Kuali Training

Kuali New Employee Training

Presented by Campus Services
Campus Services Contacts

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- Summer Leaming – Ext 2801
KFS Overview

- The Kuali Financial System is an integrated set of financial services designed by higher education for higher education
- CSU implemented the software July 1, 2009
KFS Overview

- KFS reduces paper processes; enables faster turnaround and allows for decisions to be made based on up-to-date information
- Provides built-in checks and balances reducing mistakes; gives more control and flexibility to documents; and creates audit trails
- A key component in the KFS is an “electronic document” called e-doc which are initiated on a pc, electronically routed through an approval process, and posted to the General Ledger
Kuali Modules

- Chart of accounts (COA)
- Purchasing and AP (A/P)
- Capital Assets (CAMS)
The Chart of Accounts (COA) is a set of tables that define the codes and coding structures within KFS. The COA exists primarily to support and validate entries into the General Ledger (G/L). Transactions cannot be applied to an account in the G/L unless that account exists in the COA. The COA allows CSU to organize its information to support activities such as e-doc routing, manage internal controls, and internal and external reporting.
Capital Asset Management (CAM)

- The CAM module allows you to track assets purchased through the financial system, assets received as gifts, and assets that have been transferred or even found.
- CAM e-docs allow you to create, maintain, and retire asset records.
- Assists with inventory management and other aspects of managing assets.
Navigating through KFS

- Logging in and off KFS
- Screen Elements
Logging on to CAP

- KFS can be accessed by logging into the Campus Administrative Portal (CAP)
- [https://cap.is.colostate.edu](https://cap.is.colostate.edu)
Logging Off

- To logoff from Kuali, simply close the Web browser by clicking the X located in the upper right corner.
Screen Elements

The KFS portal is organized into three menu tabs

- Main Menu tab - displays the list of transactions and functions for regular users
- Maintenance menu tab - is used by the central administration staff who maintains various reference tables
- Administration menu tab – is used only by the technical staff or super users
Screen Elements
Screen Elements

The Main Menu Tab has multiple menu groups:

- Action list and doc search buttons are at the upper-left corner of the screen.
- Message of the Day, at the top of the screen, is used to distribute messages to KFS users.
- The current user is displayed on the upper right corner.
- The Provide Feedback button is used to report bugs and system issues.
- Contact your Campus Service Representative with questions outside of system errors.
Document Fundamentals

The following section describes:

- Screen layout of an e-doc
- Common attributes of an e-doc
- Basic functions
Screen Layout

An e-doc consists of a Document Header and Body

- The Document Header at the upper right corner contains the system information about the document
- The document body is a stack of labeled tabs that is similar to file folders
- A document opens with required tabs expanded and the optional tabs collapsed to help in the input process
- Workflow buttons are displayed below the tabs
Screen Layout
Screen Layout

- Title
- Description
- Document Number (Doc Nbr) - KFS assigns a sequential number to each document when it is created
- Status - Identifies the status of a document within the Workflow process
- Initiator - Identifies the user ID of the document initiator
- Created - Identifies the time and date the document was created
Copied from Document ID - KFS allows users to create new financial documents based on previous transactions

When one document is copied from another, the document number of the copied document appears in the upper right corner.
Screen Layout

- Correct Document ID - The KFS gives you the option of reversing a fully approved financial transaction through the use of the Error Correction function.
- When one document is a correction of another, the document number of the document being corrected appears in the upper right hand corner.
- This information is displayed only when the document was created using the Error Correction feature from within an existing document.
Screen Layout
Screen Layout

- You may expand or collapse all tabs by clicking expand all or collapse all.
Required Fields

- **Required Fields** - All of the required fields are denoted with an asterisk. You cannot submit the document until all required fields are entered.
Standard Links and Icons

- Since the KFS is a web-based application, hyperlinks and icons are used for navigation.
- Clicking the hyperlinks and icons allows you to drill down into the document detail or to obtain additional information.
Help

- The Help icon by the document title, will display the screen description and allows you to search for topics.
- Call your Campus Service Representative.
Field Lookup

- The round magnifying glass icon allows you to look up the reference table information and displays a list of valid values for you to select from to avoid data entry errors.
Field Lookup

To look up valid values, follow these steps:

- Fill in one or more search criteria or leave all the search criteria blank to retrieve all.
- Click Search.
Field Lookup

Search criteria may be specified by:

- Typing data into any combination, all or none of the listed search fields
- Using wildcards ( * or %) at the end of or within a string of characters to represent any character or characters
- Dates should be specified as mm/dd/yyyy
- Click search to displays the list of applicable values
Field Lookup

- Once the value list is displayed, you may:
  a) Click return value to select the code
  b) Click return with no value to cancel the search
  c) Click the column name to sort the values
Basic E-Doc Operations

- Initiating a Document
- Copying a Document
- Saving a Document
- Canceling a Document
- Closing a Document
- Routing a Document
- Action List
- Searching for a Document
Initiating a Document

- Select the document link from the main menu
- Complete required tabs for the document
- Click submit to route the document for approval
Copying a Document

- Retrieve the document from which you wish to copy
- Click copy from the list of workflow action buttons
  Bottom of the page
- A new document is created with a new document ID
- Copied from Document ID information is displayed in the Document Header and also in the Notes and Attachments tab of the document
- Notes and Attachments do not copy to new document
- Ad Hoc Approvers do not copy to new document
Saving a Document

- To save the document to work on later, click save in the list of workflow action buttons
- To verify that the document was successfully saved, look for a message in the upper left corner
- The KFS message, 'Document was successfully saved' confirms that the document was saved
- You may retrieve the document from your action list at a later time
Canceling a Document

- To cancel the document, click cancel in the list of workflow action buttons.
- When prompted 'Are you sure you want to cancel?' click yes to proceed.
- When you click cancel, a confirmation dialog is displayed.
- Canceled documents are removed from the database and cannot be retrieved or viewed.
Closing a Document

- To close the document and return to the main menu, click close in the list of workflow action buttons.
- When prompted 'Would you like to save this document before you close it?' click yes or no to proceed.
- Closing a document has the same effect as canceling the document unless the document was previously saved.
Routing a Document

- The e-doc process uses two types of routing, Workflow routing and Ad Hoc routing.
- Workflow routing, routes the document to the proper users based on established business rules and internal controls.
- Ad Hoc routing allows a user to route the document to one or more individual users and/or workgroups for Approval, Acknowledgement, or FYI.
The Action List button located in the upper left corner of the screen allows you to view documents that may require various types of actions from you.

- **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.
Searching for a Document

- Click doc search located in the upper left corner of the screen.
Searching for a Document

- **Document Type** - Select the document type from the Document Type lookup
- **Initiator** - Enter the User ID or select it from the UserID lookup
- **Document ID** - Enter the numeric document ID assigned by the system
- **Date Created from/to** - Enter or select from the Calendar, the range of document creation dates to search. You may select the From date only or the To date only or both
For more information:

- Go to the Training and Organizational Development website for a full list of Kuali trainings:
  - [https://wsnet.colostate.edu/cwis6/registration/Schedule.aspx](https://wsnet.colostate.edu/cwis6/registration/Schedule.aspx)

- To see previous trainings go to the Campus Services website
  - [http://busfin.colostate.edu/cs.aspx](http://busfin.colostate.edu/cs.aspx)
Purchasing and AP

The Purchasing and Accounts Payable module allows you to:

- Request materials and services
- Generate and transmit purchase orders
- Process vendor invoices and credit memos
- Generate encumbrances
- Record expense and liability entries
This PDF will provide step-by-step guidance for creating “no quantity,” “quantity,” and new fiscal year requisitions.

If you have questions regarding completing requisitions, please contact Procurement Services.
“No Quantity” requisitions are used for open and service purchase orders.
Click here to start the process of creating a requisition.
Upon entering the requisition, a document and requisition number are created. Make note of the document number for searching later. This is a required field for all requisitions. For requisitions over $5000, the description will be changed to reflect the last name of the Purchasing Agent’s assigned the requisition.
The first time you create a requisition, you will need to set your default final delivery address. To do so, click on the magnifying glass next to Building.
This is the screen you will get after clicking on the magnifying glass.

<table>
<thead>
<tr>
<th>Campus Code:</th>
<th>MC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Code:</td>
<td></td>
</tr>
<tr>
<td>Building Name:</td>
<td></td>
</tr>
<tr>
<td>Active Indicator:</td>
<td>Yes, No, Both</td>
</tr>
</tbody>
</table>

[search]  [clear]  [cancel]
Enter your building name using an asterisk on both sides of the building name. In Kuali, less is more. For example, enter *Howes* instead of *Howes Street Business Center* and click “search.”
Click “return value.”
Enter your room number and click “set as default building.”
You will not need to set your default address again.
Search for a vendor by clicking on the magnifying glass.
For best results, use an asterisk before and after the vendor name. After inputting the vendor's name, click “search.”
Click “return value” to select your vendor.
If you do not see the address you need, click on the magnifying glass.
After clicking on the magnifying glass, this is what you will see if there are multiple addresses for a vendor. Click “return value” on the address you need. This should be the purchase order address versus the remit address.

<table>
<thead>
<tr>
<th>Return Value</th>
<th>Address Type Desc</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
<th>Country</th>
<th>Active Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>return value</td>
<td>LONGITUDINAL-1</td>
<td>College Station</td>
<td>El Paso</td>
<td>TX</td>
<td>79925</td>
<td>US</td>
<td>Yes</td>
</tr>
<tr>
<td>return value</td>
<td>LONGITUDINAL-1</td>
<td>2027 Airway Blvd</td>
<td>Minneapolis/St Paul Airport</td>
<td>MN</td>
<td>55425</td>
<td>US</td>
<td>Yes</td>
</tr>
<tr>
<td>return value</td>
<td>LONGITUDINAL-1</td>
<td>Houston Southwest</td>
<td>Houston</td>
<td>TX</td>
<td>77074</td>
<td>US</td>
<td>Yes</td>
</tr>
<tr>
<td>return value</td>
<td>LONGITUDINAL-1</td>
<td>P O Box 92205</td>
<td>Chicago</td>
<td>IL</td>
<td>60675-2205</td>
<td>US</td>
<td>Yes</td>
</tr>
<tr>
<td>return value</td>
<td>ADDRESS-1</td>
<td>400 E Tahquitz Canyon Way</td>
<td>Palm Springs</td>
<td>CA</td>
<td>92262</td>
<td>US</td>
<td>Yes</td>
</tr>
<tr>
<td>return value</td>
<td>ADDRESS-1</td>
<td>Garden Inn</td>
<td>Milwaukee City Center</td>
<td>WI</td>
<td>53203</td>
<td>US</td>
<td>Yes</td>
</tr>
<tr>
<td>return value</td>
<td>ADDRESS-1</td>
<td>Hartford</td>
<td>Hartford</td>
<td>CT</td>
<td>60103</td>
<td>US</td>
<td>Yes</td>
</tr>
<tr>
<td>return value</td>
<td>ADDRESS-1</td>
<td>Homewood Suites</td>
<td>Houston</td>
<td>TX</td>
<td>77058</td>
<td>US</td>
<td>Yes</td>
</tr>
<tr>
<td>return value</td>
<td>ADDRESS-1</td>
<td>Garden Inn</td>
<td>Washington</td>
<td>DC</td>
<td>20005</td>
<td>US</td>
<td>Yes</td>
</tr>
<tr>
<td>return value</td>
<td>ADDRESS-1</td>
<td>Atlanta</td>
<td>Atlanta</td>
<td>GA</td>
<td>30368</td>
<td>US</td>
<td>Yes</td>
</tr>
<tr>
<td>return value</td>
<td>ADDRESS-1</td>
<td>113 S University Parks Dr</td>
<td>Waco</td>
<td>TX</td>
<td>76701</td>
<td>US</td>
<td>Yes</td>
</tr>
<tr>
<td>return value</td>
<td>ADDRESS-1</td>
<td>New Orleans Riverside</td>
<td>New Orleans</td>
<td>LA</td>
<td>70140</td>
<td>US</td>
<td>Yes</td>
</tr>
<tr>
<td>return value</td>
<td>ADDRESS-1</td>
<td>Garden Inn - Dia</td>
<td>Denver</td>
<td>CO</td>
<td>80211</td>
<td>US</td>
<td>Yes</td>
</tr>
<tr>
<td>return value</td>
<td>ADDRESS-1</td>
<td>P O Box 1927</td>
<td>Seattle</td>
<td>WA</td>
<td>98115</td>
<td>US</td>
<td>Yes</td>
</tr>
<tr>
<td>return value</td>
<td>ADDRESS-1</td>
<td>75 Remittance Dr</td>
<td>Chicago</td>
<td>IL</td>
<td>60675-1206</td>
<td>US</td>
<td>Yes</td>
</tr>
<tr>
<td>return value</td>
<td>ADDRESS-1</td>
<td>3900 Chagrin Dr</td>
<td>Columbus</td>
<td>OH</td>
<td>43219</td>
<td>US</td>
<td>Yes</td>
</tr>
<tr>
<td>return value</td>
<td>ADDRESS-1</td>
<td>Minneapolis</td>
<td>Minneapolis</td>
<td>MN</td>
<td>55403</td>
<td>US</td>
<td>Yes</td>
</tr>
<tr>
<td>return value</td>
<td>ADDRESS-1</td>
<td>Denver Airport</td>
<td>Aurora</td>
<td>CO</td>
<td>80011</td>
<td>US</td>
<td>Yes</td>
</tr>
<tr>
<td>return value</td>
<td>ADDRESS-1</td>
<td>DenverTech South</td>
<td>Greenwood Vlg</td>
<td>CO</td>
<td>80111</td>
<td>US</td>
<td>Yes</td>
</tr>
<tr>
<td>return value</td>
<td>ADDRESS-1</td>
<td>Garden Inn Auburn Opelika</td>
<td>Auburn</td>
<td>AL</td>
<td>36830</td>
<td>US</td>
<td>Yes</td>
</tr>
<tr>
<td>return value</td>
<td>ADDRESS-1</td>
<td>Po Box 75846</td>
<td>Chicago</td>
<td>IL</td>
<td>60675-5846</td>
<td>US</td>
<td>Yes</td>
</tr>
<tr>
<td>return value</td>
<td>ADDRESS-1</td>
<td>Montgomery East Garden</td>
<td>Montgomery</td>
<td>AL</td>
<td>36109</td>
<td>US</td>
<td>Yes</td>
</tr>
<tr>
<td>return value</td>
<td>ADDRESS-2</td>
<td>Colo Springs Hotel Venture Ltl</td>
<td>Colorado Springs</td>
<td>CO</td>
<td>80920</td>
<td>US</td>
<td>Yes</td>
</tr>
<tr>
<td>return value</td>
<td>ADDRESS-2</td>
<td>Americas Houston</td>
<td>Houston</td>
<td>TX</td>
<td>77010</td>
<td>US</td>
<td>Yes</td>
</tr>
<tr>
<td>return value</td>
<td>ADDRESS-2</td>
<td>Hilton Oceanfront Resort</td>
<td>Hilton Head Island</td>
<td>SC</td>
<td>29928</td>
<td>US</td>
<td>Yes</td>
</tr>
<tr>
<td>return value</td>
<td>ADDRESS-2</td>
<td>Fort Collins</td>
<td>Fort Collins</td>
<td>CO</td>
<td>80526</td>
<td>US</td>
<td>Yes</td>
</tr>
<tr>
<td>return value</td>
<td>ADDRESS-2</td>
<td>Fort Collins</td>
<td>Fort Collins</td>
<td>CO</td>
<td>80526-2064</td>
<td>US</td>
<td>Yes</td>
</tr>
</tbody>
</table>
This is the vendor with the correct address.
“No Quantity” requisitions are used for open and service purchase orders. Do not input anything in the quantity, UOM, catalog # or commodity code boxes.
Input a thorough description, the unit cost and click the “add” button. The description cannot be longer than 254 characters.
To add accounting at the line, click the “show” button.
Select “CO” for the chart code.
Input your account number, object code, percent and click the “add” button. If you have multiple accounts being used against a line, you can split the amounts by percent only. Be sure the percents add up to 100.
To input additional accounting lines, use the top line and repeat the steps on the previous slide.
This is where you can add a quote or note for the vendor or Purchasing Agent. A note must be entered anytime an attachment is added to a requisition. To attach a file, click on “browse” and go to the location of where the file is saved. If you want a note or quote to be sent to the vendor, select “yes” from the drop down menu. The note will accompany the attachment to the vendor.
To see the approvals your requisition must go through, click the “show” button under the “route log” tab.
Click the “submit” button to start the approval process of your document.
If your document was not successfully submitted, you will receive a red error message. The errors that need your attention will be marked in red. The errors will need to be corrected before you can resubmit.
“Quantity” requisitions should be used for goods only. You must line out each item as it appears on your backup documentation.
Upon entering the requisition, a document and requisition number are created. Make note of the document number for searching later.

This is a required field for all requisitions. For requisitions over $5000, the description will be changed to reflect the last name of the Purchasing Agent’s assigned the requisition.
The first time you create a requisition, you will need to set your default final delivery address. To do so, click on the magnifying glass next to Building.
This is the screen you will get after clicking on the magnifying glass.

<table>
<thead>
<tr>
<th>Campus Code:</th>
<th>MC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Code:</td>
<td></td>
</tr>
<tr>
<td>Building Name:</td>
<td></td>
</tr>
<tr>
<td>Active Indicator:</td>
<td>Yes No Both</td>
</tr>
</tbody>
</table>

[search] [clear] [cancel]
Enter your building name using asterisk on both sides of the building name. In Kuali, less is more. For example, enter *Howes* instead of *Howes Street Business Center* and click “search.”
Click “return value.”

<table>
<thead>
<tr>
<th>Return Value</th>
<th>Campus Code</th>
<th>Building Code</th>
<th>Building Name</th>
<th>Active Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>return value</td>
<td>MC</td>
<td>0926</td>
<td>Howes Street Business Center</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Export options: CSV | spreadsheet | XML
Enter your room number and click “set as default building.”

<table>
<thead>
<tr>
<th>* Delivery Campus:</th>
<th>MC</th>
<th>* Delivery To:</th>
<th>Scott, Valerie Jean</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Building:</strong></td>
<td>Howes Street Business Center</td>
<td><strong>Phone Number:</strong></td>
<td>970-491-6194</td>
</tr>
<tr>
<td><strong>Address 1:</strong></td>
<td>555 S Howes St</td>
<td><strong>Email:</strong></td>
<td><a href="mailto:Valerie.Scott@colostate.edu">Valerie.Scott@colostate.edu</a></td>
</tr>
<tr>
<td><strong>Address 2:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Room:</td>
<td>108</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* City:</td>
<td>Fort Collins</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* State:</td>
<td>CO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Postal Code:</td>
<td>80523</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Country:</td>
<td>UNITED STATES</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Receiving Address:**

6010-1  
200 West Lake Street  
Fort Collins, CO  80523-6010
You will not need to set your default address again.
Search for a vendor by clicking on the magnifying glass.
For best results, use an asterisk before and after the vendor name. After inputting the vendor’s name, click “search.”

<table>
<thead>
<tr>
<th>Vendor Name:</th>
<th><em>null</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Number:</td>
<td></td>
</tr>
<tr>
<td>Vendor #:</td>
<td></td>
</tr>
<tr>
<td>Active Indicator:</td>
<td>Yes</td>
</tr>
<tr>
<td>Vendor Type:</td>
<td>PURCHASE ORDER</td>
</tr>
<tr>
<td>State:</td>
<td></td>
</tr>
<tr>
<td>Commodity Code:</td>
<td></td>
</tr>
<tr>
<td>Supplier Diversity:</td>
<td></td>
</tr>
</tbody>
</table>

**search**  **clear**  **cancel**
After clicking on the magnifying glass, this is what you will see if there are multiple addresses for a vendor. Click “return value” on the address you need. This should be the purchase order address versus the remit address.

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Search Alias</th>
<th>Vendor #</th>
<th>Active Indicator</th>
<th>Vendor Type</th>
<th>State</th>
<th>Commodity Codes</th>
<th>Supplier Diversities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burt Plante</td>
<td>PLANTE BURT R0001231110</td>
<td>16496-0</td>
<td>Yes</td>
<td>PO</td>
<td>NEW JERSEY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burton Snowboards</td>
<td>BURTON SNOWBOARDS V0001094730</td>
<td>11091-0</td>
<td>Yes</td>
<td>PO</td>
<td>WASHINGTON</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burts Bees</td>
<td>BURTS BEES V0000641150</td>
<td>5008-0</td>
<td>Yes</td>
<td>PO</td>
<td>NORTH CAROLINA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burts Shirts Inc</td>
<td>BURTS LOGO APPAREL BURTS MOUNTAINS WEST BURTS SHIRTS INC V0000178520</td>
<td>9320-0</td>
<td>Yes</td>
<td>PO</td>
<td>COLORADO</td>
<td>Other Apparel Accessories and Other Apparel Manufacturing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jenna Burton</td>
<td>JENNA BURTON V0000178520</td>
<td>12830-0</td>
<td>Yes</td>
<td>PO</td>
<td>COLORADO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kelli L Haliburton</td>
<td></td>
<td>24592-0</td>
<td>Yes</td>
<td>PO</td>
<td>COLORADO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathew Burts</td>
<td>BURTIS MATHEW R0001231590</td>
<td>14277-0</td>
<td>Yes</td>
<td>PO</td>
<td>COLORADO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stephen Burt</td>
<td>BURT STEPHEN R0001270930</td>
<td>13242-0</td>
<td>Yes</td>
<td>PO</td>
<td>MASSACHUSETTS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The address you chose has been populated.

<table>
<thead>
<tr>
<th>Suggested Vendor</th>
<th>Vendor Name 1</th>
<th>Vendor Name 2</th>
<th>Vendor Name 3</th>
<th>Vendor Name 4</th>
<th>Vendor Name 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burts Shirts Inc</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor #</th>
<th>Address 1</th>
<th>Address 2</th>
<th>Attention</th>
<th>City</th>
<th>State</th>
<th>Province</th>
<th>Postal Code</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>9320-0</td>
<td>142 Remington</td>
<td></td>
<td></td>
<td>Fort Collins</td>
<td>COLORADO</td>
<td></td>
<td>80521</td>
<td>UNITED STATES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Customer #</th>
<th>Contract Name</th>
<th>Phone Number</th>
<th>Fax Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>670-484-7481</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment Terms</th>
<th>Supplier Diversity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net 30 Days</td>
<td>Small Business</td>
</tr>
<tr>
<td></td>
<td>Woman Owned Business</td>
</tr>
<tr>
<td></td>
<td>Small Disadvantaged Business</td>
</tr>
</tbody>
</table>
You must input a quantity, UOM, description, unit cost and then click “add.” If you do not know the UOM, click on the magnifying glass in the UOM box.
This is the screen you will see after you click on the magnifying glass in the UOM box.
Enter the unit of measure using an asterisk on both sides of the measurement and click “search.” The search will populate values, click “return value” next to the correct unit of measure.
For header funding that will be applied to all lines of the requisition, click the “setup distribution” button. For funding at the line, click the “show” button next to accounting lines. You will need to do this for each line of the requisition.
After clicking “setup distribution,” this line will appear. Enter “CO” for the chart code, the account number, object code, percent and click “add.” You can add multiple accounting lines but the percent must be equal 100. Click “distribute to items” when you have added your header funding. You will need to input the same information if you are funding at the line when you click “show” next to Accounting Lines.
This message will appear after doing header funding. You will not get this message when doing funding at the line.
This is where you can add a quote or note for the vendor or Purchasing Agent. A note must be entered anytime an attachment is added to a requisition. To attach a file, click on “browse” and go to the location of where the file is saved. If you want a note or quote to be sent to the vendor, select “yes” from the drop down menu. The note will accompany the attachment to the vendor.
To see the approvals your requisition must go through, click the “show” button under the “route log” tab.
Click the “submit” button to start the approval process of your document.
If your document was not successfully submitted, you will receive a red error message. The errors that need your attention will be marked in red. The errors will need to be corrected before you can resubmit.
Fiscal Year Purchase Requisitions
If this is a FY requisition, use the drop down box to select the year. The current and future fiscal years will only appear the last several months of the fiscal year. Follow the steps for either a “no quantity” or “quantity” requisition.
ACCOUNTS PAYABLE
Vendor edit:
From the Main Menu under Lookup and Maintenance click on Vendor
Input all or part of the vendor name and click search. Be sure to use your wildcards (*/%)
If your address is not there you will need to edit the vendor to add the new address. You do not need to add a remit address if it already exists as a PO address. Be sure to input a description in the description field under Document Overview.

Click on the vendor name to view all addresses associated with this vendor. Scroll down to find your address.
Select address type (remit) from the drop down menu. Input your address, city, state, postal code, and country. Click add. Please do not change the set as default address unless instructed to do so by Purchasing or Accounts Payable.
Your new address will be moved to the bottom of the addresses and look like this. Click submit button. If all went well you will get document was successfully submitted message. Once your new address has been approved by Accounts Payable you will get an FYI notification.

<table>
<thead>
<tr>
<th>Old</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Type:</td>
<td>PURCHASE ORDER</td>
</tr>
<tr>
<td>Address 1:</td>
<td>1234 Man St</td>
</tr>
<tr>
<td>Address 2:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Denver</td>
</tr>
<tr>
<td>State:</td>
<td>COLORADO</td>
</tr>
<tr>
<td>Postal Code:</td>
<td>80201</td>
</tr>
<tr>
<td>Province:</td>
<td></td>
</tr>
<tr>
<td>Country:</td>
<td>UNITED STATES</td>
</tr>
<tr>
<td>Attention:</td>
<td></td>
</tr>
<tr>
<td>URL:</td>
<td></td>
</tr>
<tr>
<td>Vendor Fax Number:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Set as Default Address:</td>
<td>No</td>
</tr>
<tr>
<td>Active Indicator:</td>
<td>No</td>
</tr>
</tbody>
</table>

New Default Address
Vendor create:
From the Main Menu under Lookup and Maintenance click on Vendor
Click on Create new
That opens a brand new Vendor document in Kuali. The tabs you will need to complete will be Document Overview, Vendor, Address. All tabs will be opened when you are brought back to this screen.
As with all documents in KFS – Input a description in Document Overview – New Vendor – and vendor name
The Vendor Name

Vendor Type (Purchase Order)
Ownership Type: Choose LLC from drop down list – A/P will fix when we get the W-9

Under Vendor tab Complete: New and Corporate Information
Under the Address tab – complete New Address

Address Type – Purchase Order Address, City, State, Postal Code, Country – You do not need to add a PO and remit address if those address are the same.

Add Vendor Fax Number. The fax numbers must be added to insure Purchasing is able to distribute the PO to the vendor.

Change - Set as Default Address from No to Yes. Click Add
Vendor create - individual:
From the Main Menu under Lookup and Maintenance click on Vendor.
Click on Create new
That opens a brand new Vendor document in Kuali. The tabs you will need to complete will be Document Overview, Vendor, Address. All tabs will be opened when you are brought back to this screen.
As with all documents in KFS – Input a description in Document Overview – New Vendor – and vendor name
Under Vendor tab Complete:
New and Corporate Information

Vendor Name: First name space Last name. **Do not use Vendor Last Name/Vendor First Name**

Vendor Type (Purchase Order)
Ownership Type: Individual – If it is for a service input the vendor’s social security number under tax number (send W-9 to A/P)
Under the Address tab – complete New Address

Address Type – Purchase Order
Address, City, State, Postal Code, Country
Change - Set as Default Address from No to Yes

Click Add.
Click submit button. You will get Document submitted successfully if all went according to plan.
Disbursement Vouchers – to be used when invoice is in hand

Under Transactions – Financial Processing – Select Disbursement Voucher
Under Document Overview – Input a description in the Description box – **When possible put vendor name in description (this helps A/P techs identify the DV’s that are theirs in the action list)**
Under Payment Information – Payee ID – Click magnifying glass
Select Payment Reason Code from the drop down menu
Input vendor name if company or non-employee, Input person Last name if employee reimbursement. Use the * as a wildcard search. When vendor comes up select the correct vendor and click return value.
If vendor number has multiple addresses you need to select the correct remit address and click return value.
Input dollar amount to be paid under Check Amount. Select Payment method from drop down menu and input information into the Check Stub Text (This is where you input the invoice number – if paying a company and reimbursement information if paying an individual. This information will be printed on the check stub or payment advice).

If you need something sent along with the check this is where you would mark Check Enclosure. Also use check enclosure if you need to have the check delivered to your office as opposed to going directly to the vendor. Include a note in the notes and attachments tab indicating who is to receive the check. If you don’t mark it A/P cannot fix once it gets to us.
Select Chart from drop down menu (CO) - Input account number(s), Object, dollar amount and click add. Amount(s) must equal the Check Amount.
Attached Scanned invoice under Notes and Attachments and click submit button. This is where you would input instructions if you want a check sent to your department or if you want to be called when the check is ready. Once you click submit you cannot make changes to your DV.
If all went well you will get this message. If you do not have a scanner or your disbursement voucher is a reimbursement to an individual you will print Disbursement Voucher Coversheet, attach invoice and send to Accounts Payable. If you are not scanning your invoice place a note in the notes and attachment area telling Accounts Payable what you are doing with the invoice (i.e. sending invoice to A/P via campus mail). Reimbursements to individuals, petty cash, imprest funds, and moving expenses payable to the employee require original receipts. Accounts Payable will scan and attach the original receipts prior to approving the Disbursement Voucher for individuals.
Looking up payment information on a PO.
From the Main Menu - Custom Document Searches – Purchasing/Accounts Payable – Payment Request
Input PO number and click search
Select invoice you are looking for by clicking on the e-doc number from the documents below.
Scroll to Invoice info and click on disbursement info box.
That will bring up the below screen. Disbursement Number equals the payment number. Checks begin with a “7” and ACH payments begin with a “1”
Looking up payment information on a DV.
From the Main Menu - Custom Document Searches – Financial Processing – Disbursement Vouchers
You can search by: Document number, Payee ID, Payee Name or Document Description. The easiest would be document number if you know that number. Click search.
Depending on the search you will either get one document or multiple documents. Click on the correct e-document.
Scroll to the Pre-Disbursement Process Status tab and click show.
That will open the tab. If paid status will show paid and Disbursement Number will have either a check or ACH number. PDP paid date is the date on the check. Remember the disbursement number will not show up until the day after the check run.
Commonly Used Documents

- **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.
Commonly Used Documents

- **Disbursement Voucher (DV)** - Processes payments that are not transacted through the Accounts Payable/Purchasing module.
- **Distribution of Income and Expense (DI) Document** - Reallocates income and expense or assets and liabilities.
- **General Error Correction (GEC)** - Corrects inappropriate or incorrect general ledger entries.
- **Indirect Cost Adjustment (ICA)** - Allows adjustment to the amount of indirect cost expense charged to a contract and grant account.
Commonly Used Documents

- Internal Billing (IB) – Bill internal customers for goods and services
- Internal Order (IO) – Order goods and services from an internal customer
- Pre-Encumbrance (PE) Document – Allows Fiscal Officers to earmark funds for which unofficial commitments have already been made
- Transfer of Funds (TF) Document - Transfers funds (cash) between accounts
- Work Order Authorization (WOA) – Request for Services
## Additional Training Classes

<table>
<thead>
<tr>
<th>Journal Entries</th>
<th>Budget Adjustments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Inquiries</td>
<td>Fund Group Overview</td>
</tr>
<tr>
<td>Transfer of Funds</td>
<td>Accrual Accounting</td>
</tr>
<tr>
<td>Internal Billings</td>
<td>Account Set UP</td>
</tr>
<tr>
<td>Reading Vista Reports</td>
<td>Basic Accounting</td>
</tr>
<tr>
<td>ODS</td>
<td>Document Search</td>
</tr>
<tr>
<td>KFS Administration</td>
<td>Procurement/Requesition</td>
</tr>
</tbody>
</table>
Questions