

KUALI BASICS

Presented by Campus Services

Campus Services

Campus Services, a financial customer services unit within Business and Financial Services, partners with the campus community by providing professional, knowledgeable and responsible business and financial solutions.

Overview

- Overview of Kualii
- Screen Layout/Document Overview
- Fiscal Roles/Responsibilities
- Action List
- Document Search
- Employee Starting or Leaving
- Logging In from Off Campus

Overview of Quali Financial System (KFS)

- Developed by and for Higher Education
- Consolidated financial system
- Workflow - electronic routing approval process
- Built in checks and balances thus reducing mistakes
- Creates audit trail
- System of Record (support needs to be attached to all entries and should be in PDF format)

KFS Document Terminology



- Disbursement Voucher (DV)
- Distribution of Income and Expense (DI)
- General Error Correction (GEC)
- Internal Order (IO)
- Internal Billing (IB)
- Procurement Card (Pcard)
- Travel Authorization (TA)
- Travel Reimbursement (TR)
- Account / Sub-Account
- Object Code / Sub-Object Code

SCREEN LAYOUT & DOCUMENT OVERVIEW

⚠ This is a test environment

Back Door

Login

Home Buttons

Action List

Document Search

Current User

HOME

Jump to... Ctrl+K

ACCOUNTING

ACCOUNTS RECEIVABLE

AUTOMATED JOURNAL VOUCHER

BALANCE INQUIRIES

BUDGET CONSTRUCTION

CAPITAL ASSETS

CHART OF ACCOUNTS

PROCUREMENT & ACCOUNTS PAYABLE

SYSTEM

TRAVEL

VENDOR

1099

BFS ADMINISTRATION

HELP

ABOUT

Collapse Navigation

Home

MESSAGE OF THE DAY

~~~This is the QA 1 Environment~~~ \_\_\_\_\_ ~~~ Cloned from Prod on 08/29/19~~~

### My Favorites

Bookmarked Favorites



#### ACTIVITIES

Advance Deposit

Available Balances

Cash Receipt

General Error Correction

Internal Billing


Internal Order

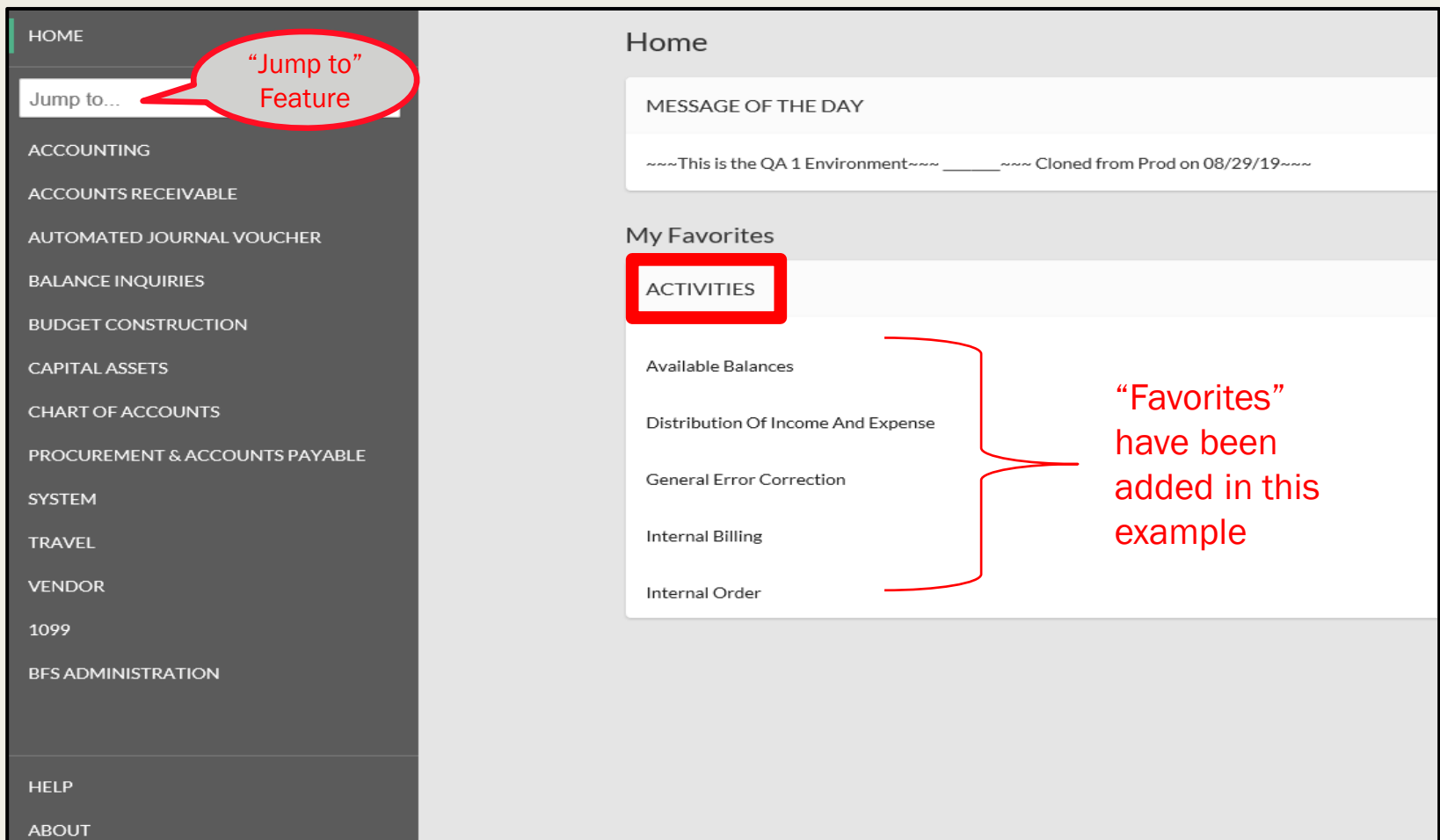
Menu Options

Collapse Navigation Button



# Adding Favorites in Kualu 7.0

- Select an area from the Main Menu and then you'll see 1, 2 or 3 boxes: Activities, Reference or Administration. (EX: Accounting)
- “Favorites” can be bookmarked by clicking on the  icon when you hover over a Document Name or other activity. (EX: General Error Correction)



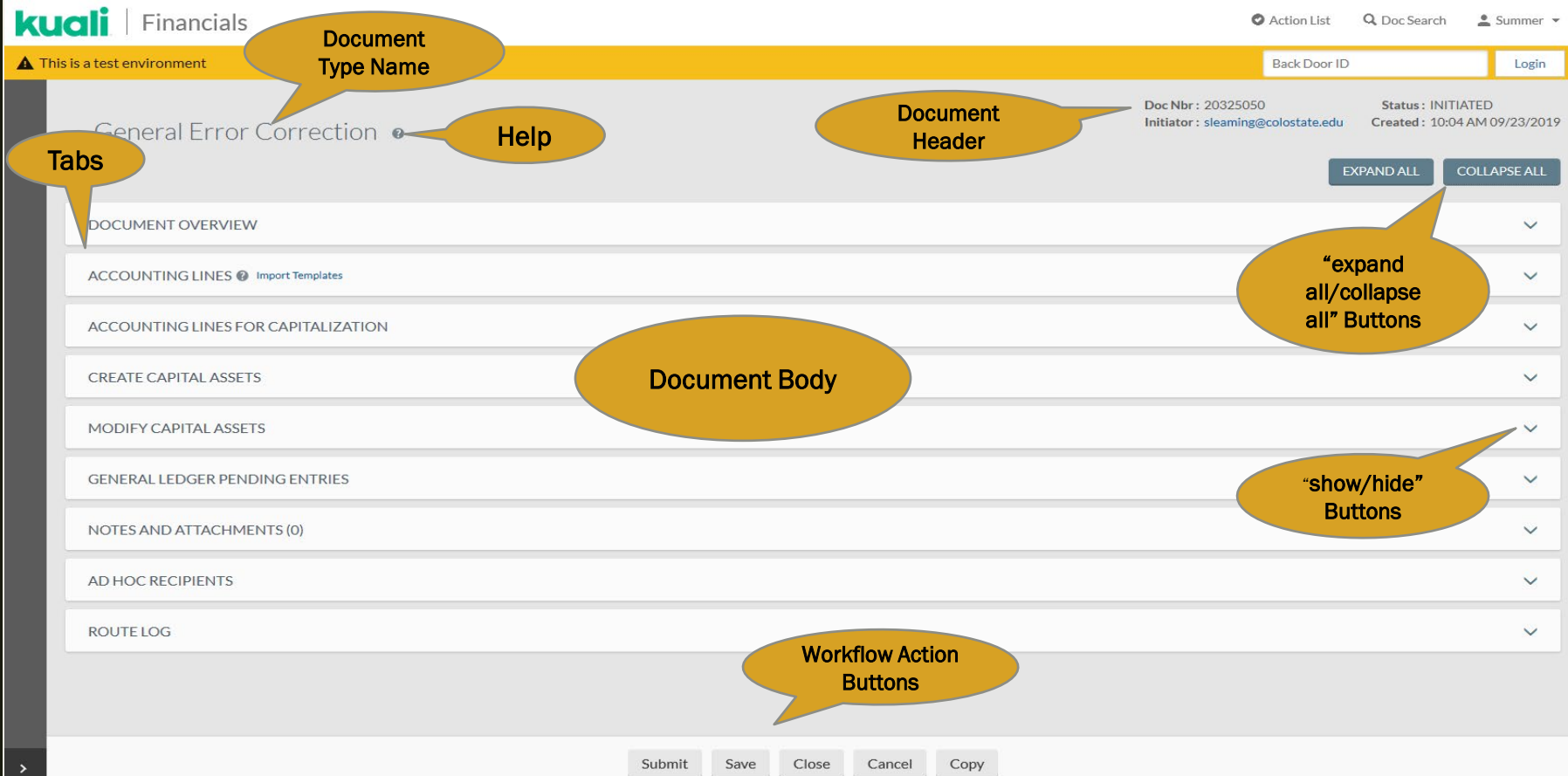
The screenshot displays the Kualu 7.0 user interface. On the left is a dark grey sidebar menu with the following items: HOME, Jump to..., ACCOUNTING, ACCOUNTS RECEIVABLE, AUTOMATED JOURNAL VOUCHER, BALANCE INQUIRIES, BUDGET CONSTRUCTION, CAPITAL ASSETS, CHART OF ACCOUNTS, PROCUREMENT & ACCOUNTS PAYABLE, SYSTEM, TRAVEL, VENDOR, 1099, BFS ADMINISTRATION, HELP, and ABOUT. A red speech bubble points to the 'Jump to...' field with the text "Jump to" Feature".

The main content area is titled 'Home' and contains a 'MESSAGE OF THE DAY' section with the text: "~~~This is the QA 1 Environment~~~ \_\_\_\_\_ ~~~ Cloned from Prod on 08/29/19~~~". Below this is a 'My Favorites' section. The 'ACTIVITIES' tab is highlighted with a red box. A list of activities is shown: Available Balances, Distribution Of Income And Expense, General Error Correction, Internal Billing, and Internal Order. A red bracket groups these activities, with a callout box containing the text: "Favorites" have been added in this example.



# Screen Layout for Documents

- Each option on the main menu is setup virtually the same
  - **Document Header** – document number, initiator, created, status (shown at a minimum)
    - Some documents have additional items
  - **Document Body** – layered stack of tabs, each tab will be tailored to the individual tasks to be performed



The screenshot displays the Kuali Financials interface for a document titled "General Error Correction". The interface is annotated with several callouts:

- Document Type Name:** Points to the document title "General Error Correction".
- Help:** Points to a help icon next to the document title.
- Document Header:** Points to the document details: "Doc Nbr: 20325050", "Initiator: sleaming@colostate.edu", "Status: INITIATED", and "Created: 10:04 AM 09/23/2019".
- Document Body:** Points to the main content area containing a list of tabs.
- Workflow Action Buttons:** Points to the bottom navigation bar with buttons for "Submit", "Save", "Close", "Cancel", and "Copy".
- “expand all/collapse all” Buttons:** Points to the "EXPAND ALL" and "COLLAPSE ALL" buttons in the top right.
- “show/hide” Buttons:** Points to the expand/collapse icons on the right side of the tab list.
- Back Door ID and Login:** Points to the "Back Door ID" and "Login" fields in the top right.
- Alert:** Points to the "This is a test environment" warning in the top left.
- Navigation:** Points to the "Action List", "Doc Search", and user profile "Summer" in the top right.

The document body contains the following tabs:

- DOCUMENT OVERVIEW
- ACCOUNTING LINES (Import Templates)
- ACCOUNTING LINES FOR CAPITALIZATION
- CREATE CAPITAL ASSETS
- MODIFY CAPITAL ASSETS
- GENERAL LEDGER PENDING ENTRIES
- NOTES AND ATTACHMENTS (0)
- AD HOC RECIPIENTS
- ROUTE LOG

# 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

**kuali** | Financials Action List Doc Search Summer

⚠ This is a test environment Back Door ID Login

Doc Nbr : 20325050 Status : INITIATED  
Initiator : sleaming@colostate.edu Created : 10:04 AM 09/23/2019

General Error Correction ⓘ EXPAND ALL COLLAPSE ALL

|                                                                                                                       |   |
|-----------------------------------------------------------------------------------------------------------------------|---|
| DOCUMENT OVERVIEW                    | ▼ |
| ACCOUNTING LINES ⓘ Import Templates  | ▼ |
| ACCOUNTING LINES FOR CAPITALIZATION                                                                                   | ▼ |
| CREATE CAPITAL ASSETS                                                                                                 | ▼ |
| MODIFY CAPITAL ASSETS                                                                                                 | ▼ |
| GENERAL LEDGER PENDING ENTRIES     | ▼ |
| NOTES AND ATTACHMENTS (0)                                                                                             | ▼ |
| AD HOC RECIPIENTS                                                                                                     | ▼ |
| ROUTE LOG                                                                                                             | ▼ |

Submit Save Close Cancel Copy

# Standard 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

**kuali** | Financials Action List Doc Search Summer

⚠ This is a test environment Back Door ID Login

Doc Nbr : 20325050      Status : INITIATED  
Initiator : sleaming@colostate.edu      Created : 10:04 AM 09/23/2019

General Error Correction ⓘ EXPAND ALL COLLAPSE ALL

- DOCUMENT OVERVIEW
- ACCOUNTING LINES ⓘ Import Templates
- ACCOUNTING LINES FOR CAPITALIZATION
- CREATE CAPITAL ASSETS
- MODIFY CAPITAL ASSETS
- GENERAL LEDGER PENDING ENTRIES
- NOTES AND ATTACHMENTS (0)
- AD HOC RECIPIENTS
- ROUTE LOG

Submit Save Close Cancel Copy

# Document Overview

Required fields marked with an asterisk \* for most documents

- **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: 20325050      Status: INITIATED  
Initiator: sleaming@colostate.edu      Created: 10:04 AM 09/23/2019

EXPAND ALL    COLLAPSE ALL

---

DOCUMENT OVERVIEW ^

---

OVERVIEW

\*Description:

Explanation:

Organization Document Number:

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FINANCIAL DOCUMENT DETAIL

Total Amount:

# Accounting Lines



- **Chart Code** - defaults to CO
  - *PB-CSU Pueblo, CO-CSU Fort Collins, BG-System Office, GC-CSU Global*
  - *CR,GR,OT are Central use only*
- **Account Number** - enter account number or do a search
- **Object Code** - enter object code
- **Amount** - negative amounts are not allowed (exceptions to this rule are Cash Receipts and Internal Billing)
- **Ref Origin Code** – Will mostly use 01 (KFS), but if you have questions contact Campus Services
- **Reference Number** – cannot have spaces, but can be whatever number or word is most applicable

ACCOUNTING LINES [Import Templates](#)

FROM HIDE DETAILS IMPORT LINES

| *CHART | *ACCOUNT             | SUB-ACCOUNT          | *OBJECT              | SUB-OBJECT           | PROJECT              | ORG REF ID           | *AMOUNT | *REF ORIGIN CODE     | *REF NUMBER          | LINE DESCRIPTION     | ACTIONS                                                          |
|--------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------|----------------------|----------------------|----------------------|------------------------------------------------------------------|
| CO ▾   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00    | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input data-bbox="1787 1099 1825 1149" type="button" value="+"/> |

TO HIDE DETAILS IMPORT LINES


| *CHART | *ACCOUNT             | SUB-ACCOUNT          | *OBJECT              | SUB-OBJECT           | PROJECT              | ORG REF ID           | *AMOUNT | *REF ORIGIN CODE     | *REF NUMBER          | LINE DESCRIPTION     | ACTIONS                                                          |
|--------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------|----------------------|----------------------|----------------------|------------------------------------------------------------------|
| CO ▾   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00    | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input data-bbox="1787 1335 1825 1385" type="button" value="+"/> |

# Other Lines


- **Add** – click button and required fields will populate, a blank accounting line will appear above the added entry
- **Important Note** - the total debits and credits must net to zero or error message will appear when clicking save or submit

ACCOUNTING LINES [Import Templates](#)

FROM HIDE DETAILS IMPORT LINES

| *CHART | *ACCOUNT             | SUB-ACCOUNT          | *OBJECT              | SUB-OBJECT           | PROJECT              | ORG REF ID           | *AMOUNT | *REF ORIGIN CODE     | *REF NUMBER          | LINE DESCRIPTION     | ACTIONS                                                                             |
|--------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------|----------------------|----------------------|----------------------|-------------------------------------------------------------------------------------|
| CO ▾   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00    | <input type="text"/> | <input type="text"/> | <input type="text"/> |  |

TO HIDE DETAILS IMPORT LINES

| *CHART | *ACCOUNT             | SUB-ACCOUNT          | *OBJECT              | SUB-OBJECT           | PROJECT              | ORG REF ID           | *AMOUNT | *REF ORIGIN CODE     | *REF NUMBER          | LINE DESCRIPTION     | ACTIONS                                                                               |
|--------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------|----------------------|----------------------|----------------------|---------------------------------------------------------------------------------------|
| CO ▾   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00    | <input type="text"/> | <input type="text"/> | <input type="text"/> |  |

# Sub Accounts/Sub Objects/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 [Import Templates](#)

FROM HIDE DETAILS IMPORT LINES

| *CHART | *ACCOUNT             | SUB-ACCOUNT          | *OBJECT              | SUB-OBJECT           | PROJECT              | ORG REF ID           | *AMOUNT | *REF ORIGIN CODE     | *REF NUMBER          | LINE DESCRIPTION     | ACTIONS                                                         |
|--------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------|----------------------|----------------------|----------------------|-----------------------------------------------------------------|
| CO ▾   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00    | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input data-bbox="1787 999 1825 1056" type="button" value="+"/> |

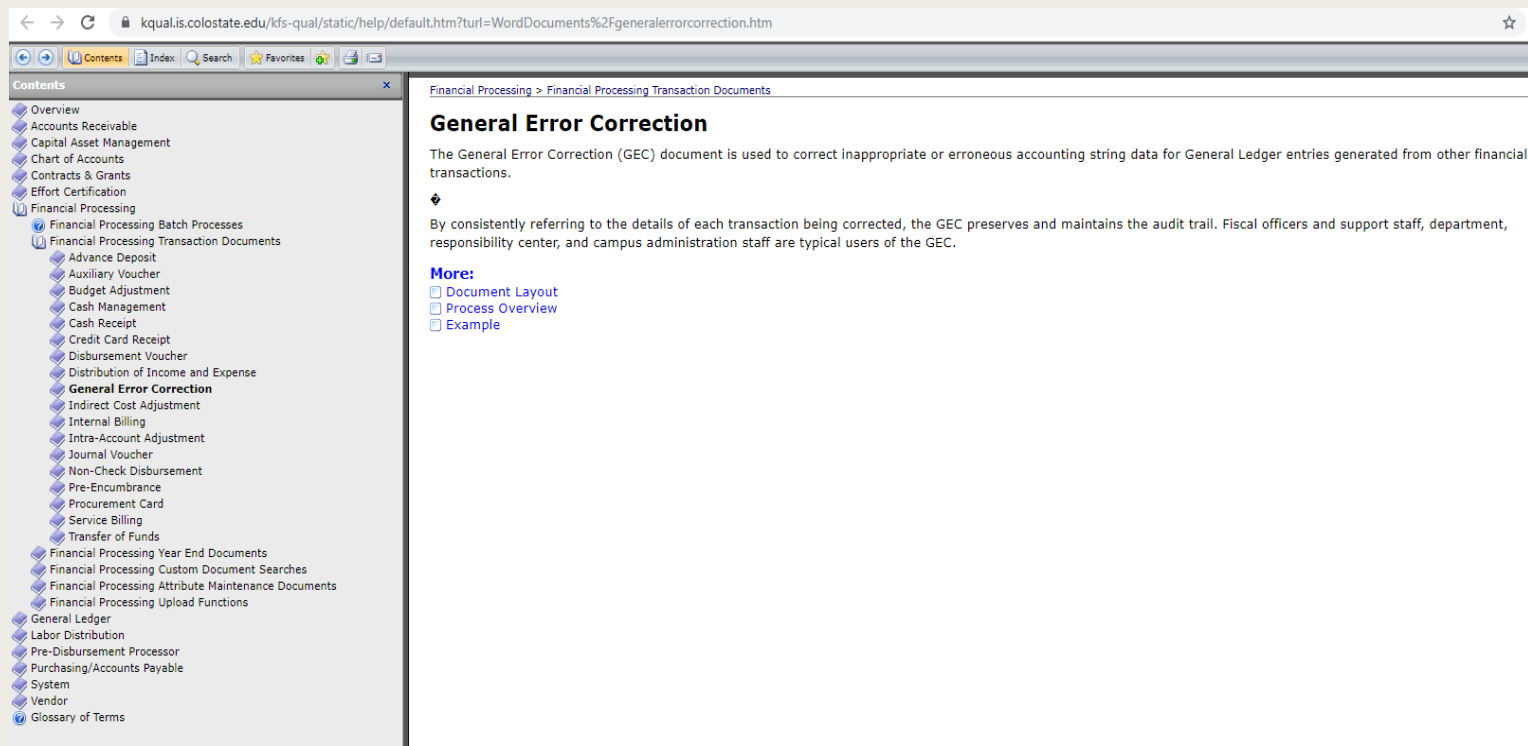
TO HIDE DETAILS IMPORT LINES

| *CHART | *ACCOUNT             | SUB-ACCOUNT          | *OBJECT              | SUB-OBJECT           | PROJECT              | ORG REF ID           | *AMOUNT | *REF ORIGIN CODE     | *REF NUMBER          | LINE DESCRIPTION     | ACTIONS                                                          |
|--------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------|----------------------|----------------------|----------------------|------------------------------------------------------------------|
| CO ▾   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00    | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input data-bbox="1787 1278 1825 1335" type="button" value="+"/> |

# Help Icon

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

General Error Correction 



The screenshot shows a web browser window with the URL `kqual.is.colostate.edu/kfs-qual/static/help/default.htm?url=WordDocuments%2Fgeneraleerrorrection.htm`. The browser's address bar and navigation buttons are visible. On the left side, there is a 'Contents' sidebar with a tree view of various help topics. The 'General Error Correction' topic is highlighted in blue. The main content area on the right displays the title 'General Error Correction' and a paragraph explaining that the GEC document is used to correct inappropriate or erroneous accounting string data for General Ledger entries. Below the paragraph, there is a 'More:' section with three links: 'Document Layout', 'Process Overview', and 'Example'. A yellow arrow from the text above points to the help icon next to 'General Error Correction' in the sidebar.

Financial Processing > Financial Processing Transaction Documents

## General Error Correction

The General Error Correction (GEC) document is used to correct inappropriate or erroneous accounting string data for General Ledger entries generated from other financial transactions.

◆

By consistently referring to the details of each transaction being corrected, the GEC preserves and maintains the audit trail. Fiscal officers and support staff, department, responsibility center, and campus administration staff are typical users of the GEC.

**More:**

- [Document Layout](#)
- [Process Overview](#)
- [Example](#)




# 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 [Import Templates](#)

FROM HIDE DETAILS IMPORT LINES

| *CHART | *ACCOUNT             | SUB-ACCOUNT          | *OBJECT              | SUB-OBJECT           | PROJECT              | ORG REF ID           | *AMOUNT | *REF ORIGIN CODE     | *REF NUMBER          | LINE DESCRIPTION     | ACTIONS                                                                             |
|--------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------|----------------------|----------------------|----------------------|-------------------------------------------------------------------------------------|
| CO ▾   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00    | <input type="text"/> | <input type="text"/> | <input type="text"/> |  |

TO HIDE DETAILS IMPORT LINES

| *CHART | *ACCOUNT             | SUB-ACCOUNT          | *OBJECT              | SUB-OBJECT           | PROJECT              | ORG REF ID           | *AMOUNT | *REF ORIGIN CODE     | *REF NUMBER          | LINE DESCRIPTION     | ACTIONS                                                                              |
|--------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------|----------------------|----------------------|----------------------|--------------------------------------------------------------------------------------|
| CO ▾   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00    | <input type="text"/> | <input type="text"/> | <input type="text"/> |  |

**Field Lookup**

1. Fill in one or more search criteria, or leave blank to retrieve all data
2. Symbols \* and % may be used as wildcards
3. Click Search

# Field Lookup (cont.)

- 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:

Chart Code:

Account Number:

Object Code:

Sub-Object Code:

Sub-Object Code Name:

Active Indicator:  
 Yes  No  Both

Search Results 1-1 of 1

| Return Value                 | Fiscal Year          | Chart Code         | Account Number          | Object Code          | Sub-Object Code     | Sub-Object Code Name | Active Indicator |
|------------------------------|----------------------|--------------------|-------------------------|----------------------|---------------------|----------------------|------------------|
| <a href="#">return value</a> | <a href="#">2020</a> | <a href="#">CO</a> | <a href="#">2114901</a> | <a href="#">6601</a> | <a href="#">ZZS</a> | 21 FUND BILLING      | Yes              |

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

# General Ledger Pending Entries



- Displays actual line items in the entry that will be posted to the General Ledger once the document has been saved.
- This tab will contain the message “There are currently no General Ledger Pending Entries associated with the Transaction Processing Document” when the document has not been saved or is final

A screenshot of a software interface. At the top, there is a header bar with the text "GENERAL LEDGER PENDING ENTRIES" on the left and a small upward-pointing arrow icon on the right. Below this is a search bar containing the text "GENERAL LEDGER PENDING ENTRIES" followed by a magnifying glass icon. A horizontal line separates the search bar from the main content area. In the center of the main content area, there is a message: "There are currently no General Ledger Pending Entries associated with this Transaction Processing document."

# 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
  - *Use PDF files for attachments*
- Click **“add”** to include your notes to the document

NOTES AND ATTACHMENTS (0) ^

\* Note Text:

Attachment:

Choose File | No file chosen

Remove Attachment

ADD

# 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

---

PERSON REQUESTS

| *PERSON              | * ACTION REQUESTED                                   | ACTIONS |
|----------------------|------------------------------------------------------|---------|
| <input type="text"/> | APPROVE<br>APPROVE<br>COMPLETE<br>FYI<br>ACKNOWLEDGE | ADD     |

---

AD HOC GROUP REQUESTS

| *NAMESPACE CODE      | * NAME               | * ACTION REQUESTED | ACTIONS |
|----------------------|----------------------|--------------------|---------|
| <input type="text"/> | <input type="text"/> | APPROVE            | ADD     |

# Ad-Hoc Recipients


- **Person Requests:**
  - *Enter the KFS username*  
*OR*
  - *Click the magnifying glass for the Person Lookup screen – enter search criteria and click **Search**. Click the **Return Value** link for desired person*
- Select **Action Requested:** Approve, Acknowledge, Complete or FYI
- Click **“Add”** in the Actions column to add the current line

AD HOC RECIPIENTS ^

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**PERSON REQUESTS**


---

| *PERSON                                                                                                  | *ACTION REQUESTED | ACTIONS                            |
|----------------------------------------------------------------------------------------------------------|-------------------|------------------------------------|
| <input type="text"/>  | APPROVE ▼         | <input type="button" value="ADD"/> |

---

AD HOC GROUP REQUESTS

---

| *NAMESPACE CODE      | *NAME                                                                                                    | *ACTION REQUESTED | ACTIONS                            |
|----------------------|----------------------------------------------------------------------------------------------------------|-------------------|------------------------------------|
| <input type="text"/> | <input type="text"/>  | APPROVE ▼         | <input type="button" value="ADD"/> |

# Ad-Hoc Recipients



- **Ad Hoc Group Requests:**

**Namespace Code** - automatically populates after a group is selected

**Name** – enter workgroup name or click magnifying glass to search for a specific workgroup

- Click **add** in the Actions column to add the current line

AD HOC RECIPIENTS ^

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PERSON REQUESTS

---

| * PERSON                     | * ACTION REQUESTED   | ACTIONS                            |                                    |
|------------------------------|----------------------|------------------------------------|------------------------------------|
| <input type="text"/>         | APPROVE              | <input type="button" value="ADD"/> |                                    |
| <b>AD HOC GROUP REQUESTS</b> |                      |                                    |                                    |
| * NAMESPACE CODE             | * NAME               | * ACTION REQUESTED                 | ACTIONS                            |
| <input type="text"/>         | <input type="text"/> | APPROVE                            | <input type="button" value="ADD"/> |

# Route Log

- Route Log tab displays details on workflow status, actions taken and approvals still needed

ROUTE LOG ^

**Route Log** refresh

---

ID: 20325064 hide

|                     |                                          |                      |                     |
|---------------------|------------------------------------------|----------------------|---------------------|
| <b>Title</b>        |                                          |                      |                     |
| <b>Type</b>         | <a href="#">General Error Correction</a> | <b>Created</b>       | 11:48 AM 09/23/2019 |
| <b>Initiator</b>    | <a href="#">Borja, Jaden</a>             | <b>Last Modified</b> | 11:48 AM 09/23/2019 |
| <b>Route Status</b> | <b>INITIATED</b>                         | <b>Last Approved</b> |                     |
| <b>Node(s)</b>      | AdHoc                                    | <b>Finalized</b>     |                     |

**Future Action Requests** show



# Document Actions – Basic Operations



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.”*

# Basic Operations (cont.)



- **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

You can also copy a document:

- **Copy** – retrieve the document you want to copy, click copy and a duplicate document with a new document ID is created (this is helpful when creating similar entries)

# FISCAL ROLES & RESPONSIBILITIES

# Fiscal Roles/Responsibilities

- Fiscal Officer
- Account Manager
- Account Supervisor

# Fiscal Roles/Responsibilities



- **Fiscal Officer**
  - *Account level oversight role*
  - *Individual (not a group)*
  - *Each e-doc requires Fiscal Officer approval*
    - *Final department approver if <=\$1,000 (Document Types: DV, IB, IO, REQ, and WOA) – excludes when object code 6649 is used*
  - *Authority can be delegated*
  - *Fiscal managerial staff*
  - *Responsibility to understand what you are doing and reviewing before you approve*

# Fiscal Roles/Responsibilities



- **Account Manager (fiscal)**

- *Ensures the accomplishment of financial objectives*
- *Funds are spent according to plan and allocation of expenses is appropriate*
- *No transaction approval*
- *College Business Officers, Departmental Administrators or equivalents*

# Fiscal Roles/Responsibilities



- **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*

# Document Approval Limits

## Departmental Approvals:

<=\$1,000

Fiscal Officer

Department (Doc. Types: AV, BA, DI, GEC, Encumbrance, TF)

\$1,000.01-\$9,999.99

Fiscal Officer

Department (organization-ORG)  
(Doc. Type: DV, IB, IO, REQ, WOA)

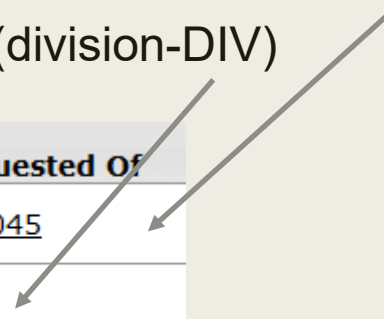
>=\$10,000

Fiscal Officer

Department (organization-ORG)  
Dean/VP (division-DIV)

Route Log

| Action          | Requested Of    |
|-----------------|-----------------|
| PENDING APPROVE | <u>ORG-8045</u> |
| PENDING APPROVE | <u>DIV-V4</u>   |





# ACTION LIST

# Main Menu – Action List

This is a test environment

Back Door ID

Login

HOME

Jump to... Ctrl+K

ACCOUNTING

ACCOUNTS RECEIVABLE

AUTOMATED JOURNAL VOUCHER

BALANCE INQUIRIES

BUDGET CONSTRUCTION

CAPITAL ASSETS

CHART OF ACCOUNTS

PROCUREMENT & ACCOUNTS PAYABLE

SYSTEM

TRAVEL

VENDOR

1099

BFS ADMINISTRATION

HELP

ABOUT

Collapse Navigation

## Home

### MESSAGE OF THE DAY

~~~This is the QA 1 Environment~~~ \_\_\_\_\_ Cloned from Prod on 08/29/19~~~

My Favorites



ACTIVITIES

Advance Deposit

Available Balances

Cash Receipt

General Error Correction

Internal Billing

Internal Order

Action List

- **Action List** – view and act on the documents currently pending your completion, acknowledgement, approval, and FYI
 - *If there are no documents currently pending, the words “No Action List items found” will display on the screen.*

The screenshot displays the Kuali Financials interface. At the top left, the 'kuali | Financials' logo is visible. On the top right, there are navigation links for 'Action List', 'Doc Search', and a user profile for 'Jaden'. A yellow banner below the header contains a warning icon and the text 'This is a test environment', along with a 'Back Door ID' input field and a 'Login' button. The main content area features a grey header with 'Action List' circled in red, and 'preferences', 'refresh', and 'filter' buttons. Below this, the breadcrumb 'Action List | Outbox' is shown, followed by the message 'No Action List items found'.

Action List Preferences

This is a test environment

Back Door ID Login

Action List

preferences refresh filter

Action List | [Outbox](#)

- **Preferences** – enter personal preferences for Kuali such as automatic refresh rate, action list page size, email notification, row colors based on the status of the document

Workflow Preferences

| General | |
|-------------------------|---|
| Automatic Refresh Rate: | <input type="text" value="15"/> in whole minutes - 0 is no automatic refresh. |
| Action List Page Size | <input type="text" value="10"/> |
| Delegator Filter | Secondary Delegators on Action List Page ▾ |
| Primary Delegate Filter | Primary Delegates on Action List Page ▾ |

Action List Preferences cont'd

Email Notification Preferences

| Receive Primary Delegate Emails | <input checked="" type="checkbox"/> | | | | | | |
|-----------------------------------|--|------------------------------------|-------------------------|---------|----------------------|--------|------------------------------------|
| Receive Secondary Delegate Emails | <input type="checkbox"/> | | | | | | |
| Default Email Notification | Immediate ▾ | | | | | | |
| Document Type Notifications | <table border="1"><thead><tr><th>Document Type</th><th>Notification Preference</th><th>Actions</th></tr></thead><tbody><tr><td><input type="text"/></td><td>None ▾</td><td><input type="button" value="add"/></td></tr></tbody></table> | Document Type | Notification Preference | Actions | <input type="text"/> | None ▾ | <input type="button" value="add"/> |
| Document Type | Notification Preference | Actions | | | | | |
| <input type="text"/> | None ▾ | <input type="button" value="add"/> | | | | | |
| Send Email Notifications For | <ul style="list-style-type: none"><input checked="" type="checkbox"/> Complete<input checked="" type="checkbox"/> Approve<input checked="" type="checkbox"/> Acknowledge<input checked="" type="checkbox"/> FYI | | | | | | |



DOCUMENT SEARCH

Main Menu – Doc Search



This is a test environment

Back Door ID Login

- HOME
- Jump to... Ctrl+K
- ACCOUNTING
- ACCOUNTS RECEIVABLE
- AUTOMATED JOURNAL VOUCHER
- BALANCE INQUIRIES
- BUDGET CONSTRUCTION
- CAPITAL ASSETS
- CHART OF ACCOUNTS
- PROCUREMENT & ACCOUNTS PAYABLE
- SYSTEM
- TRAVEL
- VENDOR
- 1099
- BFS ADMINISTRATION
- HELP
- ABOUT
- Collapse Navigation <

Home

MESSAGE OF THE DAY

~~~This is the QA 1 Environment~~~ \_\_\_\_\_ Cloned from Prod on 08/29/19~~~

## My Favorites ⚙️



### ACTIVITIES

- Advance Deposit
- Available Balances
- Cash Receipt
- General Error Correction
- Internal Billing
- Internal Order















# Doc Search

- *Doc Search* – allows user to search for a document (the asterisk \* is the wildcard)
- *Initiator Network id* – user id of document initiator
- *Document/Notification id* – document number for transaction
- *Date Created From/To* – enter date or range of dates to search
- A list of transactions that meet the criteria will populate below the doc search menu








Document Search  detailed search clear saved searches Searches 

\* required field

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

# 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

| <u>Document Id</u>       | <u>Document Type</u>               | <u>Title</u>                                                                  | <u>Status</u> | <u>Initiator</u>                   | <u>Date Created</u> | <u>Route Log</u>                                                                      |
|--------------------------|------------------------------------|-------------------------------------------------------------------------------|---------------|------------------------------------|---------------------|---------------------------------------------------------------------------------------|
| <a href="#">20326254</a> | Person                             | Person - new person-MORTENSEN                                                 | FINAL         | <a href="#">Swaro, John Joseph</a> | 09/25/2019 08:02 AM |    |
| <a href="#">20326244</a> | Purchase Order Close               | Purchase Order Close - 2019-08-12 AFNAN15@COLOSTATE.E                         | FINAL         | <a href="#">USER, KR</a>           | 09/25/2019 06:28 AM |    |
| <a href="#">20326249</a> | Purchase Order Close               | Purchase Order Close - Stuart                                                 | FINAL         | <a href="#">USER, KR</a>           | 09/25/2019 06:28 AM |  |
| <a href="#">20326239</a> | Purchase Order Close               | Purchase Order Close - 2019-08-09 MLHADDIX@COLOSTATE.                         | FINAL         | <a href="#">USER, KR</a>           | 09/25/2019 06:28 AM |  |
| <a href="#">20326221</a> | Electronic Invoice Reject Document | Electronic Invoice Reject Document - PO: UNKNOWN Vendor: FISHER SCIENTIFIC CO | ENROUTE       | <a href="#">USER, KR</a>           | 09/25/2019 04:01 AM |  |
| <a href="#">20326220</a> | Electronic Invoice Reject Document | Electronic Invoice Reject Document - PO: UNKNOWN Vendor: Office Depot Inc     | ENROUTE       | <a href="#">USER, KR</a>           | 09/25/2019 04:01 AM |  |
| <a href="#">20326216</a> | Electronic Invoice Reject Document | Electronic Invoice Reject Document - PO: UNKNOWN Vendor: FISHER SCIENTIFIC CO | ENROUTE       | <a href="#">USER, KR</a>           | 09/25/2019 04:01 AM |  |



**EMPLOYEE  
STARTING OR  
LEAVING**

# New Employee KFS Access



- A new employee must fill out an application for access to Kuali Financial Systems
- A Hospitality approver must fill out a hospitality form
- A Department approver (ORG-xxxx) must fill out a signature authorization form
- Capital Asset Manager processors should fill out a KFS application designating that role
- Officers with authority to disposition assets (EACR) should fill out a new Property Accountability – Authorized Signers form
  - *The above forms can be found at:*  
<http://busfin.colostate.edu/Resources/Forms.aspx>

# Employee Leaving Department

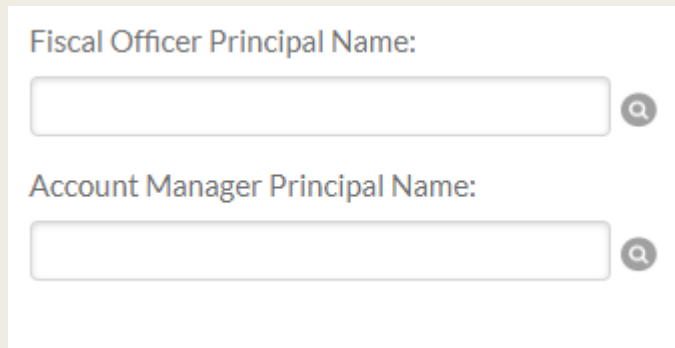



## Checklist before Employees Departure:


- Cancel KFS access for the person leaving, including date they are leaving
  - *To cancel access contact Connie MacNaughton at [connie.macnaughton@colostate.edu](mailto:connie.macnaughton@colostate.edu)*
- If applicable, designate a new:
  - *Fiscal Officer*
  - *Account Manager*
  - *Account Supervisor*
  - *Department approver (ORG-xxxx)*
  - *Dean/VP approver (DIV-XX)*
  - *Official Function (Business Authorized Function) approver (HOSP-xxxx)*
  - *Delegate*
  - *Capital Asset Manager (CAM) processor*
  - *Disposition of Assets (EACR) signer*
  - *PCARD reconciler*
  - *PCARD cardholder*

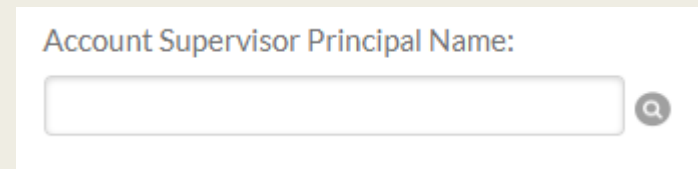
# Employee Leaving Department


- To see if the employee leaving is a Fiscal Officer, Account Manager, or Account Supervisor, from the account lookup screen, search each field to determine if changes are needed.



Fiscal Officer Principal Name:  
 

Account Manager Principal Name:  
 

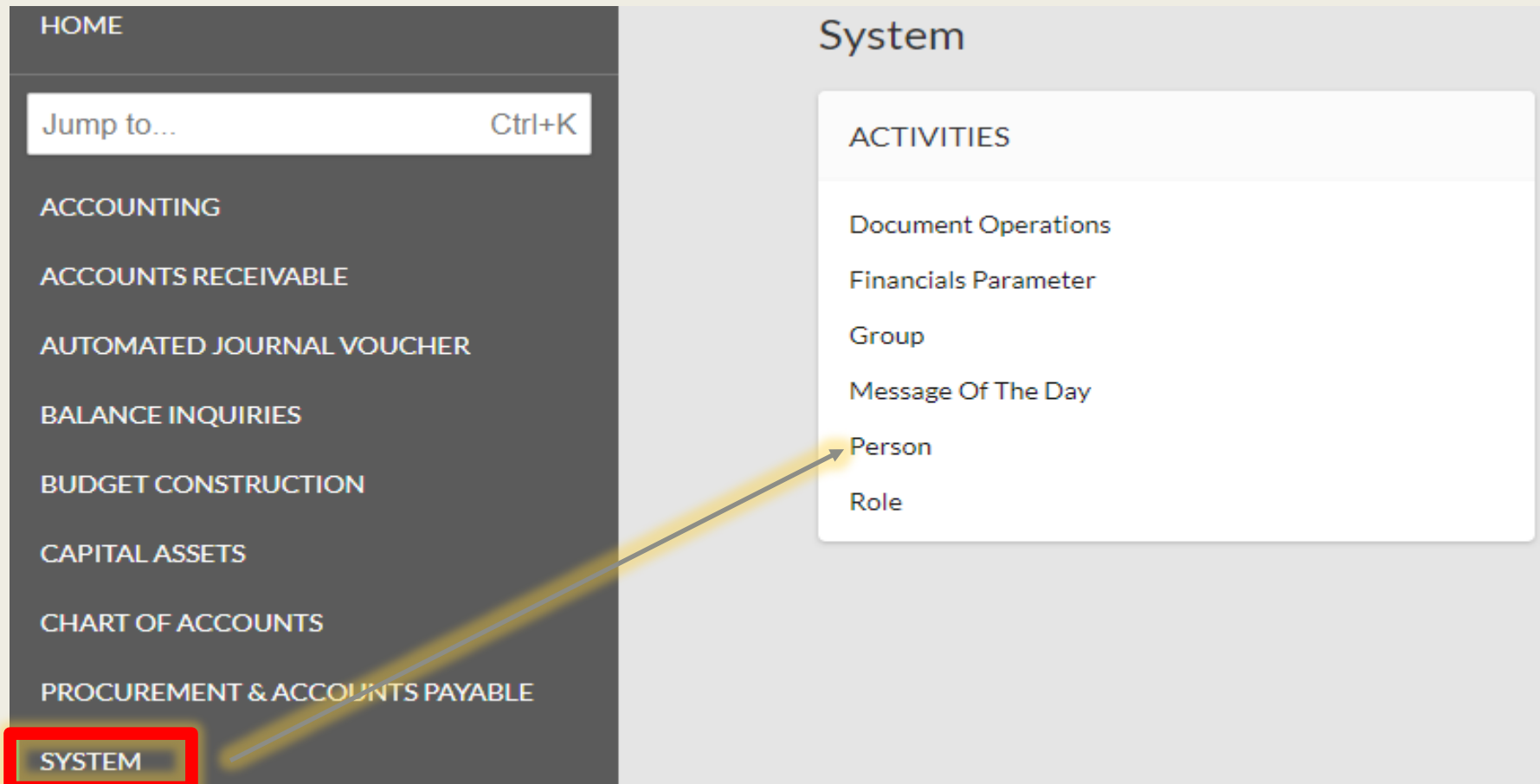


Account Supervisor Principal Name:  
 

- To make changes to all the employee's accounts use account global documents to make necessary changes.
  - *Exclude 53xxxxx accounts – send those updates to your SP Team.*
    - Account Global Document link, under “Links and Guides”
    - [http://busfin.colostate.edu/Depts/Campus\\_Svcs.aspx](http://busfin.colostate.edu/Depts/Campus_Svcs.aspx)

# Employee Leaving Department

- Approver Roles – Department/Division/Official Functions
  - *Go to the “System” tab and click on the person link*



The screenshot displays a software interface with a dark sidebar on the left and a light main area on the right. The sidebar has a 'HOME' header and a search box labeled 'Jump to...' with 'Ctrl+K' next to it. Below the search box are several menu items: ACCOUNTING, ACCOUNTS RECEIVABLE, AUTOMATED JOURNAL VOUCHER, BALANCE INQUIRIES, BUDGET CONSTRUCTION, CAPITAL ASSETS, CHART OF ACCOUNTS, and PROCUREMENT & ACCOUNTS PAYABLE. At the bottom of the sidebar, the 'SYSTEM' item is highlighted with a red rectangular box. An arrow points from this 'SYSTEM' box to a dropdown menu in the main area. The dropdown menu is titled 'System' and contains the following items: ACTIVITIES, Document Operations, Financials Parameter, Group, Message Of The Day, Person, and Role. The 'Person' item is highlighted with a yellow background.

# Employee Leaving Department



- Then, search by the person's first & last name.
- From the search results, click on the person's name.

Person Lookup

\* required field

|                                                                                                                  |                                                                                          |  |
|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|--|
| Principal Name:                                                                                                  | <input type="text"/>                                                                     |  |
| Principal ID:                                                                                                    | <input type="text"/>                                                                     |  |
| Entity ID:                                                                                                       | <input type="text"/>                                                                     |  |
| First Name:                                                                                                      | <input type="text"/>                                                                     |  |
| Middle Name:                                                                                                     | <input type="text"/>                                                                     |  |
| Last Name:                                                                                                       | <input type="text" value="Leaming"/>                                                     |  |
| Email Address:                                                                                                   | <input type="text"/>                                                                     |  |
| Phone Number:                                                                                                    | <input type="text"/>                                                                     |  |
| Employee ID:                                                                                                     | <input type="text"/>                                                                     |  |
| Campus Code:                                                                                                     | <input type="text"/>                                                                     |  |
| Primary Department Code:                                                                                         | <input type="text"/>                                                                     |  |
| Employee Status Code:                                                                                            | <input type="text"/>                                                                     |  |
| Employee Type Code:                                                                                              | <input type="text"/>                                                                     |  |
| Active Indicator:                                                                                                | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both |  |
| <input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/> |                                                                                          |  |

One item retrieved.

| Principal ID | Principal Name         | Entity Name       | Entity ID | Campus Code | Primary Department Code | Employee ID |
|--------------|------------------------|-------------------|-----------|-------------|-------------------------|-------------|
| 66624        | sleaming@colostate.edu | Leaming, Summer E | 39861     | MC          | CO-6003                 | 830190985   |

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)



# Employee Leaving Department

- From the person's record, click "show" on the membership tab

Person

expand all collapse all

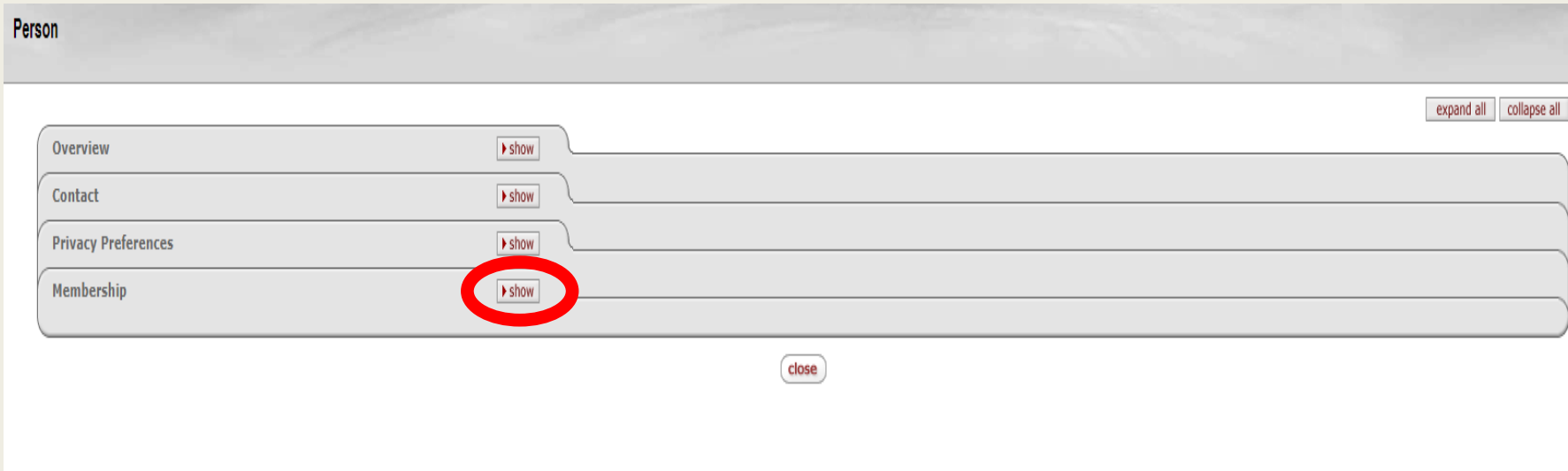
Overview [▶ show](#)

Contact [▶ show](#)

Privacy Preferences [▶ show](#)

Membership [▶ show](#)

close

A screenshot of a web interface for a person's record. The page has a header 'Person' and two buttons 'expand all' and 'collapse all' on the right. Below the header is a list of tabs: 'Overview', 'Contact', 'Privacy Preferences', and 'Membership'. Each tab has a '▶ show' button to its right. The 'Membership' tab and its '▶ show' button are circled in red. At the bottom center of the list is a 'close' button.

# Employee Leaving Department



Person

expand all collapse all

Overview [▶ show](#)

Contact [▶ show](#)

Privacy Preferences [▶ show](#)

Membership [▼ hide](#)

[▼ hide](#) **Groups**

|   | Group   | Namespace Code | Name           | Type    | Active From Date | Active To Date |
|---|---------|----------------|----------------|---------|------------------|----------------|
| 1 | 1000473 | KR-WKFLW       | CampusServices | Default | 06/19/2013       |                |
| 2 | 1003044 | KR-WKFLW       | PRJE           | Default | 06/19/2013       |                |

[▼ hide](#) **Roles**

|                                              | Role             | Namespace Code                 | Name                | Type                  | Active From Date    | Active To Date |
|----------------------------------------------|------------------|--------------------------------|---------------------|-----------------------|---------------------|----------------|
| 1                                            | 54               | KFS-SYS                        | User                | Financial System User | 07/01/2014 12:00 AM |                |
| <a href="#">▼ hide</a> <b>Role Qualifier</b> |                  |                                |                     |                       |                     |                |
|                                              | * Namespace Code | * Chart Code                   | * Organization Code | Active From Date      | Active To Date      |                |
| 1                                            | KFS-SYS          | CO - Colorado State University | 6003                | 07/01/2014 12:00 AM   |                     |                |
|                                              | Role             | Namespace Code                 | Name                | Type                  | Active From Date    | Active To Date |
| 2                                            | 10242            | KFS-SYS                        | Help Desk           | Default               | 08/07/2014 12:00 AM |                |

[▼ hide](#) **Delegations**

close

# Employee Leaving Department



- Review if user is a department (ORG), Dean/VP office (DIV), or official function (HOSP) approver.
  - *ORG-xxxx (xxxx = department #)*
  - *DIV-xx (xx = 2 character division code)*
  - *HOSP-xxxx (xxxx = department #)*
- New approvers for any of these levels need to complete access form(s)

# Employee Leaving Department



- Review if user is a delegate
  - *From the 'Account Delegate Lookup' screen, search to determine if user is a delegate.*

Account Delegate Lookup ? Create New

Chart Code:  ? Account Number:  ?

Document Type Name:  ? Account Delegate Principal Name:  ?

Account Delegate Active:  
 Yes  No  Both

Search Clear Cancel

# Employee Leaving Department



- Other Roles:
  - *Capital Asset Manager (CAM) processor*
  - *Asset Representative (assigned capital assets in CAM) – transfer assets to a new representative.*
  - *Internal Order Supplier (IO)*
  - *Review if user is a member of any other roles*

Membership ▼ hide

| ▼ hide Groups |         |                |               |
|---------------|---------|----------------|---------------|
|               | Group   | Namespace Code | Name          |
| 1             | 1003090 | KR- WKFLW      | CAM-PROCESSOR |
| 2             | 1000810 | KR- WKFLW      | IO-153        |

- *This user is both a CAM processor and an internal order supplier.*
- *Users needing access to these roles should complete an access form*

# Employee Leaving Department

- PCARD reconciler and/or cardholder
  - *Review if user is a reconciler*
  - *name is PCARD-xxxx*

| <input type="checkbox"/> hide <b>Groups</b> |              |                       |             |
|---------------------------------------------|--------------|-----------------------|-------------|
|                                             | <b>Group</b> | <b>Namespace Code</b> | <b>Name</b> |
| <b>1</b>                                    | 1002984      | KR-WKFLW              | PCARD-3044  |
| <b>2</b>                                    | 1002855      | KR-WKFLW              | PCARD-1170  |

- Contact the PCARD Help Desk to update PCARD reconciler role and to cancel the card.
  - *procurement\_pcard\_help\_desk@Mail.Colostate.edu*

# Employee Leaving Department



## Checklist:

- Delete Users Access
- Update Fiscal Officer, Account Manager, Account Supervisor
- Assign new Delegates
- Update Approval authority
- Other Roles (CAM's, Asset Representative, Internal Orders, etc.)
- PCARD – update reconciler role
- PCARD – cancel card

The image features two large, thick black L-shaped brackets. One is positioned on the left side, with its vertical bar extending downwards and its horizontal bar extending to the right. The other is on the right side, with its vertical bar extending upwards and its horizontal bar extending to the left. These brackets frame the central text.

LOGIN FROM OFF  
CAMPUS



# Login From Off Campus



- Open a secure connection with your EID- <https://secure.colostate.edu>


[secure.colostate.edu](https://secure.colostate.edu)

Welcome to the  
**Pulse Connect Secure**

username  Please sign in to begin your secure session.

password

[secure.colostate.edu](https://secure.colostate.edu)

  
Colorado State University

[What is this?](#) [Need help?](#)

Powered by Duo Security

Choose an authentication method

|                                               |                                                 |
|-----------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Duo Push RECOMMENDED | <input type="button" value="Send Me a Push"/>   |
| <input type="checkbox"/> Call Me              | <input type="button" value="Call Me"/>          |
| <input type="checkbox"/> Passcode             | <input type="button" value="Enter a Passcode"/> |

Remember me for 7 days

- Login to the Administrative Applications and Resources (AAR)
- Open Quali Financial System (KFS)
- If System is going to be down, it is usually announced ahead of time.

QUESTIONS?

Contact your Campus Service Representative

|                        |                 |
|------------------------|-----------------|
| <b>Kris King</b>       | <b>491-6752</b> |
| <b>Publina Meldrum</b> | <b>491-4148</b> |
| <b>Summer Leaming</b>  | <b>491-2801</b> |