

Kuali Financial System Documentation



Application Forms – Kuali Financial System

Filling out the Kuali Financial System Application

1/24/2023

	KFS Application	Business & Financial Services 555S Howes, 3rd floor Fort Collins, CO 80523 6003 Campus Delivery																
1.	APPLICATION FOR: NEW ACCESS <input checked="" type="radio"/> ADDITIONAL ACCESS <input type="radio"/> DELETE ACCESS <input type="radio"/> ACCESS FOR: EMPLOYEE <input checked="" type="radio"/> ASSOCIATE <input type="radio"/>																	
2.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">USER NAME (Last, First, Middle)</td> <td style="width: 15%;">CSU ID #:</td> <td style="width: 20%;">EID</td> <td style="width: 35%;">TODAY'S DATE</td> </tr> <tr> <td>DEPT. NO.</td> <td>DEPT. NAME</td> <td colspan="2">E-MAIL ADDRESS</td> </tr> <tr> <td colspan="3">CAMPUS MAIL ADDRESS</td> <td>PHONE NUMBER</td> </tr> <tr> <td colspan="4">Name & Phone # of Person Completing Form:</td> </tr> </table>		USER NAME (Last, First, Middle)	CSU ID #:	EID	TODAY'S DATE	DEPT. NO.	DEPT. NAME	E-MAIL ADDRESS		CAMPUS MAIL ADDRESS			PHONE NUMBER	Name & Phone # of Person Completing Form:			
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Sections:

1. Select if this is New Access, Additional Access, or Delete Access. Be sure to select if the access is for an Employee or an Associate.
 - a. NOTE: If this form is to Delete access for a user, only sections 1 and 2 are required, no signatures are needed.

2. Fill out all boxes completely for the user.
 - a. Provide a valid phone number. This has ramifications to people creating orders for vendors in regards to contact information.
3. At a minimum, the KFS box must be checked. This will grant general KFS access for the user.
 - a. If Internal Order/WOA Supplier IO Group(s) is checked, please see below for the list of groups. Be sure to put the correct group in the box to the right of this section.
 - b. If Capital Assets KFS-CAM Processor is needed, check this box. An additional signature is needed for this selection, but it will be acquired by the KFS Operations Team.
4. The user must Read and Agree to the conditions outlined in this section.
5. Signatures
 - a. The user must sign and date this application.
 - b. The user's Director or Department head MUST sign this form.
 - c. The user's VP, Dean, or College Business Officer signature that is also required.
 - d. If any of these signatures are missing, the application will be rejected and sent back.

This form can be downloaded from [here](#)

Internal Order Supplier ID list for KFS Application Form

Supplier Id	Supplier Name
20	CLINICAL SCIENCES (GENERAL)
24	DIAGNOSTIC LABORATORY
40	ENVIRO/RAD HTH SCI (GENERAL)
46	CSU HEALTH NETWORK
47	POLICE
48	ATHLETICS
49	CONFERENCE SERVICES
51	DEAN OF HEALTH AND HUMAN SCIENCES
52	CAMPUS RECREATION
53	COOP EXTENSION-FISCAL OFFICE
56	HUMAN DEV & FAMILY STUDIES
57	HEALTH & EXERCISE SCIENCE
58	SOIL,WATER & PLANT TESTING LAB
59	FOOD SCIENCE & HUMAN NUTRITION
60	CHEMICAL ENGINEERING
62	BIOAGRICULTURAL SCI & PEST MGT
63	ANIMAL SCIENCES
64	SOIL & CROP SCIENCES
65	RESEARCH SERVICES
67	DEAN OF AGRICULTURAL SCIENCES
68	HORTICULTURE & LANDSCAPE ARCH
70	MECHANICAL ENGINEERING
71	ATMOSPHERIC SCIENCE
72	ELECTRICAL ENGINEERING
73	OCCUPATIONAL THERAPY
74	INTERNATIONAL PROGRAMS
75	BIOMED SCIENCE-ETRC
78	ALUMNI RELATIONS
79	CAMPUS ACTIVITIES
80	STATISTICS - MAIN
83	CIVIL & ENVIRON ENGINEERING

86	DEAN OF ENGINEERING
87	DESIGN AND MERCHANDISING
88	DEAN OF NATURAL RESOURCES
90	JOURNALISM & TECHNICAL COMM
91	ENGLISH
93	CSU EVENTS
95	CONTINUING EDUCATION
96	ADMISSIONS
102	DEAN OF LIBERAL ARTS
105	SCHOOL OF EDUCATION
106	HOUSING - FOOD SERVICE
107	ENVIRONMENTAL HEALTH SERVICES
108	VTH
109	LORY STU CTR DINING SVC
110	LORY STU CTR EVENT PLANNING
111	LORY STU CTR TECHNICAL SVC
112	LORY STU CTR OPERATIONS
113	BOOKSTORE-BOOKS
114	BOOKSTORE-SUPPLIES
118	STUDENT LEADERSHIP/CIVIC ENG
119	STUDENT ORGANIZATIONS
121	CAREER CENTER
122	CENTRAL RECEIVING
123	BIOLOGY
126	LORY STU CTR COPY RITE
130	PARKING SERVICES
131	TRANSPORTATION SERVICES
132	COLLABORATIVE FOR STUDENT ACHIEVEMENT
133	COMPUTER SCIENCE
135	ARDEC
136	HOUSING - UNIVERSITY HOUSING
139	CSU MOUNTAIN CAMPUS
140	HOUSING - SERVICE CENTER
141	STUDENT ORIENTATION
143	M T & D - MUSIC
144	M T & D - THEATRE & DANCE
145	VP FOR DIVERSITY
147	HISTORY
148	STUDENT FINANCIAL SERVICES
149	REGISTRAR
153	STUDENT DISABILITY CENTER
154	VP STUDENT AFFAIRS
155	SURPLUS PROPERTY
158	UNIVERSITY COUNSELING CENTER
159	UNIVERSITY TESTING CENTER
161	UNIVERSITY ADVANCEMENT
162	DoIT Business Office
169	MORGAN LIBRARY
170	COLO STATE FOREST SVC-MAIN

173 CHEMISTRY-STOCKROOM
183 BLACK/AFRICAN AMERICAN CULTURAL CENTER
184 PHYSICS
187 ART
188 TELECOMMUNICATIONS
189 CSU TODOS SANTOS CENTER
193 LORY STU CTR MARKETING
197 COMPUTER INFORMATION SYSTEMS
198 GRADUATE SCHOOL
201 STUDENT RESOLUTION CENTER
202 MICRO/IMMUN/PATH-CYTOMETER
203 HOUSING - FOOD/STORES
206 ECONOMICS
207 RAMCARD
209 TEAM BUILDING
214 ANTHROPOLOGY
215 OUTDOOR PROGRAM
217 Talent Development
219 FACILITIES EVENT SCHEDULING
221 AG EXPERIMENT STATION
226 PROTEOMICS METABOLOMICS FACILITY
227 PLANT GROWTH FACILITY
228 ASIAN PACIFIC AMER STUDENT SVC
234 SAN LUIS VALLEY RESEARCH CTR
237 MICRO/IMMUN/PATH-CLIN PATH
241 COMM & CREATIVE SVCS-ALL OTHER
242 INSTITUTE FOR THE BUILT ENVIRONMENT
243 INTL STUDENT & SCHOLAR SRVS
244 GREEK LIFE
248 CHEMISTRY-GENERAL
249 COMM & CREATIVE SVCS-ONLINE&VIDEO
250 HOUSING - ADMINISTRATION
252 HOUSING-TRAINING/SAFETY/ASSESS
255 INSTITUTE FOR LEARNING & TEACH
258 INFECTIOUS DISEASE RES CTR
259 SPONSORED PROGRAMS
264 EQUINE REPRODUCTION LABORATORY
266 RICHARDSON DESIGN CENTER (RDC)
270 HUMAN RESOURCE SERVICES
271 SHORTGRASS STEPPE RIC
272 RISK MANAGEMENT AND INSURANCE
273 TMI EVENT SERVICES
274 INSTITUTE FOR RESEARCH IN THE SOCIAL SCIENCES