



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.

KFS APPLICATION

Colorado State University

Business and Financial Services
555 S Howes St, 3rd floor
Fort Collins, CO 80523
6003 Campus Delivery

APPLICATION FOR: NEW ACCESS ☐ ADDITIONAL ACCESS ☐ DELETE ACCESS ☐

ACCESS FOR: EMPLOYEE ☐ ASSOCIATE ☐

USER NAME (Last, First, Middle)		CSU ID #	EID	TODAY'S DATE
DEPT. NO.	DEPT. NAME		E-MAIL ADDRESS	
CAMPUS MAIL ADDRESS			PHONE NUMBER	
Name & Phone # of Person Completing Form:				

KUALI FINANCIAL SYSTEM

☒ KFS

☐ Internal Order/WOA Supplier IO Groups:

☐ KFS Capital Assets KFS-CAM Processor

Internal Use: Property Authorization

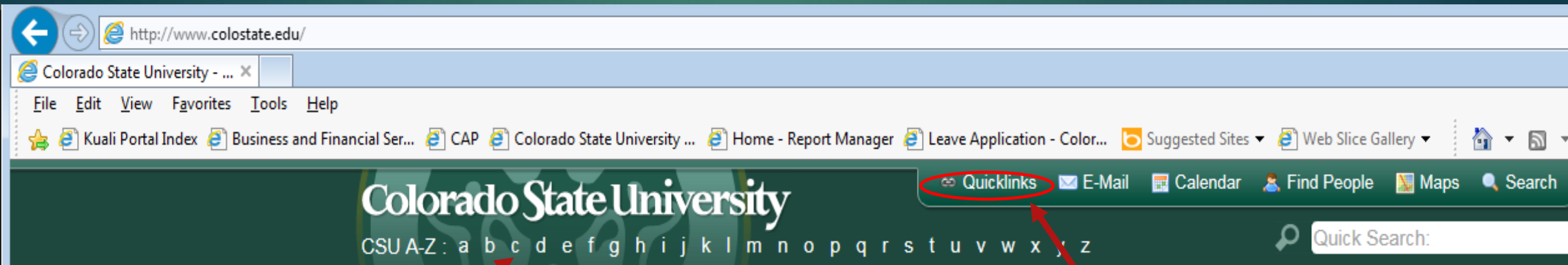
I understand that the data contained in KFS is confidential. The access I am requesting is for my use in performing my job duties & responsibilities. I agree that my username & password will not be shared and I am responsible for any accesses logged against my username. In using my username & password, I will follow the policies & procedures of the University. I will not use another person's username and password. If I terminate employment with the University or my department, I will notify Business and Financial Services.
Upon completion of the form, send to : Business and Financial Services, 6003 Campus Delivery

<p>Applicant's Signature Date</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Print or Type Name of Director or Dept. Head</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Print or Type Name of Dean or VP Office Authority</p>	<p>Director or Dept. Head Date</p> <p>Dean or VP Office Signature Date</p>
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FOR INTERNAL USE ONLY

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.



Click on C A P (Portal) under Quicklinks

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

How to Log In to Kuali



CAP

campus Administrative Portal

Colorado State University

HOME | CAMPUS REPORTING | RESEARCH | ETHORITY | ARIESWEB | LOGOUT

CAP Home | KFS Training

Welcome to the Campus Administrative Portal (CAP) web page.

CAP is designed as an entry page to the administrative applications supported by the Information Systems Department.

All available applications are accessed using the region on the right side of the page. The "Quick Applications" provide single sign-on access. The "Links" require a second sign-on using your current application username and password. The categories at the top of the page are to provide access to additional resources.

The "Help Request or Feedback" link can be used to communicate questions, suggestions or issues regarding the administrative applications supported by Information Systems in addition to any general Information Systems related questions, suggestions or issues. The Help Desk is monitored from 7:45 - 16:15 Mon-Fri.

Please use the "Help Request or Feedback" link to provide feedback regarding the CAP web pages. You can also send email to is_help_admin@mail.colostate.edu. We welcome your comments.

To access the CAP web page from off campus, please use the URL <https://secure.colostate.edu> and select the CAP menu item.

To create CAP as a Favorite (Bookmark) for access from on campus, use this page instead of the sign-on page. From off campus you should bookmark <https://secure.colostate.edu>

CSU A-Z

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

Quick Applications for SLEAMING

- Human Resources
- ARIES (not ARIESweb)
- Discoverer Plus
- CAP FAQs
- Help Request or Feedback
- FAMIS Self-Service
- Data Access Request
- Time Clock

Links (require additional sign-on)

- ODS Password Reset
- Applications Manager
- Conflict of Interest
- Kuali Financial System (KFS)
- Vista Plus
- Vista Plus Help Desk

Non-production Applications

- TRAINING Kuali Financial System (KFS)
- ARIES TEST (not ARIESweb)

Resources

- Faculty Staff Resources
- Colorado State Homepage
- Today @ Colorado State

Kuali Production Environment

Kuali Training (Non-Production Environment)



Kuali Main Screen Layout and Action List Layout

Kuali Main Screen Layout

[action list](#) [doc search](#)

You are not logged in.

Message Of The Day
~~~This is the QA 1 Environment~~~ Cloned from Prod on 04/03/15~~~

Transactions

**Accounts Receivable**

- [Cash Control](#)
- [Customer Credit Memo](#)
- [Customer Invoice](#)
- [Customer Invoice Writeoff](#)
- [Customer Invoice Writeoff Lookup](#)
- [Payment Application](#)

**Financial Processing**

- [Advance Deposit](#)
- [Adjustment/Accrual Voucher](#)
- [Budget Adjustment](#)
- [Cash Receipt](#)
- [Disbursement Voucher](#)
- [Distribution of Income and Expense](#)
- [General Error Correction](#)
- [Indirect Cost Adjustment](#)
- [Internal Billing](#)
- [Internal Order](#)
- [Pre-Encumbrance](#)
- [Intra-Account Adjustment](#)
- [Single Sided Budget Adjustment](#)
- [Transfer of Funds](#)
- [Work Order Authorization](#)

**Purchasing/Accounts Payable**

- [Contract Manager Assignment](#)
- [Payment Request](#)
- [Receiving](#)
- [Requisition](#)
- [Shop Catalogs](#)
- [Vendor Credit Memo](#)

**Travel**

- [Entertainment Reimbursement](#)
- [Moving and Relocation Reimbursement](#)
- [Travel Arranger](#)
- [Travel Authorization](#)
- [Travel Reimbursement](#)

Custom Document Searches

**Financial Transactions**  
**Accounts Receivable**

- [Customer Invoices](#)
- [Customer Credit Memos](#)
- [Customer Invoice Writeoffs](#)
- [Cash Controls](#)
- [Payment Applications](#)

**Capital Asset Management**

- [Asset Maintenance](#)

**Financial Processing**

- [Disbursement Vouchers](#)

**Purchasing/Accounts Payable**

- [Electronic Invoice Rejects](#)
- [Payment Requests](#)
- [Purchase Orders](#)
- [Receiving](#)
- [Requisitions](#)
- [Vendor Credit Memos](#)

**Travel**

- [Corporate Card Application](#)
- [CTS Card Application](#)
- [Entertainment Reimbursement](#)
- [Moving and Relocation Reimbursement](#)
- [Travel Authorization](#)
- [Travel Reimbursement](#)

Lookup and Maintenance

**Capital Asset Builder**

- [Pre-Asset Tagging](#)

**Capital Asset Management**

Balance Inquiries

**General Ledger**

- [Available Balances](#)
- [Balances by Consolidation](#)
- [Cash Balances](#)
- [General Ledger Balance](#)
- [General Ledger Entry](#)
- [General Ledger Pending Entry](#)
- [Open Encumbrances](#)

**Reports**  
**Accounts Receivable**

- [Billing Statement](#)
- [Customer Aging Report](#)
- [Customer Invoice](#)

**General Ledger**

- [Trial Balance](#)

**1099 Process**  
**Record Maintenance**

- [Payer](#)
- [Payee](#)
- [Payment](#)
- [Process Extract History](#)
- [Payee 1099 Forms](#)
- [1099 Exception Report](#)

# Layout of Kuali

- ▶ 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)

## Transactions

### Accounts Receivable

- [Cash Control](#)
- [Customer Credit Memo](#)
- [Customer Invoice](#)
- [Customer Invoice Writeoff](#)
- [Customer Invoice Writeoff Lookup](#)
- [Payment Application](#)

### Financial Processing

- [Advance Deposit](#)
- [Adjustment/Accrual Voucher](#)
- [Budget Adjustment](#)
- [Cash Receipt](#)
- [Disbursement Voucher](#)
- [Distribution of Income and Expense](#)
- [General Error Correction](#)
- [Indirect Cost Adjustment](#)
- [Internal Billing](#)
- [Internal Order](#)
- [Pre-Encumbrance](#)
- [Intra-Account Adjustment](#)
- [Single Sided Budget Adjustment](#)
- [Transfer of Funds](#)
- [Work Order Authorization](#)

### Purchasing/Accounts Payable

- [Contract Manager Assignment](#)
- [Payment Request](#)
- [Receiving](#)
- [Requisition](#)
- [Shop Catalogs](#)
- [Vendor Credit Memo](#)

### Travel

- [Entertainment Reimbursement](#)
- [Moving and Relocation Reimbursement](#)
- [Travel Arranger](#)
- [Travel Authorization](#)
- [Travel Reimbursement](#)

# Layout of Kuali

- ▶ Another commonly used travel document is the TEM Profile located under the “Lookup and Maintenance” section of Kuali

## Lookup and Maintenance

### Capital Asset Builder

- [Pre-Asset Tagging](#)

### Capital Asset Management

- [Asset](#)
- [Asset Fabrication](#)
- [Asset Global \(Add\)](#)
- [Asset Location Global](#)
- [Asset Payment](#)
- [Asset Retirement Global](#)

### Chart of Accounts

- [Account](#)
- [Account Global](#)
- [Account Delegate](#)
- [Account Delegate Global](#)
- [Account Delegate Model](#)
- [Account Delegate Global From Model](#)
- [Object Code](#)
- [Object Code Global](#)
- [Organization](#)
- [Project Code](#)
- [Sub-Account](#)
- [Sub-Object Code](#)
- [Sub-Object Code Global](#)

### Financial Processing

- [Disbursement Voucher Travel Company](#)

### Travel

- [Corporate Card Application](#)
- [Credit Card Imported Expense Clearing Document](#)
- [Credit Card Staging Data](#)
- [CTS Card Application](#)
- [TEM Cardholder Lookup](#)
- [TEM Profile](#)



# 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

[action list](#) [doc search](#)

Logged in User: epillsbu

Action List

preferences refresh filter

Action List

E-Doc

15 items retrieved, displaying all items.

| <u>Id</u> | <u>Type</u>                        | <u>Title</u>                                                    | <u>Status</u> | <u>Action Requested</u> | <u>Initiator</u>     | <u>Delegator</u> | <u>Date Created</u>    | <u>Group Request</u> | <u>Log</u> |
|-----------|------------------------------------|-----------------------------------------------------------------|---------------|-------------------------|----------------------|------------------|------------------------|----------------------|------------|
| 1502164   | Transfer Of Funds                  | Transfer Of Funds - Colorado State Magazine Support             | ENROUTE       | APPROVE                 | Schreiner, Lindsay S |                  | 05:08 PM<br>09/14/2011 | CampusServices       |            |
| 1507479   | Account                            | Edit Account - Edit name -add "Global Social"                   | ENROUTE       | APPROVE                 | MacQuiddy, Ernest L  |                  | 01:18 PM<br>09/19/2011 | CampusServices       |            |
| 1515390   | Transfer Of Funds                  | Transfer Of Funds - Wildlife Disease Association                | ENROUTE       | APPROVE                 | Saylor, Diana K      |                  | 09:33 AM<br>09/23/2011 | CampusServices       |            |
| 1515865   | Distribution Of Income And Expense | Distribution Of Income And Expense - Harris - August 2011       | ENROUTE       | APPROVE                 | Schreiner, Lindsay S |                  | 12:41 PM<br>09/23/2011 | CampusServices       |            |
| 1516644   | General Error Correction           | General Error Correction - Redistr Moby Aud Chiller off 2136020 | ENROUTE       | APPROVE                 | McLaughlin, Leilan I |                  | 04:11 PM<br>09/23/2011 | CampusServices       |            |



# 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)

|                   |                                                                    |                   |                     |
|-------------------|--------------------------------------------------------------------|-------------------|---------------------|
| <b>Doc Nbr:</b>   | 5423380                                                            | <b>Status:</b>    | INITIATED           |
| <b>Initiator:</b> | <a href="mailto:epillsbu@colostate.edu">epillsbu@colostate.edu</a> | <b>Created:</b>   | 11:18 AM 03/26/2015 |
| <b>TEM Doc #:</b> | Not Available                                                      | <b>TR Status:</b> | In Process          |



# 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

Document Overview

▼ hide

|                               |                                       |               |                                                                      |
|-------------------------------|---------------------------------------|---------------|----------------------------------------------------------------------|
| Document Overview             |                                       |               |                                                                      |
| * Description:                | PT:Leaming, Summer E 03/31/2015 AKRON | Explanation:  | Mileage for trip to ECRC on 3/31-3/31, 256 miles for Summer Leaming. |
| Organization Document Number: | T-374                                 |               |                                                                      |
| Financial Document Detail     |                                       |               |                                                                      |
| * Bank Code                   | 02<br>GENERAL DISBURSEMENTS           | Total Amount: | 128.00                                                               |

# 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)

**View Related Documents**

▼ hide

**New Related Document**

**TA (1)**

**5419980 - Travel Authorization - Polzer, Grant Matthew 03/20/2015 LAS VE**

# 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

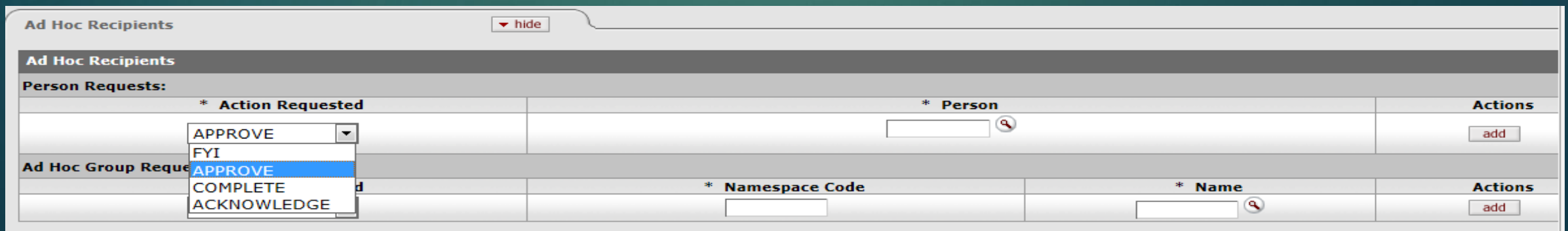
Notes and Attachments (1)

▼ hide

| Notes and Attachments |                     |                          |                   |                                                                                      |                 |                        |                 |
|-----------------------|---------------------|--------------------------|-------------------|--------------------------------------------------------------------------------------|-----------------|------------------------|-----------------|
|                       | Posted Timestamp    | Author                   | * Note Text       | Attached File                                                                        | Attachment Type | Notification Recipient | Actions         |
| add:                  |                     |                          | <div></div>       | <div><div></div><div>Browse...</div><div>CANCEL</div></div>                          | <div></div>     |                        | <div>add</div>  |
| 1                     | 03/26/2015 11:38 AM | Mercurio, Erin Pillsbury | Receipts for trip | <div><div></div>fmBannerDetailCodeRequestForm.pdf<br/>(28 KB, application/pdf)</div> |                 | <div></div>            | <div>send</div> |

# 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](mailto:ename@colostate.edu)
- ▶ Must click “add”



The screenshot shows the 'Ad Hoc Recipients' interface. At the top, there is a tab labeled 'Ad Hoc Recipients' with a 'hide' button. Below the tab, the section 'Ad Hoc Recipients' is displayed. Underneath, the 'Person Requests:' section is visible. It contains a table with columns: '\* Action Requested', '\* Person', and 'Actions'. The '\* Action Requested' column has a dropdown menu open, showing options: 'APPROVE', 'FYI', 'COMPLETE', and 'ACKNOWLEDGE'. The '\* Person' column has a text input field and a search icon. The 'Actions' column has an 'add' button. Below this, the 'Ad Hoc Group Requests:' section is partially visible, showing a table with columns: '\* Namespace Code', '\* Name', and 'Actions'. The '\* Name' column has a text input field and a search icon. The 'Actions' column has an 'add' button.

| * Action Requested | * Person | Actions |
|--------------------|----------|---------|
| APPROVE            |          | add     |
| FYI                |          |         |
| COMPLETE           |          |         |
| ACKNOWLEDGE        |          |         |

| * Namespace Code | * Name | Actions |
|------------------|--------|---------|
|                  |        | 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

Route Log

hide

Backdoor Id **epillsbu@colostate.edu** is in use

refresh

ID: 5422583

hide

|                        |                                                                |                                 |                     |
|------------------------|----------------------------------------------------------------|---------------------------------|---------------------|
| <b>Title</b>           | Travel Reimbursement - Polzer, Grant Matthew 03/20/2015 LAS VE |                                 |                     |
| <b>Type</b>            | Travel Reimbursement                                           | <b>Created</b>                  | 12:11 PM 03/25/2015 |
| <b>Initiator</b>       | Mercurio, Erin Pillsbury                                       | <b>Last Modified</b>            | 12:44 PM 03/25/2015 |
| <b>Route Status</b>    | ENROUTE                                                        | <b>Last Approved</b>            |                     |
| <b>Document Status</b> | Awaiting Traveler Review                                       | <b>Document Status Modified</b> | 12:44 PM 03/25/2015 |
| <b>Node(s)</b>         | Traveler                                                       | <b>Finalized</b>                |                     |

Actions Taken

hide

| Action    | Taken By                 | For Delegator | Time/Date           | Annotation |
|-----------|--------------------------|---------------|---------------------|------------|
| COMPLETED | Mercurio, Erin Pillsbury |               | 12:44 PM 03/25/2015 |            |

Pending Action Requests

hide

| <a href="#">show</a> | Action                    | Requested Of          | Time/Date           | Annotation          |
|----------------------|---------------------------|-----------------------|---------------------|---------------------|
|                      | IN ACTION LIST<br>APPROVE | Polzer, Grant Matthew | 12:44 PM 03/25/2015 | KFS-TEM TEM Profile |

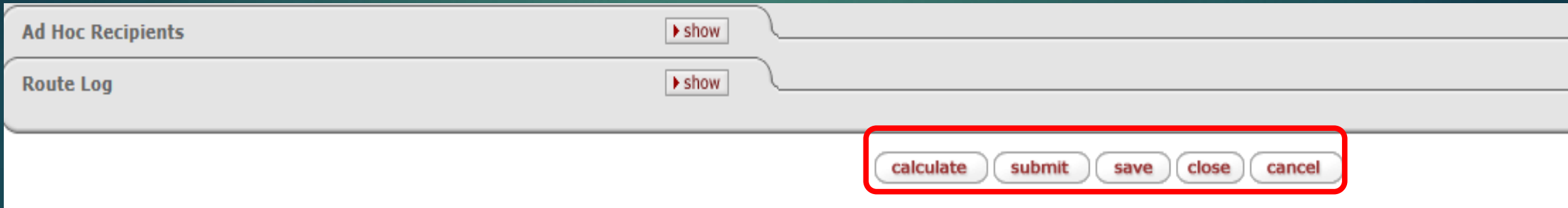
Future Action Requests

hide

| <a href="#">show</a> | Action          | Requested Of                       | Time/Date           | Annotation                                              |
|----------------------|-----------------|------------------------------------|---------------------|---------------------------------------------------------|
| <a href="#">show</a> | PENDING APPROVE | Mercurio, Erin Pillsbury           | 01:29 PM 03/26/2015 | KFS-SYS Fiscal Officer CO 1356570                       |
| <a href="#">show</a> | PENDING APPROVE | McCarthy, Kimberly A.              | 01:29 PM 03/26/2015 | KFS-TEM Reimbursement Organization Reviewer UNIV CR .15 |
| <a href="#">show</a> | PENDING APPROVE | Bedan, Terri L.                    | 01:29 PM 03/26/2015 | KFS-SYS Travel Manager                                  |
| <a href="#">show</a> | PENDING APPROVE | (Multiple - expand to see details) | 01:29 PM 03/26/2015 | KFS-SYS Disbursement Method Reviewer P                  |

# Buttons at bottom of document

- ▶ 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.)



The screenshot displays a user interface for a travel document. It features two tabs: "Ad Hoc Recipients" and "Route Log". Each tab has a "show" button with a right-pointing arrow. At the bottom of the interface, a red rectangular box highlights a set of five buttons: "calculate", "submit", "save", "close", and "cancel".

| Tab               | Action |
|-------------------|--------|
| Ad Hoc Recipients | show   |
| Route Log         | show   |

Buttons at bottom: calculate, submit, save, close, cancel



# 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, initiator, Document ID, and Date Range

The screenshot displays the 'Document Search' interface. At the top, there is a navigation bar with two buttons: 'action list' and 'doc search'. The 'doc search' button is highlighted with a red box. Below the navigation bar, the page title 'Document Search' is visible, followed by a status message: 'Backdoor Id epillsbu@colostate.edu is in use'. The main content area contains a search form with the following fields:

- Document Type: [text input] [search icon] [help icon]
- Initiator: [text input] [search icon] [help icon]
- Document Id: [text input] [help icon]
- Date Created From: [date input] [calendar icon] [help icon]
- Date Created To: [date input] [calendar icon] [help icon]
- Name this search (optional): [text input] [help icon]

At the bottom of the form, there are three buttons: 'search', 'clear', and 'cancel'.



# 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 Searches

### Financial Transactions

#### **Accounts Receivable**

- Customer Invoices
- Customer Credit Memos
- Customer Invoice Writeoffs
- Cash Controls
- Payment Applications

#### **Capital Asset Management**

- Asset Maintenance

#### **Financial Processing**

- Disbursement Vouchers










































#### **Purchasing/Accounts Payable**

- Electronic Invoice Rejects
- Payment Requests
- Purchase Orders
- Receiving
- Requisitions
- Vendor Credit Memos










































#### **Travel**

- Corporate Card Application
- CTS Card Application
- Entertainment Reimbursement
- Moving and Relocation Reimbursement
- Travel Authorization
- Travel Reimbursement

# Custom Document Search - TA

|                                                                                                                  |                                                                                                                                      |                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document Type:                                                                                                   | TA                                                                                                                                   |     |
| Initiator:                                                                                                       |                                                                                                                                      |     |
| Document Id:                                                                                                     |                                                                                                                                      |                                                                                                                                                                          |
| Application Document Status:                                                                                     | In Process<br>Awaiting Traveler Review<br>Awaiting Fiscal Officer Review<br>Awaiting Organization Review<br>Awaiting Division Review |                                                                                                                                                                          |
| Date Created From:                                                                                               | 03/26/2015                                                                                                                           |                                                                                           |
| Date Created To:                                                                                                 |                                                                                                                                      |                                                                                           |
| Document Description:                                                                                            |                                                                                                                                      |                                                                                                                                                                          |
| Organization Document Number:                                                                                    |                                                                                                                                      |                                                                                                                                                                            |
| TEM Doc #:                                                                                                       |                                                                                                                                      |                                                                                                                                                                          |
| Trip Begin From:                                                                                                 |                                                                                                                                      |                                                                                                                                                                          |
| Trip Begin To:                                                                                                   |                                                                                                                                      |                                                                                                                                                                          |
| Trip End From:                                                                                                   |                                                                                                                                      |                                                                                                                                                                          |
| Trip End To:                                                                                                     |                                                                                                                                      |                                                                                                                                                                          |
| Primary Destination:                                                                                             |                                                                                                                                      |                                                                                                                                                                            |
| Trip Type Code:                                                                                                  |                                                                                                                                      |        |
| Traveler Type Code:                                                                                              | <input type="radio"/> All <input type="radio"/> Employee <input type="radio"/> Non-Employee                                          |                                                                                                                                                                          |
| First Name:                                                                                                      |                                                                                                                                      |                                                                                                                                                                          |
| Last Name:                                                                                                       |                                                                                                                                      |                                                                                                                                                                          |
| Primary Destination Country/State:                                                                               |                                                                                                                                      |                                                                                                                                                                        |
| Object Code:                                                                                                     |                                                                                                                                      |                                                                                       |
| Chart Code:                                                                                                      |                                                                                                                                      |    |
| Organization Code:                                                                                               |                                                                                                                                      |                                                                                       |
| Account Number:                                                                                                  |                                                                                                                                      |                                                                                       |
|                                                                                                                  | Ledger Document Type:                                                                                                                |                                                                                   |
| Total Amount:                                                                                                    |                                                                                                                                      |                                                                                                                                                                          |
| Search Result Type:                                                                                              | <input checked="" type="radio"/> Document Specific Data <input type="radio"/> Workflow Data                                          |                                                                                                                                                                        |
| Name this search (optional):                                                                                     |                                                                                                                                      |                                                                                                                                                                        |
| <input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/> |                                                                                                                                      |                                                                                                                                                                                                                                                             |

# Custom Document Search - TR

|                                                                                                                             |                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document Type:                                                                                                              | <input type="text" value="TR"/>                                                                                                                                                                                                                          |          |
| Initiator:                                                                                                                  | <input type="text"/>                                                                                                                                                                                                                                     |          |
| Document Id:                                                                                                                | <input type="text"/>                                                                                                                                                                                                                                     |                                                                                                                                                                            |
| Application Document Status:                                                                                                | <div><div>In Process<br/>Awaiting Traveler Review<br/>Awaiting Special Request Review<br/>Awaiting Fiscal Officer Review<br/>Awaiting Organization Review</div></div> |                                                                                                                                                                                                                                                             |
| Date Created From:                                                                                                          | <input type="text" value="03/26/2015"/>                                                                                                                                                                                                                  |                                                                                           |
| Date Created To:                                                                                                            | <input type="text"/>                                                                                                                                                                                                                                     |                                                                                           |
| Document Description:                                                                                                       | <input type="text"/>                                                                                                                                                                                                                                     |                                                                                                                                                                          |
| Organization Document Number:                                                                                               | <input type="text"/>                                                                                                                                                                                                                                     |                                                                                                                                                                            |
| TEM Doc #:                                                                                                                  | <input type="text"/>                                                                                                                                                                                                                                     |                                                                                                                                                                           |
| Trip Begin From:                                                                                                            | <input type="text"/>                                                                                                                                                                                                                                     |                                                                                                                                                                            |
| Trip Begin To:                                                                                                              | <input type="text"/>                                                                                                                                                                                                                                     |                                                                                                                                                                            |
| Trip End From:                                                                                                              | <input type="text"/>                                                                                                                                                                                                                                     |                                                                                                                                                                            |
| Trip End To:                                                                                                                | <input type="text"/>                                                                                                                                                                                                                                     |                                                                                                                                                                            |
| Primary Destination:                                                                                                        | <input type="text"/>                                                                                                                                                                                                                                     |                                                                                                                                                                            |
| Trip Type Code:                                                                                                             | <input type="text"/>                                                                                                                                                                                                                                     |          |
| Traveler Type Code:                                                                                                         | <input type="radio"/> All <input type="radio"/> Employee <input type="radio"/> Non-Employee                                                                                                                                                              |                                                                                                                                                                          |
| First Name:                                                                                                                 | <input type="text"/>                                                                                                                                                                                                                                     |                                                                                                                                                                          |
| Last Name:                                                                                                                  | <input type="text"/>                                                                                                                                                                                                                                     |                                                                                                                                                                          |
| Primary Destination Country/State:                                                                                          | <input type="text"/>                                                                                                                                                                                                                                     |                                                                                                                                                                        |
| Object Code:                                                                                                                | <input type="text"/>                                                                                                                                                                                                                                     |                                                                                       |
| Chart Code:                                                                                                                 | <input type="text"/>                                                                                                                                                                                                                                     |    |
| Organization Code:                                                                                                          | <input type="text"/>                                                                                                                                                                                                                                     |                                                                                       |
| Account Number:                                                                                                             | <input type="text"/>                                                                                                                                                                                                                                     |                                                                                       |
|                                                                                                                             | Ledger Document Type:                                                                                                                                                                                                                                    |                                                                                   |
| Total Amount:                                                                                                               | <input type="text"/>                                                                                                                                                                                                                                     |                                                                                                                                                                          |
| Search Result Type:                                                                                                         | <input checked="" type="radio"/> Document Specific Data <input type="radio"/> Workflow Data                                                                                                                                                              |                                                                                                                                                                        |
| Name this search (optional):                                                                                                | <input type="text"/>                                                                                                                                                                                                                                     |                                                                                                                                                                          |
| <div><input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/></div> |                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                             |



# Search Features

# Search Features (magnifying glass)




- ▶ The Magnifying glass is a search feature
- ▶ By clicking on the magnifying glass next to traveler lookup will take us to the following screen

**Trip Overview** ▼ hide

| Traveler Section      |                                                                                       |
|-----------------------|---------------------------------------------------------------------------------------|
| Traveler Lookup:      |    |
| * Traveler Type Code: |                                                                                       |
| First Name:           |                                                                                       |
| Address Lookup:       |  |
| Street Address Line1: |                                                                                       |
| City Name:            |                                                                                       |
| Country Code:         |                                                                                       |
| Email Address:        |                                                                                       |
| Liability Insurance:  | <input type="checkbox"/>                                                              |

# 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** 

Backdoor Id **epillsbu@colostate.edu** is in use

\* required field

|                                 |                                                                                          |                                                                                     |
|---------------------------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>KIM Principal Name:</b>      | <input type="text"/>                                                                     |  |
| <b>First Name:</b>              | <input type="text"/>                                                                     |                                                                                     |
| <b>Last Name:</b>               | <input type="text" value="MERCURIO"/>                                                    |                                                                                     |
| <b>Traveler Type Code:</b>      | <input type="text"/>                                                                     |                                                                                     |
| <b>Primary Department Code:</b> | <input type="text"/>                                                                     |                                                                                     |
| <b>Chart Code:</b>              | <input type="text"/>                                                                     |  |
| <b>Account Number:</b>          | <input type="text"/>                                                                     |                                                                                     |
| <b>Active:</b>                  | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both |                                                                                     |

2 items retrieved, displaying all items.

| Return Value                 | Profile Id           | KIM Principal Name                     | AR Customer Id | First Name | Last Name | Street Address Line1                 | City Name                    | State              | Zip Code              | Country            | Email                                          | Phone Number                 | Active |
|------------------------------|----------------------|----------------------------------------|----------------|------------|-----------|--------------------------------------|------------------------------|--------------------|-----------------------|--------------------|------------------------------------------------|------------------------------|--------|
| <a href="#">return value</a> | <a href="#">1006</a> | <a href="#">epillsbu@colostate.edu</a> |                | ERIN       | MERCURIO  | <a href="#">6003 CAMPUS DELIVERY</a> | <a href="#">FORT COLLINS</a> | <a href="#">CO</a> | <a href="#">80523</a> | <a href="#">US</a> | <a href="#">ERIN.MERCURIO@COLOSTATE.EDU</a>    | <a href="#">970-491-6752</a> | Yes    |
| <a href="#">return value</a> | <a href="#">1314</a> | <a href="#">zamer@colostate.edu</a>    |                | ZACHARY    | MERCURIO  | <a href="#">8011 CAMPUS DELIVERY</a> | <a href="#">FORT COLLINS</a> | <a href="#">CO</a> | <a href="#">80523</a> | <a href="#">US</a> | <a href="#">ZACHARY.MERCURIO@COLOSTATE.EDU</a> | <a href="#">970-491-6011</a> | Yes    |

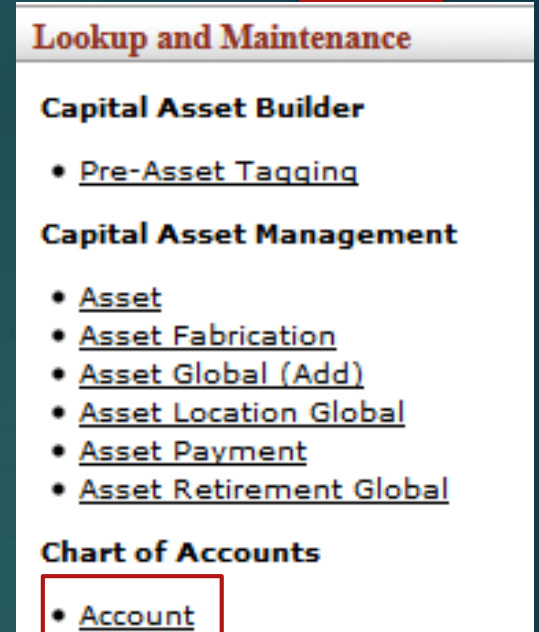


# Lookup Account Numbers



# 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



Accounting Lines ▼ hide

---

Accounting Lines ? hide detail

| Source |                      |                                                                                                          |                                                                                                          |                                                                                                           |                                                                                                            |                                                                                                            |                      |                  |          |                                    |
|--------|----------------------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|----------------------|------------------|----------|------------------------------------|
|        | * Chart              | * Account Number                                                                                         | Sub-Account                                                                                              | * Object                                                                                                  | Sub-Object                                                                                                 | Project                                                                                                    | Org Ref Id           | * Expense Source | * Amount | Actions                            |
|        | CO ▼                 | <input type="text"/>  | <input type="text"/>  | <input type="text"/>  | <input type="text"/>  | <input type="text"/>  | <input type="text"/> | OUT OF POCKET ▼  | 0.00     |                                    |
| add:   | Line Description     |                                                                                                          |                                                                                                          |                                                                                                           |                                                                                                            |                                                                                                            |                      |                  |          | <input type="button" value="add"/> |
|        | <input type="text"/> |                                                                                                          |                                                                                                          |                                                                                                           |                                                                                                            |                                                                                                            |                      |                  |          |                                    |



# Lookup Account Numbers

- 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.

|                                                                                                                  |                                                                                          |
|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Chart Code:                                                                                                      | <input type="text" value="CO"/> 🔍                                                        |
| Account Number:                                                                                                  | <input type="text"/>                                                                     |
| Account Title:                                                                                                   | <input type="text"/>                                                                     |
| Organization Code:                                                                                               | <input type="text"/> 🔍                                                                   |
| Responsibility Center Code:                                                                                      | <input type="text"/> 🔍                                                                   |
| Reports To Organization Code:                                                                                    | <input type="text"/> 🔍                                                                   |
| Reports To Chart Of Accounts Code:                                                                               | <input type="text"/>                                                                     |
| Account Type Code:                                                                                               | <input type="text"/> ▼ 🔍                                                                 |
| Fund Group Code:                                                                                                 | <input type="text"/> 🔍                                                                   |
| Sub-Fund Group Code:                                                                                             | <input type="text"/> 🔍                                                                   |
| Higher Education Function Code:                                                                                  | <input type="text"/> 🔍                                                                   |
| Fiscal Officer Principal Name:                                                                                   | <input type="text"/> 🔍                                                                   |
| Account Supervisor Principal Name:                                                                               | <input type="text"/> 🔍                                                                   |
| Account Manager Principal Name:                                                                                  | <input type="text"/> 🔍                                                                   |
| Closed?:                                                                                                         | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Both |
| <input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/> |                                                                                          |

# 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.

|                                                                                                                  |                                                                                          |
|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Chart Code:                                                                                                      | <input type="text" value="CO"/>                                                          |
| Account Number:                                                                                                  | <input type="text"/>                                                                     |
| Account Title:                                                                                                   | <input type="text" value="Orientation"/>                                                 |
| Organization Code:                                                                                               | <input type="text"/>                                                                     |
| Responsibility Center Code:                                                                                      | <input type="text"/>                                                                     |
| Reports To Organization Code:                                                                                    | <input type="text"/>                                                                     |
| Reports To Chart Of Accounts Code:                                                                               | <input type="text"/>                                                                     |
| Account Type Code:                                                                                               | <input type="text"/>                                                                     |
| Fund Group Code:                                                                                                 | <input type="text"/>                                                                     |
| Sub-Fund Group Code:                                                                                             | <input type="text"/>                                                                     |
| Higher Education Function Code:                                                                                  | <input type="text"/>                                                                     |
| Fiscal Officer Principal Name:                                                                                   | <input type="text"/>                                                                     |
| Account Supervisor Principal Name:                                                                               | <input type="text"/>                                                                     |
| Account Manager Principal Name:                                                                                  | <input type="text"/>                                                                     |
| Closed?:                                                                                                         | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Both |
| <input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/> |                                                                                          |

9 items retrieved, displaying all items.

| Return Value | Chart Code | Account Number | Account Title                                                 | Organization Code | Responsibility Center Code | Reports To Organization Code | Account Type Code | Fund Group Code | Sub-Fund Group Code | Higher Education Function Code | Fiscal Officer Name | Account Manager Name | Account Supervisor Name | Account Create Date | Account Expiration Date | Closed? |
|--------------|------------|----------------|---------------------------------------------------------------|-------------------|----------------------------|------------------------------|-------------------|-----------------|---------------------|--------------------------------|---------------------|----------------------|-------------------------|---------------------|-------------------------|---------|
| return value | CO         | 1302420        | Gta Orientation                                               | 1005              | RA                         | RA                           | NA                | A               | EG                  | INAA                           | Grantham, Dustin    | Avalos, Ludy Esther  | Hanzlik, Jodie R        | 07/01/2009          |                         | No      |
| return value | CO         | 1358650        | Preview/Orientation/Cent For Advising And Student Achievement | 8011              | V1                         | V1                           | NA                | A               | EG                  | ASBS                           | Diehl, Vicki Lynn   | Diehl, Vicki Lynn    | Digregorio, Gaye Golter | 07/01/2009          |                         | No      |

# 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