KFS – Tips, Tricks and Secrets

Professional Development Institute
January, 2011
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Business & Financial Services
Agenda

- Searches
  - Basic vs. Detailed
  - Document Specific
- Deciphering Codes
- Balance & Transaction Inquiries
- Approval Process
- Account Delegates
- Updates needed when an Employee leaves
- Miscellaneous
The search screen initially defaults to a basic search. You may switch between the basic search and detailed search by clicking the Basic Search or Detailed Search hyperlink.

- **basic** search is the best option if you are searching by document number
- **detailed** search screen gives you more options
The document specific searches are designed to assist you with additional search criteria for specific documents.
Searches

• Document Specific Data vs. Workflow Data

\[\text{Document Specific Data: Retrieve fields specific to the document.}\]

\[\text{Workflow Data: Retrieve fields specific to the workflow.}\]

<table>
<thead>
<tr>
<th>Document/Notification Id</th>
<th>Document Description</th>
<th>Organization Document Number</th>
<th>Requisition #</th>
<th>Requisition Status Description</th>
<th>Chart/Org</th>
<th>Suggested Vendor</th>
<th>Date Created</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Organization Code</th>
<th>Ledger Document Type</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1020610</td>
<td>2010-10-22 RSTRICHE 01</td>
<td>151132</td>
<td>Closed</td>
<td>CO-1272</td>
<td>Source Office Products</td>
<td>10/22/2010</td>
<td>CO</td>
<td>1309230</td>
<td>1272</td>
<td></td>
<td>372.83</td>
<td></td>
</tr>
</tbody>
</table>
If you frequently search using the same criteria, you can name a set of search criteria.

The system saves your search as a named search.

When you later click search, the system displays a list of all named searches you have created in the Searches list.
Named Search

Example – my documents that are enroute (Detailed)

Input your user ID

Status=enroute

Input a search name

Pending Statuses
- ENROUTE
- SAVED
- INITIATED
- EXCEPTION
Successful Statuses
- FINAL
- PROCESSED
- APPROVED
Unsuccessful Statuses

Date Created From:
Date Created To:
Date Approved From:
Date Approved To:
Title:
Name this search (optional):
My departments PO’s created since July 1, 2010, that are open (Active):

- Select PO search from Custom Document Search
- Status=Open
- Input your Department Number
Example – Pcard Search

- PCARD transactions for a certain cardholder:

<table>
<thead>
<tr>
<th>Type:</th>
<th>bcd0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiator:</td>
<td></td>
</tr>
<tr>
<td>Document/Notification Id:</td>
<td></td>
</tr>
<tr>
<td>Date Created From:</td>
<td>07/01/2010</td>
</tr>
<tr>
<td>Date Created To:</td>
<td></td>
</tr>
<tr>
<td>Document Description:</td>
<td>&quot;WATSON&quot;</td>
</tr>
</tbody>
</table>

- Input PCDO in type field and tab out of field
- Input date range
- Input cardholder name
Example – Payment Request Search

Payment Requests awaiting receiving:

- Select PREQ search from Custom Document Search
- Status=Awaiting Receiving
- Input your department number
Account Lookups

- Lookup history of account changes:
  - Go to Document Lookup
  - Input ACCT in the Document Type field.
  - **Tab out** of that field – Account field opens.
  - Input account number and press Search.

![Account Lookup Example](image-url)
Transactions are processed to an accounting period.
Only one accounting period is open at a time (except year-end)

<table>
<thead>
<tr>
<th>Period</th>
<th>Period Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>July</td>
</tr>
<tr>
<td>02</td>
<td>August</td>
</tr>
<tr>
<td>03</td>
<td>September</td>
</tr>
<tr>
<td>04</td>
<td>October</td>
</tr>
<tr>
<td>05</td>
<td>November</td>
</tr>
<tr>
<td>06</td>
<td>December</td>
</tr>
<tr>
<td>07</td>
<td>January</td>
</tr>
<tr>
<td>08</td>
<td>February</td>
</tr>
<tr>
<td>09</td>
<td>March</td>
</tr>
<tr>
<td>10</td>
<td>April</td>
</tr>
<tr>
<td>11</td>
<td>May</td>
</tr>
<tr>
<td>12</td>
<td>June</td>
</tr>
<tr>
<td>13</td>
<td>Year-End (July 1 - ~July 20)</td>
</tr>
<tr>
<td>BB</td>
<td>Beginning Balance (Assets, Liabilities, Fund Balance)</td>
</tr>
<tr>
<td>CB</td>
<td>Beginning Balance (Project-to-Date Revenue &amp; Expense)</td>
</tr>
</tbody>
</table>
Balance Types

- Represents the different types of balances.
- All transactions are assigned a balance type.
- This assists with reports and queries.

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC</td>
<td>ACTUAL</td>
</tr>
<tr>
<td>NB</td>
<td>NOMINAL BALANCE (YearEnd)</td>
</tr>
<tr>
<td>BB</td>
<td>BASE BUDGET</td>
</tr>
<tr>
<td>CB</td>
<td>CURRENT BUDGET</td>
</tr>
<tr>
<td>EX</td>
<td>EXTERNAL ENCUMBRANCE (PO’s)</td>
</tr>
<tr>
<td>IE</td>
<td>INTERNAL ENCUMBRANCE (Salary, WOA’s)</td>
</tr>
<tr>
<td>PE</td>
<td>PRE-ENCUMBRANCE</td>
</tr>
</tbody>
</table>
Document Type

- Identifies the type of transaction.
- Use for workflow and document editing.

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT</td>
<td>Account</td>
</tr>
<tr>
<td>AD</td>
<td>Advance Deposit</td>
</tr>
<tr>
<td>AV</td>
<td>Adjustment/Accrual Voucher</td>
</tr>
<tr>
<td>BA</td>
<td>Budget Adjustment</td>
</tr>
<tr>
<td>CR</td>
<td>Cash Receipt</td>
</tr>
<tr>
<td>DI</td>
<td>Distribution Of Income And Expense</td>
</tr>
<tr>
<td>DV*</td>
<td>Disbursement Voucher</td>
</tr>
<tr>
<td>GEC</td>
<td>General Error Correction</td>
</tr>
<tr>
<td>IB</td>
<td>Internal Billing</td>
</tr>
<tr>
<td>IO</td>
<td>Internal Order</td>
</tr>
<tr>
<td>PCDO</td>
<td>Procurement Card</td>
</tr>
<tr>
<td>PE</td>
<td>Pre-Encumbrance</td>
</tr>
<tr>
<td>PO</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>PREQ</td>
<td>Payment Request</td>
</tr>
<tr>
<td>RCVL</td>
<td>Line Item Receiving</td>
</tr>
<tr>
<td>REQS</td>
<td>Requisition</td>
</tr>
<tr>
<td>TF</td>
<td>Transfer Of Funds</td>
</tr>
<tr>
<td>WOA</td>
<td>Work Order Authorization</td>
</tr>
</tbody>
</table>
Object Type

- Identifies the general use of an object code.
- Used for reporting and document processing

<table>
<thead>
<tr>
<th>Type Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS</td>
<td>Asset</td>
</tr>
<tr>
<td>LI</td>
<td>Liability</td>
</tr>
<tr>
<td>FB</td>
<td>Fund Balance</td>
</tr>
<tr>
<td>CH, IC, IN</td>
<td>Income/Revenue</td>
</tr>
<tr>
<td>EE, ES, EX</td>
<td>Expenses</td>
</tr>
</tbody>
</table>
Origin Codes

- Identifies where the entry came from.
- Except for 01 and A7, must go to that system for the detail.

<table>
<thead>
<tr>
<th>Origination Code</th>
<th>Database Description</th>
<th>Origination Code</th>
<th>Database Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>KFS - online</td>
<td>EP</td>
<td>Purchasing</td>
</tr>
<tr>
<td>A2</td>
<td>ARIES Accts Receiv</td>
<td>F1</td>
<td>Facilities</td>
</tr>
<tr>
<td>A3</td>
<td>Campus Loan Mgr</td>
<td>FS</td>
<td>FRS Legacy System</td>
</tr>
<tr>
<td>A4</td>
<td>CashNet</td>
<td>MF</td>
<td>ICR and PRJE</td>
</tr>
<tr>
<td>A5</td>
<td>CSU Cashiers</td>
<td>P2</td>
<td>Payroll-Adjustments</td>
</tr>
<tr>
<td>A6</td>
<td>BFS</td>
<td>P3</td>
<td>Payroll-Biweekly</td>
</tr>
<tr>
<td>A7</td>
<td>ICR Encumbrances</td>
<td>P4</td>
<td>Payroll-Salary</td>
</tr>
<tr>
<td>AA</td>
<td>AuthorizeNet</td>
<td>S1</td>
<td>Sponsored Programs</td>
</tr>
<tr>
<td>C1</td>
<td>Central Receiving</td>
<td>T1</td>
<td>Telecommunications</td>
</tr>
<tr>
<td>D1</td>
<td>Diagnostic Lab</td>
<td>V1</td>
<td>Vet Hospital</td>
</tr>
</tbody>
</table>
Balance Inquiries

General Ledger

- Available Balances
- Balances by Consolidation
- Cash Balances
- General Ledger Balance
- General Ledger Entry
- General Ledger Pending Entry
- Open Encumbrances
Search Criteria

- Wildcards: % or *
- Operators:
  - greater than: >
  - less than: <

- Examples:
  - Object 5*: object codes 5000-5999
  - Object <3001: object codes 1000-3000
Search Criteria

- Consolidation Option
  - **Consolidated** summarize at the account and object level
  - **Detail** display balances in sub-accounts and sub-objects
Search Criteria

- Include Pending Ledger Entry
  - **No** excludes all pending entries
  - **Approved** includes documents approved today
  - **Yes** includes all pending entries (approved, awaiting approval, initiated)
Available Balances

- Balance for an account, by object code
- All columns are sortable
- Drill-down available on all underlined fields

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Object Code</th>
<th>Sub-Object Code</th>
<th>Budget Amount</th>
<th>Actuals Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2100400</td>
<td><em>ALL</em></td>
<td>1100</td>
<td><em>ALL</em></td>
<td>0.00</td>
<td>402,549.35</td>
</tr>
<tr>
<td>2100400</td>
<td><em>ALL</em></td>
<td>1993</td>
<td><em>ALL</em></td>
<td>0.00</td>
<td>3,241,260.10</td>
</tr>
<tr>
<td>2100400</td>
<td><em>ALL</em></td>
<td>1894</td>
<td><em>ALL</em></td>
<td>0.00</td>
<td>(1,631,215.47)</td>
</tr>
<tr>
<td>2100400</td>
<td><em>ALL</em></td>
<td>2100</td>
<td><em>ALL</em></td>
<td>0.00</td>
<td>2,112,618.71</td>
</tr>
<tr>
<td>2100400</td>
<td><em>ALL</em></td>
<td>3000</td>
<td><em>ALL</em></td>
<td>0.00</td>
<td>299,721.21</td>
</tr>
<tr>
<td>2100400</td>
<td><em>ALL</em></td>
<td>4800</td>
<td><em>ALL</em></td>
<td>500,000.00</td>
<td>299,720.94</td>
</tr>
<tr>
<td>2100400</td>
<td><em>ALL</em></td>
<td>6500</td>
<td><em>ALL</em></td>
<td>500,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2100400</td>
<td><em>ALL</em></td>
<td>6579</td>
<td><em>ALL</em></td>
<td>0.00</td>
<td>(25,00)</td>
</tr>
<tr>
<td>2100400</td>
<td><em>ALL</em></td>
<td>6585</td>
<td><em>ALL</em></td>
<td>0.00</td>
<td>(25,00)</td>
</tr>
</tbody>
</table>
Available Balances-Examples

• Balance Sheet object codes only

• Expense only
Balances by Consolidation

- Summary totals for revenue and expense by major categories (consolidation codes)

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Sub-Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2100400</td>
<td><em>ALL</em></td>
</tr>
<tr>
<td>2100400</td>
<td><em>ALL</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Consolidation Code</th>
<th>Lookup By Level</th>
<th>Budget Amount</th>
<th>Actuals Amount</th>
<th>Encumbrance Amount</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTRE</td>
<td>Drill Down</td>
<td>500,000.00</td>
<td>299,721.21</td>
<td>0.00</td>
<td>(200,278.79)</td>
</tr>
<tr>
<td>GENX</td>
<td>Drill Down</td>
<td>500,000.00</td>
<td>299,645.94</td>
<td>0.00</td>
<td>200,354.06</td>
</tr>
</tbody>
</table>
Balances by Consolidation

- Summary totals for revenue and expense

<table>
<thead>
<tr>
<th>Totals</th>
<th>Type</th>
<th>Budget Amount</th>
<th>Actuals Amount</th>
<th>Encumbrance Amount</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>Budget Amount</td>
<td>500,000.00</td>
<td>299,721.21</td>
<td>0.00</td>
<td>(200,278.79)</td>
</tr>
<tr>
<td>Income From Transfers</td>
<td>Budget Amount</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Income</td>
<td>Budget Amount</td>
<td>500,000.00</td>
<td>299,721.21</td>
<td>0.00</td>
<td>(200,278.79)</td>
</tr>
<tr>
<td>Expense</td>
<td>Budget Amount</td>
<td>500,000.00</td>
<td>299,645.94</td>
<td>0.00</td>
<td>200,354.06</td>
</tr>
<tr>
<td>Expense From Transfers</td>
<td>Budget Amount</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Expense</td>
<td>Budget Amount</td>
<td>500,000.00</td>
<td>299,645.94</td>
<td>0.00</td>
<td>200,354.06</td>
</tr>
</tbody>
</table>
Balances by Consolidation - Example

- Balances for previous year - FY2010
General Ledger Entry

- Display of individual transactions

<table>
<thead>
<tr>
<th>Fiscal Year:</th>
<th>Document Type:</th>
<th>see slide 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart Code:</td>
<td>Origin Code:</td>
<td>see slide 13</td>
</tr>
<tr>
<td>Account Number:</td>
<td>Document Number:</td>
<td></td>
</tr>
<tr>
<td>Sub-Account Number:</td>
<td>Organization Document Number:</td>
<td></td>
</tr>
<tr>
<td>Object Code:</td>
<td>Project Code:</td>
<td></td>
</tr>
<tr>
<td>Sub-Object Code:</td>
<td>Organization Reference Id:</td>
<td></td>
</tr>
<tr>
<td>Balance Type Code:</td>
<td>Reference-Document-Type-Code:</td>
<td></td>
</tr>
<tr>
<td>Object Type Code:</td>
<td>Reference-Origin-Code:</td>
<td></td>
</tr>
<tr>
<td>Fiscal Period:</td>
<td>Reference-Document-Number:</td>
<td></td>
</tr>
</tbody>
</table>

- Most users would not use the striked out fields
• Payment Requests for the year
• (watch entries in 1100 and 2100)
General Ledger Entry - Examples

- Payroll transactions for December

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart Code</td>
<td>CO</td>
</tr>
<tr>
<td>Account Number</td>
<td>1356610</td>
</tr>
<tr>
<td>Sub-Account Number</td>
<td></td>
</tr>
<tr>
<td>Object Code</td>
<td>5*</td>
</tr>
<tr>
<td>Sub-Object Code</td>
<td></td>
</tr>
<tr>
<td>Balance Type Code</td>
<td>AC</td>
</tr>
<tr>
<td>Object Type Code</td>
<td></td>
</tr>
<tr>
<td>Fiscal Period</td>
<td>06</td>
</tr>
</tbody>
</table>
### General Ledger Entry - Examples

- Telecommunication billings

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>Object Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>CO</td>
<td>1356620</td>
<td></td>
<td>1100</td>
</tr>
</tbody>
</table>

Excludes entries to cash
• Budget entries
General Ledger Entry-Examples

- Income entries
Open Encumbrances

- Detail of open encumbrances

<table>
<thead>
<tr>
<th>Fiscal Year:</th>
<th>2011</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart Code:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-Account Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Object Code:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-Object Code:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance Type:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Type:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Origin Code:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Number:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Open Encumbrances - Examples

- Purchase Orders

- Salary (and fringe)
Fiscal Officer

- oversight role - day to day person
- first approver of documents
- final departmental approver if <=$1000
  (Except official functions)

- can be State Classified, Admin Pro, Faculty
- typically at the Accounting Technician, Admin Assistant, General Professional level
Account Manager

- operations role
- ensure funds:
  - spent & managed according to the goals/objectives/mission of the department
  - spent according to a budgeted plan
- ensure expenses are appropriate to the account
Account Manager

- can be State Classified, Admin Pro, Faculty
- typically at the Business Manager, Office Manager, Assistant/Associate Director level (can be the fiscal officer)
- does not have approval authority just by being named the Account Manager.
Account Supervisor

- leadership role
  - account management at a higher level
  - overall management of the departments’ funds
Account Supervisor

- can be State Classified, Admin Pro, Faculty
- **CANNOT** be Fiscal Officer or Account Manager
- typically at the Dean, Director, Department Head level
- Principal Investigator on 53xxxxxx accounts
- does not have approval authority just by being named the Account Supervisor.

- [http://kuali.colostate.edu/default.aspx](http://kuali.colostate.edu/default.aspx)
  Fiscal Roles and Responsibilities link
Departmental Approvals

\[ \begin{align*}
\leq $1000 & \quad \text{Fiscal Officer} \\
$1000.01 - $9999.99 & \quad \text{Fiscal Officer} \\
\geq $10,000 & \quad \text{Fiscal Officer} \\
\end{align*} \]

\[ \begin{align*}
\text{Department (organization-ORG)} \\
\text{Dean/VP (division-DIV)}
\end{align*} \]

Route Log

<table>
<thead>
<tr>
<th>Action</th>
<th>Requested Of</th>
</tr>
</thead>
<tbody>
<tr>
<td>PENDING APPROVE</td>
<td>ORG-8045</td>
</tr>
<tr>
<td>PENDING APPROVE</td>
<td>DIV-V4</td>
</tr>
</tbody>
</table>
Departmental Approvals

- Additional Official Functions (HOSP) approval, if to object codes 6626-6627, 6649-6651 (after FO approval)

- Route Log

- Approvers at the Department, Dean/VP, and Official Functions level MUST apply for approval authority

- [http://busfin.colostate.edu/forms.aspx](http://busfin.colostate.edu/forms.aspx)
Separation of Duties

occurs on Requisition when:
Creator, fiscal officer, Organization & Division approvers are the same person

Adhoc route to another Organization approver
Central Approvals can include:

- Budgets
- Campus Services
- Environmental Health Services
- Human Resources
- Lab Animal Resources
- Property/Plant
- Sponsored Programs

Approval Matrix:

http://kuali.colostate.edu/default.aspx

Kuali Approval Matrix link
Review the document route log for the current status (from the document search)
Account Delegates

- A delegate approves a document in place of the fiscal officer (FO)
- Set up delegates on all accounts, to ensure coverage during sick/annual leave

- Primary Delegation:
  document appears on both FO & delegates action lists’ use when FO out of the office for extended period (planned absence)

FO Action List:
Account Delegates

- **Secondary Delegation:**
  - document automatically appears on delegates action list
  - FO must apply filter to see document
  - Recommend using secondary delegation to account for all situations (planned and unplanned absences)

FO Action List:
Account Delegates

- Setup - Document Type Names
  - KFST all dollar documents

Non-dollar documents:
- ACCT account (only valid on account changes)
- GSOB sub-object global
- SACC sub-account
- SOBJ sub-object
Account Delegates

- Setup

- Use caution with dollar ranges
- Beware – new delegations over-write old delegations

- [http://kuali.colostate.edu/faqs.aspx](http://kuali.colostate.edu/faqs.aspx)
  Account Delegate link
Employee Leaving Department

- Issues to resolve:
  - Cancel KFS access for the person leaving
  - Fiscal Officer
  - Account Manager
  - Account Supervisor

- Department approver
- Dean/VP approver
- Official Function approver

- Delegations

- Capital Asset (CAM) processor
- Internal Order Supplier
- PCARD reconciler
- PCARD cardholder
Employee Leaving Department

- Cancel KFS access for the person leaving
- Contact Connie MacNaughton to cancel access
  connie.macnaughton@colostate.edu

Include date that access should be cancelled
Fiscal Officer/Account Manager/Account Supervisor
Review if user is in any of these 3 roles.
From the account lookup screen, search each field to determine if changes are needed.

Input account global documents to make necessary changes.

Exclude 53xxxxx accounts – send those updates to your SP Team.
http://kuali.colostate.edu/default.aspx
Account Global Document link
Employee Leaving Department

- Approver Roles – Department/Division/Official Functions
  - Go to the Administration tab and click on the person link

Then, search by the person’s first & last name.
From the search results, click on the person’s name.
From the person’s record, click on the membership tab.
Employee Leaving Department

- Review if user is a department (ORG), Dean/VP office (DIV), or official function (HOSP) approver.
  
  ORG-nnnn  (nnnn=department #)
  DIV-nn     (nn=2 character division code)
  HOSP-nnnnn (nnnnn=department #)

  This person is both a department and official function approver for department 6002.

New approvers for any of these levels should complete access form(s) from:

http://busfin.colostate.edu/forms.aspx
Employee Leaving Department

- Delegations
  Review if user is a delegate
  From the account delegate lookup screen, search to determine if user is a delegate.

Input a new delegation as necessary.
Employee Leaving Department

- Other Roles

  Capital Asset Manager (CAM) processor
  Internal Order Supplier (IO)

  Review if user is a member of any other roles (follow instructions from slides 51/52)

This user is both a CAM processor and an internal order supplier.

Users needing access to these roles should complete an access form from:

http://busfin.colostate.edu/forms.aspx
Employee Leaving Department

- PCARD reconciler and/or cardholder
  Review if user is a reconciler-name is PCARD-nnnn (follow instructions from slides 51/52)

- Contact the PCARD help desk to update PCARD reconciler role and to cancel the card.
  purch_acard_help_desk@mail.colostate.edu
# Employee Leaving Department

## Checklist

<table>
<thead>
<tr>
<th>Employee Leaving Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete Users access</td>
</tr>
<tr>
<td>Update Fiscal Officer, Acct Manager, Acct Supervisor</td>
</tr>
<tr>
<td>Assign new Delegates</td>
</tr>
<tr>
<td>Update Approval authority</td>
</tr>
<tr>
<td>Other Roles (CAM’s, Internal Orders, etc.)</td>
</tr>
<tr>
<td>PCARD – update reconciler role</td>
</tr>
<tr>
<td>PCARD – cancel card</td>
</tr>
</tbody>
</table>
Miscellaneous

- Error Correction Button
- Templates
- View Related Documents
- 5M limit on attachments
- Login off campus
- Training area
Many document types include an error correction button. (AV, DI, IB, GEC, TF)

This reverses the original transaction.

Routes in the same manner as the document it corrects.

Search for, and open document.

New document includes this reference:
Templates

• Create your document detail in Excel and import it into your document.

• Available on all documents.

• Complete instructions at:
  http://kuali.colostate.edu/default.aspx
  Accounting Line Import Link
Templates are Excel documents, but must be saved in .CSV format. (Comma Separated Value)

Templates contain instructions & column headings at the top (2 or 3 lines). These rows must be deleted prior to saving the file in .CSV format.

Use on documents with lots of line items.
Open the template.

Save the template to your computer as an excel workbook.

Add data to the file. Some fields are required.

Save as an excel workbook.

Delete the header rows at the top.

Save the file again, in .CSV format.

Import the .CSV file to your document:
   • From your document, click import (Accounting Lines tab, top right area), then click Browse
   • From the Choose file window, select the .CSV file to be imported and click Open
   • The name of the file you selected will appear next to the Browse button
   • Click Add
View Related Documents Tab

- Links all related documents together:
  - Requisition
  - Purchase Order
  - Payment Request
  - Credit Memo
  - Receiving

- Can drill down from any of these documents to their related documents.
Attachments

- Limited to 5 megabytes (hugh!)
  - You should be able to scan at least 100 pages
  - scan at 300 dpi
  - scan in black and white
  - scan in PDF format
  - Review scan for clarity, formatting, pagination, etc.

- Don’t scan sensitive information
  - social security numbers, credit card numbers, personal information, performance evaluations, grades
Login from Off Campus

- open a secure connection with your eID-
  https://secure.colostate.edu
- login to the Campus Administrative Portal (CAP)
- open Kuali Financial System (KFS)

- System down 7:00-10:00pm (M-F)
- System down some Sunday mornings for maintenance (no more than once a month, announced ahead of time)
Training Area

You may use the training area at anytime to practice or conduct staff training.

From the Campus Administrative Portal (CAP)
Login to the TRAINING site

Non-production Applications
TRAINING Kuali Financial System (KFS)

A good place to practice with templates!
Questions?