Kuali Financial System (KFS) New User Training

Presented by: Accounting

Purchasing

KFS Overview

- Kuali is a community of universities, colleges, and commercial affiliates that have partnered to build and sustain an integrated set of financial services designed by higher education for higher education

- A key component of KFS is an electronic document, called an "eDoc," which is initiated by a user of the system, electronically routed through an approval process, and posted to the appropriate budget, procurement, and accounting modules.

- CSU-Pueblo will implement KFS, version 5.0.3, on July 1, 2014

KFS Basics Training Agenda

- User Access

- Basic Navigation

- Chart of Accounts

- Exposure to eDocuments

- Action List

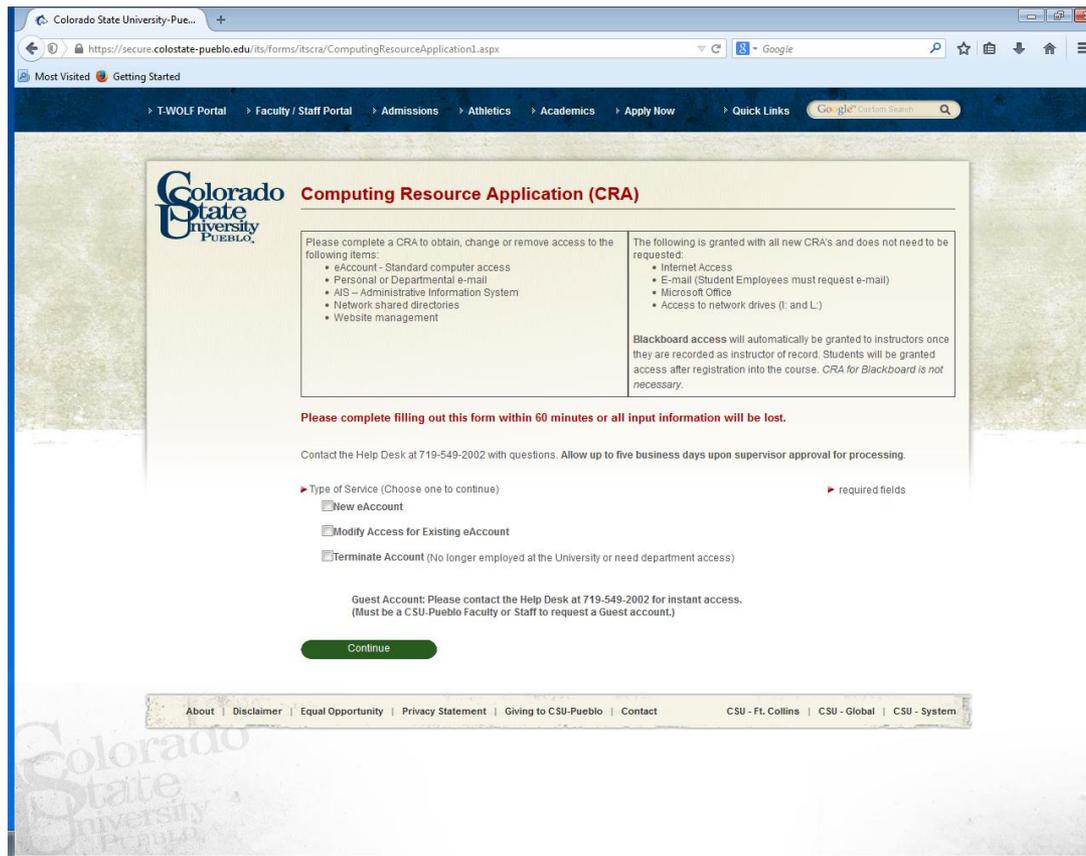- Document Approval

- Document Search, Inquiries, and Reports

User Access

KFS User Access

- All users must complete this basic training session to gain access to KFS.

- Training session attendance roster will be used to grant initial system access.

- In the future, use the CSU-P Computing Resource Application (CRA) process to add new users, change existing access, or delete access.

CRA Request

https://secure.colostate-pueblo.edu/its/forms/itscra/ComputingResourceApplication1.aspx

Basic Navigation

KFS Training Sign In Procedure

https://secure.colostate.edu/Pueblo

To access the KFS training environment, type the link into your browser.

KFS Training Sign In Procedure

KFS Training Sign In Procedure

Kuali Financial System (KFS)

We are pleased to announce that the Kuali Financial System (KFS) production environment is live to enter fiscal year 2015 transactions at Colorado State University-Pueblo!

Lisa L. Ramos
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While it is a tremendous accomplishment to bring the KFS system online, much work remains to be accomplished in the coming months, including converting FY14 AIS balances to KFS, loading budgets, implementing capital assets, and completing our first Kuali fiscal year-end a year from now. Over the next two years, we will be re-engineering processes, updating policies, and procedures, and deploying more of the KFS functionality to campus users.

We recognize that it will take a period of adjustment for all of us to become familiar with the KFS financial system, processes, and tools. As we all get used to doing things in a new way, we encourage your feedback to ensure processes and resources are revised or refined to serve the needs of the campus community. Please know we are here to support you, and we will continue to send additional communications with important news and updates.

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What is changing with the implementation of the KFS system

KFS is one of the systems supported by the Kuali Foundation, a consortium of colleges and universities. The Kuali modules are open and community-sourced Enterprise Resource Planning

Do you have a Kuali question?

KFS Training Sign In Procedure

KFS Training Sign In Procedure

Welcome to the Junos Pulse Secure Access Service.

Welcome to CSU SSL Gateway for Pueblo, testing variables: 158.142.32.9, lisa.ramos (Collapse)

Web Bookmarks

- **KFS QUAL3**
- **KFS Production** — Select the KFS Production bookmark for the live environment or the Training bookmark for practice
- **KFS Training**

Client Application Sessions

Junos Pulse

KFS Training Sign In Procedure

INFORMATION SYSTEMS DEPARTMENT

CHOOSE YOUR CAMPUS:

Use a suggested selection:

DefaultLogo   DefaultLogo

Colorado State University   Colorado State University Pueblo ...

Or enter your organization's name

[   ]   Continue

Allow me to pick from a list   Help

Contact CSU | Disclaimer | Equal Opportunity | Privacy Statement
Colorado State University, Fort Collins, CO 80523 USA
2005 Colorado State University

KFS Training Sign In Procedure

Authentication Required

eID Login

Log in to
secure.colostate.edu

Enter your user credentials again…
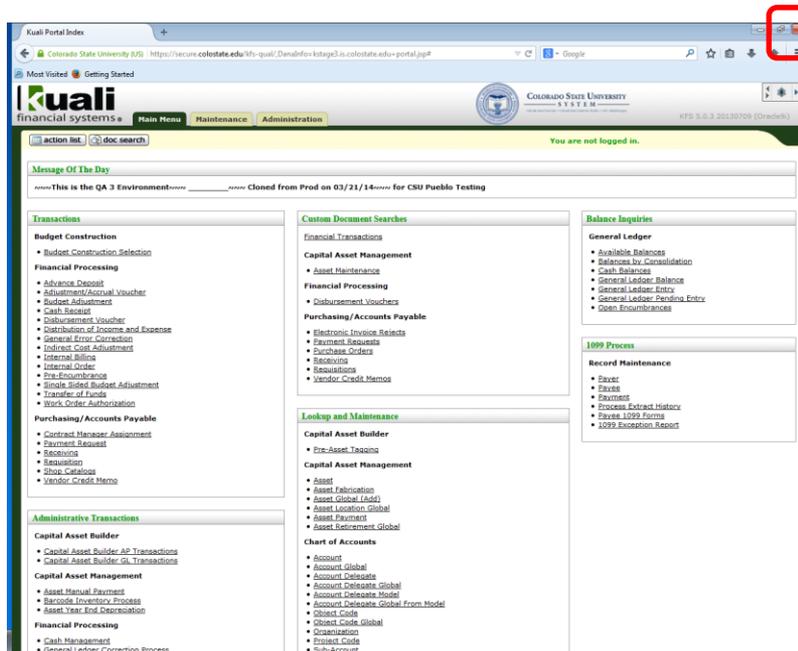
eName: lisa.ramos

ePassword: ••••••••••••

Login

## Important!

Logging Out of Your Session

- This is a **single sign-on** authentication.
- Your CSU **session remains active after log out** from a service **until you close your browser.**
- **Completely exit your web browser when finished.**

KFS Log Off Procedure

To log off from KFS, simply close the browser by selecting the "x" located in the upper right corner of the web page.

Screen Elements
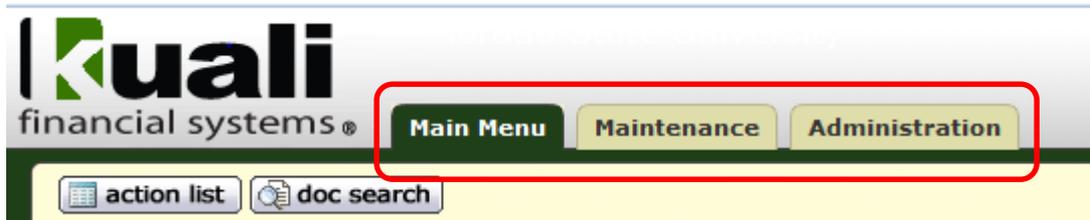
The KFS financial system is organized into three menu tabs

- **Main Menu:** displays the list of transactions and functions for general users

- **Maintenance:** used by central users to maintain reference tables

- **Administration:** reserved for technical staff or super users for system configuration and maintenance

Screen Elements

action list:

documents initiated and saved

documents routed to you for approval, acknowledgement, or FYI.

Screen Elements

doc search:

allows a user to search for a KFS document.

Screen Elements

Message Of The Day:

used to broadcast important information to KFS users.

Screen Elements

Logged in User: displays the user's e-account.

Screen Elements

Impersonating User: Allows a user to "mirror" another user's permissions for demonstration, testing, and learning purposes.

Provide Feedback

Main Menu Tab

Transactions

Budget Construction

- Budget Construction Selection

Financial Processing

- Advance Deposit
- Adjustment/Accrual Voucher
- Budget Adjustment
- Cash Receipt
- Disbursement Voucher
- Distribution of Income and Expense
- General Error Correction
- Indirect Cost Adjustment
- Internal Billing
- Internal Order
- Pre-Encumbrance
- Single Sided Budget Adjustment
- Transfer of Funds
- Work Order Authorization

Purchasing/Accounts Payable

- Contract Manager Assignment
- Payment Request
- Receiving
- Requisition
- Shop Catalogs
- Vendor Credit Memo

Administrative Transactions

Capital Asset Builder

- Capital Asset Builder AP Transactions
- Capital Asset Builder GL Transactions

Capital Asset Management

- Asset Manual Payment
- Barcode Inventory Process
- Asset Year End Depreciation

Financial Processing

- Cash Management
- General Ledger Correction Process
- Journal Voucher
- Non-Check Disbursement
- Service Billing

Check Reconciliation

- Check Reconciliation
- Reconciliation Report

Automated Journal Vouchers

- Automated Journal Vouchers Sets
- Automated Journal Vouchers Types

Custom Document Searches

Financial Transactions

Capital Asset Management

- Asset Maintenance

Financial Processing

- Disbursement Vouchers

Purchasing/Accounts Payable

- Electronic Invoice Rejects
- Payment Requests
- Purchase Orders
- Receiving
- Requisitions
- Vendor Credit Memos

Lookup and Maintenance

Capital Asset Builder

- Pre-Asset Tagging

Capital Asset Management

- Asset
- Asset Fabrication
- Asset Global (Add)
- Asset Location Global
- Asset Payment
- Asset Retirement Global

Chart of Accounts

- Account
- Account Global
- Account Delegate
- Account Delegate Global
- Account Delegate Model
- Account Delegate Global From Model
- Object Code
- Object Code Global
- Organization
- Project Code
- Sub-Account
- Sub-Object Code
- Sub-Object Code Global

Financial Processing

- Disbursement Voucher Travel Company

Vendor

- Vendor
- Vendor Contracts

Balance Inquiries

General Ledger

- Available Balances
- Balances by Consolidation
- Cash Balances
- General Ledger Balance
- General Ledger Entry
- General Ledger Pending Entry
- Open Encumbrances

1099 Process

Record Maintenance

- Payer
- Payee
- Payment
- Process Extract History
- Payee 1099 Forms
- 1099 Exception Report

Exposure to eDocuments

Transactions

Transactions

Budget Construction

- Budget Construction Selection

Financial Processing

- Advance Deposit
- Adjustment/Accrual Voucher
- Budget Adjustment
- Cash Receipt
- Disbursement Voucher
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- Single Sided Budget Adjustment
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Purchasing/Accounts Payable

- Contract Manager Assignment
- Payment Request
- Receiving
- Requisition
- Shop Catalogs
- Vendor Credit Memo

Screen Layout

Document Header

Document Body

Workflow Commands

Screen Layout

- expand all or collapse all tabs

Standard Transaction Tabs

- **Document Overview** – Description, Explanation, Org Doc
- **Accounting Lines** – enter details of transaction including account number, object code, amount
- **General Ledger Pending Entries** –pending entries display *after* saving or submitting the document

Standard Transaction Tabs

- **Notes and Attachments** – additional notes and documentation, or system generated remarks
- **Ad Hoc Recipients** – allows the user to interrupt the normal workflow routing to include additional individuals not in the routing path
- **Route Log** – displays workflow status details

Document Overview

- Required fields marked with an asterisk *
- **Description** – appears in the action list and in doc search, maximum 40 characters
- **Explanation** – enter *detailed* purpose or justification, maximum of 400 characters
- **Org. Doc. #** - optional user-defined document number
- **Total Amount** – this field populates after the document has been saved or submitted

General Error Correction ?	Doc Nbr: 1517176	Status: ENROUTE	Copied from Document Id: 1517126
	Initiator: gwright	Created: 08:32 AM 09/26/2011	

expand all   collapse all
* required field

Document Overview ▼ hide

Document Overview

* Description:	Rev Hughes Parking Lot Paving WO073316	Explanation:	Reverse partial billing for WO073316 Hughes Parking Lot Paving on doc #1398996. FAMIS will bill in Sept.
Org. Doc. #:	1398996		

Financial Document Detail

		Total Amount:	271,209.52
* Accounting Period:	SEP 2011		

Accounting Lines

- **Chart Code** - defaults to CO, must change to PB

- **Account Number** - enter account number or do a search

- **Object Code** - enter object code or search

- **Current Amt** - negative amounts are not allowed (except Cash Receipts and Internal Billing)

- **Ref Org Code** – Will mostly use 01 (KFS), but contact Accounting if you have questions

- **Reference Number** – cannot have spaces, but can be whatever number or word is most applicable

Chart of Accounts

Account

AIS (old): fund + department + object code = 9 digit account number (151-109-843)

KFS (new): subfund + cost center = 7 digit account number (2651109)

- smart coded to retain 2nd through 6th AIS digits
- object code is a separate field

Object Code

- For financial statement classification purposes, CSU-P is adopting a new 4-digit object code structure.

Common Object Code Classifications

Object Code	Type	Normal Balance	Most Commonly Used
1xxx	Asset	Debit	1100 Cash 14xx Receivables
2xxx	Liability	Credit	21xx Accounts Payable
300x	Beginning Balance	Credit	3000 Beginning Balance Upload
4xxx	Revenue	Credit	43xx – 44xx External 48xx – 49xx Internal
5xxx – 6xxx	Expense	Debit	5xxxx Salary 60xx – 61xx Travel 62xx Supplies 66xx Services
9xxx	Transfer	Both	9900 Transfer In 9902, 9905 Transfer Out

Sub Accounts/SubObjects/Projects

Optional user defined fields

- **Sub Account** – allows tracking of activity within a particular account at a finer level of detail

- **Sub Object Code** – finer distinction within a particular object code on an account

- **Project Code** – assigns an identifier to transactions that may span multiple accounts

Other Lines

- **Add** – select button and required fields will populate, a blank accounting line will appear above the added entry

- **Important Note -** the total adjustments must net to zero or error message will appear when selecting add or submit

Help

- **Help Feature** - access to help navigation is available by clicking on the Help Icon, a description of the screen you are in will appear

Field Lookup

- **Field Lookup** – allows you to lookup reference table information and displays a list of valid values for you to select from

- Fill in one or more search criteria, or leave blank to retrieve all data
- Wildcards may be used
- Select Search

Search Options

Character	Function	Example	Returns:
|	Or	1356610|2608000	Matches on either value
&&	And	1356610&&2608000	Matches on records that contain both values
!	Not equal to	!1356610	Matches on records except for 1356610
?	Match a single character	135?610	Matches on records that start with 135 and end with 610
*	Wildcard	21*	Matches on any record that starts with 21
>	Greater than	>5999	Matches on records greater than 5999
<	Less than	<5000	Matches on records less than 5000
>=	Greater than or equal to	>=6000	Matches on records greater than or equal to 6000
<=	Less than or equal to	<=4999	Matches on records less than or equal to 4999
..	Between (range of values)	6200..6699	Matches on records between 6200 and 6699

Field Lookup

- List of applicable values displays, you may do one of the following:
  - **Return value –** returns line information to the main document
  - **Cancel –** directed back to main document
  - **Sort -** click name of column to sort retrieved values

* **Fiscal Year:**	2012
Chart Code:	CO - Colorado State University
Object Code:	
Object Code Name:	
Object Code Short Name:	
Level Code:	
Object Type Code:	
Object Sub-Type Code:	
Historical Financial Object Code:	4000
Budget Aggregation Code:	
COFRS Balance Sheet Account Number:	
COFRS Cap Balance Sheet Account Number:	
COFRS Object/Revenue Code:	
COFRS CAP Object/Revenue Code:	
Statement Category Code:	
COFRS Account Type Override Code:	
Active Indicator:	⦿ Yes ◯ No ◯ Both

search   clear   cancel

One item retrieved.

Return Value	Fiscal Year	Chart Code	Object Code	Object Code Name	Level Code	Object Type Code	COFRS Balance Sheet Account Number	COFRS Cap Balance Sheet Account Number	COFRS Object/Revenue Code	COFRS CAP Object/Revenue Code	Statement Category Code	COFRS Account Type Override Code	Active Indicator
return value	2012	CO	6600	Budget Other Dir Cst	SERV	EX			2820		29999		Yes

Export options: CSV | spreadsheet | XML

General Ledger Pending Entries

- Displays actual line items in the entry that will be posted to the General Ledger once the document has been saved.

- Prior to saving the document, this tab contains the message "There are currently no General Ledger Pending Entries associated with the Transaction Processing Document"

General Ledger Pending Entries ▼ hide

General Ledger Pending Entries 🔍

Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2012	CO	2136020	-----	4800	RNT	---------	GEC	AC	IN	4,000.00	D
2	2012	CO	2136020	-----	1100	---	---------	GEC	AC	AS	4,000.00	C
3	2012	CO	1355830	-----	7810	828	---------	GEC	AC	EX	4,000.00	C
4	2012	CO	1355830	-----	1100	---	---------	GEC	AC	AS	4,000.00	D

Notes and Attachments

- Displays user notes, attachments, or system-generated remarks about the document
- **Posted Timestamp and Author -** display only
- **Note Text** – required if adding to this tab
- **Attached File** – optional, similar to attaching a file in email
- Click **add** to include your notes to the document

Notes and Attachments (5)   ▼ hide

Notes and Attachments

	Posted Timestamp	Author	* Note Text	Attached File	Actions
add:				Browse... CANCEL	add
1	09/27/2011 07:09 AM	Wright, Virginia S	E-mail from Sandy Sheahan documenting that FM Global rejected ST hours and warehouse marking in the insurance claim for power outage loss 10/05/10.	📎 Power Outage Insur Claim E-Mail_1697.pdf (23 KB, application/pdf)	
2	09/27/2011 07:13 AM	Wright, Virginia S	Transactions billed to 7746190 Property Insurance Claim account for this claim. Revenue transactions for this claim.	📎 Power Outage Insur Claim Transactions_1698.pdf (1 MB, application/pdf)	
3	09/27/2011 07:15 AM	Wright, Virginia S	Lines 1-4 reverse billings to 7746190 based on Sandy Sheahan's e-mail.		
4	09/27/2011 07:15 AM	Wright, Virginia S	Lines 1-4 in the TO section bill the Environment Shop's 13 account for labor paid on the Environment Shop 21 account and for warehouse markup.		
5	09/27/2011 07:28 AM	Wright, Virginia S	Follow-up e-mail	📎 Power Outage Insur Claim E-Mail 2_1699.pdf (415 KB, application/pdf)	

Document Routing

- The eDoc process uses two types of routing:
  - **Workflow routing** routes the document to the proper users based on established business rules and internal controls (occurs automatically after submitting)
  - **Ad Hoc routing** allows a user to route the document to one or more individual users and/or workgroups for Approval, Acknowledgement, or FYI

Ad-Hoc Recipients

- Allows interruption of the normal workflow routing of document to include **additional** individuals or workgroups in routing path

- *** Action Requested**
  - **Acknowledge**- allows entry to process and post if ad hoc recipient does not acknowledge
  - **Approve**- holds up entry before posting
  - **FYI** - allows entry to process and post if ad hoc recipient does not FYI

Route Log

- Route Log tab displays details on workflow status and actions taken

ID: 1517176 ▼ hide

Title	General Error Correction - Rev Hughes Parking Lot Paving WO073316		
Type	General Error Correction	Created	08:32 AM 09/26/2011
Initiator	Wright, Virginia S	Last Modified	08:00 AM 09/27/2011
Status	ENROUTE	Last Approved	
Node(s)	CampusServiceReviewer	Finalized	

Actions Taken ▼ hide

	Action	Taken By	For Delegator	Time/Date	Annotation
	SAVED	Wright, Virginia S		08:34 AM 09/26/2011	
▶ show	COMPLETED	Wright, Virginia S	McLaughlin, Leilan L	08:39 AM 09/26/2011	
▶ show	APPROVED	Carroll, Carol A		11:56 AM 09/26/2011	
▶ show	APPROVED	Borges, Erika		08:00 AM 09/27/2011	

Pending Action Requests ▼ hide

	Action	Requested Of	Time/Date	Annotation
▶ show	IN ACTION LIST APPROVE	CampusServices	08:00 AM 09/27/2011	KR-WKFLW CampusServiceReviewer

Financial Transactions

- **<u>Advance Deposit (AD) Document</u>**: Deposits that go directly to the bank without being verified through the normal cash receipts process.

- **<u>Adjustment/Accrual Voucher (AV)</u>**: Records accrual and adjustment entries, has the ability to auto-reverse.

- **<u>Budget Adjustment (BA)</u>**: Records income and expense transactions against an existing budget. Can be used to modify a base budget, a current budget or both.

- **<u>Cash Receipt (CR)</u>** – Records cash and checks received by units, for deposit into bank accounts.

Financial Transactions

- **<u>Disbursement Voucher (DV)</u>**: Processes payments that are not transacted through the Accounts Payable/Purchasing module.

- **<u>Distribution of Income and Expense (DI)</u>**: Reallocates income and expense or assets and liabilities.

- **<u>General Error Correction (GEC)</u>**: Corrects posting errors to an incorrect account, object code, or amount.

- **<u>Indirect Cost Adjustment (ICA)</u>**: Allows adjustment to the amount of indirect cost expense charged to a contract and grant account.

Financial Transactions

- **<u>Internal Billing (IB)</u>**: Bill internal customers for goods and services.

- **<u>Internal Order (IO)</u>**: Order goods and services from an internal customer.

- **<u>Pre-Encumbrance (PE)</u>**: Allows fiscal officers to earmark funds for which unofficial commitments have already been made.

- **<u>Transfer of Funds (TF) Document</u>**: Transfers funds (cash) between accounts

Workflow Action Commands

- Located at the bottom of all documents
- Options to submit, save, close, cancel or copy

Workflow Actions

Select document link from main menu, complete required tabs then choose the appropriate action as listed below:

- **Submit** – message will appear in top left of screen indicating successful submission
  - automatic error checking prevents inaccurate or incomplete documents from being submitted and a message will appear indicating problem(s)
- **Save** – after entering the Description field (at minimum) click save to work on the document later
  - message will appear in the upper left corner- "Document was successfully saved."

Workflow Actions

- **Cancel** – click the cancel button if you wish to delete the document - click yes when prompted "Are you sure you want to cancel?"

- **Close** – click close to return to the main menu - you will be prompted to save the document before exiting

- **Copy** – retrieve the document you want to copy, select copy and a duplicate document with a new document ID is created

Fiscal Roles & Responsibilities

Fiscal Officer

- Account level oversight role

- Individual (not a group)

- Every eDoc requires Fiscal Officer approval

- Authority can be delegated

- Accounting staff

Account Manager
(fiscal)

- Ensures the accomplishment of financial objectives

- Ensures Funds are spent according to plan and allocation of expenses is appropriate

- No transaction approval

Account Supervisor (programmatic)

- Provides a leadership role as a supervisor providing oversight for account management

- Account Supervisor cannot be the same as the fiscal officer or account manager

- Directors, Department Heads (Chairs), Principal Investigators

- No transaction approval

ORG Approver

- Transactions less than $1,000 – review Adjustment Vouchers, Budget Adjustments, Distribution of Income and Expense, General Error Correction, Encumbrance, and Transfer of Funds

- Transactions $1,000 or greater - review the above list and Disbursement Vouchers, Internal Billing, Internal Orders, and Requisitions

DIV Approver

- All transactions greater than $10K

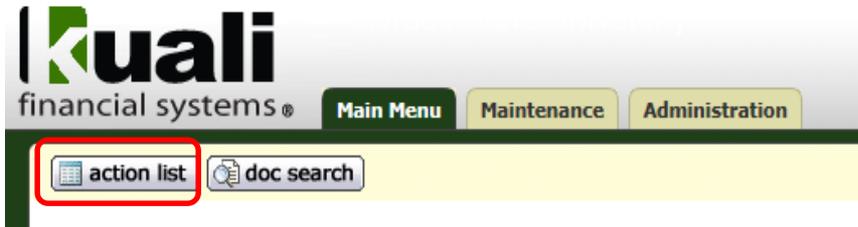# Authorized Business Function Approver

- Approves official function transactions

Group Approver

- 6226 - Radioactives

- 6227 - Animal Research Acquisition

- 6230 - Controlled Substances

- 6601 - General Services

Action List

Action List

action list: A tool to manage transactions in process

- documents initiated and saved

- documents routed to you for approval, acknowledgement, or FYI.

Action List

preferences | refresh | filter

Action List | Outbox

20 items retrieved, displaying all items.

Id	Type	Title	Route Status	Action Requested	Initiator	Delegator	Date Created	Last Approved Date	Group Request	Log
2340772	Account	Edit Account - Close 7737650 VTH Water Heater Repl	ENROUTE	APPROVE	Wright, Virginia S		09:12 AM 04/02/2013	10:20 AM 04/04/2013	CampusServices	🔍
2405898	Account	Edit Account - Close 7718010 Clark Bldg Renovation	ENROUTE	APPROVE	Wright, Virginia S		10:32 AM 05/14/2013	04:24 PM 05/14/2013	CampusServices	🔍
2655811	Distribution Of Income And Expense	Distribution Of Income And Expense - PaperCut RamCash Aug through Sept 2013	ENROUTE	APPROVE	Perrotin, Martha Cecilia		03:09 PM 10/14/2013	08:48 AM 10/18/2013	CampusServices	🔍
2657607	Adjustment/Accrual Voucher	Adjustment/Accrual Voucher - CDPS Billing	ENROUTE	APPROVE	Heady, Valerie A		01:56 PM 10/15/2013	09:00 AM 10/18/2013	CampusServices	🔍
2660221	Transfer Of Funds	Transfer Of Funds - GIS Day support	ENROUTE	APPROVE	Peregoy, Cheryl L		02:35 PM 10/16/2013	08:50 AM 10/18/2013	CampusServices	🔍
2660681	Requisition	Requisition - Attn:Kathi LaFollette	ENROUTE	APPROVE	Biela, Laurie M		03:27 PM 10/16/2013		CampusServices	🔍
2661591	Account	Edit Account - Change name on account	ENROUTE	APPROVE	Mandis, Renee R		10:38 AM 10/17/2013	09:12 AM 10/18/2013	CampusServices	🔍
2661690	Account	Edit Account - Change name on account	ENROUTE	APPROVE	Mandis, Renee R		11:11 AM 10/17/2013	09:14 AM 10/18/2013	CampusServices	🔍
2661697	Account	Edit Account - Change name on account	ENROUTE	APPROVE	Mandis, Renee R		11:13 AM 10/17/2013	09:15 AM 10/18/2013	CampusServices	🔍
2661702	Account	Edit Account - Change name on account	ENROUTE	APPROVE	Mandis, Renee R		11:14 AM 10/17/2013	09:16 AM 10/18/2013	CampusServices	🔍
2661710	Account	Edit Account - Change name on account	ENROUTE	APPROVE	Mandis, Renee R		11:14 AM 10/17/2013	04:34 PM 10/17/2013	CampusServices	🔍
2661721	Account	Edit Account - Change name on account	ENROUTE	APPROVE	Mandis, Renee R		11:17 AM 10/17/2013	04:34 PM 10/17/2013	CampusServices	🔍
2661726	Account	Edit Account - Change name on account	ENROUTE	APPROVE	Mandis, Renee R		11:18 AM 10/17/2013	04:34 PM 10/17/2013	CampusServices	🔍
2661729	Account	Edit Account - Change name on account	ENROUTE	APPROVE	Mandis, Renee R		11:18 AM 10/17/2013	04:35 PM 10/17/2013	CampusServices	🔍
2661734	Account	Edit Account - Change name on account	ENROUTE	APPROVE	Mandis, Renee R		11:20 AM 10/17/2013	04:35 PM 10/17/2013	CampusServices	🔍
2663398	Disbursement Voucher	Disbursement Voucher - test	SAVED	COMPLETE	Mercurio, Erin Pillsbury		01:14 PM 10/24/2013			🔍
2663434	Internal Order	Internal Order - test	SAVED	COMPLETE	Mercurio, Erin Pillsbury		03:42 PM 10/29/2013			🔍
2663490	Vendor	Edit VendorDetail - test address	SAVED	COMPLETE	Mercurio, Erin Pillsbury		01:22 PM 11/07/2013			🔍
2663589	Disbursement Voucher	Disbursement Voucher - test BG	SAVED	COMPLETE	Mercurio, Erin Pillsbury		08:11 AM 11/26/2013			🔍
2663591	Distribution Of Income And Expense	Distribution Of Income And Expense - test bg	SAVED	COMPLETE	Mercurio, Erin Pillsbury		11:57 AM 11/26/2013			🔍

Action List Preferences

General		
Automatic Refresh Rate:	15	in whole minutes - 0 is no automatic refresh.
Action List Page Size	25	
Email Notification	None ▼ ?	
Receive Primary Delegate Emails	☑	
Receive Secondary Delegate Emails	☐	
Delegator Filter	Secondary Delegators on Action List Page ▼	
Primary Delegate Filter	Primary Delegates on Action List Page ▼	

Fields Displayed In Action List	
Document Type	☑
Title	☑
ActionRequested	☑
Initiator	☑
Delegator	☑
Date Created	☑
Date Approved	☑
Current Route Node(s)	☐
WorkGroup Request	☑
Document Route Status	☑
Application Document Status	☐
Clear FYI	☑
Use Outbox	☑

Action List Preferences

Acting On Your Action List

Approve: Verify that the transaction is acceptable. Approved financial documents continue routing to additional approvers, or if fully approved, are included in the next update to the General Ledger.

Acknowledge: A request to acknowledge a transaction, without the need for a formal approval, or when a document is disapproved. Does not stop approval process.

FYI: A courtesy request allowing you to view the transaction. Does not stop approval process.

Document Approval

Approve a Document

Document Overview		▾ hide	

Document Overview

* Description:	PaperCut RamCash Aug through Sept 2013		Explanation:	Distribute Ramcash and management fee for transactions from 8/1/13 to 9/30/13 for PaperCut Library Print
Organization Document Number:				

Financial Document Detail			
		Total Amount:	13,760.00
	* Accounting Period: [▼]		

Accounting Lines		▾ hide	

Accounting Lines 🔲										hide detail

From

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	CO Colorado State University	2607800 Convenience And Vending Funds Clearing		2591 Convenience Card				13,760.00	
								Total: 13,760.00	

To

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	CO Colorado State University	2605350 Ramcard - Id/Vending		4800 Interdepartment Credits	MGT Management Fee Revenue			316.48	
2	CO Colorado State University	2596000 Pay for Print		4380 Other Sales+Services-Auxiliary/Self-Fund				13,443.52	
								Total: 13,760.00	

Capital Edit	▸ show

General Ledger Pending Entries	▸ show

Notes and Attachments (4)	▾ hide

Notes and Attachments					
	Posted Timestamp	Author	* Note Text	Attached File	Actions
add:				[ ] Browse... CANCEL	add
1	10/14/2013 03:09 PM	Perrotin, Martha Cecilia	copied from document 2567539		
2	10/14/2013 03:15 PM	Perrotin, Martha Cecilia	Papercut RamCash Invoice Summary	🗋 8.13-9.13 Papercut Ramcash.pdf (94 KB, application/pdf)	
3	10/14/2013 03:30 PM	Mandis, Renee R	PaperCut Tally - August 2013	🗋 PayforPrint Tally as of 8-1-13 thru 8-31-13.xlsx (127 KB, application/vnd.openxmlformats-officedocument.spreadsheetml.sheet)	
4	10/14/2013 03:30 PM	Mandis, Renee R	PaperCut Tally - September 2013	🗋 PayforPrint Tally as of 9-1-13 thru 9-30-13.xlsx (176 KB, application/vnd.openxmlformats-officedocument.spreadsheetml.sheet)	

Ad Hoc Recipients	▸ show

Route Log	▸ show

[send ad hoc request] [save] [reload] [**approve**] [disapprove] [close] [copy]

Disapprove a Document

Disapprove a Document

Are you sure you want to **disapprove** this document?

* Please enter the reason below:

Disapproving because account number should be 2602700.

yes   no

Disapprove a Document

Id	Type	Title	Route Status	Action Requested	Initiator	Delegator	Date Created	Group Request	Log
2630706	Procurement Card	Procurement Card - JAMIE MCCUE	ENROUTE	APPROVE	USER, KR		03:30 PM 09/27/2013		
2630707	Procurement Card	Procurement Card - JAMIE MCCUE	ENROUTE	APPROVE	USER, KR		03:30 PM 09/27/2013		
2631626	Payment Request	Payment Request - PO: 396658 Vendor: OfficeMax Inc Electro	ENROUTE	APPROVE	USER, KR		05:32 AM 09/30/2013		
2638115	Procurement Card	Procurement Card - JAMIE MCCUE	ENROUTE	APPROVE	USER, KR		03:00 PM 10/02/2013		
2646956	Procurement Card	Procurement Card - PATRICK BURNS	ENROUTE	APPROVE	USER, KR		03:00 PM 10/08/2013		
2651303	Requisition	Requisition - Gov Connection - Contex Maintenance	SAVED	COMPLETE	Mandis, Renee R		03:27 PM 10/10/2013		
2651693	Procurement Card	Procurement Card - SCOTT BAILY	ENROUTE	APPROVE	USER, KR		04:40 PM 10/10/2013		
2655811	Distribution Of Income And Expense	Distribution Of Income And Expense - PaperCut RamCash Aug through Sept 2013	DISAPPROVED	ACKNOWLEDGE	Perrotin, Martha Cecilia		03:09 PM 10/14/2013		

Disapprove a Document

Document Search

Document Search

- Select doc search **doc search** located in the upper left corner of the screen.

Basic Document Search

- **Type**: Select the document type from the Document Type lookup

- **Initiator** - Enter the User ID or select it from the UserID lookup

- **Document/Notification Id** - Enter the numeric document ID assigned by the system

- **Date Created From/To**:– Enter date or select from the calendar icon, the range of document creation dates to search. You may select the From date only or the To date only or both.

Common Document Type Search Codes:

- Account   (ACCT)
- Adjustment Voucher   (AV)
- Advance Deposit   (AD)
- Budget Adjustment   (BA)
- Cash Receipts   (CR)
- Disbursement Voucher   (DV)
- Distribution of Income/Expense   (DI)
- General Error Correction   (GEC)
- Internal Billing   (IB)
- Internal Order   (IO)
- Payment Request   (PREQ)
- Pre-Encumbrance   (PE)
- Purchase Order   (PO)
- Transfer of Funds   (TF)

Document Search Wildcards

- Use wildcards to broaden your search

- Wildcards cannot be used in numeric fields (dates/doc #)

- Maximum number of results is 500

Search Results

- Links or icons associated with retrieved data allow you to drill down for more detail

- **Document /Notification Id Drilldown –** click link to open document

- **Route Log Lookup –** click route log icon to see where the document is in the routing process

- Results may be exported into CSV (comma separated value), a **spreadsheet (excel)**, or XML formats

1 items found. Please refine your search criteria to narrow down your search.

One item retrieved.

Document/Notification Id	Type	Title	Status	Initiator Network Id	Date Created	Route Log
345807	General Error Correction	General Error Correction - test	FINAL	HUNTER, JOHN	04/09/2009 07:16 AM	

Export options: CSV | spreadsheet | XML

Detailed Search

Document Type:	
Initiator:	
Approver:	
Viewer:	
Group Viewer Id:	
Document Id:	
Application Document Id:	
Document Status:	Pending Statuses - INITIATED - SAVED - ENROUTE - EXCEPTION
Date Created From:	
Date Created To:	
Date Approved From:	
Date Approved To:	
Date Last Modified From:	
Date Last Modified To:	
Date Finalized From:	
Date Finalized To:	
Title:	
Name this search (optional):	

search clear cancel

Custom Document Searches

Custom Document Searches

Financial Transactions

Capital Asset Management

- Asset Maintenance

Financial Processing

- Disbursement Vouchers

Purchasing/Accounts Payable

- Electronic Invoice Rejects
- Payment Requests
- Purchase Orders
- Receiving
- Requisitions
- Vendor Credit Memos

Balance Inquiries

Balance Inquiries

Balance Inquiries

General Ledger

- Available Balances
- Balances by Consolidation
- Cash Balances
- General Ledger Balance
- General Ledger Entry
- General Ledger Pending Entry
- Open Encumbrances

Balance Inquiries Menu

- **Available Balances** - cumulative by object code

- **Balances by Consolidation** – highest reporting level

- **Cash Balances** - beginning, year-to-date, and available cash

- **General Ledger Balance** - object code balance by month

- **General Ledger Entry Inquiry -** transactions that comprise balance

- **General Ledger Pending Entry -** pending transactions that comprise balance

- **Open Encumbrances Inquiry -** detail for open encumbrances

Reporting

Kuali Financial

- Don't use the back command
- Select "PB" Chart Code for CSU-Pueblo
- Select the "add" button when adding accounts, items, addresses, notes, etc.
- Use the system lookup features to save keystrokes.
- Use online screen help.
- Relax!

KFS Service Contacts

- Accounting: Lisa Ramos x2356

- Purchasing: Geraldine Trujillo-Martinez x2054