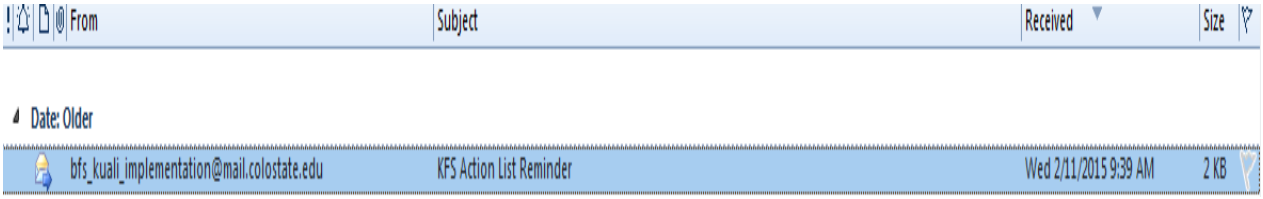
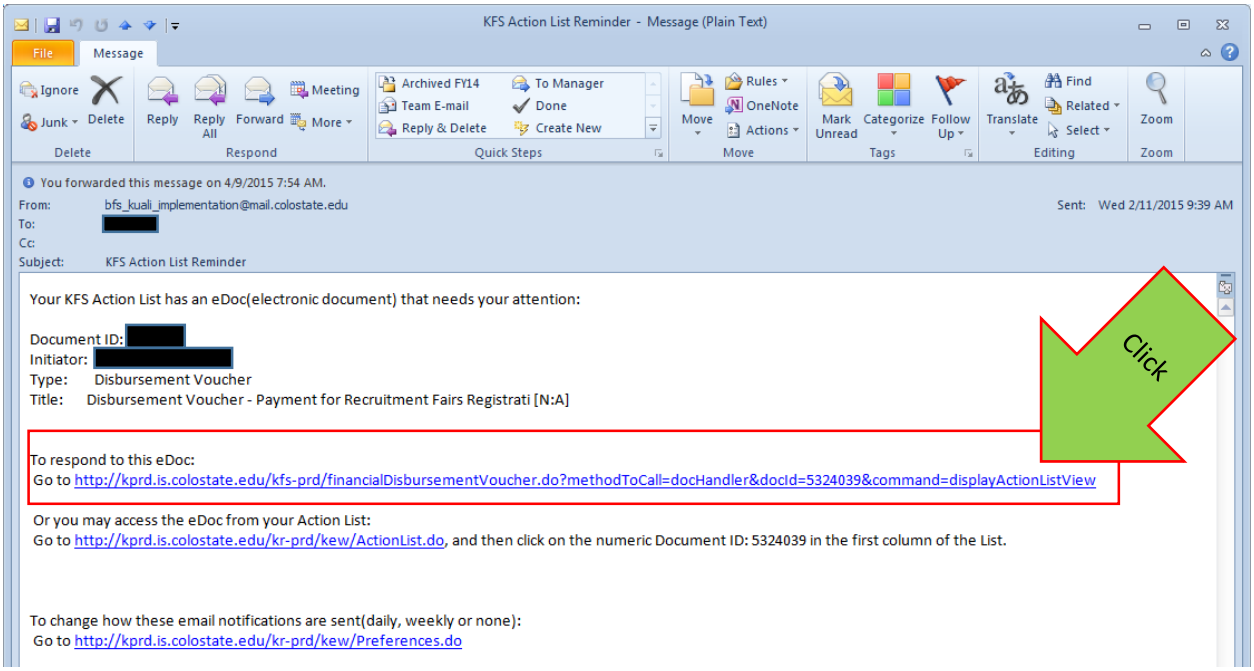
Guide for Department Higher Authorities to approve

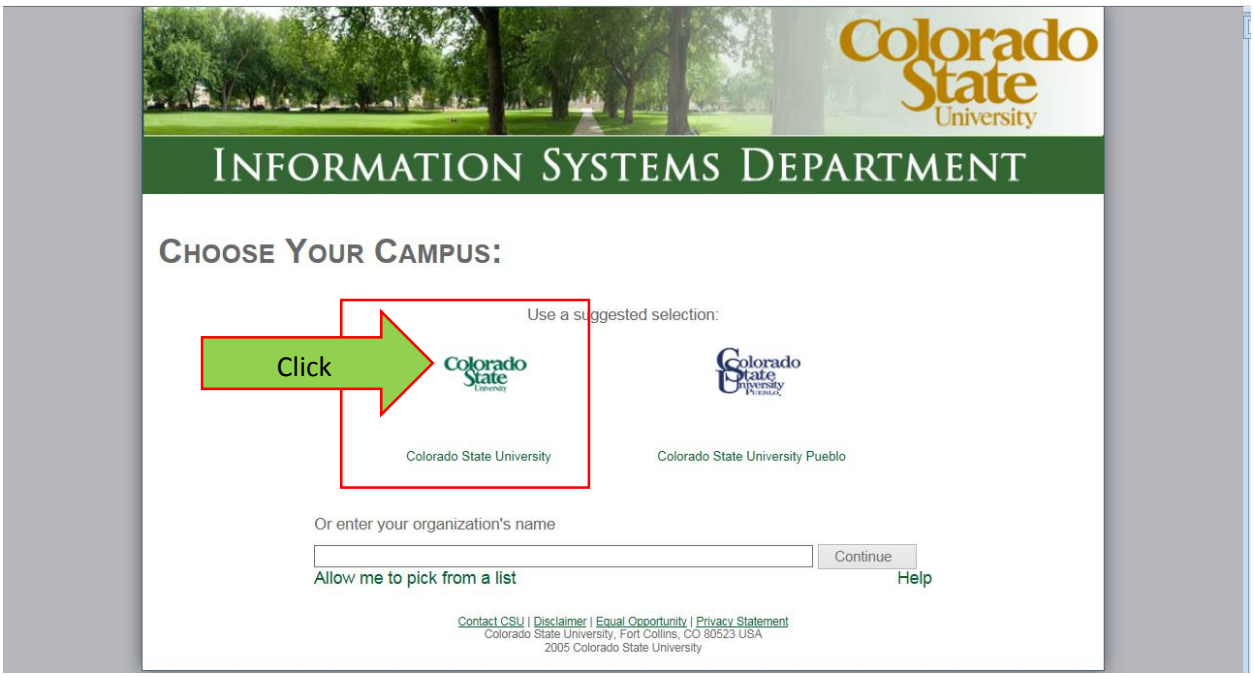
When a document is in the Department Higher Authority's (DHA) action list for their approval, they will receive an email from bfs_kuali_implementation@mail.colostate.edu with subject line: KFS Action List Reminder.

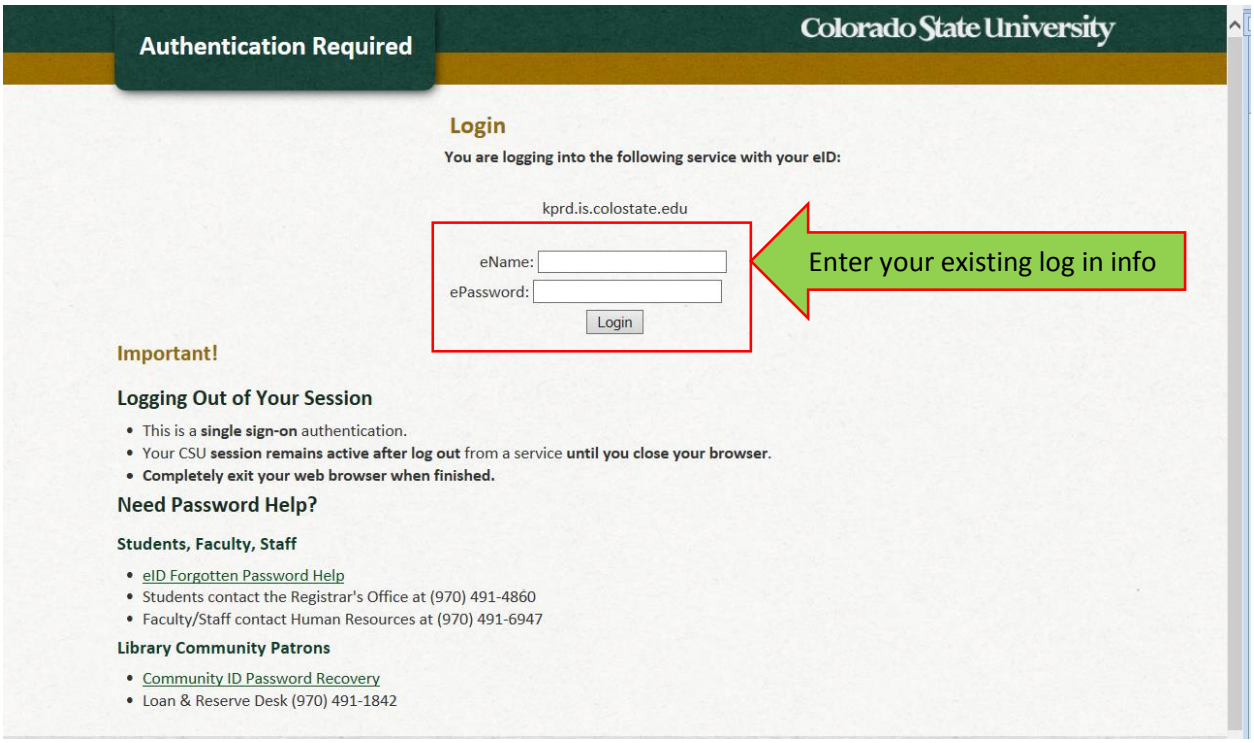


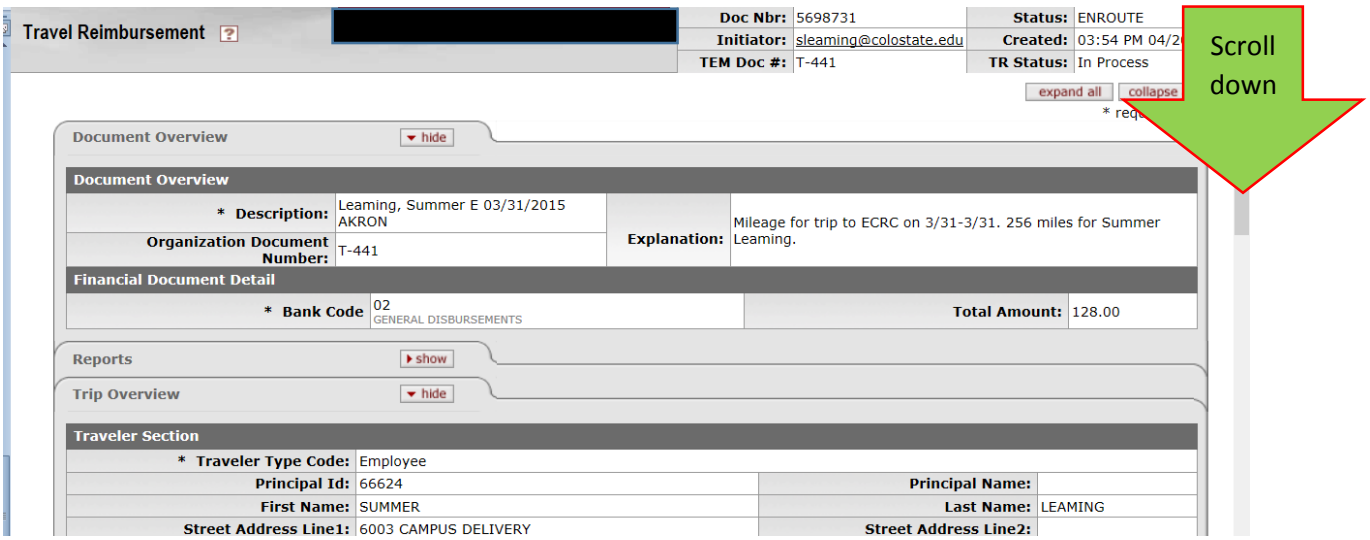
Once you open the email, follow the steps below:

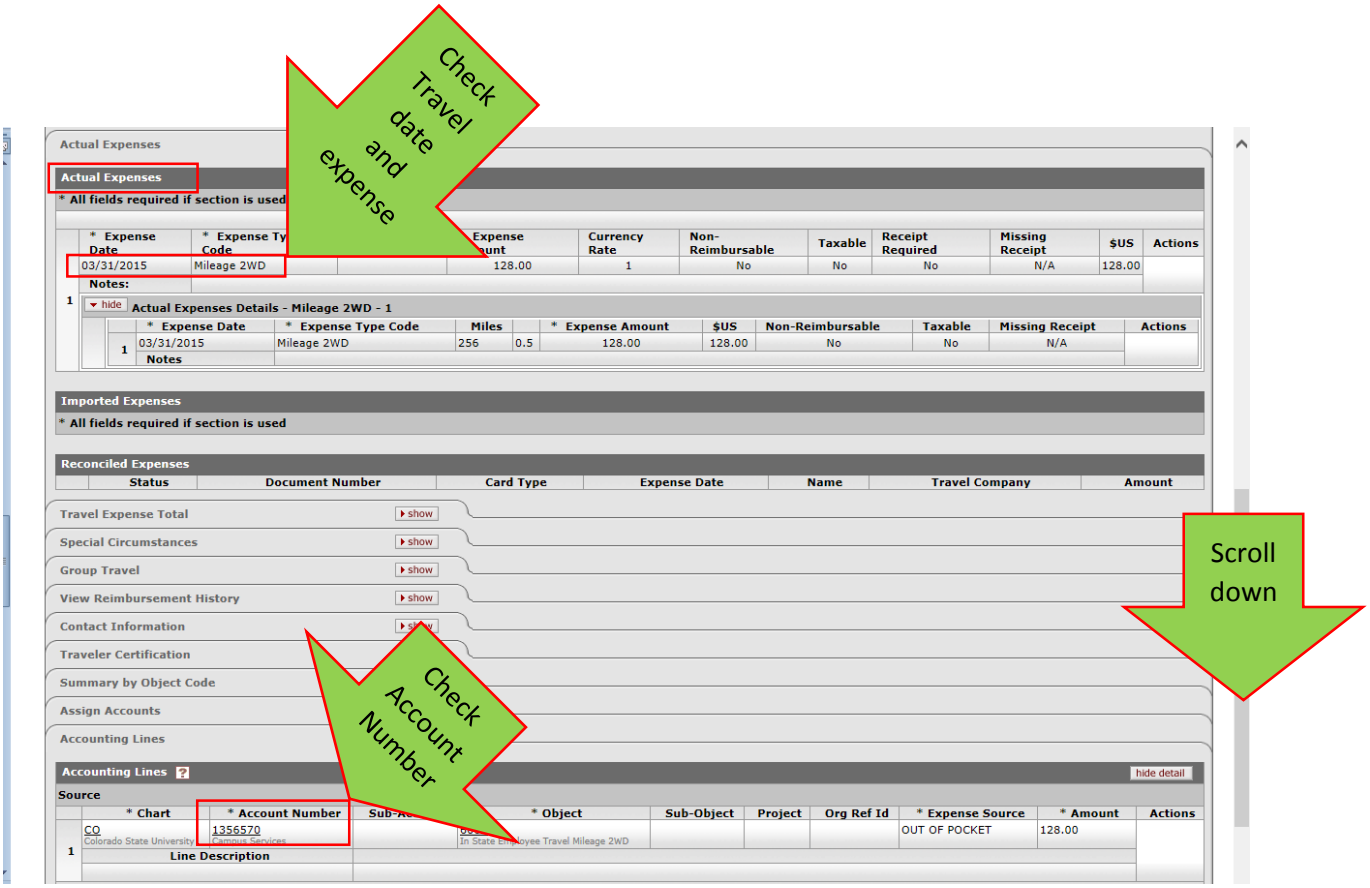


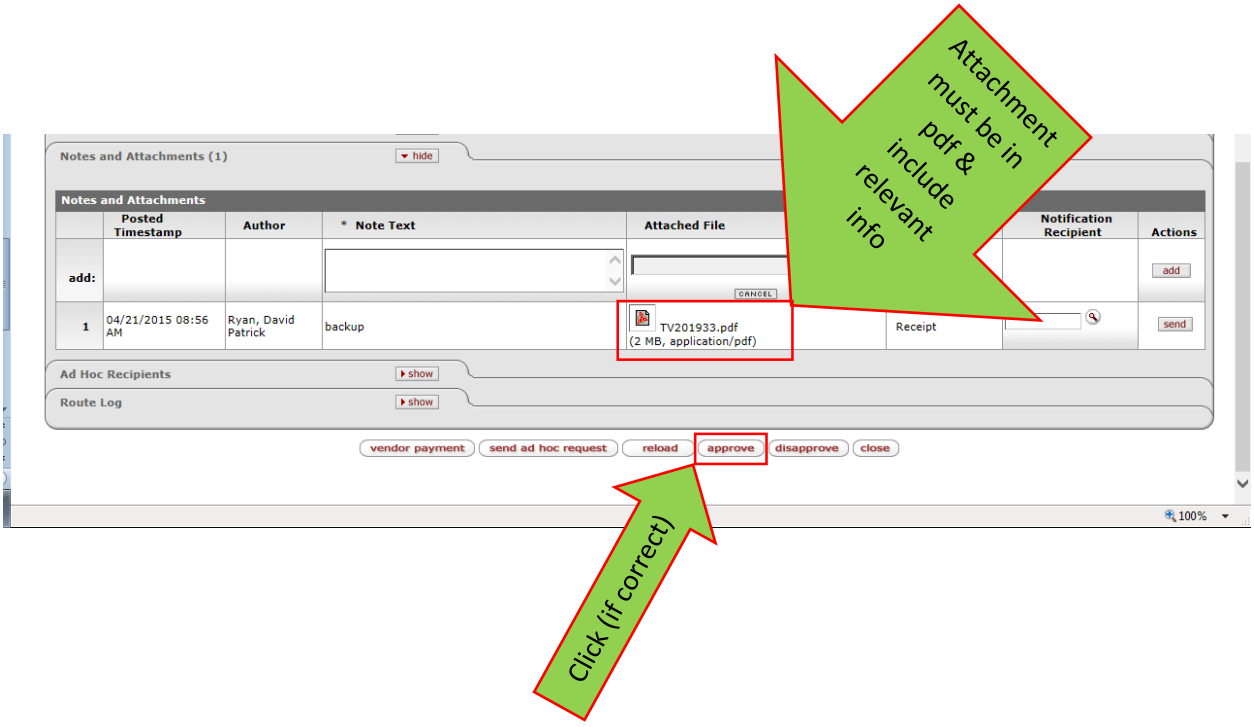
NOTE: If you are logging in remotely, skip to page 5.


Colorado State University
INFORMATION SYSTEMS DEPARTMENT
CHOOSE YOUR CAMPUS:
Use a suggested selection:
Click
Colorado State University
Colorado State University Pueblo
Or enter your organization's name
Continue
Allow me to pick from a list
Help
Contact CSU | Disclaimer | Equal Opportunity | Privacy Statement
Colorado State University, Fort Collins, CO 80523 USA
2005 Colorado State University


Authentication Required
Colorado State University
Login
You are logging into the following service with your eID:
kprd.is.colostate.edu
eName:
ePassword:
Login
Enter your existing log in info
Important!
Logging Out of Your Session
This is a single sign-on authentication.
Your CSU session remains active after log out from a service until you close your browser.
Completely exit your web browser when finished.
Need Password Help?
Students, Faculty, Staff
eID Forgotten Password Help
Students contact the Registrar's Office at (970) 491-4860
Faculty/Staff contact Human Resources at (970) 491-6947
Library Community Patrons
Community ID Password Recovery
Loan & Reserve Desk (970) 491-1842


Travel Reimbursement
Doc Nbr: 5698731
Initiator: sleaming@colostate.edu
TEM Doc #: T-441
Status: ENROUTE
Created: 03:54 PM 04/2
TR Status: In Process
expand all
collapse
Scroll down
Document Overview
hide
Document Overview
* Description: Leaming, Summer E 03/31/2015 AKRON
Organization Document Number: T-441
Explanation: Mileage for trip to ECRC on 3/31-3/31. 256 miles for Summer Leaming.
Financial Document Detail
* Bank Code 02 GENERAL DISBURSEMENTS
Total Amount: 128.00
Reports
show
Trip Overview
hide
Traveler Section
* Traveler Type Code: Employee
Principal Id: 66624
Principal Name:
First Name: SUMMER
Last Name: LEAMING
Street Address Line1: 6003 CAMPUS DELIVERY
Street Address Line2:


Check Travel date and expense
Actual Expenses
Actual Expenses
* All fields required if section is used
* Expense Date
* Expense Ty Code
Expense unt
Currency Rate
Non-Reimbursable
Taxable
Receipt Required
Missing Receipt
$US
Actions
03/31/2015
Mileage 2WD
128.00
1
No
No
No
N/A
128.00
Notes:
Actual Expenses Details - Mileage 2WD - 1
* Expense Date
* Expense Type Code
Miles
* Expense Amount
$US
Non-Reimbursable
Taxable
Missing Receipt
Actions
03/31/2015
Mileage 2WD
256
0.5
128.00
128.00
No
No
N/A
Notes
Imported Expenses
* All fields required if section is used
Reconciled Expenses
Status
Document Number
Card Type
Expense Date
Name
Travel Company
Amount
Travel Expense Total
show
Special Circumstances
show
Group Travel
show
View Reimbursement History
show
Contact Information
Traveler Certification
Summary by Object Code
Assign Accounts
Accounting Lines
Scroll down
Check Account Number
Accounting Lines
hide detail
Source
* Chart
* Account Number
* Object
Sub-Object
Project
Org Ref Id
* Expense Source
* Amount
Actions
CO
Colorado State University
1356570
Campus Services
OUT OF POCKET
128.00
Line Description

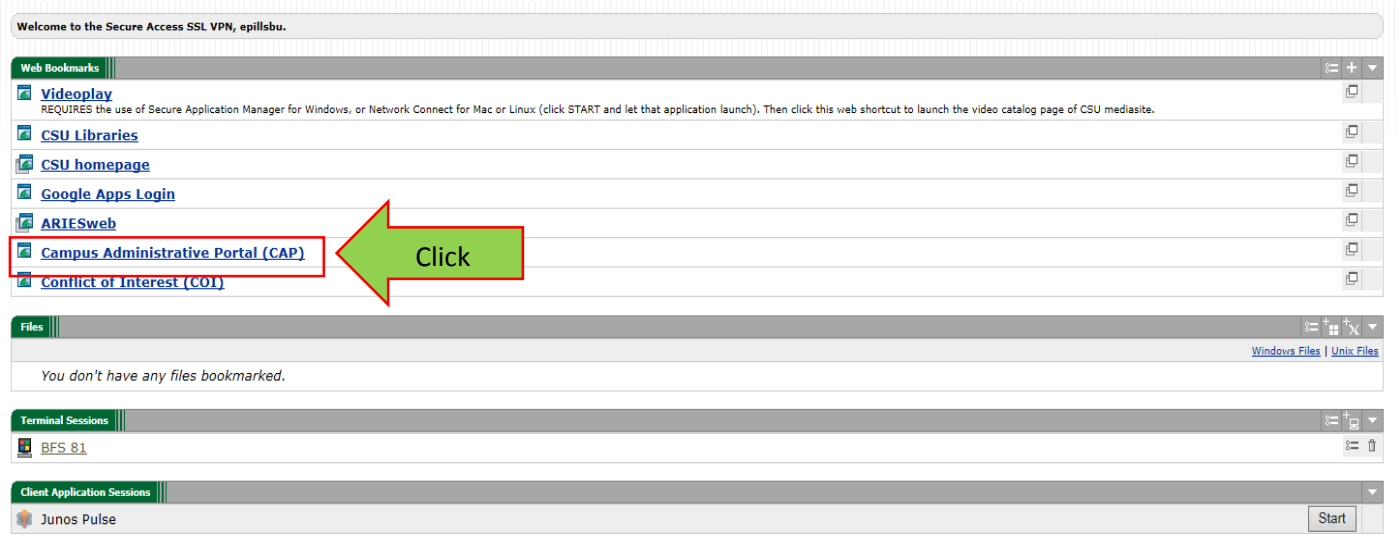

Attachment must be in pdf & include relevant info
Notes and Attachments (1)
hide
Notes and Attachments
Posted Timestamp
Author
* Note Text
Attached File
Notification Recipient
Actions
add:
CANCEL
add
1
04/21/2015 08:56 AM
Ryan, David Patrick
backup
TV201933.pdf
(2 MB, application/pdf)
Receipt
send
Ad Hoc Recipients
show
Route Log
show
vendor payment
send ad hoc request
reload
approve
disapprove
close
100%
Click (if correct)

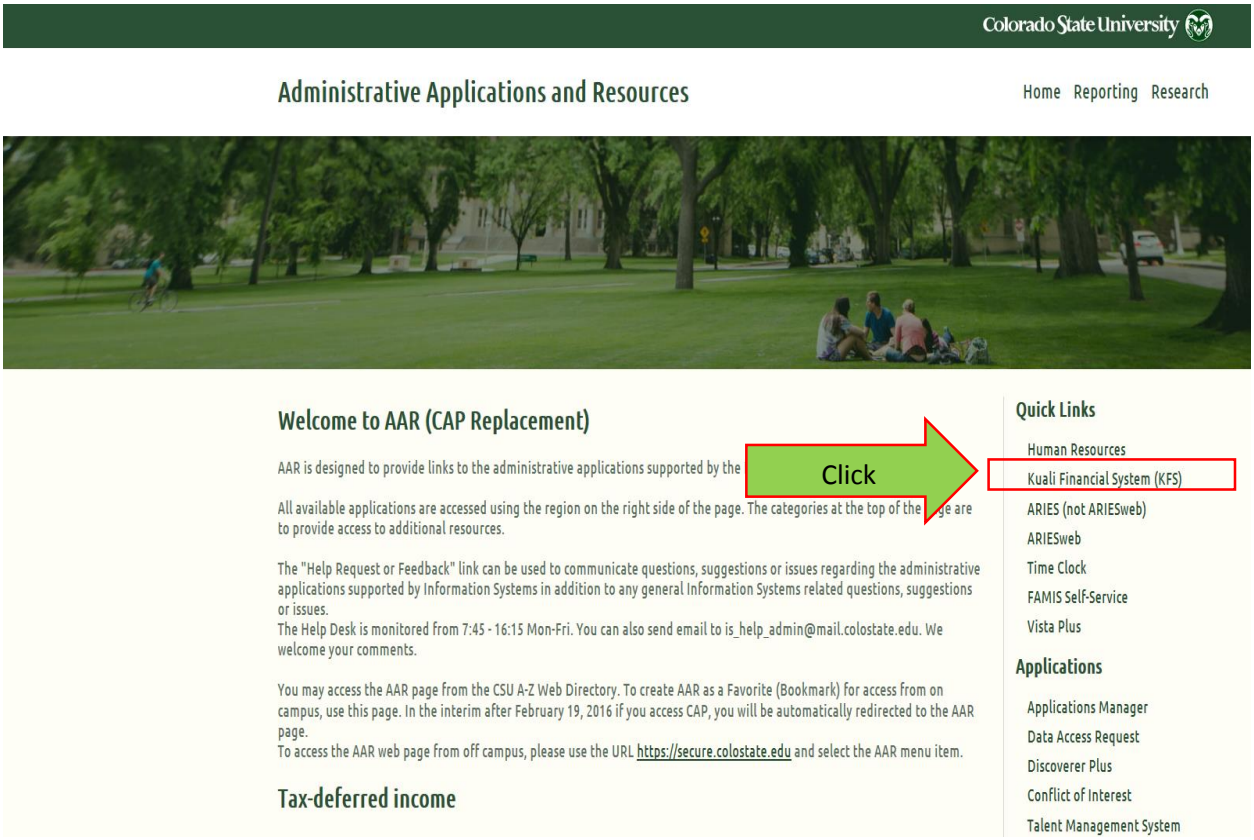
DONE!

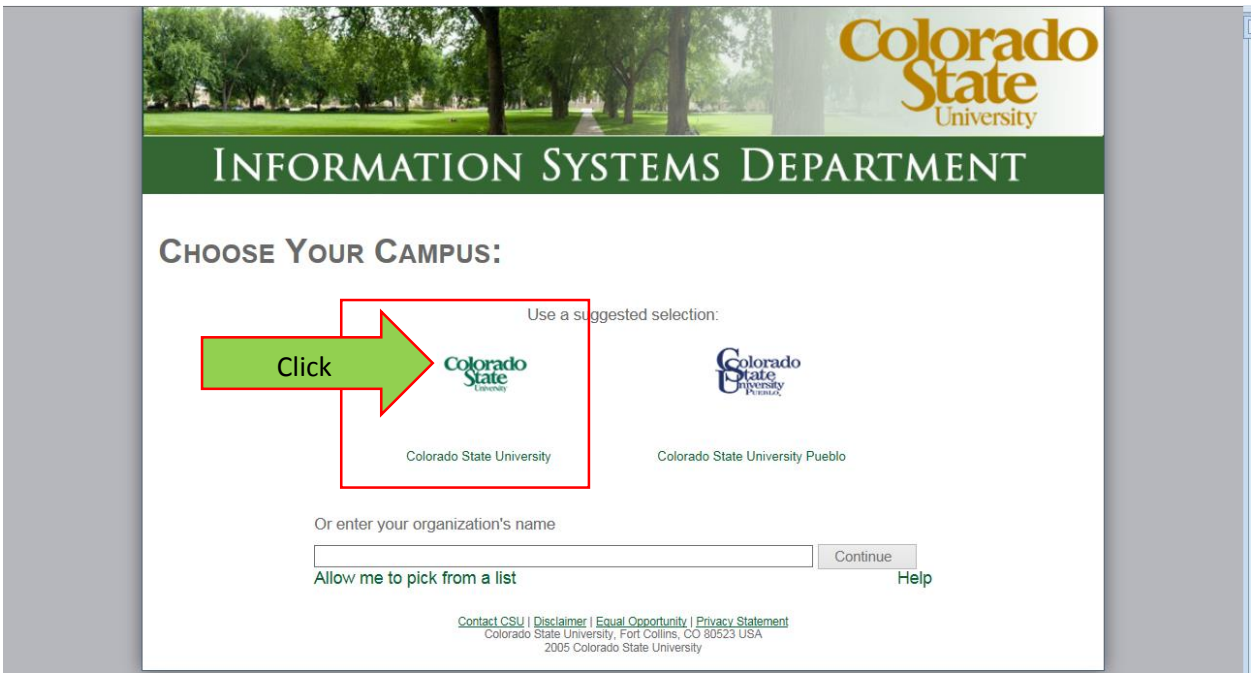
How to approve from off campus (remotely):

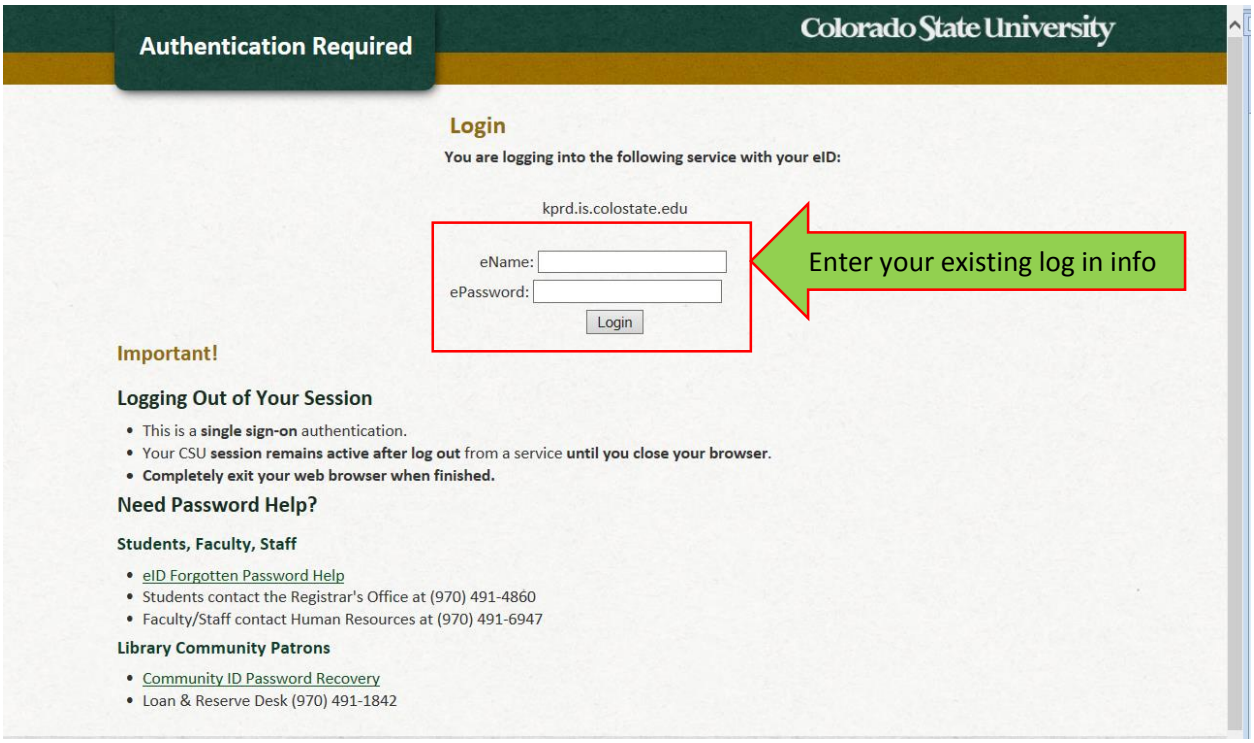
You will receive the same email as on page 1, but to approve your travel remotely go to http://secure.colostate.edu. From there log in with your CSU credentials.

Once logged in click on Campus Administrative Portal (CAP).






Colorado State University
INFORMATION SYSTEMS DEPARTMENT
CHOOSE YOUR CAMPUS:
Use a suggested selection:
Click
Colorado State University
Colorado State University Pueblo
Or enter your organization's name
Continue
Allow me to pick from a list
Help
Contact CSU | Disclaimer | Equal Opportunity | Privacy Statement
Colorado State University, Fort Collins, CO 80523 USA
2005 Colorado State University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Colorado State University
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ePassword:
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Enter your existing log in info
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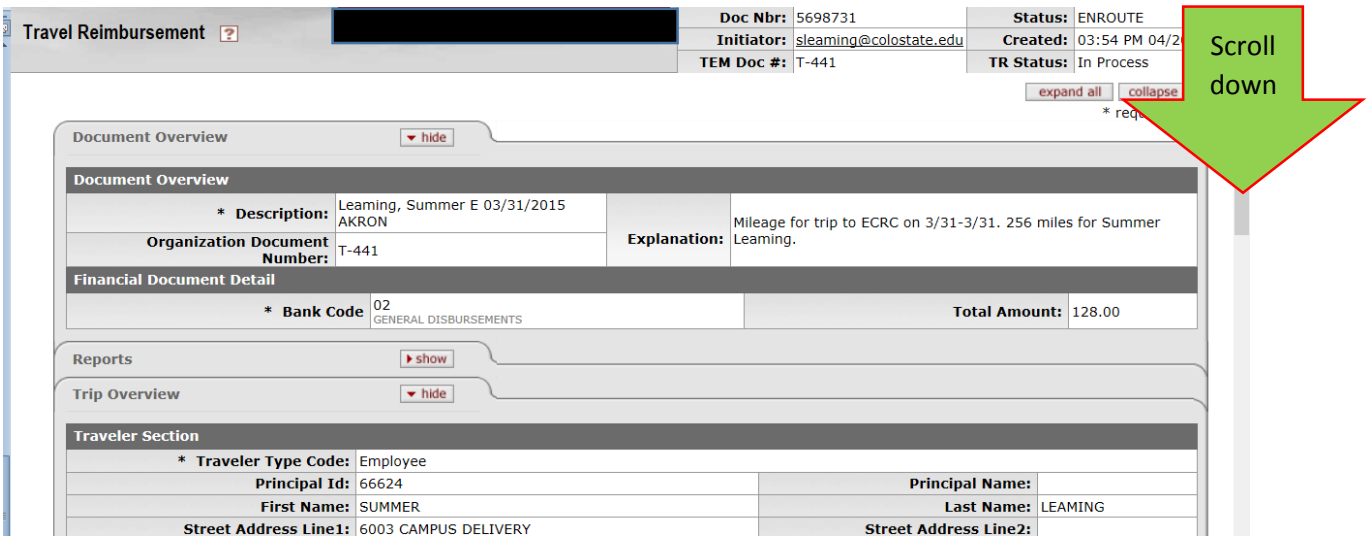
Loan & Reserve Desk (970) 491-1842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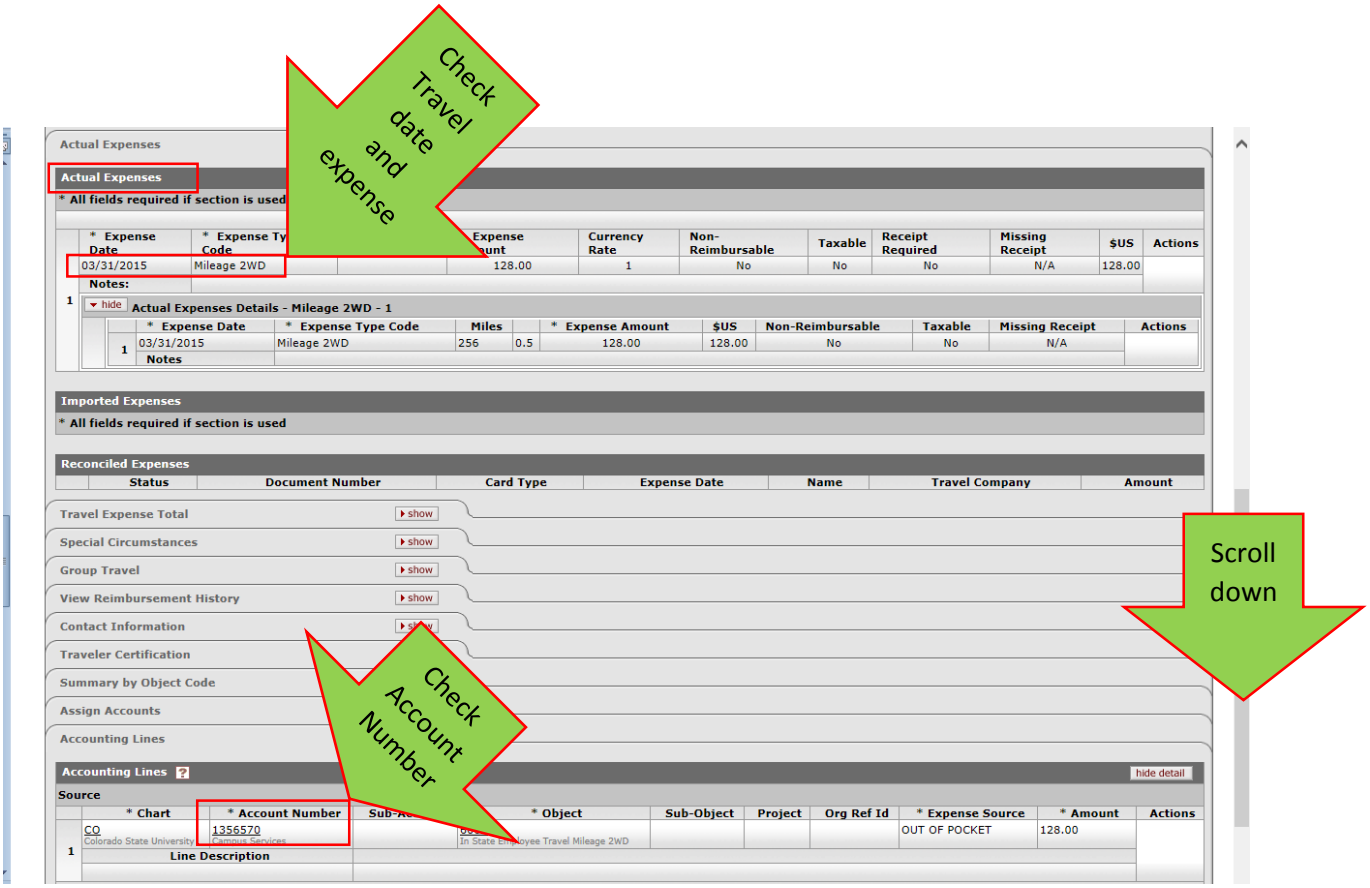
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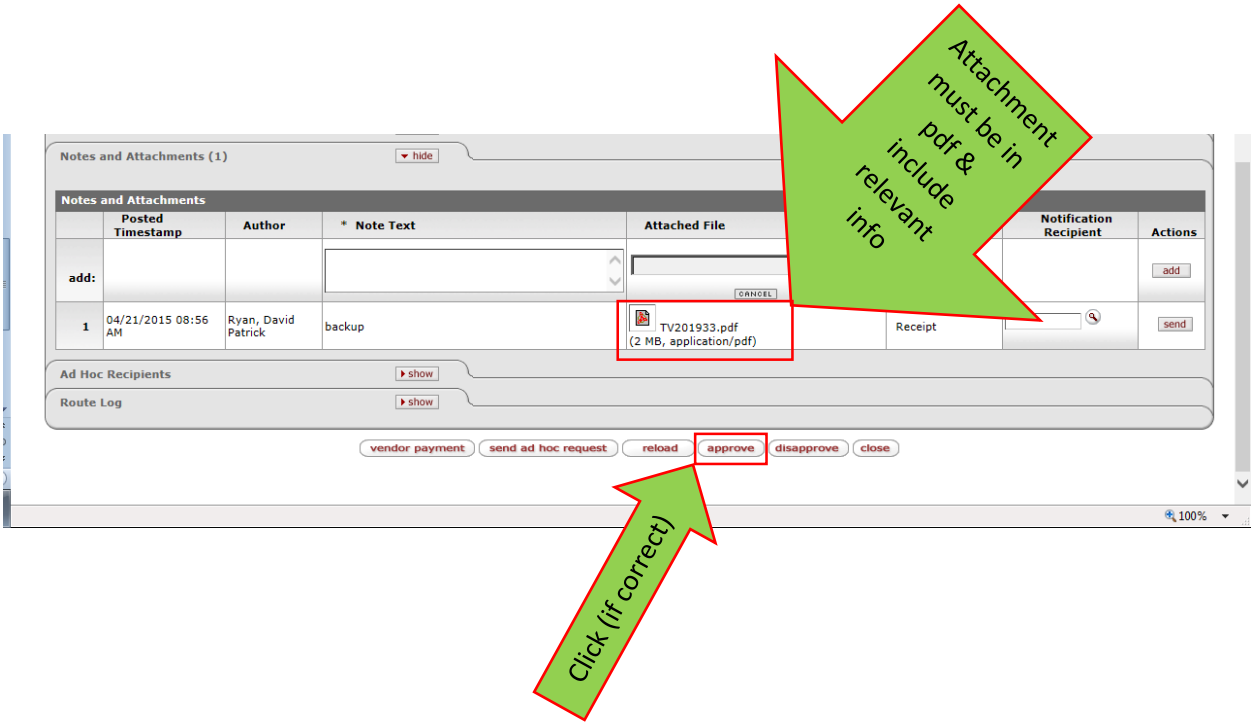
Actual Expenses
Actual Expenses
* All fields required if section is used
* Expense Date
* Expense Ty Code
Expense unt
Currency Rate
Non-Reimbursable
Taxable
Receipt Required
Missing Receipt
$US
Actions
03/31/2015
Mileage 2WD
128.00
1
No
No
No
N/A
128.00
Notes:
Actual Expenses Details - Mileage 2WD - 1
* Expense Date
* Expense Type Code
Miles
* Expense Amount
$US
Non-Reimbursable
Taxable
Missing Receipt
Actions
03/31/2015
Mileage 2WD
256
0.5
128.00
128.00
No
No
N/A
Notes
Imported Expenses
* All fields required if section is used
Reconciled Expenses
Status
Document Number
Card Type
Expense Date
Name
Travel Company
Amount
Travel Expense Total
show
Special Circumstances
show
Group Travel
show
View Reimbursement History
show
Contact Information
Traveler Certification
Summary by Object Code
Assign Accounts
Accounting Lines
Scroll down
Check Account Number
Accounting Lines
hide detail
Source
* Chart
* Account Number
* Object
Sub-Object
Project
Org Ref Id
* Expense Source
* Amount
Actions
CO
Colorado State University
1356570
Campus Services
OUT OF POCKET
128.00
Line Description


Attachment must be in pdf & include relevant info
Notes and Attachments (1)
hide
Notes and Attachments
Posted Timestamp
Author
* Note Text
Attached File
Notification Recipient
Actions
add:
CANCEL
add
1
04/21/2015 08:56 AM
Ryan, David Patrick
backup
TV201933.pdf
(2 MB, application/pdf)
Receipt
send
Ad Hoc Recipients
show
Route Log
show
vendor payment
send ad hoc request
reload
approve
disapprove
close
100%
Click (if correct)

DONE!