors](#)	In this workshop, we will cover searching for and creating vendors, editing an existing vendor and creating a division of an existing vendor.