

Kuali
financial systems

Main Menu Maintenance Administration

action list doc search

Message Of The Day

This is the QA 1 Environment Cloned from Prod on 02/

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**

Travel Reimbursement

-step by step-

- **When is Travel Reimbursement (TR) required?**
- All travel that requires reimbursement or travel advance issued on TA.
- **When is Travel Reimbursement not required?**
- No Cost Travel
- **Two ways to create TR document**
- New document (Generally In-State Travel)
- New document from existing TA document

Travel Reimbursement

-step by step-

- **Create new TR document (in-state travel)**

- **Unique tabs for TR**
- Document Overview
- Trip Overview
- Travel Advances
- Per Diem Expenses
- Actual Expenses
- Travel Expense Total
- Special Circumstances
- Group Travel
- View Reimbursement History
- Contact Information
- Traveler Certification
- Summary by Object Code
- Assign Accounts
- Accounting Lines
- Payment Information

The screenshot shows the Kualu financial systems interface. At the top, the logo "kuali financial systems" is visible, along with navigation tabs for "Main Menu", "Maintenance", and "Administration". Below the header, there are buttons for "action list" and "doc search". The main content area is titled "Travel Reimbursement" with a help icon. The interface is divided into several sections:

- Document Overview**: Includes a "hide" button and a "Description" field with the placeholder text "(Description will be filled upon submit)".
- Organization Document Number**: A text input field.
- Financial Document Detail**: Includes a "Bank Code" field with the value "02" and the text "GENERAL DISBURSEMENTS".
- Navigation List**: A vertical list of tabs, each with a "show" button. The tabs are: Trip Overview, Travel Advances, Per Diem Expenses, Actual Expenses, Travel Expense Total, Special Circumstances, Group Travel, View Reimbursement History, Contact Information, Traveler Certification, Summary by Object Code, Assign Accounts, Accounting Lines, and Payment Information. A red bracket on the right side of the list groups the "View Reimbursement History" through "Payment Information" tabs.

Travel Reimbursement

-step by step-

- **Document Overview Tab**
- Both required fields (Description and Bank Code) will auto fill after the Trip Overview tab is completed and the document is saved
- **Explanation Box**
 - The purpose and Justification should entered in this field
 - Any additional notes or general Information about travel information should be entered here or in the Notes and Attachments section

The screenshot displays the Kuali financial systems interface. At the top, the Kuali logo and 'financial systems' text are visible, along with navigation buttons for 'Main Menu', 'Maintenance', and 'Administration'. A yellow header bar contains 'action list' and 'doc search' icons, and a user login status: 'Logged in User: gpolzer@colostate.edu'. The main content area is titled 'Travel Authorization' with a help icon. A metadata table in the top right corner shows: 'Doc Nbr: 5130757', 'Initiator: gpolzer@colostate.edu', and 'TEM Doc #: Not Available'. Below this, a 'Document Overview' tab is active, showing a 'hide' button. The form fields include: '* Description: (Description will be filled upon submit)', 'Organization Document Number:', 'Explanation:' (with a scrollable text area), and '* Bank Code 02 GENERAL DISBURSEMENTS'.

Travel REIMBURSEMENT

-step by step-

Trip Overview Tab

Traveler Section

- Traveler Lookup**

- Clicking on Magnifying Glass will redirect to TEM Profile lookup
- If Traveler does not populate it could be one of the three items:
 - Their TEM Profile is not created, or
 - They are not in the system (not set up as A/R Customer), or
 - You are not set up as a Travel Arranger for them
- To return traveler select “return value” to import traveler information

Trip Overview hide

Traveler Section

Traveler Lookup:

* Traveler Type Code:

First Name: Last Name:

Address Lookup:

Street Address Line1: Street Address Line2:

City Name: State Code:

Country Code: Zip Code:

Email Address: Phone Number:

Liability Insurance:

action list doc search Logged in User:

TEM Profile Lookup ?

KIM Principal Name:

First Name:

Last Name:

Traveler Type Code:

Primary Department Code:

Chart Code:

Account Number:

Active: Yes No Both

One item retrieved.

Return Value	Profile Id	KIM Principal Name	AR Customer Id	First Name	Last Name	Street Address Line1	City Name	State	Zip Code	Country
return value	1122	gpolzer@colostate.edu	GRA2043	GRANT	POLZER	6003 CAMPUS DELIVERY	FORT COLLINS	CO	80523	US

Trip Overview hide

Traveler Section

Traveler Lookup:

* Traveler Type Code: Employee

Principal Id: 61802 Principal Name: gpolzer@colostate.edu

First Name: GRANT Last Name: POLZER

Address Lookup:

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: GRANT.POLZER@COLOSTATE.EDU Phone Number: 970-491-4148

Liability Insurance:

Travel REIMBURSEMENT

-step by step-

Trip Overview Tab

- Trip Information Section
 - **Trip Type Code**
 - **Trip Begin and Trip End**
 - **Primary Destination**
 - Magnifying Glass allows search to return destination information
 - **Per Diem Links** – Provides link to State per diem webpage
 - **Business Purpose**
 - Input travel dates and destination
 - Final Reimbursement box- Check the box if this is final reimbursement, **travel services will never check this box**
- **Travel Advances Tab**
- Tab will only be used when creating Travel reimbursement from existing TA

Trip Information Section		
* Trip Type Code:	In-State	
* Trip Begin:	02/25/2015 11:34 AM	* Trip End: 02/27/2015 11:34 AM
* Primary Destination:	IRONDALE <small>destination not found</small> Per Diem Links	
Primary Destination Country/State:	COLORADO	Primary Destination County: ADAMS COUNTY
* Business Purpose:	test Trip Dates and Destination	
Final Reimbursement:	<input type="checkbox"/>	

Travel Advances

show

Trip Type: In-State

Begin Travel Date:

*

End Travel Date:

*

Initial Destination:

*

Back to Switch

Enter trip description, justification, and comments below along with any additional trip locations

Travel Advances

hide

Travel REIMBURSEMENT


-step by step-

- **Per Diem Expenses Tab**
- Tab will only appear after Traveler section and Trip Information Section is entered and the document is saved
- Per Diem Expenses include Meals, Incidentals, Lodging, and Mileage
- Lodging and Mileage can be entered on the Actual Expenses tab as well, but not on both tabs


Per Diem Expenses ▼ hide

Per Diem Expenses


Trip Detail: 02/25/2015

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals
COLORADO	ADAMS COUNTY	IRONDALE 	<input type="checkbox"/>	8.25	12.00	25.50	3.75	49.50
		destination not found						
Copy Down								

Trip Detail: 02/26/2015

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals
COLORADO	ADAMS COUNTY	IRONDALE 	<input type="checkbox"/>	11.00	16.00	34.00	5.00	66.00
		destination not found						
Copy Down								

Trip Detail: 02/27/2015

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals	Meals and Incidentals
COLORADO	ADAMS COUNTY	IRONDALE 	<input type="checkbox"/>	8.25	12.00	25.50	3.75	49.50
		destination not found						

Grand Totals

Grand Totals:	Meals & Incidentals: 165.00	Lodging: 326.00	Miles: 0
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[Update Per Diem Table](#) [Remove Per Diem Table](#)

Travel REIMBURSEMENT

-step by step-

- **Per Diem Expenses Tab**
- Per Diem expenses default based on Destination
- Per Diem meals can only be deleted or left as is
- Mileage and Lodging amounts can be manually adjusted if necessary
 - The Copy down button will update the change to each line
- Update Per Diem Table should be clicked after any changes made
- Per Diem table can be removed by clicking "Remove Per Diem Table" button

Estimated Per Diem Expenses hide

Estimated Per Diem Expenses

Trip Detail: 02/20/2015

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals
GEORGIA	DECATUR COUNTY	DECATUR COUNTY	<input type="checkbox"/>	5.25	8.25	17.25	3.75
		destination not found					

[Copy Down](#)

Trip Detail: 02/21/2015

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals
GEORGIA	DECATUR COUNTY	DECATUR COUNTY	<input type="checkbox"/>	7.00	11.00	23.00	5.00
		destination not found					

[Copy Down](#)

Trip Detail: 02/22/2015

Country State	County	* Primary Destination	Personal	Breakfast	Lunch	Dinner	Incidentals
GEORGIA	DECATUR COUNTY	DECATUR COUNTY	<input type="checkbox"/>	5.25	8.25	17.25	3.75
		destination not found					

Grand Totals

Grand Totals:	Meals & Incidentals: 115.00	Lodging: 83.00
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[Update Per Diem Table](#) [Remove Per Diem Table](#)

Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
34.50	41.50	81	M2 - 0.5	40.50	116.50

Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
46.00	41.50	81	M2 - 0.5	40.50	128.00

Meals and Incidentals	Lodging	Miles	Mileage Rate	Mileage Total	Daily Total
34.50	0.00	81	M2 - 0.5	40.50	75.00

Miles: 243 **Mileage Total: 121.50** **Daily Total: 319.50**

[Table](#)

Travel REIMBURSEMENT

-step by step-

- **Actual Expenses Tab**
- All fields with asterisks are required fields
- Expense Date
- Expense Type Code
- Expense Amount
- Notes – this field is required even though it doesn't have an asterisk
- Rate Conversion Site
 - Opens link to Oanda conversion website
- Just like other Kualu documents, be sure to click add button to save each expense

Actual Expenses ▼ hide

Actual Expenses
* All fields required if section is used

	* Expense Date	* Expense Type Code	Company Name	* Expense Amount
add:	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0.00"/>
	Notes: <input type="text" value=""/>			

Currency Rate	Non-Reimbursable	Taxable	Receipt Required	Missing Receipt	\$US	Actions
<input type="text" value="1"/> <u>Rate Conversion Site</u>	<input type="text" value=""/>	No		N/A	0.00	<input type="button" value="add"/>

Travel REIMBURSEMENT

-step by step-

- Actual Expenses Tab

Actual Expenses

▼ hide

Actual Expenses

* All fields required if sec

* Expense Date

add:

Notes:

AF - Abstract Fees

AD - Advance Fees

AS - Agricultural Supplies

A - Airfare

AU - Automobile Rental/Fuel Expense

BO - Books/Periodicals/Subscriptions

CH - Computer Hardware/Software

Company Name

- Expense Type Drop Down Box very similar to our Adobe Drop Down Box

Additional Trip Expenses



Expense: Abstract Fee

Cost: Abstract Fee

Date(s):

Abstract Fee

Advance Fees

Advertising and Publicity

Agricultural Supplies

Athletics Mileage - Courtesy Car

Athletics Recruiting

Books/Periodicals/Subscriptions

Travel Reimbursement

-step by step-

- **Travel Expense Total**
- Provides a summary of all the trip actual expenses
- Allows for Manual Per Diem Adjustments
- Notice Travel Expense Limit is carried over from the Special Circumstances Tab (400 in this example)
- Total can be recalculated as necessary by clicking “recalculate” button
- Encumbrance Amount is the amount that was encumbered on the TA related to this travel starting for TAs created July 1st or later

Travel Expense Total		▼ hide
Travel Expense Total		
	Total Expenses:	611.00
	Less Manual Per Diem Adjustment: -	
	Less Non-Reimbursable: -	0.00
	Eligible for Reimbursement:	611.00
Encumbrance Amount:	0.00	Apply Expense Limit: 400.00
		Less CTS Charges: - 0.00
		Amount due Corporate Credit Card: - 0.00
		Total Reimbursable: 400.00
		Less Advances from this Trip: - 0.00
		Reimbursement from this Trip: 400.00
		recalculate

Travel Reimbursement

-step by step-

- **Special Circumstances Tab**
- Optional information such as dept. budget information and other misc. trip details
- If Budget restrictions are entered here the amount is carried to the Trip Detail Estimate Total Tab
- If lodging is entered in expense section and not per diem table, the justification for meals without lodging will be entered here
- **Group Travel Tab**
- Group Travelers can be added by using magnifying glass lookup and clicking add button
- **View Reimbursement History Tab**
- Shows reimbursement status (In Process in this case) and amount of reimbursement

Special Circumstances ▼ hide

Special Circumstances

If there is an expense limit imposed by department or grant or some other budgetary restrictions on this trip, please enter the expense limit here \$

Question for TR Documents - did you stay overnight with family or friends?:

Group Travel ▼ hide

Group Travel Section ?

* Traveler Type Code: Employee	Group Traveler Id: 70769 <input type="button" value="🔍"/>	* Name: Hailu, Elisabeth Tensae	<input type="button" value="add"/>
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View Reimbursement History ▼ hide

Reimbursement History - Travel Reimbursements T-19

Document Number:	* Trip Begin:	Status	Hold	Request Cancel	Amount
5399518	2015-02-25 11:34:00.0	In Process	false	false	0.00

Travel Reimbursement

-step by step-

- **Traveler Certification Tab**
- When document is submitted the document will route to the traveler.
- Traveler will need to open the document from their action list and check the certification box **before** reimbursement will be issued, then click approve.
- **Summary by Object Code**
- Expenses will be grouped by amount and object code for the accounting distribution

Traveler Certification ▼ hide

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 which 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 of Colorado Fiscal Rules; and that I actually incurred or paid reimbursement is claimed.

Summary by Object Code ▼ hide

Accounting Distribution

	Object Code	* Expense Source	Object Code Name	Sub Total
<input checked="" type="checkbox"/>	6001	OUT OF POCKET	In State Employee Travel Miscellaneous	120.00
<input checked="" type="checkbox"/>	6005	OUT OF POCKET	In State Employee Travel Per Diem	491.00
Unselect All				Total

Travel Reimbursement

-step by step-

- **Assign Accounts Tab**
- All accounts to be used for reimbursement should be entered here
- All percent allocation will be applied to accounts based on object code in the Accounting Lines Tab
- Click “add” to add your accounts, and then click “Assign Accounts”
- **Accounting Lines Tab**
- All accounts will be added from the Assign Accounts Tab.

The screenshot shows two tabs in a software interface. The top tab is titled "Assign Accounts" and contains a table with columns: * Chart, * Account Number, Sub-Account, Project, Org Ref Id, * Percent, * Amount, and Action. A row is visible with the following data: Chart: CO (Colorado State University), Account Number: 1330000 (Departmental Academic Administration), Percent: 100, Amount: 611.00. Below the table is a button labeled "Assign Accounts" which is circled in red. The bottom tab is titled "Accounting Lines" and contains a table with columns: * Chart, * Account Number, Sub-Account, * Object, Sub-Object, Project, Org Ref Id, * Expense Source, * Amount, and Action. A row is visible with the following data: Chart: CO (Colorado State University), Account Number: 1330000 (Departmental Academic Administration), Object: (blank), Expense Source: OUT OF POCKET, Amount: 400.00. Below this row is a section labeled "Line Description" with an empty input field.

Travel Reimbursement

-step by step-

- **Payment Information Tab**
- This tab is the same as the payment tab on a DV
- Check Amount will auto populate
- Payment method to choose from drop down box is P- Check/ACH

Payment Information	
Check Amount: 400.00	Due Date: 02/25/2015
Payment Type: Is this a foreign payee: No	Other Considerations: <input type="checkbox"/> Check Enclosure <input type="checkbox"/> W-9/W-8BEN Completed
* Payment Method: P - Check/ACH	Documentation Location Code: AP - Accounts Payable
Check Stub Text: F - Foreign Draft W - Wire Transfer	

Travel Reimbursement

-step by step-

- **Create TR from Existing TA**

- Open TA document that has not been reimbursed by using the doc search button

- Enter document number in the document ID field

- Choose document under the Document ID field to Import into the TR

The screenshot shows the Kuali financial systems interface. At the top, there is a navigation bar with 'Main Menu', 'Maintenance', and 'Administration' buttons. Below this is a yellow header bar with 'action list' and 'doc search' buttons. The 'doc search' button is circled in red. To the right of the header, it says 'Logged in User: gpolzer@colostate.edu Impersonation'. Below the header is a grey bar with 'Document Search' and a help icon, and a red box indicating 'Backdoor Id gpolzer@colostate.edu is in use'. There are also buttons for 'detailed search', 'superuser search', and 'clear saved searches'. The main content area is a form with several fields: 'Document Type', 'Initiator', 'Document Id' (with the value '5399483' and circled in red), 'Date Created From', 'Date Created To', and 'Name this search (optional)'. Below the form are 'search', 'clear', and 'cancel' buttons. Below the form, it says 'One item retrieved.' and there is a table with the following data:

Document Id	Document Type	Title	Status	Initiator
5399483	Travel Authorization	Travel Authorization - Leathers, David 02/25/2015 XENIA	FINAL	Polzer, Grant Matthew

Export options: CSV | spreadsheet | XML

Travel Reimbursement

-step by step-

- Information is pulled from the TA document and many tabs will auto fill
- Enter document number in the document ID field
- Choose document under the Document ID field to open the TA document

kuali
financial systems

Main Menu Maintenance Administration

action list doc search

Logged in User: gpolzer@colostate.edu Impersonation

Document Search Backdoor Id gpolzer@colostate.edu is in use detailed search superuser search clear saved searches

Document Type:

Initiator:

Document Id: 5399483

Date Created From:

Date Created To:

Name this search (optional):

search clear cancel

One item retrieved.

Document Id	Document Type	Title	Status	Initiator
5399483	Travel Authorization	Travel Authorization - Leathers, David 02/25/2015 XENIA	FINAL	Polzer, Grant Matthew

Export options: CSV | spreadsheet | XML

Travel Reimbursement

-step by step-

- **Create new TR document from existing TA**
- All information will auto populate
- At the bottom of the screen click on “new reimbursement” button to open TR document

1	02/26/2015	Airfare	365.00	365.00	No	No	N/A
	Notes	airfare					

Reconciled Expenses

Status	Document Number	Card Type	Expense Date	Name
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Trip Detail Estimate Total [▶ show](#)

Accounting Lines [▼ hide](#)

Accounting Lines ?

Source

* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Pr
CO Colorado State University	1330000 Departmental Academic Administration		6050 In State Employee Travel Miscellaneous		
1	Line Description				

Pre-Disbursement Processor Status [▶ show](#)

General Ledger Pending Entries [▶ show](#)

View Related Documents [▶ show](#)

Agency Links [▶ show](#)

Notes and Attachments (0) [▶ show](#)

Ad Hoc Recipients [▶ show](#)

Route Log [▶ show](#)

[amend](#) [cancel TA](#) [new reimbursement](#) [vendor payment](#) [send ad hoc request](#) [close](#) [copy](#)

Travel Reimbursement

-step by step-

- **Create new TR document from existing TA**
- A new TR document is created and auto filled from the TA document
- Document should be verified for accuracy
- Actual expenses can be entered so the proper reimbursement amount can be made
- Same steps are used as covered earlier in “Create new TA” instructions when not using existing TA