

DM Action List Upload

1. Go to KFDM (kfdm.uconn.edu) and log in.
2. The Action List is located at the following path:
 - D-Accounts Payable
 - Standard Reports
 - Travel Office
 - Travel Action List
3. Open file and save as .xlsx file at <Q:\AP\Travel\Kuali DVs - Priority Audit Lists>. The name should be "DM_Action_List_[today's date].xlsx"
4. Take the prior day's action list and clear filters under Sort & Filter. Then copy the edoc, Who, and Comments columns into columns A through C, respectively, on a second tab on the new spreadsheet. Name the spreadsheet "Lookup". Please note that the information must be exact in order for the formulas to work.
5. Format the eDoc column (column A) as Text. This can be done under Data, then click on Text to Columns. A box will open, click Next → Next → Finish. Once this is completed the word edoc will disappear.
6. Double click on the Who, Comments, and DO NOT PAY columns in the new Action List tab in order for the formulas to work. Copy the formula down to the bottom of the spreadsheet.
7. Assign each edoc to the appropriate staff member.
8. Go to Review → Share Workbook → Check "Allow changes by more than one user at the same time. This also allows workbook merging." Click OK. Save document and close.
9. Notify staff members that the Action List is ready