

Access to Kualu Financial System (KFS)

September, 2009

Login/Logout

- The system is accessed via the Campus Administrative Portal (CAP)
<https://cap.is.colostate.edu>
After logging in with your ename and password, click on the Kualu Financial System link located at the right corner under Quick Applications.

- To login from off campus:
 - a. open a VPN connection or use <https://secure.colostate.edu>
 - b. login to the Campus Administrative Portal (CAP)
 - c. login to Kualu Financial System

- To logout, close the Kualu window and logout of the Campus Administrative Portal.

Hours of Availability

- The system is down for nightly processing from 7:00pm to approximately 10:00pm, Monday thru Friday.

The system is available during the weekend & holidays, except when maintenance and system upgrades are conducted. This is usually Sunday mornings (not every Sunday morning), and is announced ahead of time via e-mail and posted to the message of the day (located near the top on the main menu tab in KFS).

User Access

- Users who had FRS, CIS or Sciquest access were automatically granted access to KFS. Business & Financial Services will validate the users in each area with the College/VP Business Officers during the Fall, 2009.
- New users must complete a KFS access application.
<http://busfin.colostate.edu/forms.aspx>
- Many components of the system are unavailable to the average campus user. This would include Contract Manager Assignment, Payment Request, Vendor Credit Memo, Cash Management, Journal Voucher and Service Billing. If you do not have authorization to a component of the system and click on these links, you will receive an Incident Error Report.
- Year End transactional documents are only available for use for a short time during the year end closing period.

Browser

- The system supports Internet Explorer 7 or Mozilla Firefox.
- The system does not support Internet Explorer 8, Safari, Chrome or Opera at this time.
- Mac Users need to use Firefox. We have heard of some problems with Firefox on Mac but other users have no problems. The only supported browser on Mac is Firefox and we will continue to work with those users who have problems.
- 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.
- We are aware of the issue of the SciQuest screen having large borders and requiring use of the scroll bars. This problem is being addressed by the Kuali Foundation developers and we will implement the fix as soon as we can.

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