



e-SHOP Quick Guide

1. From your preferred location go to the KFS portal:
<https://kfs-prod.adminapps.cornell.edu/kfs-prod/portal.jsp>
2. From the KFS Main Menu, choose Shop Catalogs.
3. Choose a supplier from Hosted Catalog Suppliers or Punch-out.
4. Place items needed in the shopping cart.
5. Submit your catalog order.
6. On the e-SHOP Shopping Cart screen, enter the Business Purpose.
7. Click **Submit** or **Assign Cart**.

Purchasing/Accounts Payable

- [Bulk Receiving](#)
- [Contract Manager Assignment](#)
- [Payment Request](#)
- [Receiving](#)
- [Requisition](#)
- [Shop Catalogs](#)
- [Vendor Credit Memo](#)



If you **Assign Cart**:



1. Click **Search for Assignee** in the Assign Cart pop-up.
2. Enter the First Name, Last Name, User Name (NetID), or e-mail of the user you are searching for in the User Search box. Click **Search**.
3. Click **Select** next to the person to whom you want to assign the cart.
4. Click **Choose Selected User** button. User will be returned to the Assign Cart pop-up.
5. In the Note to Assignee field enter the seven digit account number for the order.
6. Choose **Assign**.

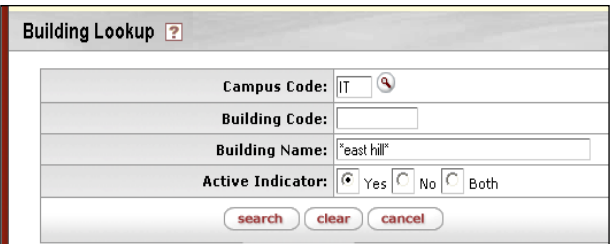
If you **Submit**:


1. The Requisition (REQS) e-doc opens in KFS. In the Document Overview tab **Description, Explanation, Fiscal Year, Chart / Org** and **Funding Source** will auto-fill from e-SHOP.
 - a. The Description, Explanation and Funding Source can be changed if necessary.


2. Delivery Campus will default to IT (Ithaca).



3. Click "Building lookup"  to search for the delivery address if necessary.
 - a. In the lookup screen Chart will default to "IT", leave as is.
 - b. Use wildcards (*) when searching, i.e., *east hill* will return all buildings containing the string 'east hill'.
 - c. Click "**return value**" next to the building needed.
4. Enter it manually or click "Room Number lookup" to find the room number. If this is the most frequent delivery address, you can click "**set as default building.**"
5. The "Delivery To" field will default to the initiator, change it if necessary.
6. Verify that the correct e-SHOP vendor has populated the Vendor tab. This tab is view-only.
7. Enter the Commodity Code for any line items where it may be missing by clicking Commodity Code lookup .
 - a. In the lookup screen , Chart will default to "IT". Leave as is.
 - b. Use wildcards (*) when searching, i.e., *file* will return all listings containing the word 'file'.
 - c. Click "**return value**" next to the commodity code description that most closely matches the line item.
8. In the Items tab, enter the Accounting Line information. **Account, Object Code** and **Percent** are required fields.
 - a. To enter information for all blank lines:
 - 1 Click "**setup distribution,**" enter the required information and click "add."
 - 2 After the screen refreshes, click "distribute to items."



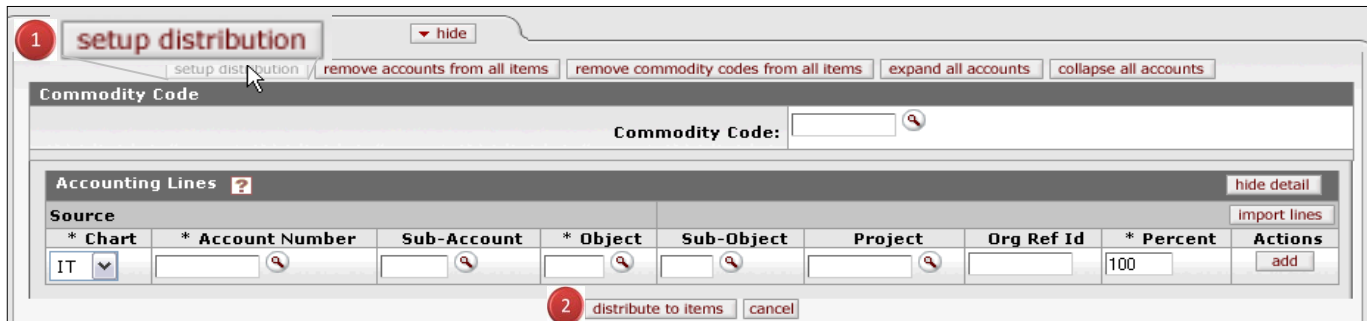
Building Lookup 

Campus Code: IT 

Building Code:

Building Name: east hill


Active Indicator: Yes No Both




1 **setup distribution**

setup distribution /


Commodity Code


Commodity Code: 


Accounting Lines 

Source	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Percent	Actions
IT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	100	<input type="button" value="add"/>

2

- Use the lookup  to find Account numbers or Object codes that are not known for either distribution or individual line entries.
- Use wildcards (*) when searching, i.e., *postage* in the Object Code Name field will return all object codes containing the word 'postage'.
- Click "**return value**" next to the Account number or Object Code needed.



Object Code Lookup 



* Fiscal Year: 2012 


Chart Code: IT - Ithaca Campus 


Object Code:

Object Code Name:

Object Code Short Name:


Level Code: 

Object Type Code: 

Object Sub-Type Code: 

SUNY Object Code:

Historical Financial Object Code:

Budget Aggregation Code: 

Active Indicator: Yes No Both

- b. To enter information manually for each line: click "**show**" Accounting Lines and enter information in the required fields, click "**add.**"

9. Verify the information in the Additional Institutional Info tab is correct; change it if necessary.
10. Click "**show**" on the Account Summary tab to verify the account distribution is correct.
11. In the Note and Attachments tab, attach any relevant documentation and enter notes.
12. Click "**submit**" at the bottom of the screen, to enter the order.

