

Driver's Manual



Let's Get Started

[Back to Kuali Test Drive](#)

You can go straight to the Menu for the Kuali Test Drive at <http://kualitestdrive.org/kuali-ptd/>. When you first select one of the Menu entries, you will go to the login screen. Enter the following to proceed:

Username: day

Password:

Password should be left blank.

Once you are authenticated, you will see the opening screen for the Kuali Financial System (KFS) application you have selected.

The Test Drive has a set of valid usernames that will give access to various applications in the Menu. Since institutions typically grant access to only certain individuals or workgroups for a particular application, access is restricted by username. For the example above, the username "day" will give access to most Financial EDocs, but not to the Disbursement Voucher. And while "day" may be allowed to create an eDoc, he/she may not be asked to approve other eDocs.

What Can I Do?

Before you do your own exploring, you will want to follow along in these "Scenarios" of typical KFS user activities:

Scenario I: Add a new Project Code

- select Project Code in the Main Menu
- fill in the Project Code eDoc form and submit it for routing
- monitor eDoc routing in the Route Log

Scenario II: Complete a Transfer of Funds EDoc

- select Transfer of Funds in the Main Menu
- fill in the Transfer of Funds eDoc form and submit it for routing
- monitor eDoc routing in the Route Log
- “backdoor” login as a series of reviewers and approve the eDoc in their Action Lists
- confirm that eDoc routing is complete in the Route Log

Scenario III: Drill down in a General Ledger Balance Inquiry

- select General Ledger Balance under Balance Inquiries in the Main Menu
- fill in the Chart, Account, and Object, and then search
- drill down in the March amount
- drill down in the Document Number for March and view the contents of the eDoc that produced this entry

The Kuali Financial System manages user access to its transaction documents. Depending on institutional requirements and implementation, access to any document may be restricted to specific users or workgroups.

Kuali also manages routing these documents for online approval. Routing, or Kuali Enterprise Workflow (KEW), sends documents to prescribed users for specific action, all in a sequence again determined by the institution.

Who Can I Be?

The KFS performs user authentication and authorization to restrict access to business transactions, according to the prevailing institutional practices. For the Kuali Test Drive, these applications use deliberately fictitious usernames and no password. However, the Test Drive does check these usernames and will deny access to applications accordingly.

For these Scenarios, please use the indicated usernames to ensure both access and accurate routing. For other applications in the Test Drive, see Appendix A: More User IDs.

Instructions for additional Scenarios are also provided in Appendix B: More Advanced Scenarios. You may want to explore them after you are familiar with Scenarios I, II, and III here.

When Can I Do It?

Kuali Test Drive is a test version of the current KFS enterprise modules. It is available all of the time, 24 hours per day.

To ensure the integrity of the demonstration data, the environment will be refreshed weekly early Saturday. As a result, please do not expect transactions in this test environment to be kept indefinitely.

If you have comments or suggestions, please [Contact Us](#).

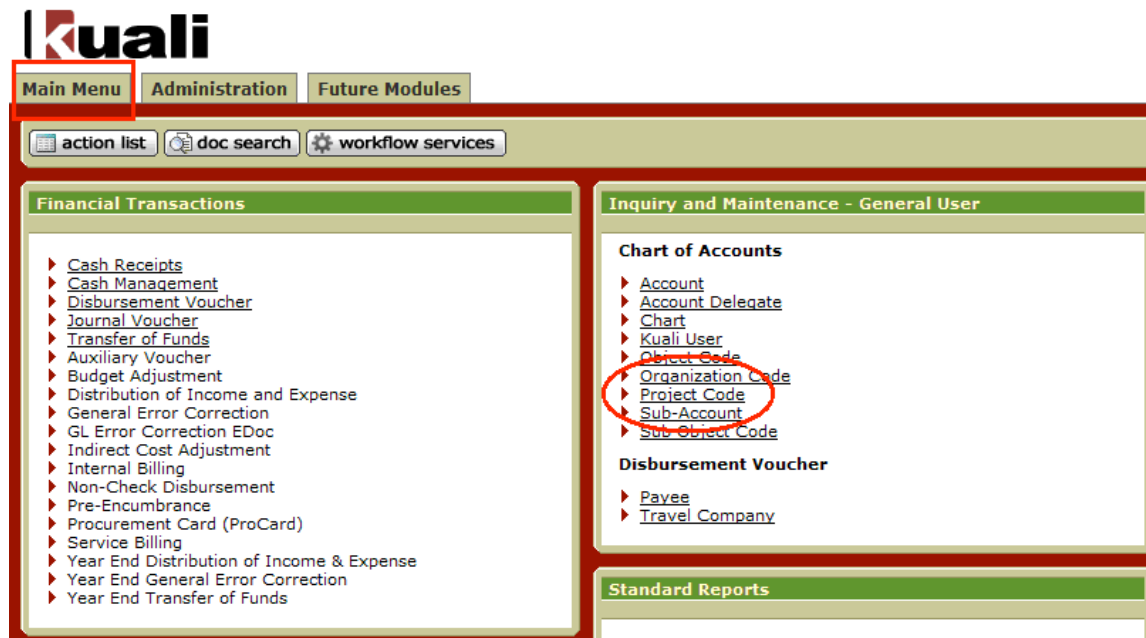
Scenario I: Add a new Project Code

Let's start by adding a new Project Code to the KFS in an "eDoc", an electronic document, and then routing it for approval. You can follow along by opening a separate browser and trying out these steps as you read the Scenario.

You can start in the Main Menu tab.

1. Go to the Project Code application

Click on the Project Code link in the Inquiry and Maintenance section.



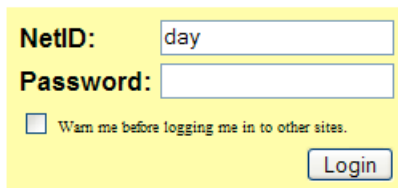
2. Login to the application

In the next screen, enter "day" for the NetID (username), leave the Password blank, and click Login.

Central Authentication Service

You have requested access to a site that requires authentication.

Enter your NetID and password below; then click on the **Login** button to continue.



NetID:

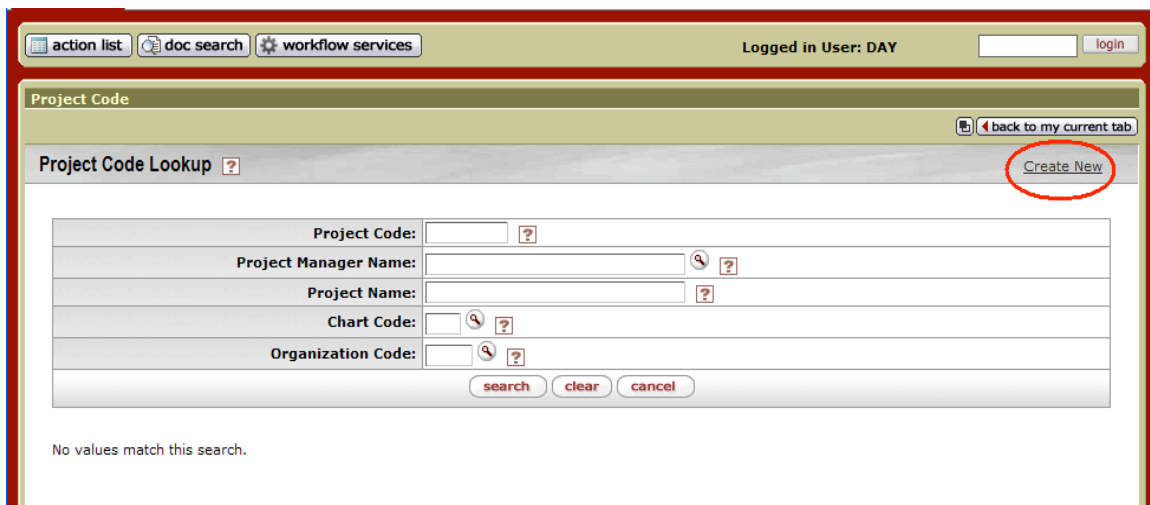
Password:

☐ Warn me before logging me in to other sites.

For security reasons, quit your web browser when you are done accessing services that require authentication!

3. Create a new Project Code eDoc

In the next screen, you see the Project Code Lookup. Rather than searching for existing codes, you can create a new one. Click “Create New” at screen right.



The screenshot shows a web application interface for "Project Code Lookup". At the top, there are tabs for "action list", "doc search", and "workflow services". The user is logged in as "DAY". The main heading is "Project Code Lookup". On the right side, there is a "Create New" button circled in red. Below the heading, there is a form with the following fields: "Project Code:", "Project Manager Name:", "Project Name:", "Chart Code:", and "Organization Code:". Each field has a search icon and a help icon. At the bottom of the form are "search", "clear", and "cancel" buttons. Below the form, it says "No values match this search."

4. Look over the eDoc format

In the next screen, you see a new Project Code Maintenance eDoc form, ready for data entry. The Document Id at screen top right is already set, shown here as “Doc Nbr. 136203”, along with the user ID of the initiator, “DAY” in this case.

Note: This Document Id is unique to this particular eDoc. You will always see a different number as you start a new eDoc, regardless of which type of document.


The screenshot shows the Kuali web application interface. At the top left is the Kuali logo, and at the top right is "MY UNIVERSITY". Below the logo is a navigation bar with "Main Menu", "Administration", and "Future Modules". A secondary bar contains "action list", "doc search", and "workflow services". The user is logged in as "DAY". The main content area is titled "Project Code" and contains a tabbed interface. The active tab is "Project Code Maintenance Document", which is highlighted with a red box. To the right of the tab are fields for "Doc Nbr: 136203", "Status: INITIATED", "Initiator: DAY", and "Created: 11:04 AM 04/05/2006". Below these are "expand all" and "collapse all" buttons. The "Project Code Maintenance Document" tab is expanded, showing a "Document Overview" section with fields for "Org. Doc. #:", "* Description:", and "Explanation:". Below this is an "Edit Project Code" tab, also highlighted with a red box. The "Edit Project Code" tab contains a "New" section with the following fields: "* Project Code:" (with a red box and a question mark icon), "* Project Name:" (with a question mark icon), "* Project Manager UserID:" (with a question mark icon), "* Chart Code:" (with a dropdown arrow and a question mark icon), "* Organization Code:" (with a question mark icon), "* Project Description:" (with a question mark icon), and "Active Indicator:" (with a checked checkbox and a question mark icon). Below the "New" section are sections for "Notes and Attachments (0)", "Ad Hoc Recipients", and "Route Log", each with a "show" button. At the bottom is a "Routing Annotation:" section with a text input field. At the very bottom are "submit", "save", "close", and "cancel" buttons.


The eDoc title at screen top left identifies this eDoc by its document type, “Project Code Maintenance Document”.

The eDoc form is organized in a stack of labeled tabs like a filing cabinet, such as “Edit Project Code” here. You can “show” or “hide” any of the tab contents with the button in the tab. Also, you can show or hide all of the tabs at once with “expand all” or “collapse all” at top right.

Each tab holds fields for entering or selecting information for the eDoc. Each field in turn has a label, such as “Project Code” here, plus an input area, either text input, a pulldown list, checkboxes, or

“radiobuttons” (a set of round buttons in which only one can be selected at a time). Any label preceded by an asterisk (*) indicates a required field, i.e., you must enter some value.


A field may also have a Lookup screen link, shown as a round magnifying glass icon  to the right of the input area. Click it to go to a new screen in which you search for values by selected criteria and return the value you choose to the original screen. Lookup screens have the advantage of ensuring that the Kuali system recognizes the chosen value.

A field may also have a Help screen link, shown as a square question mark icon  to the right of the input area. Click it to go to a new screen that gives you helpful information about the field and an indication of the type of input, e.g., free-form text, integer number, date, etc.

5. Enter the information for a new Project Code

Fill in anything you want for the Description field. It is required.

Enter the information for your new Project Code in the fields provided. Since the Project Code must be unique in the KFS, please enter a value in that field that is unlikely to have been used already. The screen shows that “KUALIROCKS” has already been taken, so you may want a string that includes your initials, e.g., “KTDABC”.

If you like, use the Lookup icon  to the right of any field to select a valid value. Use the following values for this example:

Project Code:	(Use a unique code)
Project Name:	Kuali Test Drive
Project Manager UserID:	(Use the Lookup to find BOULANGE and then click “return value”)
Chart Code:	IN
Organization Code:	LART
Project Description:	Kuali Test Drive

All fields with labels preceded by an asterisk (*) are required.

Project Code

Project Code Maintenance Document ?

Doc Nbr: 136203 Status: INITIATED
Initiator: DAY Created: 11:04 AM 04/05/2006

expand all collapse all

Document Overview hide

Document Overview

Org. Doc. #:

* Description: Kual Test Drive

Explanation:

Edit Project Code hide

New

* Project Code: KUALIROCKS ?

* Project Name: KUALI TEST DRIVE ?

* Project Manager UserID: BOULANGE BOULANGER,TIM L ?

* Chart Code: IN - INDIANAPOLIS ?

* Organization Code: LART ?

* Project Description: Kual Test Drive ?

Active Indicators: ☒ ?

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log show

Routing Annotation:

day initiates new Project Code eDoc

submit save close cancel

When you are ready, click “submit” at the bottom of the frame to start routing your eDoc.

6. Review and confirm the submission

In the next screen you see a summary of the contents of your eDoc, and a confirmation that it was successfully submitted.

action list **doc search** workflow services Logged in User: DAY login

Project Code

Project Code Maintenance Document ?

Doc Nbr: 136203 Status: ENROUTE
Initiator: DAY Created: 11:04 AM 04/05/2006

Document was successfully submitted.

expand all collapse all

Document Overview hide

Document Overview

Org. Doc. #: * Description: Kuali Test Drive Explanation:

Edit Project Code hide

New

Project Code: KUALIROCKS
Project Name: KUALI TEST DRIVE
Project Manager UserID: BOULANGE
Chart Code: IN - INDIANAPOLIS
Organization Code: LART
Project Description: Kuali Test Drive
Active Indicator: Yes

Notes and Attachments (0) show

Route Log show

reload close

7. Look at Document Search

Now you can continue routing the eDoc in Document Search.

Click “close” at screen bottom and then “doc search” in the button row at screen top left.

The next screen is Document Search, where you can search for eDocs using a variety of criteria. In this case, you may want to search for all eDocs with Initiator Network Id of “day”, or all eDocs with Date Created of this date, or some combination of fields.

Since we remember the Document Id, let’s just enter it (“136203” in this case) in the Document Id field and then click “search” at the bottom of the frame. Document Search found just one eDoc, for our unique Document Id, as expected.

action list doc search workflow services Logged in User: DAY login

Document Search back to my current tab

workflow Detailed Search Superuser Search Clear Saved Searches Searches

Search for a Document:

Document Type: ?

Initiator Network Id: ?

Document Id: 136203 ?

Date Created: from: to: ?

Name this search (optional): ?


search clear

One item found.1

Document Id	Type	Title	Route Status	Initiator	Date Created	Route Log
136203	KualiProjectCodeMaintenanceDocument	New ProjectCode	ENROUTE	DAY,MAE U	11:04 AM 04/05/2006	

One item found.1

8. Look at the Route Log for the eDoc

You can click on the numeric id in the Document Id column to view the contents of the eDoc. Instead, click on the Route Log icon, , at the other end to see the routing information.

In the next screen, you see that Route Status of this eDoc is ENROUTE. The Route Log also shows two tabs that summarize the routing activity, Actions Taken to log prior events and Pending Action Requests to log known future events. Some future events may depend on other events, and cannot therefore be logged yet.

action list doc search workflow services Logged in User: DAY login

Document Search back to my current tab

workflow

Document ID: 136203

Document Title	New ProjectCode		
Document Type	KualiProjectCodeMaintenanceDocument		
Initiator	DAY,MAE U	Created	11:04 AM 04/05/2006
Route Status	ENROUTE	Last Modified	11:04 AM 04/05/2006
Route Node(s)	Orig Review	Last Approved	01:38 PM 04/05/2006
		Finalized	

Actions Taken

Action	Taken By	For Delegator	Time/Date	Annotation
COMPLETED	DAY,MAE U		01:38 PM 04/05/2006	day initiates new Project Code eDoc

Pending Action Requests

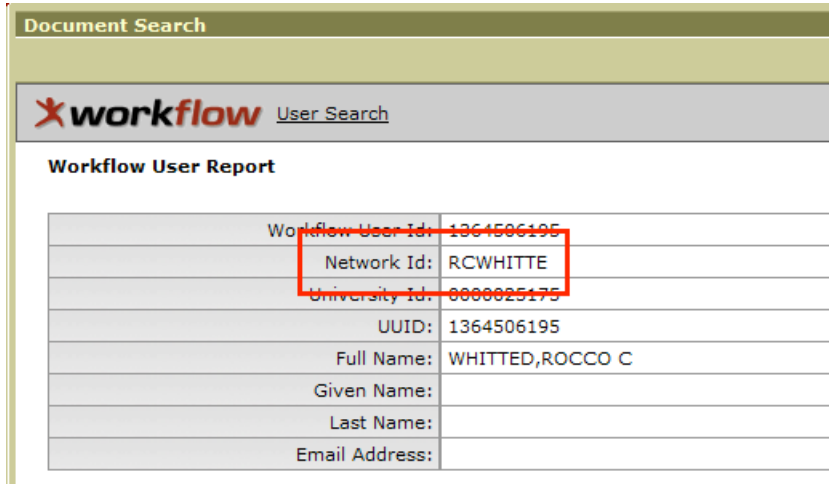
Action	Requested Of	Time/Date	Annotation
IN ACTION LIST APPROVE	WHITTED,ROCCO C	01:38 PM 04/05/2006	

From the Pending Action Requests, you can see the next routing activity. In our case, this eDoc is being routed to approve.

9. Get the approver Network ID

Click on the name in the “Requested Of” column to see the Network ID for this approver.

In the next screen, you see that the approver Network ID is “rcwhitte” in this case.



The screenshot shows a web interface titled "Document Search" with a sub-header "User Search". Below this is a "Workflow User Report" section containing a table of user details. A red box highlights the "Network Id: RCWHITTE" field.

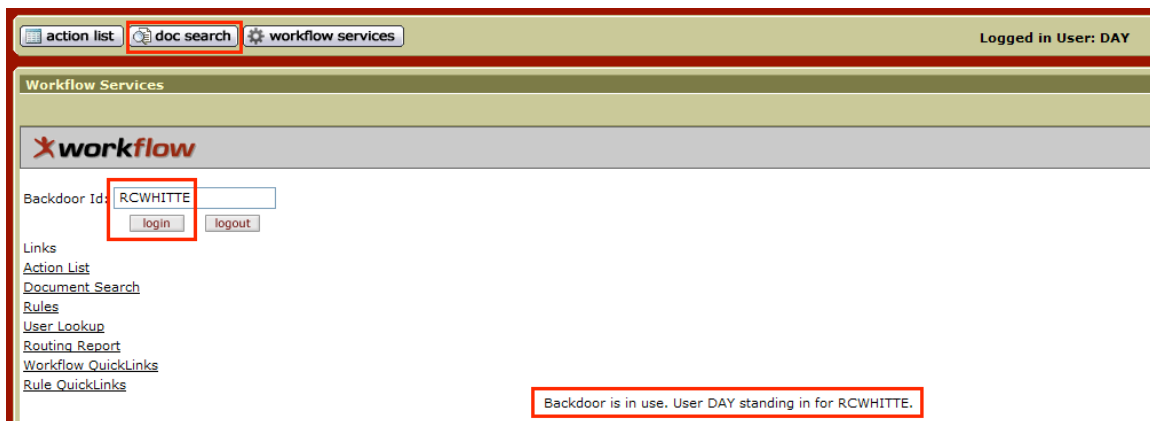
Workflow User Id:	1364506195
Network Id:	RCWHITTE
University Id:	0000025175
UUID:	1364506195
Full Name:	WHITTED,ROCCO C
Given Name:	
Last Name:	
Email Address:	

10. Backdoor login as approver

At this point, you have created a new Project Code eDoc as initiator “day”, but only “rcwhitte” can approve it to advance its routing.

The Kuali Test Drive provides a special Backdoor login that can assume a different user Id so you continue routing. Start by clicking “workflow services” in the button row at screen top left.

Note: This “Backdoor” Id is for test and demonstration purposes only. It is not available in production Kuali applications.



In the next screen, enter the user Id for the next approver, “rcwhitte” in this case, in the Backdoor Id field and click “login”.

Next you see the confirmation that you are now acting with the new user Id. You can continue routing the eDoc now from Document Search. Click “doc search” in the button row at screen top left.

11. Go back to Document Search

Now you are back in the Document Search, just as in Step 7. Enter the Document Id in its field and click “search” at the bottom of the frame.

You get the same results as before, a single result for the unique eDoc. Last time you used the Route Log icon at the right end to see the routing activity. This time, click on the numeric Document Id link for the eDoc at the left end.

12. Review the eDoc

In the next screen, you see the contents of the eDoc for your review. Click “approve” at screen bottom to approve the eDoc as “rcwhitte” and continue its routing.

action list doc search workflow services Logged in User: DAY login

Document Search back to my current tab

Project Code Maintenance Document Backdoor Id RCWHITTE is in use Doc Nbr: 136203 Status: ENROUTE
Initiator: DAY Created: 11:04 AM 04/05/2006 expand all collapse all

Document Overview hide

Document Overview

Org. Doc. #: * Description: Kuali Test Drive Explanation:

Edit Project Code hide

New

* Project Code: KUALIROCKS ?

* Project Name: KUALI TEST DRIVE ?

* Project Manager UserID: BOULANGE BOULANGER, TIM L ?

* Chart Code: IN - INDIANAPOLIS ?

* Organization Code: LART ?

* Project Description: Kuali Test Drive ?

Active Indicator: ☒ ?

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log show

Routing Annotation:

rcwhitte approves this Project Code eDoc

reload approve disapprove close

In the next screen you see the eDoc was successfully approved.

13. Look at the current Route Log

Now that you have completed another piece of the routing, you can go back to Document Search and see your results so far.

Click “doc search” in the button row at screen top left. In the next screen, enter the Document Id in its field and click “search” at the bottom of the frame.

Again you get the result line for this eDoc. Click on the Route Log icon at the right end to view the routing activity.

action list doc search workflow services Logged in User: DAY Impersonating User: RCWHITTE login

Document Search back to my current tab

workflow

Document ID: 136203


Document Title	New ProjectCode		
Document Type	KualiProjectCodeMaintenanceDocument	Created	11:04 AM 04/05/2006
Initiator	DAY,MAE U	Last Modified	11:04 AM 04/05/2006
Route Status	FINAL	Last Approved	03:01 PM 04/05/2006
Route Node(s)	Org Review	Finalized	03:01 PM 04/05/2006

Actions Taken

	Action	Taken By	For Delegator	Time/Date	Annotation
show	COMPLETED	DAY,MAE U		01:38 PM 04/05/2006	day initiates new Project Code eDoc
	APPROVED	WHITTED,ROCCO C		03:01 PM 04/05/2006	rcwhitte approves this Project Code eDoc

In the next screen, you see that the Route Status is now FINAL and that there are no Pending Action Requests. The Actions Taken tab logs your two actions, initiating the eDoc as “day” and approving it as “rcwhitte”. Since the Route Status is FINAL, the transaction is complete and the new Project Code can be used now.

14. Finish up

Once you have seen all you want, close your browser with File > Exit or click the Windows Close button  at top right.

Congratulations! In this Scenario, you have created an eDoc, one that conducts the transaction of adding “infrastructure” in the form of a new Project Code. You entered its information on the eDoc form, routed it for approval, and even completed the approval using the Backdoor Id.

Your Project Code eDoc has quite a bit in common with the other KFS applications, so now you know how to do practically all things Kuali.

Scenario II: Complete a Transfer of Funds EDoc

If you have not finished Scenario I yet, we recommend that you do so before starting Scenario II.

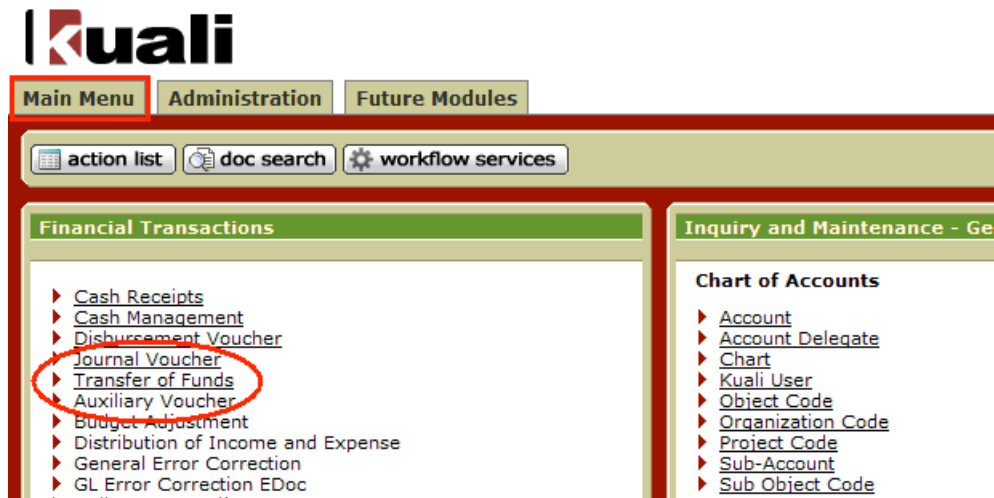
You are going to route another eDoc and look at a few more Kuali features along the way, something with a little higher “degree of difficulty” than Scenario I.

Also, you will learn how to use the Action List while you act as each of the approvers. You already know how to use the Document Search. They are similar and both are useful in following the routing of your eDoc.

The eDoc will be a Transfer of Funds, a financial transaction to transfer funds among accounts. Start again at the Main Menu.

1. Go to the Transfer of Funds application

Click on the Transfer of Funds link in the Financial Transactions frame.



If you are prompted in the next screen, login with username “day” again and leave the password blank. “day” is not only a valid Kuali username in this demonstration environment, but also one authorized to write these types of eDocs. Kuali maintains this authorization to its various document types.

2. Create a new Transfer of Funds eDoc


In the next screen, you see an initiated Transfer of Funds eDoc form, ready for data entry. The Document Id at screen top right is already set, “136309” in this case.

Note: Remember that this number is always unique to one particular eDoc, so it will be different every time anyone starts a new one, regardless of the type of document.


The screenshot displays the 'Transfer of Funds' eDoc form. At the top, the 'Transfer of Funds Document' section shows 'Doc Num: 136309' and 'Status: INITIATED'. Below this, the 'Accounting Lines' tab is selected, showing 'From' and 'To' sections. The 'From' section has a table with columns: * Chart, * Account, SubAccount, * Object, Sub-Object, Project, Org Ref Id, Budget Year, * Amt, and Actions. The 'Account' field in the 'From' section is circled in red. The 'To' section has a similar table. At the bottom, there are buttons for 'submit', 'save', 'close', and 'cancel'.

With Transfer of Funds eDocs, our primary interest is the Accounting Lines tab. You can fill in, or search for, the values for the individual fields to add one or more rows in both the From and To lines.

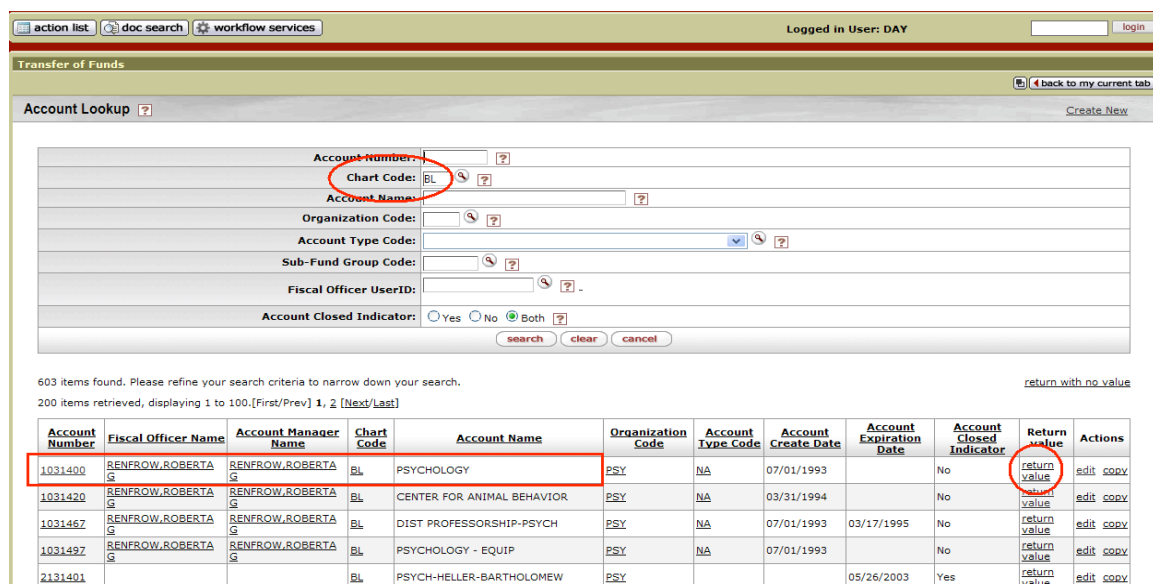
3. Use a Lookup to find information

You can always enter the values for an accounting line directly in the eDoc. But when a magnifying glass Lookup icon  appears to the right of a field, you can search for a value in one of Kuali's Lookup

screens. Using a Lookup ensures that a value you select is one that Kuali recognizes.

Click on the Lookup  to the right of the Account field. In the next screen, enter “BL” in the Chart Code field and then click “search” at the bottom of the screen.

In the next screen, you can see the Account Lookup and the search results. In this example, you have limited your search of Accounts in the system to those with “BL” for their Chart Code. Of course, you can further qualify your search with values in other fields.



Account Number	Fiscal Officer Name	Account Manager Name	Chart Code	Account Name	Organization Code	Account Type Code	Account Create Date	Account Expiration Date	Account Closed Indicator	Return value	Actions
1031400	RENFROW,ROBERTA G	RENFROW,ROBERTA G	BL	PSYCHOLOGY	PSY	NA	07/01/1993		No	return value	edit copy
1031420	RENFROW,ROBERTA G	RENFROW,ROBERTA G	BL	CENTER FOR ANIMAL BEHAVIOR	PSY	NA	03/31/1994		No	return value	edit copy
1031467	RENFROW,ROBERTA G	RENFROW,ROBERTA G	BL	DIST PROFESSORSHIP-PSYCH	PSY	NA	07/01/1993	03/17/1995	No	return value	edit copy
1031497	RENFROW,ROBERTA G	RENFROW,ROBERTA G	BL	PSYCHOLOGY - EQUIP	PSY	NA	07/01/1993		No	return value	edit copy
2131401			BL	PSYCH-HELLER-BARTHOLOMEW	PSY			05/26/2003	Yes	return value	edit copy

Find the result with “1031400” for Account Number and then click “return value” at the end of that line.

4. Enter the information for an Accounting Line

In the next screen, as you would expect, the Account Number is loaded back in the eDoc. Your selection “BL” for Chart is also loaded.

You can search for other values as well, but go ahead and enter “1697” in the Object field and “25” in the Amount field. Then click “add” in the Actions column.

In the next screen, you see the results. Your accounting line is added to the From section as line 1, and another blank line is ready. Your line also has “delete” and “bal inquiry” to remove or perform a balance inquiry using the current information, respectively.

Using Lookups and direct entries, you have loaded an accounting line in the From section.

5. Enter the information for another Accounting Line

Now you can fill in the information for the To section. Let’s use another Kuali feature this time.

You can create and maintain your accounting line values in a spreadsheet, in Comma-Separated Value (CSV) format. The Accounting Lines tab lets you import these values directly. The spreadsheet may hold as many accounting lines as you need, each on a separate row. Just be sure you save your spreadsheet as type “CSV (Comma delimited)”.

To start, click “Import Lines” above the Amount field in the To line.

In the next screen, you still see “Import Lines” in the From field, and then the new field for the spreadsheet pathname in the To line. “Import Lines” works the same for From and To lines.

The screenshot shows the 'Accounting Lines' window. The 'From' section contains a table with columns: * Chart, * Account, SubAccount, * Object, Sub-Object, Project, Org Ref Id, Budget Year, * Amt, and Actions. A line item is added with Chart 'BL', Account '1031400', Object '1697', and Amount '25.00'. The total for the 'From' section is \$25.00. The 'To' section has a 'format' button highlighted, followed by a file path 'all\ToF Accounting Line Import.csv' and a 'Browse...' button. The total for the 'To' section is \$0.00.

6. Import the information for an Accounting Line

You can click “Browse...” to select a prepared spreadsheet in a standard File Open dialog. Our spreadsheet file looks similar to the following screen.

	A	B	C	D	E	F	G	H	I	J	
1	BL	2231473		1697					N	25	
2											
3											
4											

You can also click “format” to open a template file for Import Lines. Follow the instructions in the template file carefully to create an import file.

Click “add” to the right of your Import Lines pathname. In the next screen, you see the results.

The screenshot shows the 'Accounting Lines' window after the import. The 'To' section now contains a line item with Chart 'BL', Account '2231473', Object '1697', and Amount '25.00'. The total for the 'To' section is \$25.00. The 'From' section remains unchanged.

You have now created lines with the required information to transfer funds from one account to another.

7. Check for invalid data

You can demonstrate another Kuali feature by deliberately entering some invalid data. Enter “2116” in the Object field of the To line 1 and click outside of the field. Kuali recognizes this Object code for “NATURAL GAS”.

Now click “submit” at screen bottom. In the next screen you see the results.

Accounting Lines

From

	* Chart	* Account	SubAccount	* Object	Sub-Object	Project	Org Ref Id	Budget Year	* Amt	Actions
add:									0.00	add
1:	BL BLOOMINGTON	1031400 PSYCHOLOGY		1697 MANDATORY TRANSFR PRINCIPLE/INTEREST					25.00	delete bal inquiry
									Total: \$25.00	

Errors found in "To" section:
 ■ The Object Sub Type of "PURCHASES FOR RESALE", for Object Code "2116", is not valid. You can only enter Object Codes with an Object Sub Type of "Mandatory Transfer" or "Non-Mandatory Transfer".

To

	* Chart	* Account	SubAccount	* Object	Sub-Object	Project	Org Ref Id	Budget Year	* Amt	Actions
add:									0.00	add
1:	BL BLOOMINGTON	2231473 REBEC-RIP-PSYCHOLOGY		2116 NATURAL GAS					25.00	delete revert bal inquiry
									Total: \$25.00	

Rather than starting the routing process for your eDoc, the application indicates that you have an error, explains the error, and highlights the offending field. While the Object code you entered is one that Kuali recognizes, the application checks all of the data on submission in this context, flags any inconsistent data, and does not proceed.

8. Submit the eDoc for routing

Now enter the correct value “1697” in the Object code field of the To line.

The Description field in the Document Overview frame is required – it has an asterisk by its label. Fill in any text you want for the Description.

Click “submit” at screen bottom. In the next screen, you see a summary of the eDoc contents and confirmation that it is successfully submitted.

When you are done, click “close” at screen bottom.

action list doc search workflow services

Logged in User: DAY login

Transfer of Funds

Transfer of Funds Document ?

Doc Nbr: 136309 Status: ENROUTE
Initiator: DAY Created: 10:25 AM 04/06/2006

Document was successfully submitted. expand all collapse all

Document Overview hide

Document Overview

Org. Doc. #: * Description: * Explanation:

Accounting Lines hide

Accounting Lines

From

	* Chart	* Account	SubAccount	* Object	Sub-Object	Project	Org Ref Id	Budget Year	* Amt
1:	BL BLOOMINGTON	1031400 PSYCHOLOGY		1697 MANDATORY TRANSF PRINCIPLE/INTEREST					25.00
									Total: \$25.00

To

	* Chart	* Account	SubAccount	* Object	Sub-Object	Project	Org Ref Id	Budget Year	* Amt
1:	BL BLOOMINGTON	2231473 REBEC-RIP-PSYCHOLOGY		1697 MANDATORY TRANSF PRINCIPLE/INTEREST					25.00
									Total: \$25.00

General Ledger Pending Entries show

Notes and Attachments (0) show

Route Log show

reload close copy

This is the last action required of you as “day”, the initiator of the eDoc. You have initiated the Transfer of Funds eDoc and entered the information for it, using several Kuali features in the process. The rest of your work involved routing this eDoc.

You can accomplish this routing in much the same way you routed the Project Code eDoc in Scenario I. Recall that you used Document Search and the Backdoor login of each approver in turn. They automatically receive eDocs for review, in the sequence prescribed by the business rules that apply to this type of eDoc.

This time, let’s use Backdoor login for the approvers and then their Action List to review the eDoc, as they would normally. You will also see that the routing for this eDoc is more complex than in Scenario I.

9. Check on the route status of the eDoc

Let’s start with Document Search to see the current route status. You can use this tool repeatedly to monitor the routing.

Click on “doc search” at screen top left. In the next screen, enter the Document Id, “136309” in this case”, and click “search” at the bottom of the frame.

Xworkflow Detailed Search Superuser Search Clear Saved Searches Searches

Search for a Document:

Document Type:

Initiator Network Id:

Document Id:

Date Created: from: to:

Name this search (optional):

One item found.1

Document Id	Type	Title	Route Status	Initiator	Date Created	Route Log
136309	KualiTransferOfFundsDocument	Transfer of Funds Document - Kuali Test Drive	ENROUTE	DAY,MAE U	10:25 AM 04/06/2006	

One item found.1

10. Find the next approvers for the eDoc

You see one result line for your eDoc. Click the Route Log icon at the end of the line. In the next screen you see the summary of your initial routing. You are already familiar with this format in Scenario I, including the logs for Actions Taken and Pending Action Requests.

Document Search [back to my current tab](#)

Xworkflow

Document ID: 136309

Document Title		Created	
Transfer of Funds Document - Kuali Test Drive		10:25 AM 04/06/2006	
Document Type		Last Modified	
KualiTransferOfFundsDocument		10:25 AM 04/06/2006	
Initiator		Last Approved	
DAY,MAE U		10:44 AM 04/06/2006	
Route Status		Finalized	
ENROUTE			
Route Node(s)			
Account Review			

Actions Taken

Action	Taken By	For Delegator	Time/Date	Annotation
COMPLETED	DAY,MAE U		10:44 AM 04/06/2006	DAY initiates this Transfer of Funds eDoc

Pending Action Requests

Action	Requested Of	Time/Date	Annotation
show IN ACTION LIST APPROVE	RENFROW,ROBERTA G (FISCAL-OFFICER)	10:44 AM 04/06/2006	Routing to account number 1031400
show IN ACTION LIST APPROVE	KOZLOWSKI,MOISES H (FISCAL-OFFICER)	10:44 AM 04/06/2006	Routing to account number 2231473

11. Get the user IDs of the approvers

You can see two entries in Pending Action Requests. Click on the names in the Request Of column to identify the two approvers: "rorenfro" and "mhkozlow". The case of these user IDs is unimportant.

Now you can Backdoor login as each of the approvers in turn and approve the eDoc to advance its routing. Let's use the Action List for each approver to get the job done.

12. Backdoor login as an approver

Click “workflow services” at screen top left.

In the next screen, login as “rorenfro” and click “Action List” in the tool stack at screen left.

Workflow Services

workflow

Backdoor Id:

Links

- Action List**
- Document Search
- Rules
- User Lookup
- Routing Report
- Workflow QuickLinks
- Rule QuickLinks

Backdoor is in use. User DAY standing in for RORENFRO.

13. Open the eDoc for review in Action List

In the next screen, you see the Action List for “rorenfro”, with a message indicating this identity at screen bottom. You can see your eDoc in the Document Id column, routed automatically to the correct approver in the correct order.

Click on the numeric Document Id for your eDoc to open it for review.

workflow Preferences Refresh Action List Filter

Action List

8 items found, displaying all items.1

Document Id	Type	Title	Route Status	Action Requested	Initiator	Delegator	Date Created	Workgroup Request	Route Log
135259	Disbursement Voucher Document	Disbursement Voucher - testing	ENROUTE	APPROVE	RAAB,LOUIE H		08:36 AM 04/03/2006		
136081	Disbursement Voucher Document	Disbursement Voucher - dv1	ENROUTE	APPROVE	RAAB,LOUIE H		10:50 PM 04/03/2006		
136130	KualiTransferOfFundsDocument	Transfer of Funds Document - provide commitment	ENROUTE	APPROVE	DAY,MAE U		02:44 PM 04/04/2006		
136152	KualiTransferOfFundsDocument	Transfer of Funds Document - rewr	ENROUTE	APPROVE	RAAB,LOUIE H		06:37 PM 04/04/2006		
136231	KualiTransferOfFundsDocument	Transfer of Funds Document - Kuali test - transfer of funds	ENROUTE	APPROVE	DAY,MAE U		01:42 PM 04/05/2006		
136248	KualiTransferOfFundsDocument	Transfer of Funds Document - test	ENROUTE	APPROVE	DAY,MAE U		03:18 PM 04/05/2006		
136279	KualiTransferOfFundsDocument	Transfer of Funds Document - TOF claim	ENROUTE	APPROVE	DAY,MAE U		08:47 PM 04/05/2006		
136309	KualiTransferOfFundsDocument	Transfer of Funds Document - Kuali Test Drive	ENROUTE	APPROVE	DAY,MAE U		10:25 AM 04/06/2006		

8 items found, displaying all items.1

Backdoor is in use. User DAY standing in for RORENFRO.

14. Review and approve the eDoc

In the next screen, you see the contents of the eDoc, just as the reviewer sees. You can also see the Backdoor Id message at screen top. As the reviewer, you can enter a message about your action in the Routing Annotation field.

Click “approve” at screen bottom to advance the routing.

Transfer of Funds Document Backdoor Id RORENFRO is in use

Doc Nbr: 136309 Status: ENROUTE
Initiator: DAY Created: 10:25 AM 04/06/2006

expand all collapse all

Document Overview hide

Document Overview

Org. Doc. #:
* Description: Kualu Test Drive Explanation:

Accounting Lines hide

Accounting Lines hide details

From	* Chart	* Account	SubAccount	* Object	Sub-Object	Project	Org Ref Id	Budget Year	* Amt	Actions
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="button" value="add"/>
1:	BL BLOOMINGTON	1031400 PSYCHOLOGY		1697 MANDATORY TRANSF PRINCIPLE/INTEREST					25.00	<input type="button" value="delete"/> <input type="button" value="bal inquiry"/>
									Total: \$25.00	

To	* Chart	* Account	SubAccount	* Object	Sub-Object	Project	Org Ref Id	Budget Year	* Amt	Actions
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="button" value="add"/>
1:	BL BLOOMINGTON	2231473 REBEC.RIP-PSYCHOLOGY		1697 MANDATORY TRANSF PRINCIPLE/INTEREST					25.00	
									Total: \$25.00	

General Ledger Pending Entries show

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log show

Routing Annotation:

RORENFRO approves this Transfer of Funds eDoc

15. Approve the eDoc for the next approver

At this point, you can make the approval for the next reviewer:

- Use “workflow services” at screen top left
- Login as “mhkozlow” in “Backdoor Id”
- Use “Action List” to open the eDoc for review
- Use “approve” at screen bottom to advance the routing

16. Check the route status again in Document Search

This would be a good time to check on the route status in Document Search. You know that you have completed the approvals for the earlier Pending Action Requests. Is the eDoc routing done?

17. Understand multiple route types

Click on “doc search” at screen top left, enter the Document Id (“136309” in this case), and click “search” at the bottom of the frame.

Now click the Route Log icon at the end of the line for your eDoc. In the next screen, you see the familiar log of Actions Taken and Pending Action Requests, now updated with the approvals.

Document Search

Document ID: 136309

Document Title	Document Type	Created
Transfer of Funds Document - Kuali Test Drive	KualiTransferOffundsDocument	10:25 AM 04/06/2006
Initiator	Last Modified	
DAY,MAE U.	10:25 AM 04/06/2006	
Route Status	Last Approved	
ENROUTE	11:39 AM 04/06/2006	
Route Node(s)	Finalized	
Org Review		

Actions Taken

Action	Taken By	For Delegator	Time/Date	Annotation
COMPLETED	DAY,MAE U.		10:44 AM 04/06/2006	DAY initiates this Transfer of Funds eDoc
APPROVED	ROENFRO,ROBERTA G.		11:38 AM 04/06/2006	ROENFRO approves this Transfer of Funds eDoc
APPROVED	KOZLOWSKI,MOISES H.		11:39 AM 04/06/2006	MHKOZLOW approves this Transfer of Funds eDoc

Pending Action Requests

Action	Requested Of	Time/Date	Annotation
IN ACTION LIST APPROVE	SWINSON,CHARLEY H.	11:39 AM 04/06/2006	
PENDING APPROVE	EASON,SABRINA O.	11:39 AM 04/06/2006	
PENDING APPROVE	SWINSON,CHARLEY H.	11:39 AM 04/06/2006	

The new Pending Actions Requests are probably not what you expected. Yes, they were not in the previous Route Log. But in some complex routing schemes, the actions taken during the first type of routing can change the second type. As a result, this second group of recipients could not be determined until the first routing type was finished.

There are clearly two separate routing schemes for this eDoc. Here, the initial two approvals were requested of Fiscal Officers for the selected accounts, known as “Fiscal Officer” routing. The second set of approval requests shown here route through part of the organizational hierarchy, in a scheme known as “Org Review” routing.

You can see from this example that routing for an eDoc in general is based on its document content and type, and that there may be more than one routing type that results. Regardless, the sequence of approvers and routing types is determined automatically by the business routing rules added to the system. And eDocs appear and disappear from Action Lists on queue.

18. Complete the routing for the second route type

You are sufficiently familiar with this routing demonstration now to know how to route this eDoc to completion. Given the Pending Action Requests above, you simply follow Steps 12-14 for the pending requests. Also, notice that one of the approvers appears twice, so using Backdoor login and Action List once each for “cswinson” and “season” will suffice.

19. Verify the eDoc routing is complete

In the next screen, you can see the results after these approvals are done.


The screenshot shows a web application window titled "Document Search" with a "back to my current tab" button. The main content area displays details for Document ID: 136309. The document title is "Transfer of Funds Document - Kuali Test Drive". The document type is "KualiTransferOffFundsDocument". The initiator is "DAY,MAE U.". The route status is "FINAL", which is circled in red. The route node(s) is "Subfund". The document was created on 10:25 AM 04/06/2006, last modified on 10:25 AM 04/06/2006, last approved on 01:03 PM 04/06/2006, and finalized on 01:03 PM 04/06/2006.

Below the document details is a table titled "Actions Taken" with the following columns: Action, Taken By, For Delegator, Time/Date, and Annotation.

Action	Taken By	For Delegator	Time/Date	Annotation
COMPLETED	DAY,MAE U.		10:44 AM 04/06/2006	DAY initiates this Transfer of Funds eDoc
show APPROVED	RENFROW,ROBERTA G.		11:38 AM 04/06/2006	RORENFRO approves this Transfer of Funds eDoc
show APPROVED	KOZLOWSKI,MOISES H.		11:39 AM 04/06/2006	MHKOZLOW approves this Transfer of Funds eDoc
show APPROVED	SWINSON,CHARLEY H.		01:03 PM 04/06/2006	CSWINSON approves this Transfer of Funds eDoc
show APPROVED	EASON,SABRINA Q.		01:03 PM 04/06/2006	SEASON approves this Transfer of Funds eDoc

Now you see that the Route Status is FINAL and there are no Pending Action Requests. Routing your eDoc is complete and the transaction has been made.

20. Finish up

Once you have seen all you want, close your browser with File > Exit or click the Windows Close button  at top right.

Let's make one more observation about Document Search and Action List. In Scenario I, you used the Document Search to open an eDoc and approve it, while in Scenario II you used the Action List to do the same work. Obviously, either one will work.

The Document Search is useful when you are interested in one specific eDoc, or in eDocs that have a common attribute, such as initiator or document type. You can run the search, get the matching results, and then look at the Route Log for any of the eDocs, whether or not you initiated or acted on them.

On the other hand, the Action List shows only those eDocs that are directed to you for action, and only when you are requested to act. You do not see any eDocs before you are asked to respond or after you have responded. Action List becomes your personal queue for eDocs that require your attention.

Scenario III: Drill down in a General Ledger Balance Inquiry

If you have not finished Scenario I at this point, we recommend that you do so before starting Scenario III.

In Scenario III, you will run through a KFS General Ledger Balance Inquiry. The Inquiry displays the General Ledger entries from earlier transactions, such as the Transfer of Funds you did in Scenario I. In practice, that transaction would not appear in the Inquiry until the next day, after the overnight General Ledger processes have run.

You can start again in the Main Menu.

1. Go to the General Ledger Balance application

Click on the General Ledger Balance link in the Balance Inquiries section. Login in with username "day" and leave the password blank.

[Main Menu](#)
[Administration](#)
[Future Modules](#)

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

Message Of The Day
 unable to retrieve message of the day

Financial Transactions

- ▶ [Cash Receipt](#)
- ▶ [Cash Management](#)
- ▶ [Disbursement Voucher](#)
- ▶ [Journal Voucher](#)
- ▶ [Transfer of Funds](#)
- ▶ [Auxiliary Voucher](#)
- ▶ [Budget Adjustment](#)
- ▶ [Distribution of Income and Expense](#)
- ▶ [General Error Correction](#)
- ▶ [GL Error Correction EDoc](#)
- ▶ [Indirect Cost Adjustment](#)
- ▶ [Internal Billing](#)
- ▶ [Non-Check Disbursement](#)
- ▶ [Pre-Encumbrance](#)
- ▶ [Procurement Card \(ProCard\)](#)
- ▶ [Service Billing](#)
- ▶ [Year End Distribution of Income & Expense](#)
- ▶ [Year End General Error Correction](#)
- ▶ [Year End Transfer of Funds](#)

Balance Inquiries

- ▶ [Available Balances](#)
- ▶ [Balances by Consolidation](#)
- ▶ [Cash Balances](#)
- ▶ [General Ledger Balance](#)
- ▶ [General Ledger Entry](#)
- ▶ [General Ledger Pending Entry](#)
- ▶ [Open Encumbrances](#)

Inquiry and Maintenance

Chart of Accounts

- ▶ [Account](#)
- ▶ [Account Delegation](#)
- ▶ [Chart](#)
- ▶ [Kuali User](#)
- ▶ [Object Code](#)
- ▶ [Organization Code](#)
- ▶ [Project Code](#)
- ▶ [Sub-Account](#)
- ▶ [Sub Object Code](#)

Disbursement Voucher

- ▶ [Payee](#)
- ▶ [Travel Company](#)

Standard Reports

- ▶ [Account Status](#)
- ▶ [Account Transactions](#)
- ▶ [Consolidated Accounts](#)
- ▶ [Consolidated Object Codes](#)
- ▶ [Trial Balance](#)

2. Build a report on a General Ledger entry

In the next screen, you see the General Ledger Balance. Use the pulldown list to set the Chart Code to "BL", and enter "1031400" for Account and "9970" for Object Code. Click "search" at the bottom of the frame, and the screen displays the resulting General Ledger entry.

General Ledger Balance

1 items found.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Account Line Annual Balance Amount	Beginning Balance Line Amount	Contracts Grants Beginning Balance Amount	Year End Close
2004	BL	1031400	*ALL*	9970	*ALL*	AC	*ALL*	0.00	0.00	0.00	0.00
				July	0.00	October	0.00	January	0.00	April	0.00
				August	0.00	November	0.00	February	0.00	May	0.00
				September	0.00	December	0.00	March	1,458.34	June	0.00

Export options: [CSV](#) | [Excel](#) | [XML](#)

3. Drill down to a monthly detail

Now you can drill down in a particular month. For example, click the amount shown for the March field.

In the next screen, you see the General Ledger Entry for March, "09" for the Fiscal Year that our sample institution has adopted.

General Ledger Entry Lookup

One item retrieved.

Fiscal Year	Chart Code	Account Number	Sub Account Number	Object Code	Sub Object Code	Balance Type Code	Object Type Code	Fiscal Period	Doc Type Code	Origin Code	Document Number	Description	Ledger Entry Amount	D/C	Transaction Date	Org. Doc. Number
2004	BL	1031400	-----	9970	---	AC	TE	09	TF	01	134966	Transfer Fund for Xerox Lease	1,458.34	D	03/31/2006	

Export options: [CSV](#) | [Excel](#) | [XML](#)


4. Look at the eDoc for the General Ledger entry

You can also retrieve the eDoc that produced this General Ledger entry. Click on the Document Number, "134966" in this case.

You see the contents of the Transfer of Funds eDoc for this entry in a separate window.

Transfer of Funds Document		Doc Nbr:	134966	Status:	FINAL																																																												
		Initiator:	KHUNTLEY	Created:	11:33 AM 03/31/2006																																																												
		expand all collapse all																																																															
Document Overview ▼ hide																																																																	
Document Overview <table border="1"> <tr> <td>Org. Doc. #:</td> <td></td> <td>Explanation:</td> <td colspan="3">Transfer for March lease payment. Purchase Order on account 23-362-05.</td> </tr> <tr> <td>* Description:</td> <td colspan="5">Transfer Fund for Xerox Lease</td> </tr> </table>						Org. Doc. #:		Explanation:	Transfer for March lease payment. Purchase Order on account 23-362-05.			* Description:	Transfer Fund for Xerox Lease																																																				
Org. Doc. #:		Explanation:	Transfer for March lease payment. Purchase Order on account 23-362-05.																																																														
* Description:	Transfer Fund for Xerox Lease																																																																
Accounting Lines ▼ hide																																																																	
Accounting Lines HIDE DETAIL <table border="1"> <thead> <tr> <th>From</th> <th>* Chart</th> <th>* Account</th> <th>SubAccount</th> <th>* Object</th> <th>Sub-Object</th> <th>Project</th> <th>Org Ref Id</th> <th>Budget Year</th> <th>* Amt</th> </tr> </thead> <tbody> <tr> <td>1:</td> <td>BL BLOOMINGTON</td> <td>1031400 PSYCHOLOGY</td> <td></td> <td>9970 TRSFRS OF FUNDS-CAPITAL</td> <td></td> <td></td> <td></td> <td></td> <td>1,458.34</td> </tr> <tr> <td colspan="9"></td> <td>Total: \$1,458.34</td> </tr> <tr> <td>To</td> <td>* Chart</td> <td>* Account</td> <td>SubAccount</td> <td>* Object</td> <td>Sub-Object</td> <td>Project</td> <td>Org Ref Id</td> <td>Budget Year</td> <td>* Amt</td> </tr> <tr> <td>1:</td> <td>BL BLOOMINGTON</td> <td>2331412 CLINICAL SCIENCE-PSYCHOLOGY</td> <td></td> <td>9915 TRSFRS OF FUNDS-REVENUE</td> <td></td> <td></td> <td></td> <td></td> <td>1,458.34</td> </tr> <tr> <td colspan="9"></td> <td>Total: \$1,458.34</td> </tr> </tbody> </table>						From	* Chart	* Account	SubAccount	* Object	Sub-Object	Project	Org Ref Id	Budget Year	* Amt	1:	BL BLOOMINGTON	1031400 PSYCHOLOGY		9970 TRSFRS OF FUNDS-CAPITAL					1,458.34										Total: \$1,458.34	To	* Chart	* Account	SubAccount	* Object	Sub-Object	Project	Org Ref Id	Budget Year	* Amt	1:	BL BLOOMINGTON	2331412 CLINICAL SCIENCE-PSYCHOLOGY		9915 TRSFRS OF FUNDS-REVENUE					1,458.34										Total: \$1,458.34
From	* Chart	* Account	SubAccount	* Object	Sub-Object	Project	Org Ref Id	Budget Year	* Amt																																																								
1:	BL BLOOMINGTON	1031400 PSYCHOLOGY		9970 TRSFRS OF FUNDS-CAPITAL					1,458.34																																																								
									Total: \$1,458.34																																																								
To	* Chart	* Account	SubAccount	* Object	Sub-Object	Project	Org Ref Id	Budget Year	* Amt																																																								
1:	BL BLOOMINGTON	2331412 CLINICAL SCIENCE-PSYCHOLOGY		9915 TRSFRS OF FUNDS-REVENUE					1,458.34																																																								
									Total: \$1,458.34																																																								
General Ledger Pending Entries ▶ show																																																																	
Notes and Attachments (1) ▼ hide																																																																	
Notes and Attachments <table border="1"> <thead> <tr> <th></th> <th>* Posted Timestamp</th> <th>* Author</th> <th>* Note Text</th> <th>Attached File</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>add:</td> <td></td> <td></td> <td></td> <td> <input type="text"/> Browse... <input type="button" value="CANCEL"/> </td> <td><input type="button" value="add"/></td> </tr> <tr> <td>1</td> <td>03/31/2006 12:57:44</td> <td>RENFROW,ROBERTA G</td> <td>Sample Note.</td> <td></td> <td></td> </tr> </tbody> </table>							* Posted Timestamp	* Author	* Note Text	Attached File	Actions	add:				<input type="text"/> Browse... <input type="button" value="CANCEL"/>	<input type="button" value="add"/>	1	03/31/2006 12:57:44	RENFROW,ROBERTA G	Sample Note.																																												
	* Posted Timestamp	* Author	* Note Text	Attached File	Actions																																																												
add:				<input type="text"/> Browse... <input type="button" value="CANCEL"/>	<input type="button" value="add"/>																																																												
1	03/31/2006 12:57:44	RENFROW,ROBERTA G	Sample Note.																																																														
Route Log ▶ show																																																																	
reload close copy error correction																																																																	
<small>Report a Bug, Suggest Improvements or Enhancements ©2005, kualii.org</small>																																																																	

5. Finish up

Once you have seen all you want, close this browser window with the Windows Close button  at top right.

Excellent! You have searched for a General Ledger Balance entry by Account, Chart, and Object, and then drilled down to view the contents of the eDoc that produced it. You are practically a Kuali Master!

By now, you have the general idea of creating and navigating in the Kuali Test Drive. You will find that the other KFS applications in the menus work in much the same way. If you have particular questions or suggestions about any of these features, please [Contact Us](#).

[Back to Kuali Test Drive](#)

Appendix A: More User IDs

The following User IDs can be used in the Kuali Test Drive as indicated.

lraab or blang	Members of the DV Users workgroup. Members of this workgroup can create Disbursement Vouchers.
warriaga or awyun	Member of the JV users workgroup. Members of this workgroup can create Journal Vouchers.
dfogle	Member of the Cash Verification unit. Members of this workgroup can create Cash Management documents, but cannot create Cash Receipts.
rorenfro	Fiscal officer for account BL-1031400.
vputman	Fiscal officer for account BA-6044900.
cswinson	Org level approver for BL-Bloomington – all accounts that report up through the hierarchy to Bloomington will require this approval. Because BA-Bloomington Auxiliary reports to BL-Bloomington, both accounts suggested in the following scenarios will require this signature.
eystaats	Member of the DV Tax group. Members of this workgroup can edit the Nonresident Alien checkbox, the Nonresident Alien Tax tab, check amount and accounting line amount.
fclyburn	Member of the DV Travel group. Members of this workgroup can edit the Non-Employee Travel and Pre-Paid Travel tabs, check amount, accounting line amount and object codes.
keasterl	Member of the DV IUPUI Campus workgroup. DVs initiated by users with a campus code of IN – Indianapolis will route to this group for approval. Members of this workgroup do not have any additional edits and serve basically as a second set of eyes for control purposes.
trfurst	Member of the DV Kokomo Campus workgroup. DVs initiated by users with a campus code of KO – Kokomo will route to this group for approval. Members of this workgroup do not have any additional edits and serve basically as a second set of eyes for control purposes.
ineff	Member of the DV Foreign draft workgroup. Members of this workgroup can edit the Foreign Draft tab, check amount, accounting line amount and payment method.
apfister	Member of the DV Wire Transfer workgroup. This workgroup can edit on wire transfer tab (including waive indicator), check amount, accounting line amount.

Appendix B: More Advanced Scenarios

The following scenarios assume you have been through KFS Scenarios in the body of the **Driver's Manual**. The steps below are not as detailed and are geared at building on the knowledge gained by working through the Manual.

Fiscal Officer and Org routing – approver's user IDs have been provided based on the suggested account numbers. If you choose to use different account numbers, you can use the **Route Log** tab to get IDs of the approvers next in line. Because there is a slight time delay between the Kuali Workflow application and the Kuali Financial System, you may need to reload the page (reload button at the bottom) to update the route log to see who approves next. Then you can click on the name or workgroup listed to get log in IDs.

Special Conditions workgroup routing – members of these groups will receive the DV based on payment reason, employee type, documentation location and document initiator. Members of these groups will also have special edits (described above). While you are logged in as members of these groups notice the different fields that can be edited along the way.

1A. Disbursement Voucher – Moving Expense Reimbursement

Log in as *BLANG*, member of the DV Users group.

- Open a Disbursement Voucher
- Use the Payee Search Icon to find a DV Payee.
- Select Payment reason M-Moving Expense Reimbursement.
- Enter chart BL, account 1031400, object code 5070 and amount equal to the check amount.
- Complete the Contact Info tab with phone and check stub.
- Submit the document.

B. Fiscal Officer Approval

Log in as *RORENFRO* (Fiscal Officer for account BL-1031400)

- Retrieve the DV from the Action List
- Approve the document.

C. Org level Approval

Log in as *CSWINSON* – Org approver for Chart BL-Bloomington

- Retrieve the DV from the Action List
- Approve.

D. Special Conditions Approvals

Log in as *EYSTAATS* member of **DV_TAXGRP** workgroup for approval.

- Retrieve the DV from the Action List

- Check the Nonresident Alien box (if not already checked). If you selected a nonresident alien payee, the box will already be checked.
- Complete the Nonresident Alien Tax tab:
 - Select Income Class Code: Fellowship
 - Enter 30 and 3.40 in the Fed and State Tax Percent fields respectively
 - Select a foreign country
 - Check Gross Up
 - Leave reference document field blank – entering information in this field instructs the application to not generate additional accounting lines.
 - Click “generate lines.” Notice that additional accounting lines are generated to reflect gross up and tax lines.
- Approve.

Log in as *TRFURST*, members of the **DV_KO** workgroup.

- Retrieve the DV from the Action List
- Approve.

2A. Disbursement Voucher - Foreign Draft or Wire Transfer Payment Method

Log in as *LRAAB*, member of the DV Users group.

- Open a Disbursement Voucher
- Use the Payee Search Icon to find a DV Payee.
- Select Payment Reason B - Reimbursement for Out of Pocket Expense
- Select Payment Method Foreign Draft or Wire Transfer
- Enter chart BL, account 1031400, object code 5000 and amount equal to the check amount.
- Complete the Contact Info tab with phone and check stub.
- Complete the Foreign Draft tab or the Wire Transfer tab – depending on the payment method you selected.
- Submit the document.

B. Fiscal Officer Approval

Log in as *RORENFRO* (**Fiscal Officer** for account BL-1031400)

- Retrieve the DV from the Action List
- Approve the document.

C. Org level Approval

Log in as *CSWINSON* – Org approver for Chart BL-Bloomington

- Retrieve the DV from the Action List
- Approve.

D. Special Conditions Approvals

If you selected a Nonresident Alien payee, log in as *EYSTAATS* member of **DV_TAXGRP** workgroup for approval.

- Retrieve the DV from the Action List
- Approve.

Log is as *KEASTERL* member of the **DV_IUPUI** workgroup.

- Retrieve the DV from the Action List
- Approve.

Log is as *INEFF* member of the **DV_FRN** workgroup (if payment method = Foreign Draft)

- Retrieve the DV from the Action List
- Approve.

OR

Log is as *APFISTER* member of the **DV_WIRE** workgroup (if payment method = Wire Transfer)

- Retrieve the DV from the Action List
- Approve.

3A. Disbursement Voucher – Non-employee Travel

Log in as *LRAAB*, member of the DV Users group.

- Open a Disbursement Voucher
- Use the Payee Search Icon to find a DV Payee.
- Select Payment Reason N-Travel Payment for a Nonemployee.
- Select Documentation Location must equal T-Travel Management
- Enter chart BL, account 1031400, object code 6000 and amount equal to the check amount.
- Complete the Contact Info tab with phone and check stub.
- Complete the Nonemployee Travel tab.

Following are expected results by entering different dates and times.

One day -Less than 6 hours	No per diem.
One day -Less than 12 hours	Per diem = ½ times rate.
One day -More than 12 hours	Per diem = ¾ times rate.
Several day trip:	
For all days except departure and return day	1*rate is given (full day)
Departure day	

• Departure is before 12:00 PM	1*rate is given (full day)
• Departure is 12:00 PM or after but before 6:00 PM,	1/2*rate is given
• Departure is 6:00 PM or after	1/4*rate is given
Return day	
• Return is 6:00 AM or before	1/4*rate is given
• Return is after 6:00 AM and before 12:00 PM	1/2*rate is given
• Return is after 12:00 PM,	1*rate is given (full day)

Enter mileage amount: -

- less than 500 miles - rate is 37.5 cents/mile;
- between 500 and 3000 rate is 18 cents/mile and
- over 3000 - no mileage reimbursement is allowed.

Enter some Traveler Expenses and Pre Paid Expenses –The check amount, accounting lines and Grand Total Travel Expenses (Per Diem and Traveler Expenses) must equal. Prepaid Expenses is informational only.

Submit the document.

B. Fiscal Officer Approval

Log in as *RORENFRO* (Fiscal Officer for account BL-1031400)

- Retrieve the DV from the Action List
- Approve the document.

C. Org level Approval

Log in as *CSWINSON* – Org approver for Chart BL-Bloomington

- Retrieve the DV from the Action List
- Approve.

D. Special Conditions Approvals

Log in as *FCLYBURN* member of the **DV_ TRAV** workgroup.

- Retrieve the DV from the Action List
- Approve.

Log is as *KEASTERL*, members of the **DV_IUPUI** workgroup.

- Retrieve the DV from the Action List
- Approve.

4A. Disbursement Voucher – Prepaid Travel

Log in as *LRAAB*, member of the DV Users group.

- Open a Disbursement Voucher
- Use the Payee Search Icon to find a DV Payee.
- Select Payment Reason P-Travel Payment for Prepaid Travel.
- Select Documentation Location must equal T-Travel Management

- Enter chart BA, account 6044900, object code 6000 and amount equal to the Cash Reconciliation amount.
- Complete the Contact Info tab with phone and check stub.
- Complete the Prepaid Travel tab.
- Submit the document.

B. Fiscal Officer Approval

Log in as *VPUTMAN* (Fiscal Officer for account BA-6044900)

- Retrieve the DV from the Action List
- Approve the document.

C. Org level Approval

Log in as *CSWINSON* – Org approver for Chart BL-Bloomington

- Retrieve the DV from the Action List
- Approve.

D. Special Conditions Approvals

Log in as *FCLYBURN* member of the **DV_TRAV** workgroup.

- Retrieve the DV from the Action List
- Approve.

Log is as *KEASTERL*, members of the **DV_IUPUI** workgroup.

- Retrieve the DV from the Action List
- Disapprove.

View the Route Log – notice that the initiator and everyone that approved the doc received an acknowledgement.

Log in as a few of these people, open the document from the Action List and click the acknowledge button to acknowledge.

5. Cash Receipt and Cash Management eDocs

Log in as *DAY*.

- Open a Cash Receipt.
- Select individual checks/batches.
- Enter currency and coin amounts
- Click recalculate.
- Enter 1 or more checks.
- Enter chart BA, account 6044900, object code 1500 and amount equal to the deposit.
- Submit the document.

Create a second Cash Receipt by copying the one you just created. Make some changes and submit.

The documents will go to the KUALI_ROLE_CASH_RECEIPT_VERIFICATION_GROUP for approval (basically the cash receipt cover sheet and the money would go to the Bursar's office – approving the Cash Receipt is acknowledging receipt).

Log in as *DFOGLE* (member of the Cash Receipt Verification group)

- Find the Cash Receipts in the Action List.
- Approve both.
- Access the Kuali Main Menu (click "Back to my current tab")
- Open a Cash Management Document (basically, creating the deposit of the days receipts that will go to the bank)
- Click in the check box next to the receipts.
- Click Create.
- A new doc will open with the selected receipt.
- Complete the Deposit information.
- Submit. NOTE: This document doesn't route for any additional approvers.

6. Journal Voucher

Log in as *WARRIAGA*, member of the JV group.

- Open a Journal Voucher.
- Select Balance Type of Offset Generation (anything without Budget in the name or EX)
- Enter two lines with balancing debit and credit amounts. (BL-1031400 and BA-6044900, object codes 5000 and 1500, Object Types – EX and IN)
- Submit. NOTE: This document doesn't route for any additional approvers.

Log in as *AWYUN*, member of the JV group.

- Retrieve the above document via Workflow Document search
- Click Error Correction. Note that a new document is created with the debits and credits reversed.
- Submit.