Travel Arrangers: 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

- Kuali Terminology
- Kuali Access and Log In
- Kuali Layout
- Document Overview
- Document Searches
- Account Lookup
Kuali Terminology
Kuali Terminology

- **Action List** – saved, or enroute documents needing approval, FYI or acknowledge are located (this is where the traveler will find their document needing their approval)
- **Ad Hoc** – ability to send document to someone outside of normal workflow (used for DHA)
- **Add Button** – when adding information this must be clicked for the information to stay in the document
- **Doc Search** – ability to search for e-documents in KFS
- **Document Id** – document # located in top right corner unique to every document
- **KFS** – Kuali Financial System
- **Route Log** – shows actions taken and to be taken on a document
- **TA** – Travel Authorization (Pre Trip document)
- **TR** – Travel Reimbursement (Post Trip document)
- **Travel Arranger** – person responsible for creating traveler’s documents
- **TEM Document #** – number created after document is saved or submitted. Used for travel agency when booking airfare
Kuali Access and Log In
How to get Kuali Access

How do I get Kuali Access?

- To get needed access an employee must fill out an “Application for Kuali Financial System” access form.

- The form is located under the Business and Financial Services site under “Forms” http://busfin.colostate.edu/forms.aspx

- Completed forms should be sent to Business and Financial Services, 6003 Campus Delivery

- If an employee is only needing to certify their travel and do nothing more, a Kuali Access Form is not required. They can certify their travel without having Kuali access.
How to Log in to Kuali

- From the CSU Homepage sign into the Campus Administrative Portal (CAP) either by clicking on the Quicklinks on the CSU homepage or searching for CAP under the CSU A-Z directory.

Search for “Campus Administrative Portal (CAP)” under “C” of the CSU A-Z Directory

Click on CAP (Portal) under Quicklinks
How to Log In to Kuali

Kuali Production Environment

Kuali Training (Non-Production Environment)
Kuali Main Screen Layout and Action List Layout
Commonly used travel documents are located under the “Transactions” section of Kuali:

- Travel Arranger Document
- Travel Authorization Document (aka pre-trip)
- Travel Reimbursement Document (aka post-trip)
Another commonly used travel document is the TEM Profile located under the “Lookup and Maintenance” section of Kuali.
Action List

- Action List – used to view and act on the documents currently pending for travel certification completion, acknowledgement, approval, and FYI
- Click on “Document ID” to view and act on the document
Document Overview
Document Overview

- **Document Number** - searchable field, good idea to save the number
- **Status**
  - Initiated – document is started, but if closed, will not be saved
  - Saved – document is saved and can be retrieved via the action list, but has not routed for approval
  - Enroute – document is currently enroute for approvals
  - Final – document has been through all the approvals
- **Initiator** – person who starts the document
- **Created** – time and date document was initiated
- **TEM Doc #** - will appear once document is saved, and is what is given to travel agency to book airfare
- **TR Status** – where the document is (i.e. Awaiting Traveler Review)
Document Overview

- NOTE: Most items with an asterisk are required (TEM Profile – credit card section is not required though it has asterisk)
- Description – this will auto populate so do not edit
- Explanation – gives more detail on the trip (i.e. traveler, trip dates, location)
- Organization Document Number – once document is enroute it auto-populates with the TEM Doc # (T-XXX)
- Bank Code – auto-populates and is not editable
- Total Amount – will not populate until document is calculated, saved, or submitted

<table>
<thead>
<tr>
<th>Description</th>
<th>Organization Document Number</th>
<th>Bank Code</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PT: Learning, Summer E 03/31/2015 AKRON</td>
<td>T-374</td>
<td>02</td>
<td>125.00</td>
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</table>
View Related Documents

- Click “show” on the tab, and it will show all related documents to this travel (once you click “show” it changes to “hide”)
  - Click on TA(1) to show document
  - Anything underlined can be clicked on
  - Clicking on the document will take you to the Travel Authorization (Pre-trip)
Notes and Attachments

- Allows you to add additional notes and any applicable attachments
- This is the section you would attach all receipts
- To attach a receipt, something must be entered in the Note Text section. Once you attach your document you must click “add”
- Documents must be saved in PDF format and attached
Ad Hoc Recipients

- Ability to send the document for review to people outside of the normal route log. They must have Kuali Access.
- This process will be used for Department Higher Authority Approval.
- Approve – document must be approved, and will not route to anyone else until the ad hoc recipient has approved.
- Complete – to send to recipient to complete the document.
- FYI – does not hold up routing, but lets person see document in their action list.
- Acknowledge – does not hold up routing, but lets person see document in their action list.
- Person – is ename@colostate.edu.
- Must click “add”.
Route Log

- Actions Taken
  - Already completed actions

- Pending Action Requests
  - Where the document is currently sitting (approve and complete only hold up document routing)

- Future Action Requests
  - Who has to approve after the pending action requests are taken
Each travel document has a main set of buttons at bottom of document. Depending on the document, you may also have other buttons (ex. recall button, new reimbursement, etc.)
Document Search and Account Lookup
Document Search

- Any document that is saved, enroute, final, or even disapproved can be searched using the doc search or custom document search features in KFS
- Doc Search – located on the top left side of Kuali
  - Allows you to search by Document Type, imitator, Document ID, and Date Range
Custom Document Search

- Located on the Main Menu Screen
- Allows you to search based on the document type you are searching for, and creates a unique document search based on the document type
  - Creates more items you can search on
- The 2 you will use are:
  - Travel Authorization (pre trip)
  - Travel Reimbursement (post trip)
Custom Document Search - TA

<table>
<thead>
<tr>
<th>Document Type:</th>
<th>TA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiator:</td>
<td></td>
</tr>
<tr>
<td>Document Id:</td>
<td></td>
</tr>
</tbody>
</table>

**Application Document Status:**
- In Process
- Awaiting Traveler Review
- Awaiting Fiscal Officer Review
- Awaiting Organization Review
- Awaiting Division Review

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<thead>
<tr>
<th>Date Created From:</th>
<th>03/26/2015</th>
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<tbody>
<tr>
<td>Date Created To:</td>
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<table>
<thead>
<tr>
<th>Document Description:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Document Number:</td>
<td></td>
</tr>
<tr>
<td>TEM Doc #:</td>
<td></td>
</tr>
</tbody>
</table>

| Trip Begin From: |    |
| Trip Begin To:   |    |

| Trip End From: |    |
| Trip End To:   |    |

| Primary Destination: |    |
| Trip Type Codes:    |    |

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<thead>
<tr>
<th>Traveler Type Codes:</th>
<th>All</th>
<th>Employee</th>
<th>Non-Employee</th>
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</table>

| First Name: |    |
| Last Name:  |    |

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<tr>
<th>Primary Destination Country/State:</th>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>Object Code:</th>
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</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Chart Codes:</th>
<th></th>
</tr>
</thead>
</table>

| Organization Codes: |    |
| Account Numbers:    |    |

**Ledger Document Type:**

| Total Amount: |    |

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<tr>
<th>Search Result Types:</th>
<th>Document Specific Data</th>
<th>Workflow Data</th>
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Name this search (optional):
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<tr>
<th>Document Type:</th>
<th>TR</th>
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<tbody>
<tr>
<td>Initiator:</td>
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<tr>
<td>Document Id:</td>
<td></td>
</tr>
<tr>
<td>Application Document Status:</td>
<td>In Process, Awaiting Traveler Review, Awaiting Fiscal Officer Review</td>
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<td>Date Created From:</td>
<td>07/20/2015</td>
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<tr>
<td>Date Created To:</td>
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<tr>
<td>Document Description:</td>
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<tr>
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<tr>
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<td>Trip Type Code:</td>
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<td>Traveler Type Code:</td>
<td>All, Employee, Non-Employee</td>
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<td>First Name:</td>
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<td>Name this search (optional):</td>
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Search Features
The Magnifying glass is a search feature

By clicking on the magnifying glass next to traveler lookup will take us to the following screen
Search Features (magnifying glass)

- Click “return value” next to the item you want to bring into your document
- If you want to go back to the document without bringing an item back just click cancel

TEM Profile Lookup

KIM Principal Name: [Input field]
First Name: [Input field]
Last Name: [Input field]
Traveler Type Code: [Input field]
Primary Department Code: [Input field]
Chart Code: [Input field]
Account Number: [Input field]
Active: [Yes, No, Both]

Search results:
- KIM Principal Name: Erin Mercurio
  - First Name: Erin
  - Last Name: Mercurio
  - Traveler Type Code: MERURIO
  - Street Address Line1: 6003 Campus Delivery
  - City Name: Fort Collins
  - State: CO
  - Zip Code: 80523
  - Country: US
  - Email: erin.mercurio@colorado.edu
  - Phone Number: 970-491-6752
  - Active: Yes

- KIM Principal Name: Zachary Mercurio
  - First Name: Zachary
  - Last Name: Mercurio
  - Traveler Type Code: MERURIO
  - Street Address Line1: 8011 Campus Delivery
  - City Name: Fort Collins
  - State: CO
  - Zip Code: 80523
  - Country: US
  - Email: zachary.mercurio@colorado.edu
  - Phone Number: 970-491-5011
  - Active: Yes

Export options: CSV | spreadsheet | XML
Lookup Account Numbers
Lookup Account Numbers

- Two ways to look up an account:
  - On the Main Menu Screen, under Lookup and Maintenance, under Chart of Accounts, click Account, or
  - In the document click the magnifying glass next to account number
In the account look up screen you can enter the name of the account, fiscal officer, department number, parts of the account number, etc. to help populate a list of accounts.
Lookup Account Numbers

- If you only know your department number you can enter that in the organization code and it will bring up every account in your department.
- If you name the title of the account you can enter * on either side and search.
Questions?

**Kuali Help or Business/Financial Questions:**
Erin Mercurio: 491 – 6752
Summer Leaming: 491-2801
Grant Polzer – 491 – 4148
David Leathers – 491-5509

**General Travel Questions:**
Terri Bedan: 491-6021
Rose Perez: 491-1362
Sherri Rhule: 491-2291