

LOCATING KUALI PO NUMBER USING SCIQUEST & FRS PO #'S

1) Main Menu – Custom Document Searches – Purchasing/Accounts Payable – Purchase Orders

The screenshot shows the Kuali financial systems main menu. The browser address bar indicates the URL: <http://afsprod.is.colostate.edu:8480/selectedTab=main>. The page features a navigation bar with "Main Menu", "Maintenance", and "Administration" tabs. Below the navigation bar, there are buttons for "action list" and "doc search". A "Message Of The Day" section contains a notice about a July Month-End close change. The main content area is divided into two columns: "Transactions" and "Custom Document Searches".

Transactions

- Financial Processing
 - Advance Deposit
 - Adjustment/Annual Voucher
 - Budget Adjustment
 - Cash Receipt
 - Disbursement Voucher
 - Distribution of Income and Expense
 - General Error Correction
 - Indirect Cost Adjustment
 - Internal Billing
 - Internal Order
 - Pre-Procurement
 - Transfer of Funds
 - Work Order Authorization
- Purchasing/Accounts Payable
 - Bill Receiving
 - Contract Manager Statement

Custom Document Searches

- Financial Transactions
- Capital Asset Management
 - Asset Maintenance
- Financial Processing
 - Disbursement Voucher
- Purchasing/Accounts Payable
 - Electronic Invoice Selects
 - Payment Requests
 - Purchase Orders
 - Receiving
 - Requisition
 - Vendor Credit Memos

2) Organization Document Number – Enter the Sciquest or FRS PO number (Sxxxxxx, Pxxxxxx) – Press enter or click the search button at the bottom of the screen - AFE's will not show here, they did not transfer to Kuali and will need to be paid with a Disbursement voucher

The screenshot shows the Kuali Document Lookup form. The browser address bar indicates the URL: <http://afsprod.is.colostate.edu:8480/channelTitle=Purchase%20Order/channelUrl=http://afsprod.> The page features a navigation bar with "Main Menu", "Maintenance", and "Administration" tabs. Below the navigation bar, there are buttons for "action list" and "doc search". A "Document Lookup" section contains a search bar and a "Searches" button. A "Warnings for this Section" section contains a note: "NOTE: Do not disclose purchase order numbers to vendors unless the status of the order is Open or Closed." The main form contains the following fields:

Type:	PO
Initiator:	
Document/Notification Id:	
Date Created From:	
Date Created To:	
Document Description:	
Organization Document Number:	
Purchase Order #:	
Requisition #:	
Vendor #:	
Purchase Order Chart Code:	

- 3) The PO information will appear at the bottom of the screen – the Kualu PO number is in the fourth box from the right and begins with a 2 – write this number on your invoice and send the invoice to AP for processing – *If nothing shows at the bottom of the screen, the PO did not transfer from FRS and will need to be re-created in Kualu or paid on a disbursement voucher*


Total Amount:

Search Result Type: Document Specific Data Workflow Data

Name this search (optional):

1 items found. Please refine your search criteria to narrow down your search.

One item retrieved.

Document/Notification Id	Document Description	Organization Document Number	Purchase Order #	Purchase Order Status Description	Contract Manager Name	Chart/Org	Vendor	University Fiscal Year	Type	Chart Code	Account Number	Organization Code	Total Amount	Route Log
201914	SAP Generated PO	5026242	201572	In Process	SGS HENDON	CO-1680	Professional Embryos Transfer	2010	Purchase Order	CO	2217100		\$729	

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

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