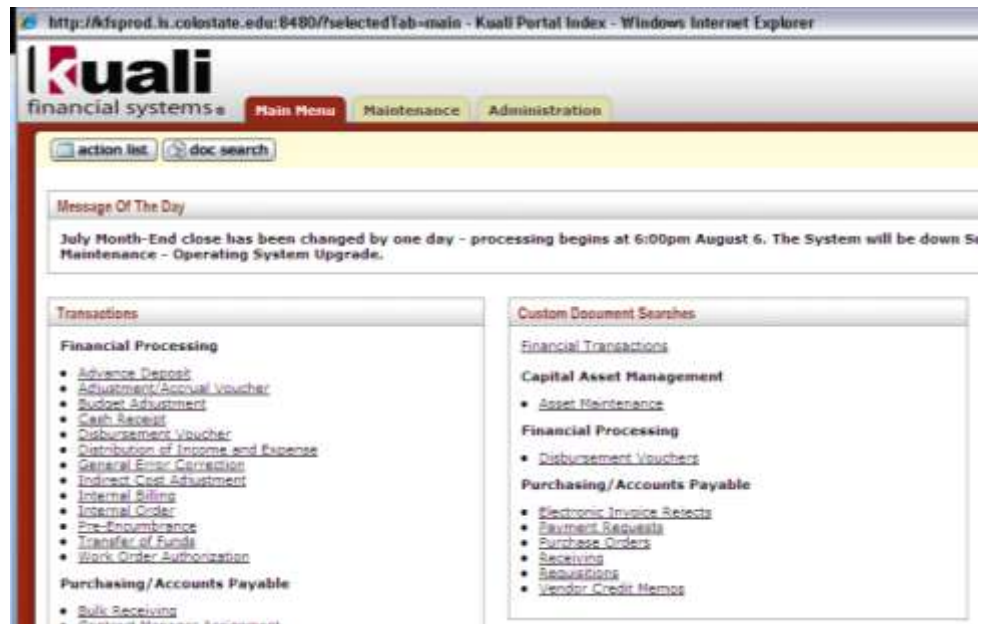


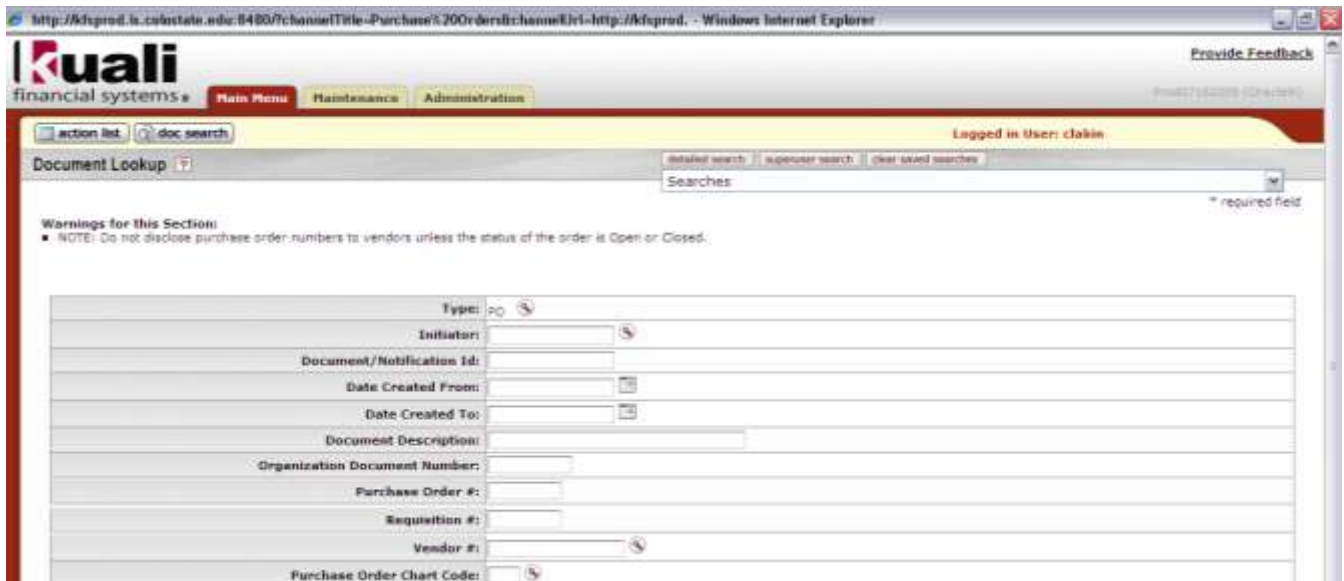
LOCATING KUALI PO NUMBER USING SCIQUEST & FRS PO #'S

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.h.colostate.edu:8480/selectedTab=main>. The page title is "Kuali Portal Index - Windows Internet Explorer". The Kuali logo is prominently displayed, along with the text "financial systems". Navigation tabs include "Main Menu", "Maintenance", and "Administration". Below the navigation, there are buttons for "action list" and "doc search". A "Message Of The Day" section contains a notice: "July Month-End close has been changed by one day - processing begins at 6:00pm August 6. The System will be down for Maintenance - Operating System Upgrade." The main content area is divided into two columns. The left column, titled "Transactions", lists various categories: "Financial Processing" (with sub-items like Advance Deposit, Adjustments/Annual Voucher, Budget Adjustment, Cash Receipt, Disbursement Voucher, Distribution of Income and Expense, General Error Correction, Indirect Cost Adjustment, Internal Billing, Internal Order, Internal Reversal, Pre-Procurement, Transfer of Funds, Work Order Authorization) and "Purchasing/Accounts Payable" (with sub-items like Bulk Receiving, Contract Manager Backstage). The right column, titled "Custom Document Searches", lists categories: "Financial Transactions", "Capital Asset Management" (with sub-item Asset Maintenance), "Financial Processing" (with sub-item Disbursement Voucher), and "Purchasing/Accounts Payable" (with sub-items Electronic Invoice Selects, Payment Requests, Purchase Orders, Receiving, Requisition, and 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.h.colostate.edu:8480/channelTitle=Purchase%20Order/channelUrl=http://afsprod.> The page title is "Kuali Portal Index - Windows Internet Explorer". The Kuali logo is prominently displayed, along with the text "financial systems". Navigation tabs include "Main Menu", "Maintenance", and "Administration". Below the navigation, there are buttons for "action list" and "doc search". A "Document Lookup" section is visible, with a search bar and a "Searches" button. The form contains the following fields: "Type:" (set to "PO"), "Initiator:", "Document/Notification Id:", "Date Created From:", "Date Created To:", "Document Description:", "Organization Document Number:", "Purchase Order #:", "Requisition #:", "Vendor #:", and "Purchase Order Chart Code:". 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 user is logged in as "clakin".

- 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	8026242	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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