




Kuali Financial System – Top 10 Tips

1. DO use the system lookup features to save keying. 
2. DO use the online screen help. (Upper left corner) 
Be aware that not every screen has help at this time; we are still awaiting some of the documentation to be finished and enabled.
3. DO click the  button, when adding accounts, items, addresses, notes, etc. Otherwise your input is lost.
4. DO use Internet Explorer 7 or Mozilla Firefox. The system does not support Internet Explorer 8.0 at this time.
5. DON'T use the back button (or back command). Use the close button or return no value. (If you see an error message "method to call", you hit the back button).
6. Depending on your screen resolution, you may need to use the scroll bars to navigate your document. If you create Requisitions, a resolution of 1280x1024 is suggested. This allows you to navigate the Requisition without the cross scroll bars.
7. The system will send you emails if you have a document on your action list. DO open the system via the Campus Administrative Portal (CAP) before using the email link in the email.
8. Refer often to the <http://kuali.colostate.edu/> webpage for information about the system.
9. DO use the Provide Feedback on the main KFS screen or the Help Request or Feedback to report issues discovered, please try to tell us a document number if saved or what you were doing when the problem occurred.
10. Relax and enjoy the Kuali Financial System! We have heard from many users that once you get the hang of it, the system is easy to use.