

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

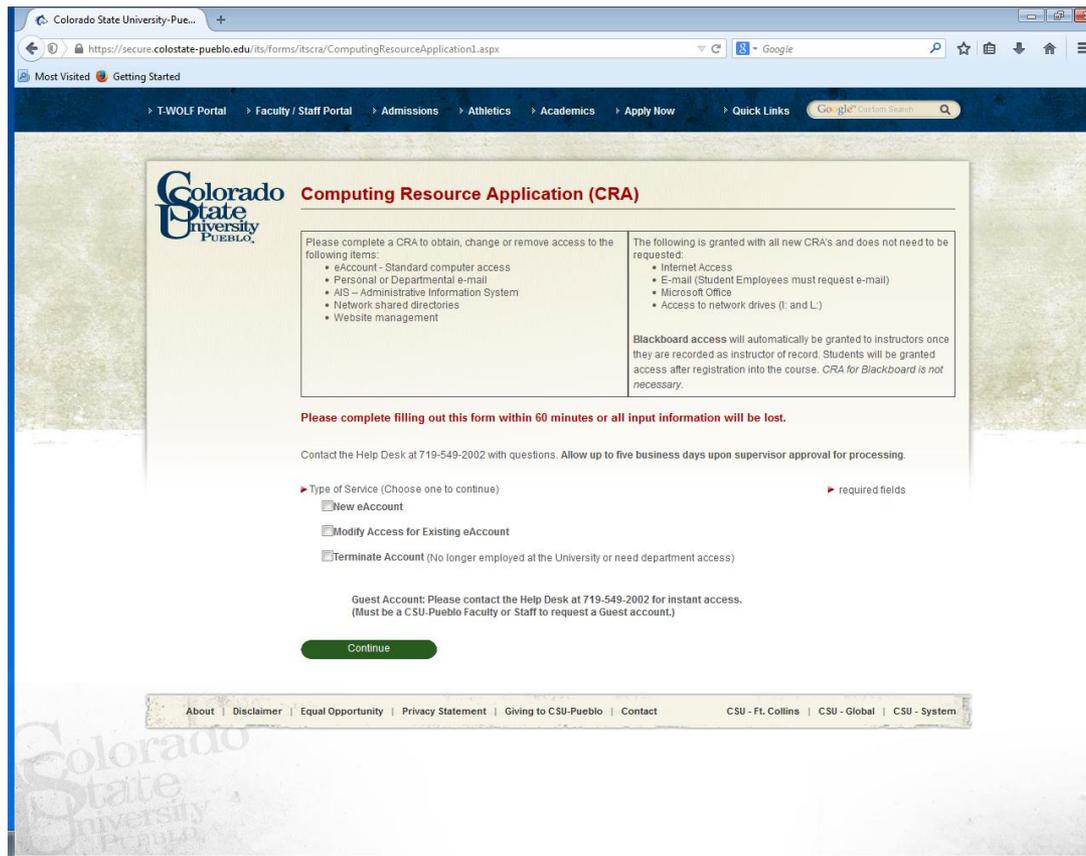
User Access

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>



The screenshot shows a web browser window displaying the "Computing Resource Application (CRA)" form. The browser's address bar shows the URL: <https://secure.colostate-pueblo.edu/its/forms/itscra/ComputingResourceApplication1.aspx>. The page header includes navigation links for T-WOLF Portal, Faculty / Staff Portal, Admissions, Athletics, Academics, Apply Now, and Quick Links, along with a Google Custom Search bar.

Computing Resource Application (CRA)

Please complete a CRA to obtain, change or remove access to the following items:

- eAccount - Standard computer access
- Personal or Departmental e-mail
- AIS - Administrative Information System
- Network shared directories
- Website management

The following is granted with all new CRA's and does not need to be requested:

- Internet Access
- E-mail (Student Employees must request e-mail)
- Microsoft Office
- Access to network drives (I and L)

Blackboard access will automatically be granted to instructors once they are recorded as instructor of record. Students will be granted access after registration into the course. *CRA for Blackboard is not necessary.*

Please complete filling out this form within 60 minutes or all input information will be lost.

Contact the Help Desk at 719-549-2002 with questions. Allow up to five business days upon supervisor approval for processing.

Type of Service (Choose one to continue)

- New eAccount ▶ required fields
- Modify Access for Existing eAccount
- Terminate Account (No longer employed at the University or need department access)

Guest Account: Please contact the Help Desk at 719-549-2002 for instant access.
(Must be a CSU-Pueblo Faculty or Staff to request a Guest account.)

[Continue](#)

Footer: [About](#) | [Disclaimer](#) | [Equal Opportunity](#) | [Privacy Statement](#) | [Giving to CSU-Pueblo](#) | [Contact](#) | [CSU - Ft. Collins](#) | [CSU - Global](#) | [CSU - System](#)

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



Email



PAWS



Blackboard

Use eAccount password



Password Help

eAccount, email & Blackboard



TWOLFnet

Register devices



Employee Portal



KFS

Kuali Financial System

Catalog

Course Offerings

Deadlines & Due Dates

Directory

Faculty Resources

Library & Academic
Resources Center

Semester Notes

Staff Resources

Suggest a link

University Grievance Officer

University Services



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
Staff Accountant
Administration Building, 212C
Phone: 719.549.2356
E-mail: lisa.ramos@colostate-pueblo.edu

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.

Geraldine Trujillo-Martinez
Purchasing Director
Phone: 719.549.2054
E-mail: g.trujillomartinez@colostate-pueblo.edu

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 (ERP) systems.



Do you have a
Kuali question?

KFS Training Sign In Procedure

Authentication Required

eID Login

Log in to
secure.colostate.edu

eName:

ePassword:

Login

Enter your user credentials

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 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](#)



[KFS Training](#)

Select the KFS Production bookmark for the live environment or the Training bookmark for practice

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:

ePassword:

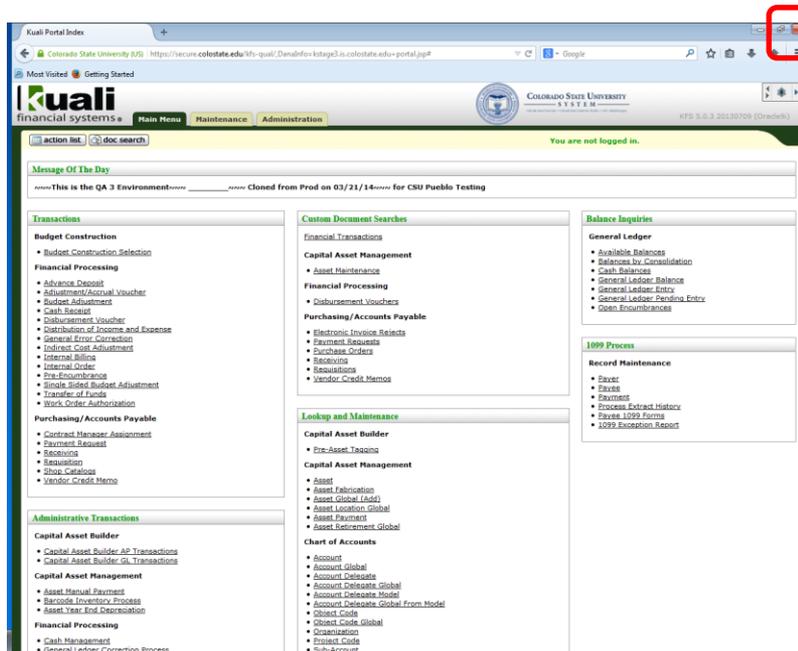
Login

Important!

Logging Out of Your Session

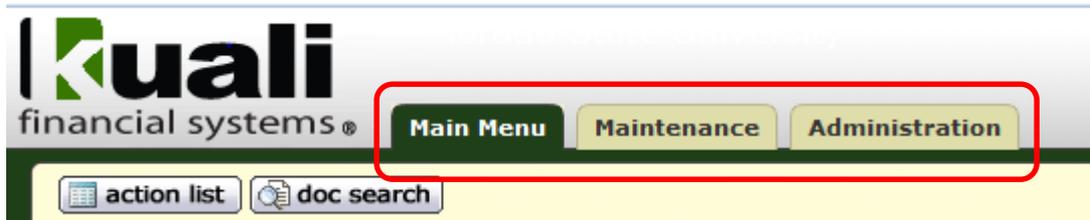
- This is a **single sign-on** authentication.
- Your CSU **session remains active after log out** from a service **until you close your browser**.
- **Completely exit your web browser when finished.**

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

The screenshot shows the Kualo financial systems interface. At the top left is the Kualo logo with the text 'financial systems'. To the right are navigation buttons for 'Main Menu', 'Maintenance', and 'Administ'. Below these are two buttons: 'action list' (highlighted with a red box) and 'doc search'. The main content area includes a 'Message Of The Day' section with the text 'This is the QA 3 Environment' and 'Cloned from', and a 'Transactions' section with sub-items 'Budget Construction' and 'Financial Processing'. Under 'Budget Construction', there is a bullet point for 'Budget Construction Selection'.

action list:

documents initiated and saved

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

Screen Elements

The screenshot shows the Kualo financial systems interface. At the top left is the Kualo logo with the text 'kuali financial systems'. To the right of the logo are three menu buttons: 'Main Menu', 'Maintenance', and 'Administ'. Below these is a yellow navigation bar with two buttons: 'action list' and 'doc search'. The 'doc search' button is highlighted with a red rectangular box. Below the navigation bar is a 'Message Of The Day' section with the text 'This is the QA 3 Environment' and 'Cloned from'. Below that is a 'Transactions' section with a list of items: 'Budget Construction' and 'Financial Processing'. Under 'Budget Construction', there is a bullet point with the link 'Budget Construction Selection'.

doc search:

allows a user to search for a KFS document.

Screen Elements

The screenshot shows the Kuali financial systems interface. At the top left is the Kuali logo with the text "kuali financial systems®". To the right of the logo are three tabs: "Main Menu", "Maintenance", and "Administ". Below the tabs are two buttons: "action list" and "doc search". The "Message Of The Day" section is highlighted with a red box and contains the text "This is the QA 3 Environment _____ Cloned from". Below this is a "Transactions" section with a sub-section "Budget Construction" containing a bullet point "• [Budget Construction Selection](#)". At the bottom is the "Financial Processing" section.

Message Of The Day:

used to broadcast important information to KFS users.

Screen Elements

kuali

financial systems®

Main Menu

Maintenance

Administration



COLORADO STATE UNIVERSITY
SYSTEM

Colorado Springs • Colorado State Pueblo • CSU-Hill Campus

KFS 5.0.3 20130709 (Oracle9i)



action list

doc search

Logged in User: lisa.ramos@colostate-pueblo.edu

Impersonating User: lisa.ramos@colostate-pueblo.edu

Login

Logout

Message Of The Day

This is the QA 3 Environment _____ *** Cloned from Prod on 03/21/14*** for CSU Pueblo Testing

Transactions

Budget Construction

Custom Document Searches

Financial Transactions

Balance Inquiries

General Ledger

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

Screen Elements

kuali

financial systems®

Main Menu

Maintenance

Administration



COLORADO STATE UNIVERSITY
SYSTEM

Colorado Springs • Colorado State Pueblo • CSU-Hill Campus

KFS 5.0.3 20130709 (Oracle9i)



action list

doc search

Logged in User: lisa.ramos@colostate-pueblo.edu

Impersonating User: lisa.ramos@colostate-pueblo.edu

Login

Logout

Message Of The Day

This is the QA 3 Environment _____ *** Cloned from Prod on 03/21/14*** for CSU Pueblo Testing

Transactions

Budget Construction

Custom Document Searches

Financial Transactions

Balance Inquiries

General Ledger

Impersonating User: Allows a user to “mirror” another user’s permissions for demonstration, testing, and learning purposes.

Provide Feedback

kualo
financial systems®

[Main Menu](#) [Maintenance](#) [Administration](#)

Prod07292010 (Oracle9i)

action list doc search

Logged in User: daleathe

Message Of The Day

JULY MonthEnd is Friday, August 6.
All Approved Transactions thru August 6 will post as a July transaction.

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](#)

Custom Document Searches

- [Financial Transactions](#)
- Capital Asset Management**
 - [Asset Maintenance](#)
- Financial Processing**
 - [Disbursement Vouchers](#)
- Purchasing/Accounts Payable**
 - [Electronic Invoice Rejects](#)
 - [Payment Requests](#)
 - [Purchase Orders](#)

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

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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Purchasing/Accounts Payable

- [Contract Manager Assignment](#)
- [Payment Request](#)
- [Receiving](#)
- [Requisition](#)
- [Shop Catalogs](#)
- [Vendor Credit Memo](#)

Screen Layout

http://kfsprod.is.colostate.edu:8480/?channelTitle=General Error Correction&channelUrl=financia - Windows Internet Explorer

kuali
financial systems

Main Menu Maintenance Administration

action list doc search

General Error Correction

Document Header

Logged in User: daleathe

Doc Nbr:	902489	Status:	INITIATED
Initiator:	daleathe	Created:	08:50 AM 08/01/2010

expand all collapse all
* required field

Document Body

Document Overview

Document Overview

* Description:

Org. Doc. #:

Explanation:

Financial Document Detail

* Accounting Period: JULY 2010

Total Amount:

Accounting Lines

Accounting Lines

From	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
		<input type="text"/>	0.00	<input type="button" value="import lines"/>					
add:	* Reference Origin Code	* Reference Number	Line Description						<input type="button" value="add"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>						<input type="button" value="add"/>
To	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
		<input type="text"/>	0.00	<input type="button" value="import lines"/>					
add:	* Reference Origin Code	* Reference Number	Line Description						<input type="button" value="add"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>						<input type="button" value="add"/>

Capital Edit

General Ledger Pending Entries

Notes and Attachments (0)

Ad Hoc Recipients

Route Log

submit save close cancel copy

Workflow Commands

Screen Layout

- expand all or collapse all tabs

The screenshot displays the 'kuali financial systems' interface. At the top, there is a navigation bar with 'Main Menu', 'Maintenance', and 'Administration' tabs. A 'Provide Feedback' link is in the top right corner. Below the navigation bar, a yellow banner indicates the user is logged in as 'daleathe'. The main content area shows a 'General Error Correction' record with the following details:

Doc Nbr:	902596	Status:	INITIATED
Initiator:	daleathe	Created:	09:32 AM 08/06/2010

Below the record details, there are two buttons: 'expand all' and 'collapse all', which are highlighted with a red box. The main content area is divided into several sections, each with a 'hide' button:

- Document Overview**: Contains fields for '* Description:', 'Org. Doc. #:', and 'Explanation:'. There is also a 'Total Amount:' field.
- Financial Document Detail**: Contains a field for '* Accounting Period: JULY 2010'.
- Accounting Lines**: A section for detailed accounting information.

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

http://kfsprod.is.colostate.edu:8480/?channelTitle=General Error Correction&channelUrl=financia - Windows Internet Explorer

kuali
financial systems®

Provide Feedback

20110901-Prod (Oracle9i)

Main Menu Maintenance Administration

action list doc search

Logged in User: epillsbu

General Error Correction ?	Doc Nbr:	1519469	Status:	INITIATED
	Initiator:	epillsbu	Created:	09:46 AM 09/27/2011

expand all collapse all

* required field

- Document Overview
- Accounting Lines
- Capital Edit
- General Ledger Pending Entries
- Notes and Attachments (0)
- Ad Hoc Recipients
- Route Log

submit save close cancel copy

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

http://kfsprod.is.colostate.edu:8480/?channelTitle=General Error Correction&channelUrl=financia - Windows Internet Explorer

kuali
financial systems®

[Main Menu](#) [Maintenance](#) [Administration](#)

20110901-Prod (Oracle9i) [Provide Feedback](#)

action list doc search Logged in User: epillsbu

General Error Correction ?	Doc Nbr:	1519469	Status:	INITIATED
	Initiator:	epillsbu	Created:	09:46 AM 09/27/2011

[expand all](#) [collapse all](#)
* required field

Document Overview	▶ show
Accounting Lines	▶ show
Capital Edit	▶ show
General Ledger Pending Entries	▶ show
Notes and Attachments (0)	▶ show
Ad Hoc Recipients	▶ show
Route Log	▶ show

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: <u>1517126</u>
		Initiator: <u>qwright</u>	Created: 08:32 AM 09/26/2011	

* 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

Accounting Lines ? hide detail

From								import lines	
* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
PB <small>CSU Pueblo</small>	<input type="text"/>	0.00							
add: * Reference Origin Code		* Reference Number		Line Description					
<input type="text"/>	<input type="text"/>	<input type="text"/>						add	
To								import lines	
* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
PB <small>CSU Pueblo</small>	<input type="text"/>	0.00							
add: * Reference Origin Code		* Reference Number		Line Description					
<input type="text"/>	<input type="text"/>	<input type="text"/>						add	

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

Accounting Lines ▼ hide

Accounting Lines ? hide detail

From		* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
	CO ▼		<input type="text"/>	0.00						
add:	* Reference Origin Code	* Reference Number	Line Description							<input type="button" value="add"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>							
To		* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
	CO ▼		<input type="text"/>	0.00						
add:	* Reference Origin Code	* Reference Number	Line Description							<input type="button" value="add"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>							

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

hide

hide detail

import lines

* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
<input type="text"/>	0.00						
* Reference Number	Line Description						
<input type="text"/>	<input type="text"/>						add

import lines

* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
<input type="text"/>	0.00						
* Reference Number	Line Description						
<input type="text"/>	<input type="text"/>						add

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

The screenshot shows a Windows Internet Explorer browser window displaying the KFS 3x Help page. The address bar shows the URL: <http://kfsprod.is.colostate.edu:8482/kfs-prd/static/help/default.htm?url=WordDocuments%2Fgeneralerrorcorrection.htm>. The browser's Favorites bar includes CAP, Colorado State University, Suggested Sites, and Web Slice Gallery. The page content includes a navigation menu on the left with categories like Overview, Main Menu, Transactions, Financial Processing, and General Error Correction. The main content area displays the title "General Error Correction" and a breadcrumb trail: Main Menu > Transactions > Financial Processing > General Error Correction > General Error Correction. Below the breadcrumb, there is a paragraph explaining the GEC document and a "More:" section with links for Document Layout, Process Overview, and Example.

This close-up shows a navigation bar with two buttons: "action list" and "doc search". Below these buttons, the text "General Error Correction" is displayed next to a question mark icon. A blue arrow points from the question mark icon to the right, indicating the help feature.

Field Lookup

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

Accounting Lines ▼ hide

hide detail

From/Decrease import lines

	* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt	Base Amt	Actions
add:	CO ▼	1315190 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="text"/>	7000	0	add
Monthly Lines ▶ show										

Field Lookup

- 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

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

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:			<input type="text"/>	<input type="text"/> Browse... CANCEL	<input type="button" value="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

General Ledger Funding Entries show

Notes and Attachments (0) show

Ad Hoc Recipients hide

Ad Hoc Recipients

Person Requests:

* Action Requested	* Person	Actions
APPROVE	<input type="text"/>	<input type="button" value="add"/>
FYI		

Ad Hoc Group Requests:

* Action Requested	Namespace Code	Name	Actions
APPROVE	<input type="text"/>	<input type="text"/>	<input type="button" value="add"/>
ACKNOWLEDGE			
APPROVE			

Route Log show

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

Ad Hoc Recipients ▼ hide

Ad Hoc Recipients

Person Requests:

* Action Requested	* Person	Actions
APPROVE ▼	<input type="text"/>	<input type="button" value="add"/>
APPROVE ▼	epillsbu <input type="text"/> Mercurio, Erin Pillsbury	<input type="button" value="delete"/>

Ad Hoc Group Requests:

* Action Requested	Namespace Code	Name	Actions
APPROVE ▼	<input type="text"/>	<input type="text"/>	<input type="button" value="add"/>

Route Log ▶ show

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 W0073316		
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

- **Advance Deposit (AD) Document**: Deposits that go directly to the bank without being verified through the normal cash receipts process.
- **Adjustment/Accrual Voucher (AV)**: Records accrual and adjustment entries, has the ability to auto-reverse.
- **Budget Adjustment (BA)**: Records income and expense transactions against an existing budget. Can be used to modify a base budget, a current budget or both.
- **Cash Receipt (CR)** – Records cash and checks received by units, for deposit into bank accounts.

Financial Transactions

- **Disbursement Voucher (DV)**: Processes payments that are not transacted through the Accounts Payable/Purchasing module.
- **Distribution of Income and Expense (DI)**: Reallocates income and expense or assets and liabilities.
- **General Error Correction (GEC)**: Corrects posting errors to an incorrect account, object code, or amount.
- **Indirect Cost Adjustment (ICA)**: Allows adjustment to the amount of indirect cost expense charged to a contract and grant account.

Financial Transactions

- **Internal Billing (IB)**: Bill internal customers for goods and services.
- **Internal Order (IO)**: Order goods and services from an internal customer.
- **Pre-Encumbrance (PE)**: Allows fiscal officers to earmark funds for which unofficial commitments have already been made.
- **Transfer of Funds (TF) Document**: Transfers funds (cash) between accounts

Workflow Action Commands

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

The screenshot displays the Quali financial systems interface. At the top left is the Quali logo with the text "financial systems". Navigation tabs include "Main Menu", "Maintenance", and "Administration". The top right features the Colorado State University logo, a "Provide Feedback" link, and the version information "KFS 4.1.1 (20130515-Prod) (Oracle9i)". A yellow status bar indicates the user is "Logged in User: bgustiso" with a "Logout" button. The main content area shows a document titled "General Error Correction" with a help icon. A metadata table is visible:

Doc Nbr:	2598042	Status:	INITIATED
Initiator:	bgustiso	Created:	02:16 PM 09/06/2013

Below the table are "expand all" and "collapse all" buttons, and a note "* required field". A list of document sections is shown, each with a "show" button:

- Document Overview
- Accounting Lines
- Capital Edit
- General Ledger Pending Entries
- Notes and Attachments (0)
- Ad Hoc Recipients
- Route Log

At the bottom, a red box highlights the workflow action commands: "submit", "save", "close", "cancel", and "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

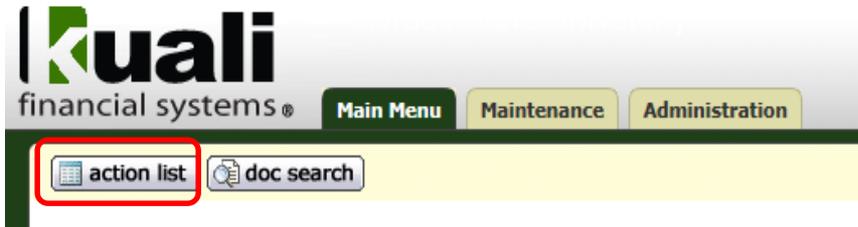
- Approves official function transactions

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

Action List

[preferences](#) [refresh](#) [filter](#)

Action List | [Outbox](#)

20 items retrieved, displaying all items.

<u>Id</u>	<u>Type</u>	<u>Title</u>	<u>Route Status</u>	<u>Action Requested</u>	<u>Initiator</u>	<u>Delegator</u>	<u>Date Created</u>	<u>Last Approved Date</u>	<u>Group Request</u>	<u>Log</u>
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	Log
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	Log
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	Log
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	Log
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	Log
2660681	Requisition	Requisition - Attn:Kathi LaFollette	ENROUTE	APPROVE	Biela, Laurie M		03:27 PM 10/16/2013		CampusServices	Log
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	Log
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	Log
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	Log
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	Log
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	Log
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	Log
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	Log
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	Log
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	Log
2663398	Disbursement Voucher	Disbursement Voucher - test	SAVED	COMPLETE	Mercurio, Erin Pillsbury		01:14 PM 10/24/2013			Log
2663434	Internal Order	Internal Order - test	SAVED	COMPLETE	Mercurio, Erin Pillsbury		03:42 PM 10/29/2013			Log
2663490	Vendor	Edit VendorDetail - test address	SAVED	COMPLETE	Mercurio, Erin Pillsbury		01:22 PM 11/07/2013			Log
2663589	Disbursement Voucher	Disbursement Voucher - test BG	SAVED	COMPLETE	Mercurio, Erin Pillsbury		08:11 AM 11/26/2013			Log
2663591	Distribution Of Income And Expense	Distribution Of Income And Expense - test bg	SAVED	COMPLETE	Mercurio, Erin Pillsbury		11:57 AM 11/26/2013			Log

Action List Preferences

General	
Automatic Refresh Rate:	15 in whole minutes - 0 is no automatic refresh.
Action List Page Size	25
Email Notification	None <input style="font-size: 8px; border: 1px solid #ccc; padding: 0 2px;" type="button" value="?"/>
Receive Primary Delegate Emails	<input checked="" type="checkbox"/>
Receive Secondary Delegate Emails	<input type="checkbox"/>
Delegator Filter	Secondary Delegators on Action List Page <input type="button" value="v"/>
Primary Delegate Filter	Primary Delegates on Action List Page <input type="button" value="v"/>

Fields Displayed In Action List	
Document Type	<input checked="" type="checkbox"/>
Title	<input checked="" type="checkbox"/>
ActionRequested	<input checked="" type="checkbox"/>
Initiator	<input checked="" type="checkbox"/>
Delegator	<input checked="" type="checkbox"/>
Date Created	<input checked="" type="checkbox"/>
Date Approved	<input checked="" type="checkbox"/>
Current Route Node(s)	<input type="checkbox"/>
WorkGroup Request	<input checked="" type="checkbox"/>
Document Route Status	<input checked="" type="checkbox"/>
Application Document Status	<input type="checkbox"/>
Clear FYI	<input checked="" type="checkbox"/>
Use Outbox	<input checked="" type="checkbox"/>

Action List Preferences

Document Route Status Colors for Actionlist Entries											
Saved	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
Initiated	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
Disapproved	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
Enroute	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
Approved	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
Final	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
Processed	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
Exception	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
Canceled	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					

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

* 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

* Accounting Period: ▼	Total Amount: 13,760.00
-------------------------------	--------------------------------

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:			<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="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	<input type="button" value="📎"/> 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	<input type="button" value="📎"/> 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	<input type="button" value="📎"/> 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

Disapprove 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: Total Amount: 13,760.00

Financial Document Detail

* Accounting Period: Total Amount: 13,760.00

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:			<input type="text"/>	<input type="text"/> Browse... <input type="button" value="CANCEL"/>	<input type="button" value="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

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

<u>Id</u>	<u>Type</u>	<u>Title</u>	<u>Route Status</u>	<u>Action Requested</u>	<u>Initiator</u>	<u>Delegator</u>	<u>Date Created</u>	<u>Group Request</u>	<u>Log</u>
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

Notes and Attachments (5) hide

Notes and Attachments					
	Posted Timestamp	Author	* Note Text	Attached File	Actions
add:			<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="add"/>
				<input type="button" value="CANCEL"/>	
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)	
5	12/31/2013 11:24 AM	Mercurio, Erin Pillsbury	Disapproval reason - Disapproving because account number should 2602700.		

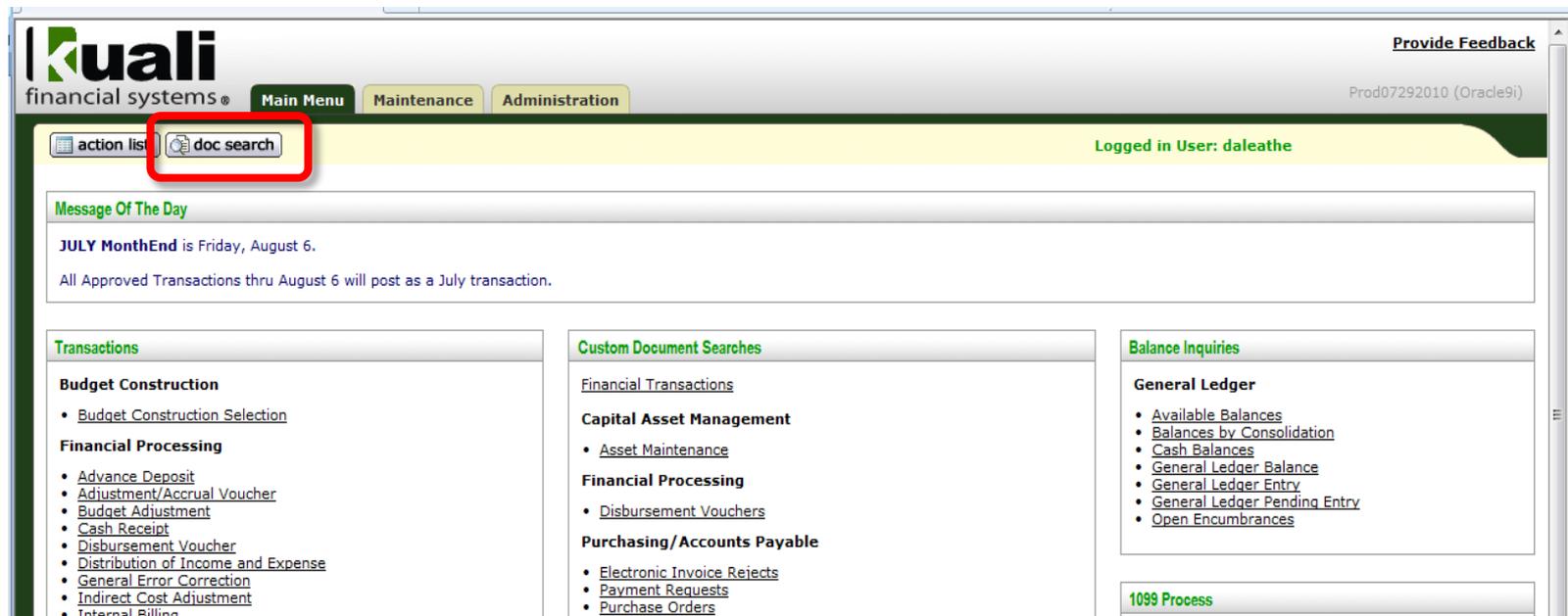
Ad Hoc Recipients show

Route Log show

Document Search

Document Search

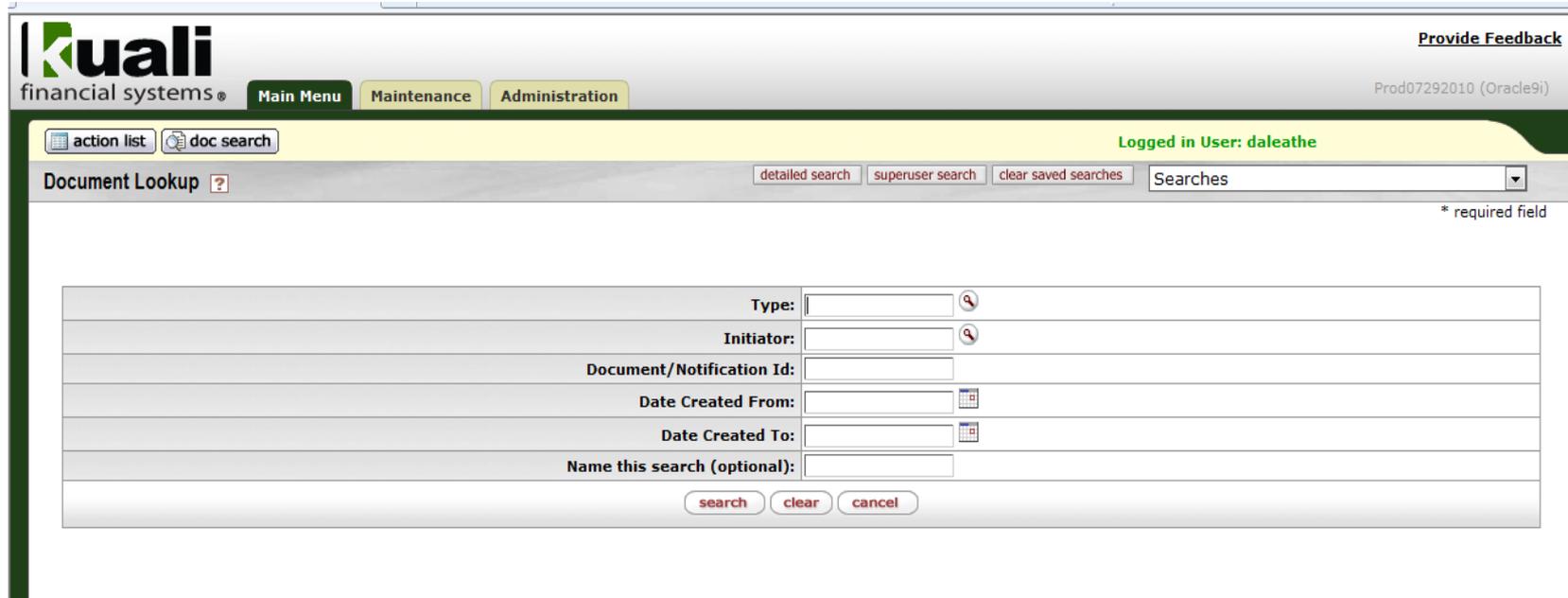
- Select doc search  located in the upper left corner of the screen.



The screenshot displays the Kuali financial systems interface. At the top left, the Kuali logo is visible, followed by the text "financial systems". To the right of the logo are navigation tabs for "Main Menu", "Maintenance", and "Administration". In the top right corner, there is a "Provide Feedback" link and the text "Prod07292010 (Oracle9i)". Below the navigation tabs, a yellow banner displays "Logged in User: daleathe". In the upper left corner of the main content area, there are two buttons: "action list" and "doc search". The "doc search" button is highlighted with a red rectangular box. Below the banner, there is a "Message Of The Day" section with the text: "JULY MonthEnd is Friday, August 6. All Approved Transactions thru August 6 will post as a July transaction." The main content area is divided into three columns. The left column is titled "Transactions" and contains sections for "Budget Construction" (with a link to "Budget Construction Selection") and "Financial Processing" (with links to "Advance Deposit", "Adjustment/Accrual Voucher", "Budget Adjustment", "Cash Receipt", "Disbursement Voucher", "Distribution of Income and Expense", "General Error Correction", "Indirect Cost Adjustment", and "Internal Billing"). The middle column is titled "Custom Document Searches" and contains sections for "Financial Transactions", "Capital Asset Management" (with a link to "Asset Maintenance"), "Financial Processing" (with a link to "Disbursement Vouchers"), and "Purchasing/Accounts Payable" (with links to "Electronic Invoice Rejects", "Payment Requests", and "Purchase Orders"). The right column is titled "Balance Inquiries" and contains a section for "General Ledger" with links to "Available Balances", "Balances by Consolidation", "Cash Balances", "General Ledger Balance", "General Ledger Entry", "General Ledger Pending Entry", and "Open Encumbrances". At the bottom right of the interface, there is a "1099 Process" link.

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.



kuali financial systems® [Provide Feedback](#)
 Main Menu Maintenance Administration Prod07292010 (Oracle9i)

action list doc search Logged in User: daleathe

Document Lookup detailed search superuser search clear saved searches Searches

* required field

Type:	<input type="text"/>	
Initiator:	<input type="text"/>	
Document/Notification Id:	<input type="text"/>	
Date Created From:	<input type="text"/>	
Date Created To:	<input type="text"/>	
Name this search (optional):	<input type="text"/>	

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

The screenshot displays the Kualo financial systems interface. At the top left is the Kualo logo with the text "financial systems". Navigation tabs include "Main Menu", "Maintenance", and "Administration". A "Provide Feedback" link is in the top right. The user is logged in as "daleathe". The main section is titled "Document Lookup" and includes a search dropdown menu. Below this is a search form with the following fields:

Type:	<input type="text"/>
Initiator:	<input type="text"/>
Document/Notification Id:	<input type="text"/>
Date Created From:	<input type="text"/>
Date Created To:	<input type="text"/>
Name this search (optional):	<input type="text"/>

At the bottom of the form are three buttons: "search", "clear", and "cancel". A note "* required field" is located in the bottom right corner of the form area.

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.

<u>Document/Notification Id</u>	<u>Type</u>	<u>Title</u>	<u>Status</u>	<u>Initiator Network Id</u>	<u>Date Created</u>	<u>Route Log</u>
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:	<input type="text"/>			
Initiator:	<input type="text"/>			
Approver:	<input type="text"/>			
Viewer:	<input type="text"/>			
Group Viewer Id:	<input type="text"/>			
Document Id:	<input type="text"/>			
Application Document Id:	<input type="text"/>			
Document Status:	<div style="border: 1px solid gray; padding: 5px;"> Pending Statuses - INITIATED - SAVED - ENROUTE - EXCEPTION </div>			
Date Created From:	<input type="text"/>			
Date Created To:	<input type="text"/>			
Date Approved From:	<input type="text"/>			
Date Approved To:	<input type="text"/>			
Date Last Modified From:	<input type="text"/>			
Date Last Modified To:	<input type="text"/>			
Date Finalized From:	<input type="text"/>			
Date Finalized To:	<input type="text"/>			
Title:	<input type="text"/>			
Name this search (optional):	<input type="text"/>			

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!

Questions?



KFS Service Contacts

- Accounting: Lisa Ramos x2356
- Purchasing: Geraldine Trujillo-Martinez x2054

