

# Upcoming Training Opportunities

Currently Virtual

## EBS Financial System - Roles/Onboarding

The intent of this session is to answer the question: Where do I start? You have a vast toolbox at your disposal. This session will identify all of the tools and provide a guide to your training resources.

### Dates Offered:

1.27.26	10-11:30am	7.22.26	10-11:30am
3.10.26	1-2:30pm	9.10.26	1-2:30pm
4.21.26	1-2:30pm	10.20.26	1-2:30pm
6.4.26	1-2:30pm	12.1.26	10-11:30am

## Disbursement Voucher (DV) Processing

This class will provide detailed information about processing a DV in KFS. Topics include:

- Payment Reason Codes
- Vendor and Address Selection
- Payment Methods - including wires
- Special Handling
- Route Logs and Ad hoc Routing
- Researching Payment Status
- Many Others

Beneficial for employees responsible for preparing Disbursement Voucher (DV) payments.

### Dates Offered:

2.26.26	10-11:30am
7.23.26	1-2:30pm *in person
12.8.26	10-11:30am

## KFS Transactional Edocs - Types & Purposes

This class will provide detailed information about processing various types of Edocs in KFS including those listed below as well as information about action item buttons, document status, workflow routing and search functionality.

- |  |                                  |
|--|----------------------------------|
| •Disbursement Voucher (DV)               | • Intra-Account Adjustment (IAA) |
| •Transfer of Funds (TF)                  | • Internal Billing (IB)          |
| •Budget Reallocation/Adjustment (BA)     | • Cash Receipt (CR)              |
| •Distribution of Income and Expense (DI) | • Non-Check Disbursement (ND)    |
| •General Error Correction (GEC)          | • Advance Deposit (AD)           |

### Dates Offered:

2.19.26	10am-noon
5.26.26	1-3pm
9.17.26	10am-noon

continued on page 2



# Upcoming Training Opportunities -continued

## Vendors in KFS

This session will cover the various types of vendors in KFS and when to use them, how to add and edit an vendor, including documentation required, and tips on searching for a vendor. This class is beneficial for employees responsible for preparing Disbursement Voucher (DV) payments.

### Dates Offered:

1.13.26 1-2pm

## Payments to Non-US Citizens and Vendors

Learn about the documentation required when making Disbursement Voucher (DV) payments to nonresident aliens/foreign vendors. Class will cover the most common payment scenarios and include information about visa types, Nonresident Alien Professional Services Contracts, and U.S. taxes and treaties. Beneficial for employees coordinating and preparing DV payments to nonresident alien/foreign vendors.

### Dates Offered:

4.23.26 10-11:30am

10.13.26 1-2:30pm

## Introduction to Travel Expense Report Processing

Learn the essentials of submitting accurate travel expense reports at MSU. This session will walk you through required documentation, Concur tips, policy highlights, and best practices for timely reimbursement. It is designed to support the travel expense report process. For instruction related to travel requests and bookings, we recommend the *Maximize Your Concur and Travel Skills* class.

### Dates Offered:

3.10.26 10-11:30am

5.21.26 2-3:30pm

8.11.26 9-10:30am

11.3.26 1-2:30pm

## How to Register

To register for sessions, log into EBS and under the My Career and Training tile click on the Courses for Employees at MSU tile. On the left side menu click on Browse Current Courses, Organization & Professional Development, and then All Current Courses. Select the course you are interested in, the date you desire and then select the Book button.

The Office of Organizational and Professional Development will provide you with a Zoom link and materials, if applicable, shortly before the class start date.

If you have any questions, contact Accounting at [accounting@ctrl.msu.edu](mailto:accounting@ctrl.msu.edu) or 517-355-5000.

