The Kuali routing log often does not include individuals that may be directly impacted by changes to an asset record. To help keep impacted individuals informed on assets within their care, most edit, loan, or retirement documents can be routed to include them using the Ad-Hoc feature. Relevant parties can include: Asset Representatives (custodians), Principal Investigators (PIs) on a contract, Department Heads (Deans, Directors, Chairs, etc.), and others. It is the responsibility of everyone associated with equipment located on campus to be accountable custodians. For necessary changes to a capital asset record, please contact the Property Management Office. For questions regarding a grant, contract, or agreement please contact the assigned Senior Research Administrator within Sponsored Programs. Thank you for keeping your asset records up to date!

If you have received a Kuali Action List notification:

The following instructions outline how to take "action" on documents in your action list.

Processing a Kuali Action List Notification

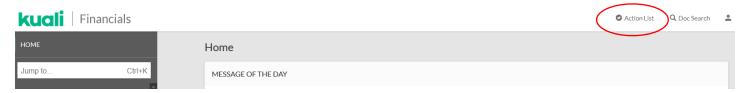
From the Campus Administrative Applications and Resources web page, click **Kuali Financial Systems (KFS)** to sign into KFS.



CHOOSE YOUR CAMPUS:



From the Main Screen, click on "Action List".



The documents waiting for your attention will be listed on the Action List page. To access, click on the underlined ID number on the left. This is a hyper link that will take you to the document.



Any yellow asterisk indicates information that has been updated. Review the information for accuracy before clicking "FYI" at the bottom of the record.



Once you have taken the necessary action, the document will be removed from your Action List.