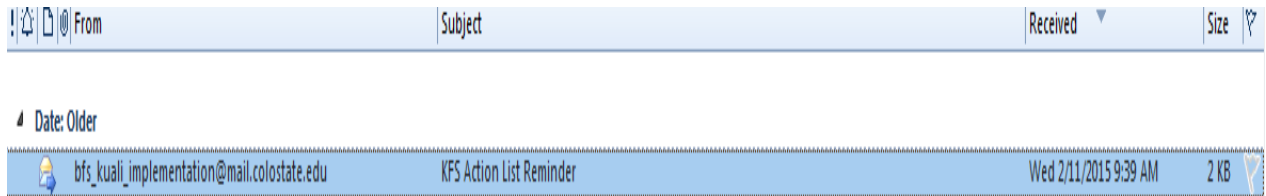


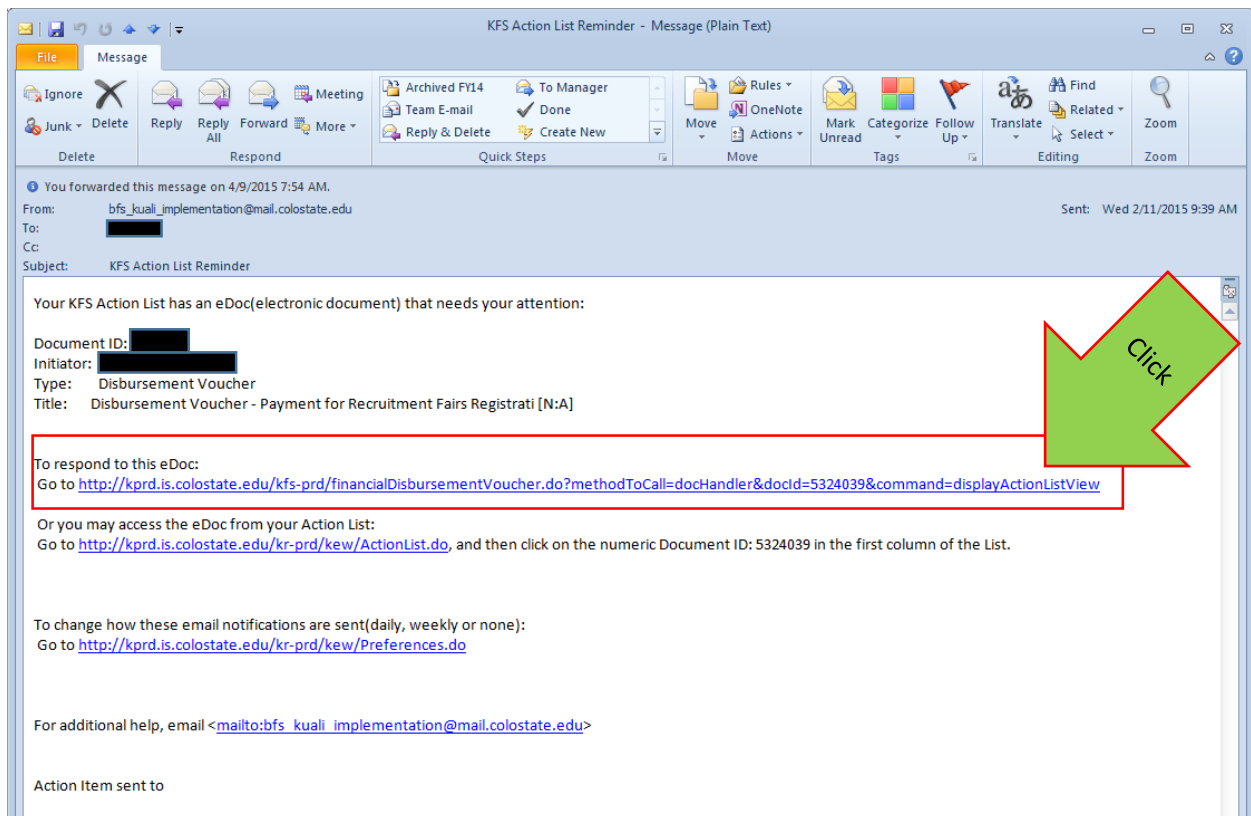
Guide for Travelers to approve

For Travel Documents to route, the traveler must first certify and approve their travel via the Kualu Financial System (KFS). If the Traveler is only certifying and approving their travel, they do not need Kualu access. If the traveler does not certify and approve the document, then the document will not go through workflow and the traveler will not be reimbursed. Below is a guide on how the traveler approves their document.

When a document is in the Traveler's action list needing their approval, they will receive an email from bfs_kuali_implementation@mail.colostate.edu with subject line: KFS Action List Reminder.



Once you open the email, follow the steps below:



NOTE: If you are logging in remotely, skip to page 4.

Colorado State University

INFORMATION SYSTEMS DEPARTMENT

CHOOSE YOUR CAMPUS:

Use a suggested selection:

Click

Colorado State University

Colorado State University Pueblo

Or enter your organization's name

Continue

Allow me to pick from a list

Help

[Contact CSU](#) | [Disclaimer](#) | [Equal Opportunity](#) | [Privacy Statement](#)
 Colorado State University, Fort Collins, CO 80523 USA
 2005 Colorado State University

Authentication Required

Colorado State University

Login

You are logging into the following service with your eID:

kprd.is.colostate.edu

eName:

ePassword:

Login

Enter your existing log in info

Important!

Logging Out of Your Session

- This is a **single sign-on** authentication.
- Your CSU **session remains active after log out** from a service **until you close your browser**.
- **Completely exit your web browser when finished.**

Need Password Help?

Students, Faculty, Staff

- [eID Forgotten Password Help](#)
- Students contact the Registrar's Office at (970) 491-4860
- Faculty/Staff contact Human Resources at (970) 491-6947

Library Community Patrons

- [Community ID Password Recovery](#)
- Loan & Reserve Desk (970) 491-1842

Notes: If you do not know your eName, contact your Travel Arranger. Instructions for Travel Arranger can be found [here](#).

Scroll down

action list doc search

Travel Reimbursement

TEM Doc #: T-51

Status: ENROLITE
Created: 01:28 P
TR Status: Awaiting Tr

Document Overview

Document Overview

* Description: Leaming, Summer E 04/06/2015 VAIL

Organization Document Number: T-51

Financial Document Detail

* Bank Code: 02 GENERAL DISBURSEMENTS

Total Amount: 232.50

Reports

Trip Overview

Traveler Section

* Traveler Type Code: Employee

Principal Id: 66624

Principal Name: LEAMING

First Name: SUMMER

Last Name: LEAMING

Street Address Line1: 6003 CAMPUS DELIVERY

Street Address Line2:

City Name: FORT COLLINS

State Code: CO

Country Code: United States

Zip Code: 80523

Email Address: SUMMER.LEAMING@COLOSTATE.EDU

Phone Number: 970-491-2801

Liability Insurance: No

Trip Information Section

* Trip Type Code: In-State

* Trip Begin: 04/06/2015 01:29 PM

* Trip End: 04/07/2015 01:29 PM

* Primary Destination: VAIL Per Diem Links

Primary Destination Country/State: COLORADO

Primary Destination County: EAGLE COUNTY

* Business Purpose: routine

Contact Campus Code: MC

Traveler Certification

Statement

I certify the statements herein are true and just in all respects; that payment of the amounts claimed has not and will not be reimbursed to me from any other sources; that travel performed for reimbursement is claimed was performed by me on State business and that no claims are included for expense of a personal or political nature or for any other expense not authorized by the State Rules; and that I actually incurred or paid the operating expenses of the motor vehicles for which reimbursement is claimed.

* Employee Certification:

Summary by Object Code

Accounting Distribution

Object Code	* Expense Source	Object Code Name	Sub Total	Remaining Amount
6005	OUT OF POCKET	In State Employee Travel Per Diem	232.50	0.00
Total Remaining:			0.00 USD	

Assign Accounts

Accounting Lines

Accounting Lines

Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount	Actions
1	CO Colorado State University	1356570 Campus Services		6005 In State Employee Travel Per Diem				OUT OF POCKET	232.50	
Line Description										
										Total: 232.50

Payment Information

Pre-Disbursement Processor Status

General Ledger Pending Entries

View Related Documents

Agency Links

Notes and Attachments (0)

Ad Hoc Recipients

Route Log

MUST check this box

Click (if correct)

calculate vendor payment send ad hoc request save reload approve disapprove close copy

DONE!

How to approve from off campus (remotely):

You will receive the same email as on page 1, but to approve your travel remotely go to <http://secure.colostate.edu>. From there log in with your CSU credentials.

Once logged in click on Campus Administrative Portal (CAP).



Administrative Applications and Resources

Home Reporting Research



Welcome to AAR (CAP Replacement)

AAR is designed to provide links to the administrative applications supported by the Inf

All available applications are accessed using the region on the right side of the page. 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. You can also send email to is_help_admin@mail.colostate.edu. We welcome your comments.

You may access the AAR page from the CSU A-Z Web Directory. To create AAR as a Favorite (Bookmark) for access from on campus, use this page. In the interim after February 19, 2016 if you access CAP, you will be automatically redirected to the AAR page.

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

Tax-deferred income

Quick Links

- Human Resources
- Kuali Financial System (KFS)**
- ARIES (not ARIESweb)
- ARIESweb
- Time Clock
- FAMIS Self-Service
- Vista Plus

Applications


- Applications Manager
- Data Access Request
- Discoverer Plus
- Conflict of Interest
- Talent Management System


Colorado State University

INFORMATION SYSTEMS DEPARTMENT

CHOOSE YOUR CAMPUS:

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 Colorado State University Pueblo

Or enter your organization's name

[Help](#)

[Allow me to pick from a list](#)

[Contact CSU](#) | [Disclaimer](#) | [Equal Opportunity](#) | [Privacy Statement](#)
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https://secure.colostate.edu/ - KualI Portal Index - Windows Internet Explorer



Main Menu Maintenance Administration

action list doc search

Transactions

- Accounts Receivable**
 - Cash Control
 - Customer Credit Memo
 - Customer Invoice
 - Customer Invoice Writeoff
 - Customer Invoice Writeoff Lookup
 - Payment Application
- Budget Construction**
 - Budget Construction Selection
- 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

Custom Document Searches

Financial Transactions

- Accounts Receivable**
 - Customer Invoices
 - Customer Credit Memos
 - Customer Invoice Writeoffs
 - Cash Controls
 - Payment Applications
- Capital Asset Management**
 - Asset Maintenance
- Effort Certification**
 - Effort Certification
- Financial Processing**
 - Disbursement Vouchers
- Purchasing/Accounts Payable**
 - Electronic Invoice Reiects
 - Payment Requests
 - Purchase Orders
 - Receiving
 - Requisitions
 - Vendor Credit Memos

action list doc search

Logged in User: epillsbu@colostate.edu

Action List Backdoor Id zamerc@colostate.edu is in use

Action List | [Outbox](#)

One item retrieved.

<u>Id</u>	<u>Title</u>	<u>Route Status</u>	<u>Action Requested</u>	<u>Initiator</u>
5838631	Travel Reimbursement - Mercurio, Zachary 06/01/2015 DENVER	ENROUTE, Awaiting Traveler Review	APPROVE	Mercurio, Erin Pillsbury

action list doc search

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* Employee Certification:

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Route Log

MUST check this box

Click (if correct)

calculate vendor payment send ad hoc request save reload approve disapprove close copy

DONE!