



Introduction to the KFS Financial System



Kuali Financial System (KFS)

- E-docs are used to perform financial transactions.
- Up-to-date data: Transactions are batch processed and posted nightly. Transactions can be reconciled immediately instead of waiting for general ledgers.
- Web-based: Transactions can be initiated or approved from anywhere.
- Built in workflow: Automatic routing to FO and Central. Units can add in additional workflow if necessary.
- Document tracking: E-docs are saved in the system. Users can log in to check progress and locate workflow bottlenecks quickly and easily. Disapproved e-docs require an explanation, which can be seen by all users.
- Built in business rule validation: Forms will be checked for business rule violations as they are completed. Business rules are not changing, it will just be an electronic process.



Glossary of Terms

Kuali Financial System (KFS)

–Delivers a comprehensive suite of functionality to serve the financial system needs of MSU. Modules include financial transactions, general ledger, chart of accounts, purchasing/accounts payable, budget, and capital assets.

Electronic Document (e-doc)

–Any document you create in KFS is considered an e-doc.

Fiscal Officer (FO)

–The individual who is responsible for the financial transactions of a particular account. Most documents route to the FO for approval. All accounts have a FO assigned to them.



Navigation/Tabs

Tabs

The financial system is tab-based. There are three tabs at the top of the main screen. Inside of e-docs there are also tabs that can be expanded/collapsed for more detail.

Main Menu Tab

This is the main tab in the financial system. All financial transactions begin from this tab.

Maintenance Tab

–Search/lookups in e-docs are pulled from tables in the Maintenance Tab. Most of these records are maintained centrally.

Administration Tab

–Most users will only use this tab to search for people in the system. E-docs in this tab are used by central administration to make system changes.

Action List

–A list that displays e-docs routed to you for some action (approval, acknowledgment, FYI, completion and saved e-docs). E-docs appear in your action list only when your action is requested, and disappear after you have taken action on them. Users can set their personal display preferences and filters for their action list.

Doc Search

–An option which allows you to search for documents. You may search by a combination of document properties such as Document Type or Document ID, or more specialized properties in Detailed Search. The format of search results is similar to the action list.



System Navigation/Tabs

- The financial system is tab-based.
 - Main Menu
 - Maintenance
 - Administration
- Action List and Doc Search buttons are at the top of each tab.
- The next slides will explain each of these in detail.





Main Menu Tab

- The Main Menu tab is the starting place for most e-docs (most standard operations are performed from this tab).
- The Main Menu is broken into six sections:
 - Transactions
 - Administrative Transactions
 - Lookup and Maintenance
 - Custom Document Search
 - Balance Inquiries
 - Reports

The screenshot displays the Kuali financial systems Main Menu. The header includes the Kuali logo, navigation tabs (Main Menu, Maintenance, Administration), a user status bar indicating 'You are not logged in.', and a 'Provide Feedback' link. Below the header, the menu is organized into six main sections:

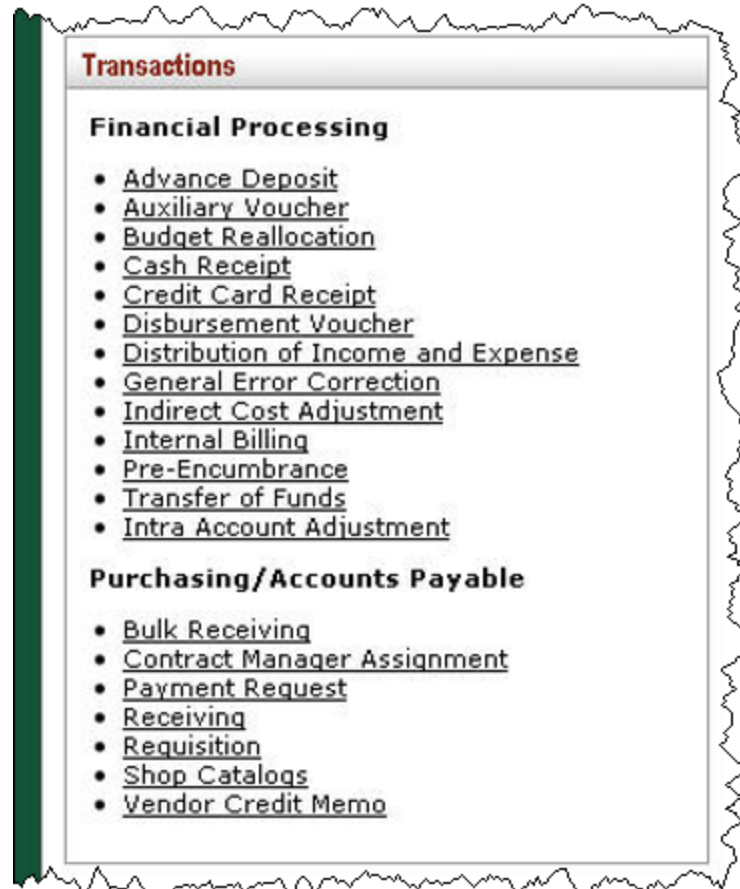
- Transactions**
 - Financial Processing
 - Advance Deposit
 - Auxiliary Voucher
 - Budget Reconciliation
 - Cash Receipt
 - Credit Card Receipt
 - Disbursement Voucher
 - Distribution of Income and Expense
 - General Error Correction
 - Indirect Cost Adjustment
 - Internal Reline
 - Pre-Insurance
 - Transfer of Funds
 - Intra Account Adjustment
 - Purchasing/Accounts Payable
 - Bulk Receiving
 - Contract Manager Assignment
 - Payment Request
 - Receiving
 - Requisition
 - Shoe Catalogs
 - Vendor Credit Memo
 - Administrative Transactions
 - Capital Asset Builder
 - Capital Asset Builder AP Transactions
 - Capital Asset Builder GL Transactions
 - Capital Asset Management
 - Asset Manual Payment
 - Barcode Inventory Process
 - Financial Processing
 - General Ledger Correction Process
 - Journal Voucher
 - Non-Check Disbursement
 - Service Reline
 - System
 - Electronic Fund Transfer
- 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
 - Financial Reporting Code
 - Chart Code
 - Object Code Global
 - Organization
 - Organization Review
 - Program Initiative Code
 - Project Code
 - Sub-Account
 - Sub-Object Code
 - Sub-Object Code Global
 - Use of Funds
- Financial Processing**
 - Disbursement Voucher Travel Company
- Vendor**
 - Vendor
 - Vendor Contracts
- Year End Transactions**
 - Financial Processing
 - Year End Budget Adjustment
 - Year End Distribution of Income and Expense
 - Year End General Error Correction
 - Year End Transfer of Funds

- Custom Document Searches**
- Financial Transactions
- Capital Asset Management
 - Asset Maintenance
- Financial Processing
 - Disbursement Vouchers
- Purchasing/Accounts Payable
 - Electronic Invoice Rejects
 - Payment Requests
 - Purchase Orders
 - Receiving
 - Requisitions
 - Vendor Credit Memo
- Balance Inquiries**
- General Ledger
 - Available Balances
 - Balances by Consolidation
 - Cash Balances
 - General Ledger Balance
 - General Ledger Entry
 - General Ledger Pending Entry
 - Open Encumbrances
- Reports**
- System
 - Account Status
 - Account Transactions
 - Consolidated Account Status
 - Consolidated Status
 - Reversion and Carry Forward Summary
 - Trial Balance



Main Menu: Transactions

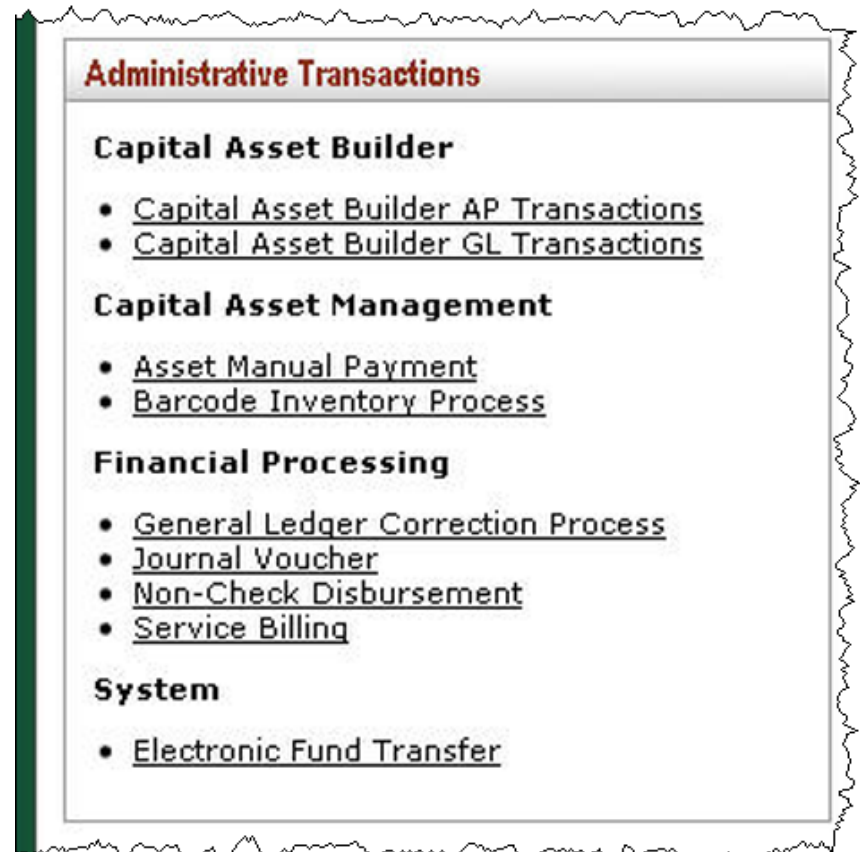
- The Transactions area is where you will start most financial e-docs.
- Transactions are broken down into two major areas:
- Financial Transactions
- Purchasing/Accounts Payable





Main Menu: Administrative Transactions

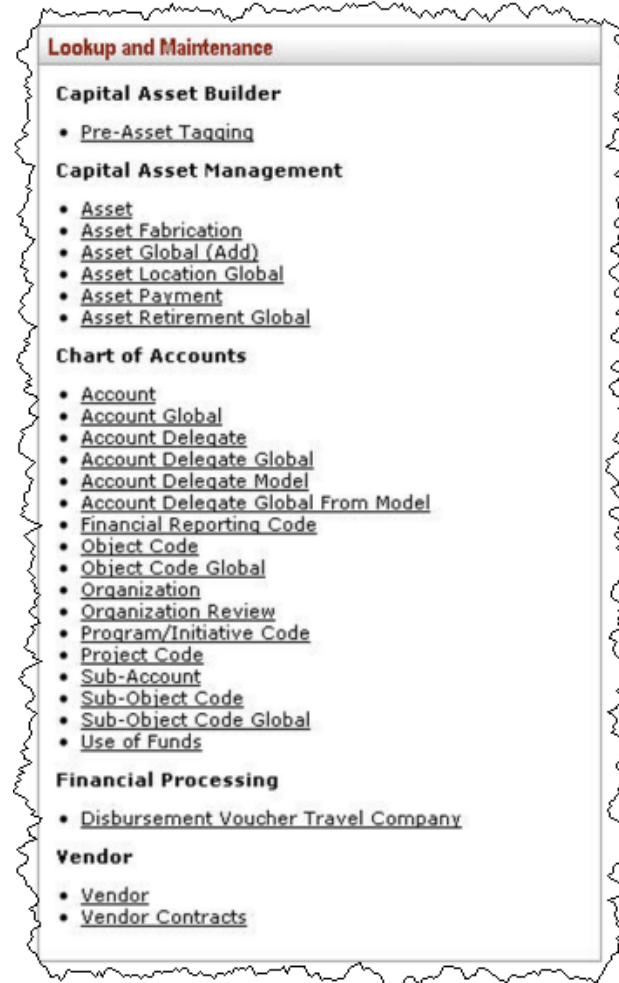
- Administrative Transactions are broken down into four areas:
 - Capital Asset Builder
 - Capital Asset Management
 - Financial Processing
 - System





Main Menu: Lookup and Maintenance

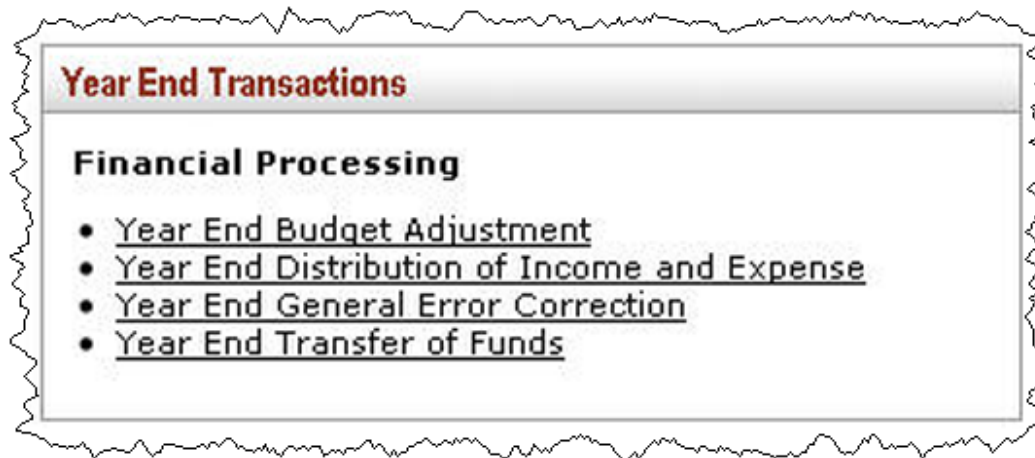
- Lookup and Maintenance is where many searches begin.
- Lookup and Maintenance is broken down into five areas:
 - Capital Asset Builder
 - Capital Asset Management
 - Chart of Accounts
 - Financial Processing
 - Vendor





Main Menu: Year End Transactions

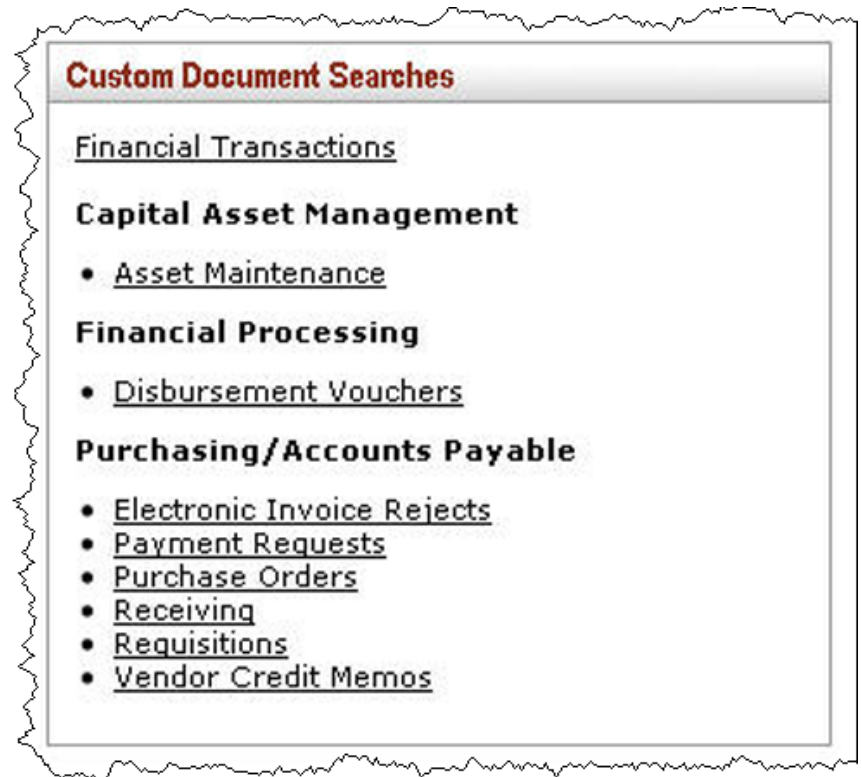
- Year End Transactions are only for year-end financial processing.





Main Menu: Custom Document Searches

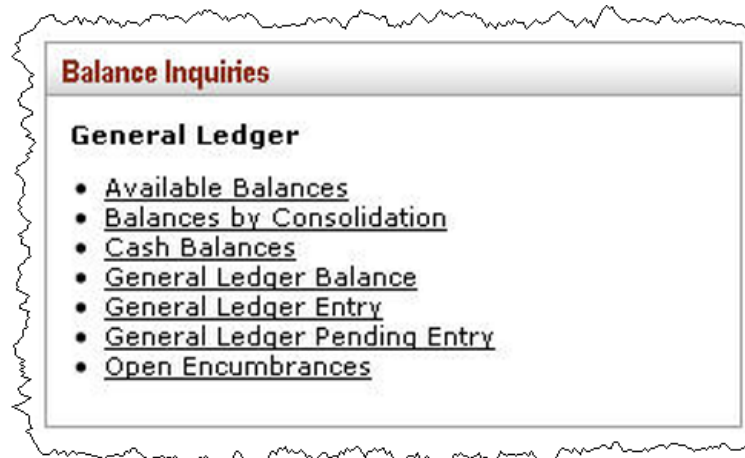
- Custom Document Searches are more advanced searches.
- Custom Document Searches are divided into three areas:
 - Capital Asset Management
 - Financial Processing
 - Purchasing/Accounts Payable





Main Menu: Balance Inquiries

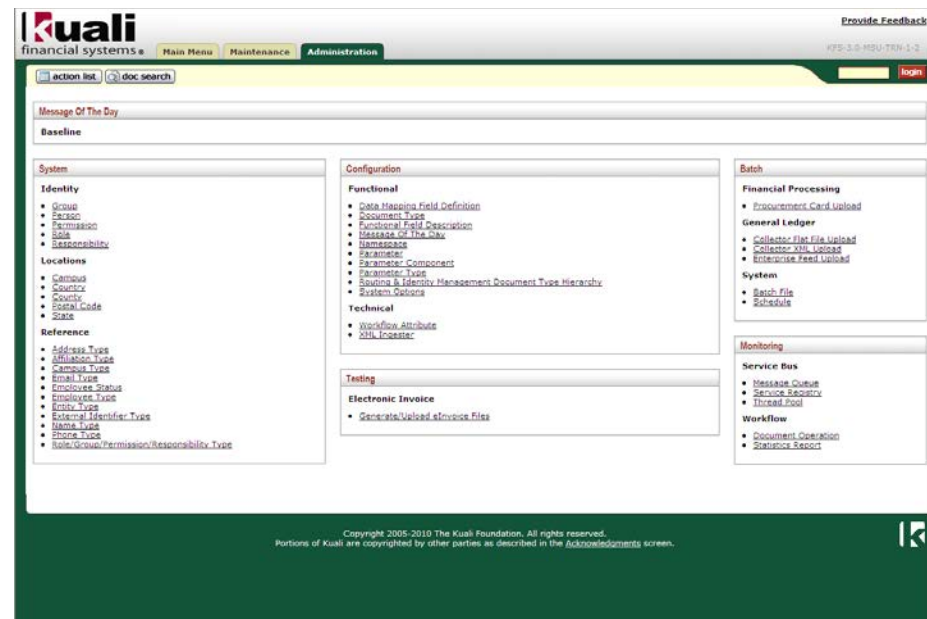
- Balance Inquiries are used to look up account balances and transaction entries.





Administration Tab

- System/configuration changes are made under the Administration Tab.
- Users will use this Tab to look up people in the system.
- Users will also use this tab to create groups that support workflow.





Action List

- The action list is where you will locate saved documents and e-docs waiting for you to approve, acknowledge, FYI or complete.

kuali
financial systems®

[Main Menu](#) [Maintenance](#) [Administration](#)

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

Action List [preferences](#) [refresh](#) [filter](#)

NONE [apply default](#)

Action List


10 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>Actions</u>	<u>Log</u>
322001	Disbursement Voucher	Disbursement Voucher - Disbursement Voucher Special Handling	SAVED	COMPLETE	Officer, Fiscal		11:01 AM 05/21/2010			
322032	General Error Correction	General Error Correction - Correct Account used on Cash Receipt	ENROUTE	APPROVE	Worqui, Laurie		01:11 PM 05/23/2010			
322037	Internal Billing	Internal Billing - Room Setup Charges	ENROUTE	APPROVE	SMITH, ANN		01:25 PM 05/23/2010			
322039	Budget Reallocation	Budget Reallocation - Co-Hosting a Conf with Small Animal	ENROUTE	APPROVE	Worqui, Laurie		01:45 PM 05/23/2010			



Document Search

- Document Search is one of the ways to find e-docs in the system.



[Main Menu](#)[Maintenance](#)[Administration](#)

KFS2.12.0-113-2015-11-24T13:49:29.658-05:00-Node-3





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

Logged in User: hunteri [Logout](#)

Document Search ?

[detailed search](#)[superuser search](#)[clear saved searches](#)

Searches ☐ * required field

Document Type:	<input type="text"/>	
Initiator:	<input type="text"/>	
Document Id:	<input type="text"/>	
Date Created From:	<input type="text"/>	
Date Created To:	<input type="text"/>	
Name this search (optional):	<input type="text"/>	

[search](#)[clear](#)[cancel](#)



Document Overview

- All financial transactions in the system are completed in e-docs.

The screenshot displays the Kuali financial systems interface. At the top, the Kuali logo and 'financial systems' text are visible, along with navigation tabs for 'Main Menu', 'Maintenance', and 'Administration'. A 'Provide Feedback' link is in the top right corner. Below the navigation bar, the document title 'Distribution Of Income And Expense' is shown. To the right, document metadata includes 'Doc Nbr: 321875', 'Status: INITIATED', 'Initiator: jsp@msu.edu', and 'Created: 04/15 PM 04/16/2010'. There are also links for 'expand all', 'collapse all', and a note '* required field'. The main content area is titled 'Document Overview' and contains several sections: 'Document Overview' with fields for 'Description' and 'Explanation'; 'Financial Document Detail' with a 'Secured Field' and 'Total Amount'; 'Accounting Lines' with a table for 'From' and 'To' entries; and a list of links at the bottom: 'Capital Edit', 'General Ledger Pending Entries', 'Notes and Attachments (0)', 'Ad Hoc Recipients', and 'Route Log'. At the very bottom, there are 'submit', 'save', 'close', 'cancel', and 'copy' buttons. A copyright notice for 2005-2016 The Kuali Foundation is at the bottom of the page.

Copyright 2005-2016 The Kuali Foundation. All rights reserved.
Portions of Kuali are copyrighted by other parties as described in the [Acknowledgments](#) screen.



E-Doc Header

- Every e-doc includes a document header in the upper right corner of the document.
- Some e-docs will display additional fields.
- The Doc Nbr is unique to each e-doc.
- Status updates as the document moves through approvals.

Doc Nbr:	322190	Status:	INITIATED
Initiator:	<u>approver</u>	Created:	04:07 PM 06/10/2010

[expand all](#) [collapse all](#)
* required field



E-Doc Tabs

- All input information in an e-doc is generated from tabs.
- Each tab can be expanded/collapsed by clicking on the show or hide button on each tab.

The screenshot displays a web-based interface for document management. At the top, a tab labeled "Document Overview" is active, with a "hide" button (indicated by a downward arrow) in its top right corner. Below this tab, the "Document Overview" section contains three input fields: "* Description:", "Org. Doc. #:", and "Secured Field:". Below this section is a "Financial Document Detail" section, which is currently collapsed. At the bottom of the interface, there is a list of seven additional tabs, each with a "show" button (indicated by a rightward arrow): "Accounting Lines", "Capital Edit", "General Ledger Pending Entries", "Notes and Attachments (0)", "Ad Hoc Recipients", and "Route Log".



E-Doc Document Elements

- Description is required on every e-doc and is limited to 40 characters. This is the default description that shows on reports.
- Explanation allows for a more detailed description (i.e., memo).
- Org. Doc. # is used at the unit level to add additional detail.
- Secured field is an encrypted field only viewable to the document initiator and the FO.

The screenshot shows a web form titled "Document Overview" with a "hide" button. The form is divided into two main sections: "Document Overview" and "Financial Document Detail".

Document Overview Section:

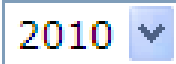


- * Description:** A text input field.
- Explanation:** A text area with up and down arrow buttons on the right side.
- Org. Doc. #:** A text input field.
- Secured Field:** A text input field.

Financial Document Detail Section:

- Total Amount:** A text input field.



E-Doc Document Elements (continued)

- Required fields on the e-doc are indicated with a (*).
- Drop down lists are indicated with a  ; click the arrow to expand the list.
- Fields that allow search to return results are indicated with a magnifying glass  ; click the icon to bring up the search screen.
- Dates can be typed in (MM/DD/YYYY) or selected using the calendar  icon.



Buttons

- The financial system uses buttons at the bottom of each e-doc (buttons may vary depending on the e-doc, e-doc status and user).
 - Submit sends the e-doc through approvals.
 - Save will save the e-doc in your action list for later.
 - Close closes an e-doc that was opened to view.
 - Cancel closes the e-doc without making changes.
 - Copy creates a new e-doc identical to the e-doc that is open.
- To return to the Main Menu or to exit from an e-doc, use the close or cancel action button instead of using the back button.





Search: Wildcard

- Wildcard
 - A * character that may be substituted for any of a defined subset of all possible characters. (ex: *business* will search for the word business anywhere in the field name, *business will only search for the word business with information before it).



Searches

- On all search/lookup screens, a wildcard search can be performed by including a * before and/or after part of a name.
- For example, to find all account names that contain the word animal, you would type *animal* in the Account Name text box.

Chart Code:	<input type="text"/>
Account Number:	<input type="text"/>
Account Name:	<input type="text" value="*animal*"/>
Organization Code:	<input type="text"/>
Account Type Code:	<input type="text"/>
Fund Group Code:	<input type="text"/>
Sub-Fund Group Code:	<input type="text"/>
Fiscal Officer Principal Name:	<input type="text"/>
Legacy Account Number:	<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"/>	



Document Search

- Doc search is one way to find e-docs in the system.
- More detailed searches are initiated from custom searches/lookups on the Main Menu tab or by clicking the detailed search button.

The screenshot shows the Kuali financial systems interface. At the top, the Kuali logo and "financial systems" text are on the left, and a version string "KFS2.12.0-113-2015-11-24T13:49:29.658-05:00-Node-3" is on the right. Below this is a navigation bar with "Main Menu", "Maintenance", and "Administration" tabs. A yellow banner indicates the user is "Logged in User: hunteri" with a "Logout" button. The main content area is titled "Document Search" with a help icon. It includes buttons for "detailed search", "superuser search", and "clear saved searches". A dropdown menu labeled "Searches" is shown with a downward arrow and a "* required field" note. Below this is a form with the following fields: "Document Type:" with a search icon, "Initiator:" with a search icon, "Document Id:", "Date Created From:" with a calendar icon, "Date Created To:" with a calendar icon, and "Name this search (optional):". At the bottom of the form are "search", "clear", and "cancel" buttons.

Document Type:	<input type="text"/>
Initiator:	<input type="text"/>
Document Id:	<input type="text"/>
Date Created From:	<input type="text"/>
Date Created To:	<input type="text"/>
Name this search (optional):	<input type="text"/>



Document Search: Type


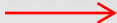



- The Type field indicates the e-doc type code (abbreviation for the document name).
- If you do a search, the easiest way to return results is to do a wildcard search using the label field (label = document name).

→ Document Type:	<input type="text"/>	
Initiator:	<input type="text"/>	
Document Id:	<input type="text"/>	
Date Created From:	<input type="text"/>	
Date Created To:	<input type="text"/>	
Name this search (optional):	<input type="text"/>	
<div>search clear cancel</div>		



Document Search: Initiator



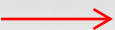


- The Initiator field is used to search for the person who initiated the e-doc.
- Initiator is represented by the MSU Net ID.
- Users may click the magnifying glass to search for an initiator.

Document Type:	<input type="text"/>	
 Initiator:	<input type="text"/>	
Document Id:	<input type="text"/>	
Date Created From:	<input type="text"/>	
Date Created To:	<input type="text"/>	
Name this search (optional):	<input type="text"/>	
<div><input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/></div>		



Document Search: Document ID





- The Document ID field searches for a specific Document Number.
- Each e-doc in the system is assigned a unique document number.

Document Type:	<input type="text"/>	
Initiator:	<input type="text"/>	
 Document Id:	<input type="text"/>	
Date Created From:	<input type="text"/>	
Date Created To:	<input type="text"/>	
Name this search (optional):	<input type="text"/>	
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>		



Document Search: Date Created From




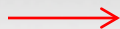

- Users may also click on the calendar icon to bring up a calendar and select a date.

Document Type:	<input type="text"/>	
Initiator:	<input type="text"/>	
Document Id:	<input type="text"/>	
→ Date Created From:	<input type="text"/>	
Date Created To:	<input type="text"/>	
Name this search (optional):	<input type="text"/>	
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>		



Document Search: Date Created To






- The Date Created To field searches for e-doc created through a chosen date.
- Users may also click on the calendar icon to bring up a calendar and select a date.

Document Type:	<input type="text"/>	
Initiator:	<input type="text"/>	
Document Id:	<input type="text"/>	
Date Created From:	<input type="text"/>	
 Date Created To:	<input type="text"/>	
Name this search (optional):	<input type="text"/>	
<div>search clear cancel</div>		



Document Search: Saved Searches

- Searches can be saved by completing the Name this Search (optional) field.
- Naming the search saves the filters applied to the search.
- Named searches are retrieved by clicking the searches drop-down box.

Document Type:	<input type="text"/>	
Initiator:	<input type="text"/>	
Document Id:	<input type="text"/>	
Date Created From:	<input type="text"/>	
Date Created To:	<input type="text"/>	
Name this search (optional):	<input type="text"/>	
<div><input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/></div>		



Document Search: Buttons










- Detailed search: Brings up a search screen with more filter options.
- Superuser search: Used by system superusers.
- Clear saved searches: Deletes all saved searches.

The screenshot shows the Kuali financial systems interface. At the top, there is a header with the Kuali logo, navigation tabs for 'Main Menu', 'Maintenance', and 'Administration', and a user status bar indicating 'Logged in User: hunteri' with a 'Logout' button. Below the header, there are buttons for 'action list' and 'doc search'. The 'Document Search' section is highlighted, and three buttons are circled in red: 'detailed search', 'superuser search', and 'clear saved searches'. Below these buttons is a dropdown menu labeled 'Searches' with a downward arrow and a note '* required field'. The main search area contains several input fields: 'Document Type:', 'Initiator:', 'Document Id:', 'Date Created From:', 'Date Created To:', and 'Name this search (optional):'. Each field has a corresponding search icon or calendar icon. At the bottom, there are three buttons: 'search', 'clear', and 'cancel'.



Document Search: Results

- Each column header is sortable by clicking on the column name.
- To open the document, click on the document number.
- Search results can be exported (export options: CVS, spreadsheet, XML).

<u>Document/Notification Id</u>	<u>Type</u>	<u>Title</u>	<u>Status</u>	<u>Initiator</u>	<u>Date Created</u>	<u>Route Log</u>
322186	Service Billing	Service Billing - yada	FINAL	DAWISHA, MICHAEL	06/10/2010 09:48 AM	
322181	Advance Deposit	Advance Deposit - yada	ENROUTE	Officer, Fiscal	06/09/2010 03:39 PM	
322178	Advance Deposit	Advance Deposit - Example for training CMCT staff	ENROUTE	null, Initiator	06/09/2010 02:18 PM	
322174	Distribution Of Income And Expense	Distribution Of Income And Expense - Distribute June Copier Charges	ENROUTE	SMITH, ANN	06/09/2010 02:05 PM	
322168	Requisition	Requisition - Office Chairs	SAVED	null, Initiator	06/08/2010 08:52 AM	
322146	Pre-Encumbrance	Pre-Encumbrance - New Ink Jet Printer	ENROUTE	Officer, Fiscal	06/04/2010 02:33 PM	
322144	Pre-Encumbrance	Pre-Encumbrance - Purchasing Equipment	ENROUTE	Worgul, Laurie	06/03/2010 03:12 PM	
322143	Distribution Of Income And Expense	Distribution Of Income And Expense - Cost Per Copy Charges - May	ENROUTE	Worgul, Laurie	06/03/2010 02:26 PM	
322141	Organization Review Role	Edit OrgReviewRole - Demonstration of Creating Workflow	SAVED	Admin, KFS	06/03/2010 10:32 AM	



Account Lookup

- Account Lookup is used to search for account numbers and accounting line elements.
- Since there are so many accounts and accounting line elements in the system, users should always filter using one or more lookup fields.




Account Lookup (continued)

- Searching without filters will significantly slow results being returned.
- Use the magnifying glass to search for account elements (table driven).


Account Lookup ? create new



* required field


Chart Code: 


Account Number:


Account Name:

Organization Code: 

Account Type Code:  

Fund Group Code: 

Sub-Fund Group Code: 

Fiscal Officer Principal Name: 

Legacy Account Number:

Closed?: ☐ Yes ☒ No ☐ Both

search clear cancel



Account Lookup: Account Number

- The Account Number field filters search results by a specific account or part of an account if you do a wildcard search (use *).

The screenshot shows a web form titled "Account Lookup" with various search criteria. The "Account Number" field is highlighted with a red box. The form includes the following fields and options:

- Chart Code:
- Account Number: (highlighted with a red box)
- Organization Code:
- Account Type Code:
- Fund Group Code:
- Sub-Fund Group Code:
- Fiscal Officer Principal Name:
- Legacy Account Number:
- Closed?: ☐ Yes ☒ No ☐ Both

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



Account Lookup: Account Name

- The Account Name is used to locate an account number by using all or part of the account name (wildcard searches are useful for these types of searches).

The screenshot shows a web-based form for account lookup. The form includes several input fields with search icons (magnifying glass) next to them: Chart Code, Account Number, Account Name, Fund Group Code, Sub-Fund Group Code, Fiscal Officer Principal Name, and Legacy Account Number. Below these fields are radio buttons for 'Closed?': Yes, No, and Both. At the bottom of the form are three buttons: 'search', 'clear', and 'cancel'. A red box is drawn around the 'Account Name' field and its label, indicating its importance for the lookup process.

Chart Code:	<input type="text"/>
Account Number:	<input type="text"/>
Account Name:	<input type="text"/>
Account Type Code:	<input type="text"/>
Fund Group Code:	<input type="text"/>
Sub-Fund Group Code:	<input type="text"/>
Fiscal Officer Principal Name:	<input type="text"/>
Legacy Account Number:	<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"/>	



Account Lookup: Organization Code

- Organization Code is the new version of the Common Unit Code (CUC).
- Use the magnifying glass to search for an organization code.

The screenshot shows a web form titled "Account Lookup" with various fields for searching accounts. The fields are arranged vertically. The "Organization Code" field is highlighted with a red box, and a magnifying glass icon is visible next to it, indicating a search function. Below the "Organization Code" field, there is a "Fund Group Code" field, a "Sub-Fund Group Code" field, a "Fiscal Officer Principal Name" field, a "Legacy Account Number" field, and a "Closed?" field with radio buttons for "Yes", "No", and "Both". At the bottom of the form, there are three buttons: "search", "clear", and "cancel".

Chart Code:	<input type="text"/>	
Account Number:	<input type="text"/>	
Account Name:	<input type="text"/>	
Organization Code:	<input type="text"/>	
Fund Group Code:	<input type="text"/>	
Sub-Fund Group Code:	<input type="text"/>	
Fiscal Officer Principal Name:	<input type="text"/>	
Legacy Account Number:	<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"/>		



Account Lookup: Fund Group Code

- The Fund Group Code identifies the type of fund for the account (for example, General Fund).
- Use the magnifying glass to search for a fund group code.

The screenshot shows a web form titled "Account Lookup" with various input fields. The fields are: Chart Code, Account Number, Account Name, Organization Code, Account Type Code, Fund Group Code, Sub-Fund Group Code, Fiscal Officer Principal Name, Legacy Account Number, and Closed? (with radio buttons for Yes, No, and Both). The Fund Group Code field is highlighted with a red box and a red arrow pointing to it. A magnifying glass icon is visible next to the Fund Group Code field, indicating a search function. At the bottom of the form are three buttons: search, clear, and cancel.

Chart Code:	<input type="text"/>
Account Number:	<input type="text"/>
Account Name:	<input type="text"/>
Organization Code:	<input type="text"/>
Account Type Code:	<input type="text"/>
Fund Group Code:	<input type="text"/>
Sub-Fund Group Code:	<input type="text"/>
Fiscal Officer Principal Name:	<input type="text"/>
Legacy Account Number:	<input type="text"/>
Closed?:	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Both



Account Lookup: Sub-Fund Group Code

- The Sub-Fund Group Code is used to search for a range of account numbers with more detail (i.e. General Fund is a fund code and GEN Operations is a sub-fund code under General Fund).
- Use the magnifying glass to search for a sub-fund group code.

The screenshot shows a web form titled "Account Lookup" with various input fields. A red box highlights the "Sub-Fund Group Code" field, which includes a magnifying glass icon for search. The form also includes fields for Chart Code, Account Number, Account Name, Organization Code, Account Type Code, Fund Group Code, Fiscal Office, Legacy Account Number, and a "Closed?" checkbox with radio buttons for Yes, No, and Both. At the bottom are "search", "clear", and "cancel" buttons.

Chart Code:	<input type="text"/>
Account Number:	<input type="text"/>
Account Name:	<input type="text"/>
Organization Code:	<input type="text"/>
Account Type Code:	<input type="text"/>
Fund Group Code:	<input type="text"/>
Sub-Fund Group Code:	<input type="text"/>
Fiscal Office:	<input type="text"/>
Legacy Account Number:	<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"/>	



Account Lookup: Fiscal Officer Principal Name

- The Fiscal Officer Principal Name is the FO for an account.
- To enter a name, type the MSU Net ID of the FO.
- Use the magnifying glass to search for a FO principal name by other attributes (i.e., last name).

The screenshot shows a web form titled "Account Lookup: Fiscal Officer Principal Name". The form has several input fields, each with a magnifying glass icon for search: "Chart Code:", "Account Number:", "Account Name:", "Organization Code:", "Account Type Code:" (which is a dropdown menu), "Fund Group Code:", "Sub-Fund Group Code:", and "Fiscal Officer Principal Name:". A red callout box with a pointer highlights the "Fiscal Officer Principal Name:" field. Below the form are three buttons: "search", "clear", and "cancel".



Account Lookup: Legacy Account Number

- The Legacy Account Number is used for certain MSU systems (such as SIS) that cannot accept the KFS account number format.

The screenshot shows a web form titled "Account Lookup" with a red box highlighting the "Legacy Account Number" field. The form includes the following fields and controls:

- Chart Code:** Text input field with a search icon.
- Account Number:** Text input field.
- Account Name:** Text input field.
- Organization Code:** Text input field with a search icon.
- Account Type Code:** Dropdown menu with a search icon.
- Fund Group Code:** Text input field with a search icon.
- Sub-Fund Group Code:** Text input field with a search icon.
- Fiscal C** (partially visible) and **Legacy Account Number:** Text input field, highlighted by a red box.
- Legacy Account Number:** Text input field, highlighted by a red box.
- Closed?:** Radio button group with options: Yes, No (selected), Both.
- Buttons:** search, clear, cancel.



Account Lookup: Closed

- Closed accounts are accounts that are no longer active MSU accounts.
- The default value is “No.” Most users will not need to perform searches on closed accounts.

The screenshot shows a web form for account lookup. The form includes the following fields: Chart Code, Account Number, Account Name, Organization Code, Account Type Code (a dropdown menu), Fund Group Code, Sub-Fund Group Code, Fiscal Officer Principal Name, and Legacy Account. The 'Closed?' field is highlighted with a red box and contains three radio buttons: 'Yes', 'No' (which is selected), and 'Both'. Below the form are three buttons: 'search', 'clear', and 'cancel'.

Chart Code:	<input type="text"/>
Account Number:	<input type="text"/>
Account Name:	<input type="text"/>
Organization Code:	<input type="text"/>
Account Type Code:	<input type="text"/>
Fund Group Code:	<input type="text"/>
Sub-Fund Group Code:	<input type="text"/>
Fiscal Officer Principal Name:	<input type="text"/>
Legacy Account	<input type="text"/>
Closed?:	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Both
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"/>	



Account Lookup: Results

1. Each column header is sortable by clicking on the column name.
2. For more information about the account, click on the account number link.

Actions	Chart Code	Account Number	Account Name	Organization Code	Account Type Code	Fund Group Code	Sub-Fund Group Code	Fiscal Officer Name	Closed?	Account Manager Name	Account Create Date	Account Expiration Date	Legacy Account Number
edit copy	MS	AA033626	UNIVERSITY CLUB OF M.S.U.	10099863	NA	AF	AA	Blanck, Sarah	No	Blanck, Sarah	04/01/2009		313626
edit copy	MS	AA033881	NBC SPARTAN BOOKSTORE	10078844	NA	AF	AA	Sherwood, Phyllis	No	Sherwood, Phyllis	04/01/2009		313881
edit copy	MS	AA033906	SODEXHOUSA	10078844	NA	AF	AA	Sherwood, Phyllis	No	Sherwood, Phyllis	04/01/2009		313906
edit copy	MS	AA033917	UCRP-K, LLC	10070595	NA	AF	AA	Ford, Bethany	No	Ford, Bethany	04/01/2009		313917
edit copy	MS	AA034029	UCRP MANAGEMENT COMPANY	10070595	NA	AF	AA	Ford, Bethany	No	Ford, Bethany	04/01/2009		314029
edit copy	MS	AA034113	MSU FOUNDATION	10070595	NA	AF	AA	Ford, Bethany	No	Ford, Bethany	04/01/2009		314113
edit copy	MS	AA034123	STATE NEWS	10099797	NA	AF	AA	Hunter, Lee	No	Hunter, Lee	04/01/2009		314123



Action List

- Action List is used to retrieve saved documents, approve/disapprove, acknowledge, complete and FYI documents sent to you.
- Note: Depending on how your preferences are set, results may appear on more than one page.

The screenshot shows the Kuali financial systems interface. At the top, there's a header with the Kuali logo, navigation tabs (Main Menu, Maintenance, Administration), and links for Provide Feedback and Glossary. Below the header, there's a search bar with 'action list' and 'doc search' buttons, and a 'login' button. The main content area is titled 'Action List' and includes 'preferences', 'refresh', and 'filter' buttons. A message states 'One item retrieved.' Below this is a table with the following data:

<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>
322168	Requisition	Requisition - Office Chairs	SAVED	COMPLETE	null, Initiator		08:52 AM 06/08/2010		



Action List Columns

- Each column in the action list is sortable by clicking on the column heading.

Kuali financial systems® [Main Menu](#) [Maintenance](#) [Administration](#) [Provide Feedback](#) | [Glossary](#) KFS-3.0-MSU-TRN-4

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

Action List [preferences](#) [refresh](#) [filter](#)

Action List

One item retrieved.

<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>
322168	Requisition	Requisition - Office Chairs	SAVED	COMPLETE	null, Initiator		08:52 AM 06/08/2010		



Action List: ID

- The ID column displays the document number for each e-doc in the action list.
- The number is a link that, when clicked on, brings up the e-doc.

Action List

preferences refresh filter

NONE apply default

10 items displaying all items.

<u>Id</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>Actions</u>	<u>Log</u>
<u>322001</u>									
<u>322032</u>	Disbursement Voucher - Disbursement Voucher Special Handling	SAVED	COMPLETE	<u>Officer, Fiscal</u>		11:01 AM 05/21/2010			
<u>322037</u>	General Error Correction - Correct Account used on Cash Receipt	ENROUTE	APPROVE	<u>Worqu, Laurie</u>		01:11 PM 05/23/2010			
<u>322039</u>	Internal Billing - Room Setup Charges	ENROUTE	APPROVE	<u>SMITH, ANN</u>		01:25 PM 05/23/2010			
	Budget Reallocation - Co-Hosting a Conf with Small Animal	ENROUTE	APPROVE	<u>Worqu, Laurie</u>		01:45 PM 05/23/2010			
<u>322057</u>	Cash Receipt - Checks Received 12/20/2009	PROCESSED FYI		<u>Officer, Fiscal</u>		11:25 AM 05/25/2010		NONE	



Action List: Type

- The Type column displays the document type.

Action List

preferences refresh filter

NONE apply default

Action List

10 items retrieved.

<u>Id</u>	<u>Type</u>	<u>Status</u>	<u>Action Requested</u>	<u>Initiator</u>	<u>Delegator</u>	<u>Date Created</u>	<u>Group Request</u>	<u>Actions</u>	<u>Log</u>
322001	Disbursement Voucher	SAVED	COMPLETE	Officer, Fiscal		11:01 AM 05/21/2010			
322032	General Error Correction	ENROUTE	APPROVE	Worgul, Laurie		01:11 PM 05/23/2010			
322037	Internal Billing	ENROUTE	APPROVE	SMITH, ANN		01:25 PM 05/23/2010			
322039	Budget Reallocation	ENROUTE	APPROVE	Worgul, Laurie		01:45 PM 05/23/2010			
322057	Cash Receipt	PROCESSED	FYI	Officer, Fiscal		11:25 AM 05/25/2010		NONE	



Action List: Title

- The Title column is a combination of document type and description field.

Action List

preferences refresh filter

NONE apply default

Action List

10 items retrieved, displaying all items.

<u>Id</u>	<u>Type</u>	<u>Title</u>	<u>Initiator</u>	<u>Delegator</u>	<u>Date Created</u>	<u>Group Request</u>	<u>Actions</u>	<u>Log</u>
322001	Disbursement Voucher	Disbursement Voucher - Disbursement Voucher Special Handling	Officer, fiscal		11:01 AM 05/21/2010			
322032	General Error Correction	General Error Correction - Correct Account used on Cash Receipt	Worgul, Laurie		01:11 PM 05/23/2010			
322037	Internal Billing	Internal Billing - Room Setup Charges	SMITH, ANN		01:25 PM 05/23/2010			
322039	Budget Reallocation	Budget Reallocation - Co-Hosting a Conf with Small Animal	Worgul, Laurie		01:45 PM 05/23/2010			
322057	Cash Receipt	Cash Receipt - Checks Received 12/20/2009	Officer, fiscal		11:25 AM 05/25/2010		NONE	



Action List: Status

- The Status column displays the status
 - Saved, Initiated, Disapproved, Enroute, Approved, Final, Processed, Exception, or Canceled
 - Most statues are defined exactly as expected, except Final/Processed. They are both complete, but the difference is if the status is “Processed,” it is waiting on someone to acknowledge the e-doc (the e-doc is not held up waiting on the acknowledgement to occur).

Action List preferences refresh filter

NONE apply default

Action List

10 items retrieved, displaying all items.

<u>Id</u>	<u>Type</u>	<u>Title</u>	<u>Status</u>	<u>Initiator</u>	<u>Delegator</u>	<u>Date Created</u>	<u>Group Request</u>	<u>Actions</u>	<u>Log</u>
322001	Disbursement Voucher	Disbursement Voucher - Disbursement Voucher Special Handling	SAVED	Officer, Fiscal		11:01 AM 05/21/2010			
322032	General Error Correction	General Error Correction - Correct Account used on Cash Receipt	ENROUTE	Worqul, Laurie		01:11 PM 05/23/2010			
322037	Internal Billing	Internal Billing - Room Setup Charges	ENROUTE	SMITH, ANN		01:25 PM 05/23/2010			
322039	Budget Reallocation	Budget Reallocation - Co-Hosting a Conf with Small Animal	ENROUTE	Worqul, Laurie		01:45 PM 05/23/2010			
322057	Cash Receipt	Cash Receipt - Checks Recieved 12/20/2009	PROCESSED	Officer, Fiscal		11:25 AM 05/25/2010		NONE	



Action List: Action Requested

- Action Requested:

- Approve
- FYI
- Acknowledge
- Complete

Action List preferences refresh filter

NONE apply default

Action List

10 items retrieved, displaying all items.

<u>Id</u>	<u>Type</u>	<u>Title</u>	<u>Status</u>	<u>Action Requested</u>	<u>Legator</u>	<u>Date Created</u>	<u>Group Request</u>	<u>Actions</u>	<u>Log</u>
322001	Disbursement Voucher	Disbursement Voucher - Disbursement Voucher Special Handling	SAVED	COMPLETE		11:01 AM 05/21/2010			
322032	General Error Correction	General Error Correction - Correct Account used on Cash Receipt	ENROUTE	APPROVE		01:11 PM 05/23/2010			
322037	Internal Billing	Internal Billing - Room Setup Charges	ENROUTE	APPROVE		01:25 PM 05/23/2010			
322039	Budget Reallocation	Budget Reallocation - Co-Hosting a Conf with Small Animal	ENROUTE	APPROVE		01:45 PM 05/23/2010			
322057	Cash Receipt	Cash Receipt - Checks Recieved 12/20/2009	PROCESSED	FYI		11:25 AM 05/25/2010		NONE	



Action List: Action Requested (Cont'd)

- Approve requires the user to open and approve / disapprove the e-doc. If the e-doc is disapproved, a reason is required.
- FYI e-docs require the user to take no action. FYIs can be removed from the Action List via a drop-down list.
- Acknowledge requires the user to open the e-doc to view the document and select the acknowledge button in order to remove it from the Action List.
- Complete requests allows another user to enter important information into the e-doc (i.e., accounting line).



Action List: Initiator

- Initiator is a link that, when clicked, brings up the initiator's contact information in a new window.

Action List preferences refresh filter

NONE apply default

Action List

10 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>Date Created</u>	<u>Group Request</u>	<u>Actions</u>	<u>Log</u>
322001	Disbursement Voucher	Disbursement Voucher - Disbursement Voucher Special Handling	SAVED	COMPLETE	Officer, Fiscal	11:01 AM 05/21/2010			
322032	General Error Correction	General Error Correction - Correct Account used on Cash Receipt	ENROUTE	APPROVE	Worqu, Laurie	01:11 PM 05/23/2010			
322037	Internal Billing	Internal Billing - Room Setup Charges	ENROUTE	APPROVE	SMITH, ANN	01:25 PM 05/23/2010			
322039	Budget Reallocation	Budget Reallocation - Co-Hosting a Conf with Small Animal	ENROUTE	APPROVE	Worqu, Laurie	01:45 PM 05/23/2010			
322057	Cash Receipt	Cash Receipt - Checks Recieved 12/20/2009	PROCESSED FYI		Officer, Fiscal	11:25 AM 05/25/2010		NONE	



Action List: Delegator

- The Delegator column will only populate if a delegate has been assigned to a particular account (i.e., the FO is out of town and has a delegate assigned to review e-docs).

Action List

preferences refresh filter

NONE

Action List

10 items retrieved, displaying all items.

<u>Id</u>	<u>Type</u>	<u>Title</u>	<u>Status</u>	<u>Action Requested</u>	<u>Delegator</u>	<u>Date Created</u>	<u>Group Request</u>	<u>Actions</u>	<u>Log</u>
322001	Disbursement Voucher	Disbursement Voucher - Disbursement Voucher Special Handling	SAVED	COMPLETE		11:01 AM 05/21/2010			
322032	General Error Correction	General Error Correction - Correct Account used on Cash Receipt	ENROUTE	APPROVE		01:11 PM 05/23/2010			
322037	Internal Billing	Internal Billing - Room Setup Charges	ENROUTE	APPROVE		01:25 PM 05/23/2010			
322039	Budget Reallocation	Budget Reallocation - Co-Hosting a Conf with Small Animal	ENROUTE	APPROVE		01:45 PM 05/23/2010			
322057	Cash Receipt	Cash Receipt - Checks Recieved 12/20/2009	PROCESSED	FYI		11:25 AM 05/25/2010		NONE <input type="button" value=""/>	



Action List: Date Created

- The Date Created column displays the date the e-doc was created.

Action List

preferences refresh filter

NONE

Action List

10 items retrieved, displaying all items.

<u>Id</u>	<u>Type</u>	<u>Title</u>	<u>Status</u>	<u>Action Requested</u>	<u>Initiated By</u>	<u>Date Created</u>	<u>Group Request</u>	<u>Actions</u>	<u>Log</u>
322001	Disbursement Voucher	Disbursement Voucher - Disbursement Voucher Special Handling	SAVED	COMPLETE	Officer, Fiscal	11:01 AM 05/21/2010			
322032	General Error Correction	General Error Correction - Correct Account used on Cash Receipt	ENROUTE	APPROVE	Worgul, Laurie	01:11 PM 05/23/2010	AM 2010		
322037	Internal Billing	Internal Billing - Room Setup Charges	ENROUTE	APPROVE	SMITH, ANN	01:25 PM 05/23/2010	PM 2010		
322039	Budget Reallocation	Budget Reallocation - Co-Hosting a Conf with Small Animal	ENROUTE	APPROVE	Worgul, Laurie	01:45 PM 05/23/2010	PM 2010		
322057	Cash Receipt	Cash Receipt - Checks Recieved 12/20/2009	PROCESSED	FYI	Officer, Fiscal	11:25 AM 05/25/2010	AM 2010	<input type="button" value="NONE"/>	



Action List: Group Request

- The Group Request column displays a group name if a group has been assigned to the e-doc for approval/fyi/acknowledge.

Action List preferences refresh filter

NONE apply default

Action List

10 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</u>	<u>Group Request</u>	<u>Actions</u>	<u>Log</u>
322001	Disbursement Voucher	Disbursement Voucher - Disbursement Voucher Special Handling	SAVED	COMPLETE	Officer, Fiscal		11:05/			
322032	General Error Correction	General Error Correction - Correct Account used on Cash Receipt	ENROUTE	APPROVE	Worgul, Laurie		01:05/			
322037	Internal Billing	Internal Billing - Room Setup Charges	ENROUTE	APPROVE	SMITH, ANN		01:05/			
322039	Budget Reallocation	Budget Reallocation - Co-Hosting a Conf with Small Animal	ENROUTE	APPROVE	Worgul, Laurie		01:05/			
322057	Cash Receipt	Cash Receipt - Checks Received 12/20/2009	PROCESSED	FYI	Officer, Fiscal		11:05/		NONE	



- The Actions column allows the user to take fyi action by selecting fyi from the drop-down list.

Action List							
<div> <div>preferences</div> <div>refresh</div> <div>filter</div> </div> <div> <div>NONE</div> <div>apply default</div> </div>							
<div> <div>Action List</div> <div>10 items retrieved, displaying all items.</div> </div>							
<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>
322001	Disbursement Voucher	Disbursement Voucher - Disbursement Voucher Special Handling	SAVED	COMPLETE	Officer, Fiscal		11:01 AM 05/21/2010
322032	General Error Correction	General Error Correction - Correct Account used on Cash Receipt	ENROUTE	APPROVE	Worqui, Laurie		01:11 PM 05/23/2010
322037	Internal Billing	Internal Billing - Room Setup Charges	ENROUTE	APPROVE	SMITH, ANN		01:25 PM 05/23/2010
322039	Budget Reallocation	Budget Reallocation - Co-Hosting a Conf with Small Animal	ENROUTE	APPROVE	Worqui, Laurie		01:45 PM 05/23/2010
322057	Cash Receipt	Cash Receipt - Checks Received 12/20/2009	PROCESSED FYI		Officer, Fiscal		11:25 AM 05/25/2010



Action List: Log






- The paper/magnifying glass icon is a link which, when clicked on, brings up the e-doc route log.

Action List preferences refresh filter

NONE apply default

Action List

10 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>Action</u>	<u>Log</u>
322001	Disbursement Voucher	Disbursement Voucher - Disbursement Voucher Special Handling	SAVED	COMPLETE	Officer, Fiscal		11:01 AM 05/21/2010			
322032	General Error Correction	General Error Correction - Correct Account used on Cash Receipt	ENROUTE	APPROVE	Worgul, Laurie		01:11 PM 05/23/2010			
322037	Internal Billing	Internal Billing - Room Setup Charges	ENROUTE	APPROVE	SMITH, ANN		01:25 PM 05/23/2010			
322039	Budget Reallocation	Budget Reallocation - Co-Hosting a Conf with Small Animal	ENROUTE	APPROVE	Worgul, Laurie		01:45 PM 05/23/2010			
322057	Cash Receipt	Cash Receipt - Checks Recieved 12/20/2009	PROCESSED	FYI	Officer, Fiscal		11:25 AM 05/25/2010		NONE	



Action List: Approvals

- Most e-docs that involve financial transactions require FO approval for each impacted account.
- Once an e-doc is submitted only FO's can edit their accounts.
- After all accounting lines have been approved or disapproved the e-doc cannot be edited.
- If an e-doc is disapproved, a reason for disapproval is REQUIRED.
- Disapproval reasons become part of the e-doc and can be viewed when viewing the e-doc.
- Once an e-doc is disapproved, changes cannot be made. Users can make changes only by copying to a new e-doc.
- Most documents in the system can be copied.
- You can always view who is next on the approval list by checking the route log.



Action List: Preferences

- Action list preferences can be changed by clicking the preferences button.
- In preferences, users can change refresh rates, page size, email notifications, fields displayed and colors in the action list.

The screenshot shows the 'Action List' interface. At the top, there is a header bar with the title 'Action List' and three buttons: 'preferences' (circled in red), 'refresh', and 'filter'. Below the header, there is a dropdown menu set to 'NONE' and an 'apply default' button. The main content area displays the text '10 items retrieved, displaying all items.' followed by a table of action 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>Actions</u>	<u>Log</u>
322001	Disbursement Voucher	Disbursement Voucher - Disbursement Voucher Special Handling	SAVED	COMPLETE	Officer, Fiscal		11:01 AM 05/21/2010			
322032	General Error Correction	General Error Correction - Correct Account used on Cash Receipt	ENROUTE	APPROVE	Worqul, Laurie		01:11 PM 05/23/2010			
322007	Internal Billing	Internal Billing - Room Setup	ENROUTE	APPROVE	SMITH, ANN		01:25 PM 05/23/2010			



Preferences: General

- Users can decide how often the Action List should refresh and how many e-docs will appear on one screen.
- Users who are in the system daily may not want to receive email notification for all action items.
- Delegate emails and filters can also be selected from this screen. Delegates will be covered in more detail in the e-doc series.

The screenshot shows a web form titled 'General' with the following settings:

General	
Automatic Refresh Rate:	15 in whole minutes - 0 is no automatic refresh.
Action List Page Size	10
Email Notification	Immediate
Receive Primary Delegate Emails	<input checked="" type="checkbox"/>
Receive Secondary Delegate Emails	<input type="checkbox"/>
Delegator Filter	Secondary Delegators on Action List Page
Primary Delegate Filter	Primary Delegates on Action List Page



Preferences: Fields Displayed

- Users can specify which fields they would like displayed in their Action List by checking and unchecking field names.

Fields Displayed In Action List	
Document Type	<input checked="" type="checkbox"/>
Title	<input checked="" type="checkbox"/>
ActionRequested	<input checked="" type="checkbox"/>
Initiator	<input checked="" type="checkbox"/>
Delegator	<input checked="" type="checkbox"/>
Date Created	<input checked="" type="checkbox"/>
Date Approved	<input type="checkbox"/>
Current Route Node(s)	<input type="checkbox"/>
WorkGroup Request	<input checked="" type="checkbox"/>
Document Route Status	<input checked="" type="checkbox"/>
Clear FYI	<input checked="" type="checkbox"/>



Preferences: Color Designation

- Users can designate a personal color for each status/action listed in the Action List. This will help draw attention to items that require the user to take action in order for the e-doc to continue through workflow.

Saved											
Initiated											
Disapproved											
Enroute											
Approved											
Final											
Processed											
Exception											
Canceled											



Preferences: Color Designation

- This is a sample of a user color-coded Action List. Blue indicates the user needs to approve/ disapprove the e-doc.
- Having color-coded actions will help users quickly and easily identify e-docs that require immediate attention (i.e., approve/disapprove to keep the e-doc routing).

Action List



10 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>Actions</u>	<u>Log</u>
322001	Disbursement Voucher	Disbursement Voucher - Disbursement Voucher Special Handling	SAVED	COMPLETE	Officer, Fiscal		11:01 AM 05/21/2010			
322032	General Error Correction	General Error Correction - Correct Account used on Cash Receipt	ENROUTE	APPROVE	Worgul, Laurie		01:11 PM 05/23/2010			
322037	Internal Billing	Internal Billing - Room Setup Charges	ENROUTE	APPROVE	SMITH, ANN		01:25 PM 05/23/2010			
322039	Budget Reallocation	Budget Reallocation - Co-Hosting a Conf with Small Animal	ENROUTE	APPROVE	Worgul, Laurie		01:45 PM 05/23/2010			
322057	Cash Receipt	Cash Receipt - Checks Received	PROCESSED BY		Officer,		11:25 AM		NONE	



Workflow/Route Log

- Workflow is how action requests are routed in the system.
- Workflow can be seen by viewing the Route Log in an e-doc.
- All actions taken, future actions and pending actions on an e-doc are saved in the Route Log.
- The Route Log can be accessed via the Route Log tab on the e-doc or by clicking the log button in the Action List.

<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>Actions</u>	<u>Log</u>
<u>322001</u>	Disbursement Voucher	Disbursement Voucher - Disbursement Voucher Special Handling	SAVED	COMPLETE	<u>Officer, Fiscal</u>		11:01 AM 05/21/2010			
<u>322032</u>	General Error Correction	General Error Correction - Correct Account used on Cash Receipt	ENROUTE	APPROVE	<u>Worgul, Laurie</u>		01:11 PM 05/23/2010			



Route Log

- The Route Log saves all actions taken and adds a date/time stamp to the e-doc for each action.

Route Log

refresh

ID: 322032

hide

Title	General Error Correction - Correct Account used on Cash Receipt			
Type	General Error Correction	Created	01:11 PM 05/23/2010	
Initiator	Worqul, Laurie	Last Modified	02:27 PM 06/09/2010	
Status	ENROUTE	Last Approved		
Node(s)	Account	Finalized		

Actions Taken

hide

Action	Taken By	For Delegator	Time/Date	Annotation
SAVED	Worqul, Laurie		01:13 PM 05/23/2010	
COMPLETED	Worqul, Laurie		01:56 PM 05/24/2010	

show

Pending Action Requests

hide

Action	Requested Of	Time/Date	Annotation
IN ACTION LIST APPROVE	Officer, Fiscal	01:56 PM 05/24/2010	KFS-SYS Fiscal Officer MS XT023133

show

Future Action Requests

show



Route Log Tabs

- There are four tabs under the route log:
 - ID
 - Actions Taken
 - Pending Action Requests
 - Future Action Requests



Route Log: ID Tab

- The ID tab displays the current status and basic information about the e-doc.

ID: 322032 ▼ hide

Title	General Error Correction - Correct Account used on Cash Receipt		
Type	<u>General Error Correction</u>	Created	01:11 PM 05/23/2010
Initiator	<u>Worqul, Laurie</u>	Last Modified	02:27 PM 06/09/2010
Status	ENROUTE	Last Approved	
Node(s)	Account	Finalized	



Route Log: Actions Taken Tab

- The Actions Taken Tab displays actions already taken on the e-doc.

Actions Taken ▼ hide					
	Action	Taken By	For Delegator	Time/Date	Annotation
	SAVED	Worqul, Laurie		01:13 PM 05/23/2010	
▶ show	COMPLETED	Worqul, Laurie		01:56 PM 05/24/2010	
Pending Action Requests ▼ hide					



Route Log: Pending Action Requests Tab

- Displays action requests that have been sent to the next user/approver.
 - Email notification has been sent.
 - Document is in the user's Action List.

Action	Requested Of	Time/Date	Annotation
show IN ACTION LIST APPROVE	Officer, Fiscal	01:56 PM 05/24/2010	KFS-SYS Fiscal Officer MS XT023133



Route Log: Future Action Requests Tab

- Displays the next users to whom the e-doc will be routed after the Pending Action Request has been taken. Users will not be notified until the Pending Action Request has been taken, except acknowledge/FYI requests.

Future Action Requests ▼ hide				
▼ hide	Action	Requested Of	Time/Date	Annotation
	PENDING APPROVE	MSU Accounting Office	02:23 PM 06/14/2010	KFS-SYS Accounting Reviewer 10097000 MS NONE GEC
	Node	AccountingOrganizationHierarchy		
	Priority	1		
	Approval Policy			
	Forced Action	false		
▶ show	PENDING APPROVE	MSU Accounting Office	02:23 PM 06/14/2010	KFS-SYS Accounting Reviewer 10097000 MS NONE GEC
▶ show	PENDING APPROVE	Approver, Super.	02:23 PM 06/14/2010	KFS-SYS Sub-Fund Reviewer XT FP
▶ show	PENDING APPROVE	Approver, Super.	02:23 PM 06/14/2010	KFS-SYS Sub-Fund Reviewer XT FP



Route Log: Disapproval

1. Once an e-doc is disapproved, the document is routed for acknowledge to each person who took action prior to the disapproval.
2. The reason for disapproval is noted in the annotation.

Actions Taken ▼ hide					
	Action	Taken By	For Delegator	Time/Date	Annotation
	SAVED	Worqul, Laurie		03:47 PM 06/02/2010	
▶ show	COMPLETED	Worqul, Laurie		03:06 PM 06/03/2010	2
▶ show	DISAPPROVED	Officer, Fiscal		02:27 PM 06/14/2010	Disapproval reason - This needs to be paid on another account.
Pending Action Requests ▼ hide					
	Action 1	Requested Of	Time/Date	Annotation	
▶ show	IN ACTION LIST ACKNOWLEDGE	Worqul, Laurie	02:27 PM 06/14/2010	Action ACKNOWLEDGE generated by Workflow because approver took action DISAPPROVED	



Route Log: Contact Information

Each name in the Route Log is a link.

1. Click on the name link.



2. A new window opens that contains contact information.

Contact hide

Names

	Name Type	Title	First Name	Last Name	Suffix	Default	Active
1	Primary		Fiscal	Officer		Yes	Yes

Addresses

	Address Type	Line 1	Line 2	Line 3	City	State	Postal Code	Country	Default	Active
1	Work	101 Union Building			East Lansing	MI	48823	US	Yes	Yes

Phone Numbers

	Phone Type	Phone Number	Extension	Country	Default	Active
1	Work	517-555-1515		US	Yes	Yes

Email Addresses

	Email	Type	Default	Active
1	kfstester@ais.msu.edu	Work	Yes	Yes



END