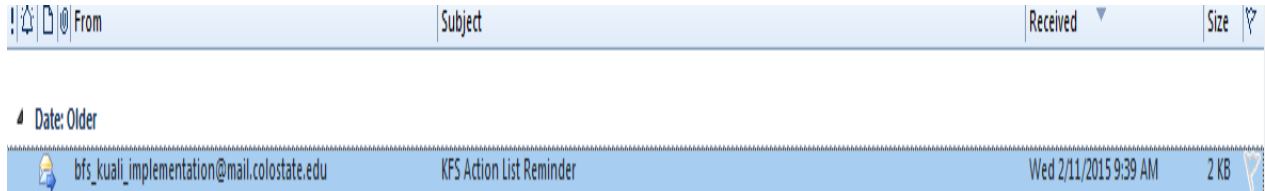
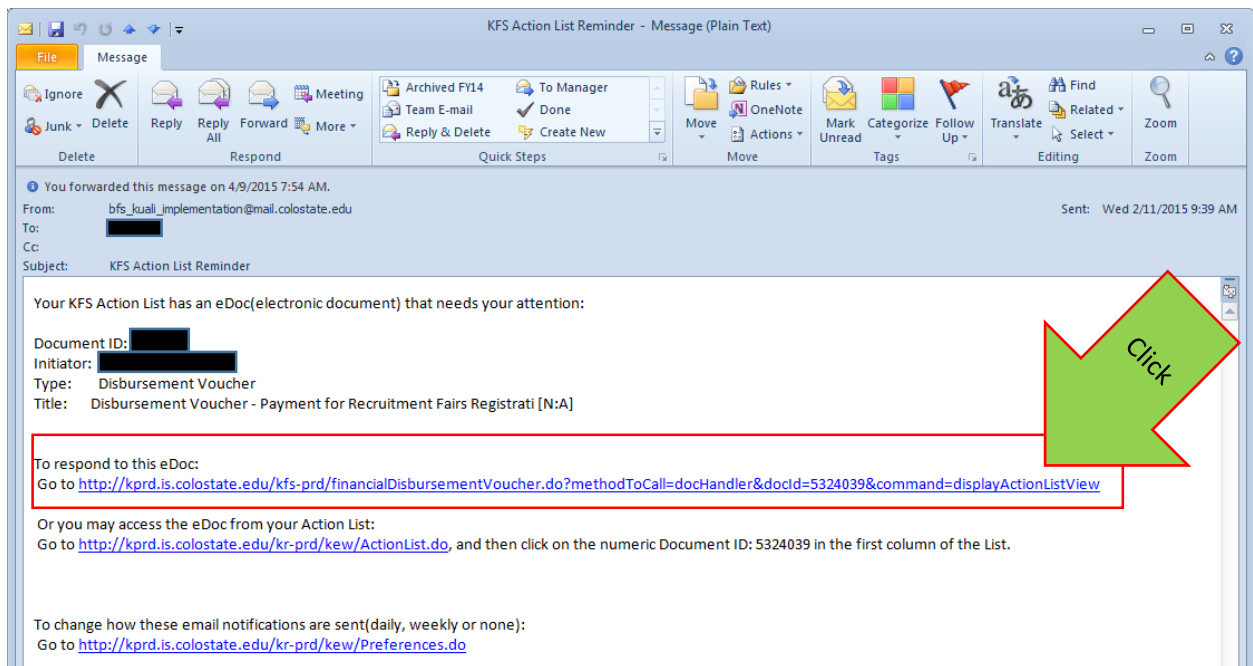


Guide for Department Higher Authorities to approve

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:

Colorado State University

Colorado State University Pueblo

Or enter your organization's name

[Help](#)

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

[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:

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.**

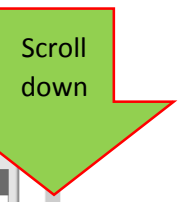
Need Password Help?

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



Document Overview hide

* Description: Leaming, Summer E 03/31/2015 AKRON		Explanation: Mileage for trip to ECRC on 3/31-3/31. 256 miles for Summer Leaming.
Organization Document Number: T-441		

Financial Document Detail

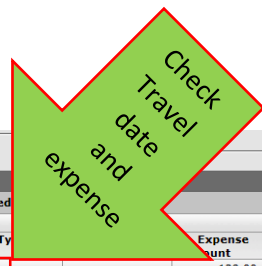
* Bank Code: 02 GENERAL DISBURSEMENTS	Total Amount: 128.00
---	-----------------------------

Reports show

Trip Overview hide

Traveler Section

* Traveler Type Code: Employee	Principal Name:
Principal Id: 66624	Last Name: LEAMING
First Name: SUMMER	Street Address Line2:
Street Address Line1: 6003 CAMPUS DELIVERY	



Actual Expenses

Actual Expenses hide

* All fields required if section is used

* Expense Date	* Expense Type Code	Expense Amount	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:

1 hide 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	128.00	128.00	No	No	N/A	

Imported Expenses

* All fields required if section is used

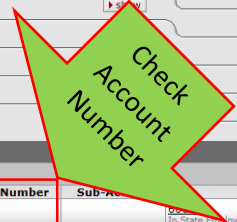
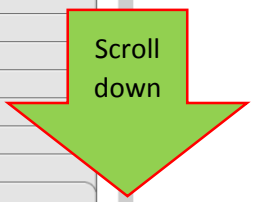
Reconciled Expenses

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 show						
Traveler Certification						
Summary by Object Code						
Assign Accounts						
Accounting Lines						

Accounting Lines hide detail

Source

* Chart	* Account Number	Sub-Ac	* Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount	Actions
C0 Colorado State University	1356570 Campus Services		In State Employee Travel Mileage 2WD				OUT OF POCKET	128.00	



Notes and Attachments (1) hide

Notes and Attachments						
	Posted Timestamp	Author	* Note Text	Attached File	Notification Recipient	Actions
add:				<input type="text"/>		<input type="button" value="add"/>
1	04/21/2015 08:56 AM	Ryan, David Patrick	backup	TV201933.pdf (2 MB, application/pdf)	Receipt	<input type="button" value="send"/>

Ad Hoc Recipients show

Route Log show

Attachment must be in pdf & include relevant info

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).

Welcome to the Secure Access SSL VPN, epillsbu.

Web Bookmarks

- Videoplay
REQUIRES the use of Secure Application Manager for Windows, or Network Connect for Mac or Linux (click START and let that application launch). Then click this web shortcut to launch the video catalog page of CSU mediasite.
- CSU Libraries
- CSU homepage
- Google Apps Login
- ARIESweb
- Campus Administrative Portal (CAP)**
- Conflict of Interest (COI)

Files

You don't have any files bookmarked.

Terminal Sessions

- BFS 81

Client Application Sessions

- Junos Pulse

Start

Colorado State University

Administrative Applications and Resources

Home Reporting Research

Welcome to AAR (CAP Replacement)

AAR is designed to provide links to the administrative applications supported by the

All available applications are accessed using the region on the right side of the page. The categories at the top of the page are to provide access to additional resources.

The "Help Request or Feedback" link 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 7:45 - 16:15 Mon-Fri. You can also send email to is_help_admin@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. In the interim after February 19, 2016 if you access CAP, you will be automatically redirected to the AAR page.

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

Tax-deferred income

Quick Links

- Human Resources
- Kuali Financial System (KFS)**
- ARIES (not ARIESweb)
- ARIESweb
- Time Clock
- FAMIS Self-Service
- Vista Plus

Applications

- Applications Manager
- Data Access Request
- Discoverer Plus
- Conflict of Interest
- Talent Management System

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

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- **Completely exit your web browser when finished.**

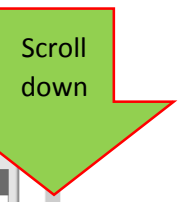
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Document Overview hide

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Organization Document Number: T-441		

Financial Document Detail

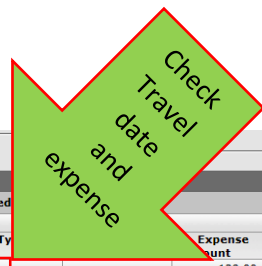
* Bank Code: 02 GENERAL DISBURSEMENTS	Total Amount: 128.00
---	-----------------------------

Reports show

Trip Overview hide

Traveler Section

* Traveler Type Code: Employee	Principal Name:
Principal Id: 66624	Last Name: LEAMING
First Name: SUMMER	Street Address Line2:
Street Address Line1: 6003 CAMPUS DELIVERY	



Actual Expenses

Actual Expenses hide

* All fields required if section is used

* Expense Date	* Expense Type Code	Expense Amount	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:

1 hide 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	128.00	128.00	No	No	N/A	

Imported Expenses

* All fields required if section is used

Reconciled Expenses

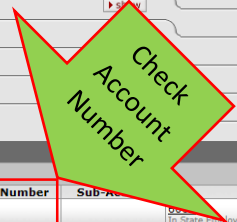
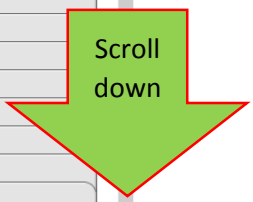
Status	Document Number	Card Type	Expense Date	Name	Travel Company	Amount
Travel Expense Total show						
Special Circumstances show						
Group Travel show						
View Reimbursement History show						
Contact Information show						
Traveler Certification						
Summary by Object Code						
Assign Accounts						
Accounting Lines						

Accounting Lines hide detail

Source

* Chart	* Account Number	Sub-Ac	* Object	Sub-Object	Project	Org Ref Id	* Expense Source	* Amount	Actions
C0 Colorado State University	1356570		In State Employee Travel Mileage 2WD				OUT OF POCKET	128.00	

Line Description



Notes and Attachments (1) hide

Notes and Attachments						
	Posted Timestamp	Author	* Note Text	Attached File	Notification Recipient	Actions
add:				<input type="text"/>		<input type="button" value="add"/>
1	04/21/2015 08:56 AM	Ryan, David Patrick	backup	TV201933.pdf (2 MB, application/pdf)	Receipt	<input type="button" value="send"/>

Ad Hoc Recipients show

Route Log show

100%

Attachment must be in pdf & include relevant info

Click (if correct)

DONE!