

The Kualo routing log often does not include individuals that may be directly impacted by changes to an asset record. To help keep impacted individuals informed on assets within their care, most edit, loan, or retirement documents can be routed to include them using the Ad-Hoc feature. Relevant parties can include: Asset Representatives (custodians), Principal Investigators (PIs) on a contract, Department Heads (Deans, Directors, Chairs, etc.), and others. It is the responsibility of everyone associated with equipment located on campus to be accountable custodians. For necessary changes to a capital asset record, please contact the Property Management Office. For questions regarding a grant, contract, or agreement please contact the assigned Senior Research Administrator within Sponsored Programs. Thank you for keeping your asset records up to date!

**If you have received a Kualo Action List notification:**

The following instructions outline how to take “action” on documents in your action list.

## Processing a Kualo Action List Notification

From the Campus Administrative Applications and Resources web page, click **Kualo Financial Systems (KFS)** to sign into KFS.

**Administrative Applications and Resources** Home Reporting Research

### Welcome to AAR

AAR is designed to provide links to the administrative applications supported by the Information Systems Department.

All available applications are accessed using the region on the right side of the page (side menu). Click the pointer next to each section to reveal additional choices. The categories at the top of the page are to provide access to additional resources.

The "Help Request or Feedback" link under the Support submenu can be used to communicate questions, suggestions or issues regarding the administrative applications supported by Information Systems in addition to any general Information Systems related questions, suggestions or issues. The Help Desk is monitored from 7:00 - 16:30 Mon-Fri by phone at 970-491-1375 or email at [is\\_support\\_scheduling@mail.colostate.edu](mailto:is_support_scheduling@mail.colostate.edu). We welcome your comments.

You may access the AAR page from the CSU A-Z Web Directory. To create AAR as a Favorite (Bookmark) for access from on campus, use this page.

When accessing the AAR web page from off campus, please use the URL <https://secure.colostate.edu> and select the AAR menu item.

- ▶ **Application Systems**
  - Conflict of Interest (COI)
  - Effort Reporting (ecrt)
  - Electronic Forms
  - HR System
  - Kualo Financial System (KFS)**
  - Kualo Research (KR)
  - TimeClock Plus
  - TimeClock Plus - Manager
- ▼ **Non-production Applications**
  - Non-production Applications
- ▼ **Resources**
  - Business and Financial Services

# CHOOSE YOUR CAMPUS:

Use a suggested selection:



Colorado State University



Colorado State University Pueblo

Or enter your organization's name

Continue

[Allow me to pick from a list](#)

[Help](#)

From the Main Screen, click on "Action List".

**kuaii** | Financials

[Action List](#)

Doc Search

HOME

Home

Jump to... Ctrl+K

MESSAGE OF THE DAY

The documents waiting for your attention will be listed on the Action List page. To access, click on the underlined ID number on the left. This is a hyper link that will take you to the document.

Action List				
Action List   <a href="#">Outbox</a>				
One item retrieved.				
<u><a href="#">Id</a></u>	<u>Type</u>	<u>Title</u>	<u>Route Status</u>	<u>Action Requested</u>
<u><a href="#">24438527</a></u>	Asset Retirement Global	New AssetRetirementGlobal - Asset Retirement	FINAL	FYI

Any yellow asterisk\* indicates information that has been updated. Review the information for accuracy before clicking "FYI" at the bottom of the record.

Send AdHoc Requests [FYI](#) Close

Once you have taken the necessary action, the document will be removed from your Action List.