

Set Default Delivery Address

Once a default address is set, users will only need to enter their room number.

Kuali | Financials

Back Door ID Login

OVERVIEW

* Description: Explanation:

Organization Document Number:

FINANCIAL DOCUMENT DETAIL

* Year: Total Amount:

REQUISITION DETAIL

* Chart/Org: * Funding Source:

Account Distribution Method: Payment Request Positive Approval Required:

DELIVERY

FINAL DELIVERY

* Delivery Campus:

Building: ←

* Address 1: Address 2:

* Room: ←

* City: * State: * Postal Code: * Country:

* Delivery To: * Phone Number: * Email:

Date Required: Date Required Reason:

Delivery Instructions:

Calculate Submit Save Close Cancel

Set a default building in the KFS REQ once and it will populate all future REQs.

Either populate the room number when you set the default building or populate each time.




Entering Account Codes

Under Items, valid account, object codes, and a percentage must be entered. Click the plus sign to add.

ITEMS

Setup Distribution Remove Accounts From All Items Remove Commodity Codes From All Items Expand All Accounts Collapse All Accounts


CURRENT ITEMS

ITEMTYPE	QUANTITY	UOM	CATALOG#	COMMODITY CODE	DESCRIPTION	UNIT COST	EXTENDED COST	ACTIONS
Qty	1.00	CT CARTON	HAM86780	14111507 Printer or copier paper	Great 11. V	28.98	28.98	
e-Shop Flags	None							
TOTALS						Grand Total :	28.98	
						APO Limit :	100,000.00	

CAPITALASSET

PAYMENT INFO

ADDITIONAL INSTITUTIONAL INFO

*CHART	*ACCOUNT NUMBER	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	PERCENT	AMOUNT	ACTIONS
IT Ithaca Campus							100.00		

Calculate Submit Save Reload Close Cancel Copy

Enter an account number, object code, and percentage. Click the + icon to add the info.

Click the \$ icon to open the accounting line fields.



Submitting a KFS Requisition

The final steps are to click the calculate button and then the submit button. After submitting, review the confirmation message at the top of the screen.

CURRENT ITEMS

ITEM TYPE	QUANTITY	UOM	CATALOG #	COMMODITY CODE	DESCRIPTION	UNIT COST	EXTENDED COST	ACTIONS				
Qty	<input type="text" value="1.00"/>	CT CARTON	HAM86780	<input type="text" value="14111507"/> <small>Printer or copier paper</small>	Great White 50 Recycled Copy Paper, 20-lb., 8-1/2 x 11, White, 5000/Carton	28.98	28.98					
e-Shop Flags	None											
Favorite Account: <input type="text"/>								<input type="button" value="add"/>				
* CHART	* ACCOUNT NUMBER	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	PERCENT	AMOUNT	ACTIONS			
<input type="text" value="IT"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="100.00"/>	<input type="text"/>	<input type="button" value="+"/>			
<input type="text" value="IT"/> <small>Ithaca Campus</small>	<input type="text" value="G264750"/> <small>PROCUREMENT & PAYM.</small>	<input type="text"/>	<input type="text" value="6550"/> <small>Supplies - Office</small>	<input type="text"/>	<input type="text"/>		<input type="text" value="100.00"/>	<input type="text"/>				
TOTAL						Grand Total:	28.98					
						APO Limit:	100,000.00					
						<input type="button" value="Calculate"/>	<input type="button" value="Submit"/>	<input type="button" value="Save"/>	<input type="button" value="Reload"/>	<input type="button" value="Close"/>	<input type="button" value="Cancel"/>	<input type="button" value="Copy"/>

Finally, click the Calculate button and then the Submit button.

Requisition ⓘ

- Document was successfully submitted.

Doc Nbr : 16622451
Initiator : mls398
Requisition # : 683486

Status : ENROUTE
Created : 11:21 AM 02/15/2017
Requisition Doc Status : In Process