

How to Get Things Done in Kuali Financials (KFS)

WHAT:	USE THIS KFS DOCUMENT	REMEMBER TO:
Vendor Invoice not on a Purchase Order	Disbursement Voucher	Print coversheet, attach source documentation, and send to the Business Office
Vendor Credits not on a Purchase Order	Disbursement Voucher	Enter the Vendor credit along with the appropriate Vendor payment and send to the Business Office
Employee Reimbursement	Disbursement Voucher	Print coversheet, attach source documentation, and send to the Business Office
Travel Reimbursement	Disbursement Voucher	Complete the Travel Expense Tab. If the Company is not listed, use Other. Print coversheet, attach source documentation, and send to the Business Office
Travel Advance	Disbursement Voucher	Complete the Travel Expenses Tab and choose Travel Advance for expense Type. The Prepaid Expense tab is INFORMATIONAL ONLY. Print coversheet, attach source documentation, and send to the Business Office
Professional Services	Disbursement Voucher	Print coversheet and attach source documentation and send to the Business Office
Honorarium	Disbursement Voucher	Print coversheet and attach source documentation and send to the Business Office
Stipend	Disbursement Voucher	Print coversheet and attach source documentation and send to the Business Office
Fellowship	Disbursement Voucher	Print coversheet and attach source documentation and send to the Business Office
Prize	Disbursement Voucher	Print coversheet and attach source documentation and send to the Business Office
Dues, Memberships, Subscriptions	Disbursement Voucher	Print coversheet and attach source documentation and send to the Business Office
Purchase Order	Requisition	Save your Requisition Number. After routing for approval, KFS will create an automatic Purchase Order which will be available in the View Related Documents Section of the Requisition. Save your Purchase Order Number.
Purchase Order Changes / Increases / Decreases	Purchase Order	After routing for approval, KFS will update the existing Purchase Order. All Purchase Order Amendments and Payments can be viewed in the Related Document Tab of the Purchase Order, Requisition, or Receiving Document.
Goods Received (partial shipment)	Line Item Receiving	Use this Document for Partial Receiving; add a note to Business Office to indicate how much is "OK to Pay" in the Notes & Attachments Tab.
Services and All Goods Received on Order	Bulk Receiving	Add a note to Business Office if the Goods or Services have been fully received and the Invoice will be "OK to Pay" when it Reaches the Business Office.
Purchase Order Invoice Payments	Send to Business Office	The invoice from the vendor must be received for the Business Office to pay it.
Vendor Credits on a Purchase Order	Send to Business Office	Send the vendor credit memo along with the appropriate purchase order invoice to the Business Office
Cash Deposit	Cash Receipt	For cash deposits use the <i>Other Amount</i> field for your deposit amount. Do not use the denominator fields. For multiple check deposits the upload function can be used (contact the Business Office for further information).
Credit Card Deposit	Advanced Deposit	Be sure to choose the correct Bank. A list of Banks are available to search within the Advanced Deposit form.

Correct an Account on a Transaction	Journal Entry	Refer to page the Chart of Accounts training on www.ekuality.edu for the correct way to Increase and Decrease Accounts.
Find your new Account (old X-XXX-XXXX-XXX)	Account	Search for an Account by Account Name and Wildcards (*). Look at the KFS Account Number Conversions on www.ekuality.com
Find your new Account (old X-XXX-XXXX-XXX)	Object Code	Search for an Object Code by Object Code Name and Wildcards (*) Look at KFS Object Code Conversions on www.ekuality.com
Procurement Credit Card Transactions	Action List	Review the accounting shown in the document and adjust Accounts and Object Codes as necessary.
Search for a Document	Doc Search	Narrow your search by Initiator (username) and Document Creation dates.
See Documents Waiting for Approval	Action List	Open you action list to see what Documents are waiting for approval, acknowledgement, or FYI. Click on the Document Number to drill down to detail.

ADDITIONAL TRAINING MATERIALS

Online Tutorials for KFS Documents

www.admin.haverford.edu/kuali/training.html

KFS Practice Database

kfs-trn.haverford.edu:8080/kfs-dev/portal.do

Document Approvals

Available to view on the Route Log of each Document that you initiate and submit.