### VO System Reference Manual

**May 10, 2016 Version**

Contact: Carole Gill (294-5181)

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**VO System Features**

- **Invoice Processing**
  - All invoices should come directly from the vendor to the Accounting Office, unless the Accounting Office has approved an exception.
  - The Accounting Office will enter the invoices in ADIN's IN System to create the VO Documents.
  - Departments with access to ADIN's IN system can browse by PO and/or invoice number to see check numbers, paid dates, a list of other payments for the purchase order, etc.
  - All ISU employees can use the KFS Search for Payment screen to search submitted VO Documents by payee name, PO, or invoice number.
  - All ISU employees can use the Doc Search function in KFS to search for VO Documents and determine their processing status.

- **Routing**
  - Routing is determined by the funding sources.
  - VO Documents route to fiscal officer of the department that initiated the purchase order and the fiscal officer of each of the funding sources.
  - VO Documents route sequentially to the fiscal officer of the department listed on the purchase order and the fiscal officers of the departments funding the expenditure. (Note: The person who initiated the Web Req is not necessarily from the same department listed on the purchase order.)
  - VO Documents route electronically to departments immediately after the Accounting Office has reviewed them.
  - Since the Accounting Office review has taken place before routing to the department, the check is written the evening after the last departmental approver has approved.

- **Approvals**
  - Most PO payments will qualify for negative approval. To prevent erroneous payments, all attachments should be reviewed.
  - Positive approval still is needed if:
    - The VO Document is $5,000.00 or above.
    - The contract has no account number assigned.

- **Payment Methods**
  - Checks mailed to vendors will not include paper attachments. Additional comment lines are printed on the sealed checks provide the information to allow vendors to apply payments to the correct invoices.
  - Instructions on how to search for payments by using KFS or e-Data are available at [http://www.controller.iastate.edu/accounting/determiningcheckstatus.pdf](http://www.controller.iastate.edu/accounting/determiningcheckstatus.pdf)
• Schedules
  o The negative approval period for the VO Document is ten calendar days. The negative approval period for discounts is five calendar days.
  o Negative approval VO Documents can be expedited by positively approving them.
  o VO Documents that have been either positively approved by the last approver or have reached the end of the negative approval period will be paid in the next check writing.
  o Checks are written on Monday, Tuesday, Wednesday, Thursday and Friday evenings, and mailed the next business day.

• Images / Document Retention
  o An image of the invoice and other attachments is viewable directly from the VO Notes and Attachment tab or e-Data.
  o Images will be available for ten years, and the Controller’s Department is responsible for document retention. Departments are encouraged not to print a paper version of the VO Document unless it is necessary.
**Common Icons and Buttons Used in KFS**

* **Asterisk** indicates a required field.

- **Calendar** allows selecting dates by clicking rather than keying.

- **Collapse All** allows collapsing all tabs to minimize the space taken up on the screen.

- **Drop-down** menu is available.

- **Expand All** allows expanding all tabs to see the maximum amount of information available.

- **Hide** allows hiding all the data from a particular tab, but continuing to display the tab label.

- **Question Mark** means a help menu is available.

- **Magnifying Glass** allows searching for additional information.

- **Show** allows displaying all the data from a tab that was previously hidden.

- **Underlined Column Heading** allows sorting of data.

- **Underlined Data** allows drilling down to another document or screen.

- **Underlined Field Label** provides a link to a Help menu.
Routing

Routing Roles (Nodes) in VO Document Processing

All ISU employees are able to access any posted VO payment. However, only persons assigned a specific routing node will be involved in the approval process.

Payables Staff (Nancy Fausch, Patsy Griffith)

The Payables Staff receive all invoices, and research the invoices that do not have a PO number to allow them to be entered. The Payables Staff also creates the images of invoices that must be attached before the VO Document can be routed for approval. If a VO Document is disapproved by the Funding Fiscal Officer or Departmental Fiscal Officer, it is routed to the Payables Staff for correction.

Tax Manager (Dave Knight, Julie Schrader)

The Tax Manager is the first role in the routing chain after the VO Document leaves the Payables Staff. The Tax Manager must review all attached invoices and other documents to determine if the invoices equal the amount of the VO Document, review Object Codes for tax reporting, determine if a taxpayer identification number is available if tax reporting is required, and flag certain other transactions for the Accounting Manager’s review. The Tax Manager also reviews for payables transactions in June, July, and August, and reviews for prepaid expenditures throughout the year.

Accounting Manager (Bill Cahill, Carole Gill)

The Accounting Manager reviews taxable payments to foreign vendors and non-resident aliens, and reviews requests for bank transfers and foreign drafts.

Departmental Fiscal Officer

The Departmental Fiscal Officer is the approver for the department listed on the Purchase Order. If the department displays as “Department Requesting Services,” orders will be changed by the Payables Staff to reflect the correct department.

Funding Fiscal Officer

The Funding Fiscal Officer is the approver listed on the account. In most cases the department listed on the Purchase Order will be the same department funding the payment, so only one approval will be necessary.
**Equipment Manager** (Katie Wiegand)

The Equipment Manager maintains the inventory records for the university. All transactions involving object code 711-XX will route to the Equipment Manager for her review.

**Purchasing Agent** (Cory Harms)

The Purchasing Agent is the central contact in Procurement Services. If federal funds are used to purchase equipment, the Purchasing agent must approve the funding source at the time of the Purchase Order creation, as well as the time at which the funding source is changed to another federal account.

**Treasurer** (Brad Dye, Jenny Peebler)

The Treasurer role facilitates requests for bank transfers or foreign drafts.

**Normal Routing Path**

We will focus first on the routing path that does not involve any problems or exceptions.

1. The Payables Staff receives and enters the invoice in the ADIN’s IN System.
2. The Payables Staff creates an image of the invoice with a barcoded reference number.
3. If the barcode number on the imaged invoice matches an entry in ADIN’s IN System, a VO Document is released to KFS Workflow.
4. The Tax Manager is first in the workflow, and audits attachments, reviews Object Codes for IRS reporting, decides whether reporting as a prepaid expenditure or payables item is required, and decides whether to approve or disapprove the VO.
5. If the Tax Manager approves, the VO Document is routed sequentially to the Departmental Fiscal Officer and Funding Fiscal Officer(s).
6. Once the last fiscal officer has approved, the VO Document goes to the payment queue for the next check writing.
Problems and Exceptions for Routing (by Routing Role)

Payables Staff

If the invoice has no PO number, it must be researched before it can be entered or routed.
VO Documents disapproved by other routing roles must be corrected by the Payables Staff.
The Payables Staff also can cancel a VO Document so that it does not get paid.

Tax Manager

The Tax Manager must review the attached invoices to determine that the documentation supports the amount of payment requested. If the amount of the attached invoices does not match the amount, invoice date, invoice number, or vendor name and address on the VO Document, it must be disapproved and sent back to the Payables Staff.
The Tax Manager determines whether the payment is 1099-reportable. The Tax Manager must change the Object Code if it would result in incorrect 1099 reporting.
If the Tax Manager approves the VO Document, the next routing role usually is a fiscal officer.
If the VO was created in June or July, the Tax Manager must review to determine whether the VO Document needs to be included as a payables item for financial reporting purposes.
If the VO was created in August and is for an amount of $35,000 or more, the Tax Manager must review to determine whether the VO Document needs to be included as a payables item for financial reporting purposes. If so, instead of clicking the Payables indicator, the Tax Manager must send an Ad Hoc FYI to Alicia Smith.

Accounting Manager

The VO System will automatically route VO Documents to the Accounting Manager after the Tax Manager's approval if:

- The payment method is by bank transfer.
  - Action Required: Ensure the proper currency and payment method have been selected, and that the bank transfer information is included on the attachment.
- Although most VO payments to foreign vendors are by bank transfer, if the payment is by ISU check, the Tax Manager role must Ad Hoc FYI taxable payments to non-resident alien or foreign businesses to the Accounting Manager role.
  - Action Required: If the payment is confirmed to be tax-reportable, ensure that the appropriate documentation (W-8BEN-E or 8233) is
attached. It withholding is required, enter the information to facilitate withholding.

If the Accounting Manager disapproves, it goes back to the Payables Staff for correction or cancellation.

If the Accounting Manager approves, the next role will be a Departmental Fiscal Officer.

**Departmental Fiscal Officer**

The Departmental Fiscal Officer should review all attachments to determine if the invoice represents a legitimate obligation of the department.

If the Departmental Fiscal Officer recognizes that the payment is on the wrong contract number, the VO Document must be returned to the Payables Staff for correction or cancellation.

If the Departmental Fiscal Officer recognizes that the goods are not received, or the services are not performed, a Hold indicator can be placed to delay payment.

If the contract was set up on 9s (without an account number), the Departmental Fiscal Officer must enter an account number before the VO Document can be approved.

**Funding Fiscal Officer**

If the Departmental Fiscal Officer and the Funding Fiscal Officer are the same, only one approval is needed.

The Funding Fiscal Officer should review all attachments to determine if the invoice represents a legitimate obligation of the department.

If the Funding Fiscal Officer needs to change the funding allocation, s/he must add a note and use the Return to Payables button to return it for correction.

If the Funding Fiscal Officer recognizes that the payment is on the wrong contract number, the VO Document must be returned to the Payables Staff for correction or cancellation.

If the Funding Fiscal Officer recognizes that the goods are not received, or the services are not performed, a Hold indicator can be placed to delay payment.

After the Funding Fiscal Officer approves, the next step usually is the check writing process.

**Equipment Manager**

The Equipment Manager must review all transactions with a 711-XX object code. Equipment inventory records must be updated.

Some transactions will be reclassified as non-equipment, which requires notifying Procurement Services.

The Equipment Manager can add a funding line to split a payment between accounts or object codes.

**Purchasing Agent**
The Purchasing Agent has approved the federal funds used on the original purchase order. If a new federal fund is used, this new fund also must be approved by Procurement Services. The Purchasing Agent gets an FYI when the Equipment Manager changes the object code from 711-XX to something else, although this does not hold up the approval process.

**Treasurer**

If a non-ISU check payment type is involved, the request routes to the Accounting Manage, and then routes to the Treasurer’s Office for processing.

**Other Routing Notes**

- A VO Document can be approved, returned to the Payables Staff, or held, and each action will be performed electronically.
- Departments can expedite the processing of a negative approval payment by electronically approving it, although this is not required.
- Payments that require positive approval:
  1. VO Documents that are $5,000.00 or above.
  2. VO Documents that require insertion of an account number.
- If a contract has been set up without an account number, the funding department must add the missing information on the VO Document screen before it is approved and forwarded for payment.
- If a VO Document has been assigned to an incorrect purchase order number, it must be electronically sent back to the Accounts Payable staff for correction.
The Action List

Accessing the Action List (IN Box)

Click on the AccessPlus link on the www.iastate.edu home page.

Log in to AccessPlus.

Select the uBusiness tab instead of the A+Home tab.
Click on the **KFS** menu option on the left side of the screen, rather than the link for Kuali Action List on the right side of the screen.

Next, click on the **Action List** button in the top left corner of the screen.
**Action List Display**

The Action List displays everything requiring your approval or review. After the fiscal officer (or secondary delegate) has taken action, the item drops off the Action List. However, the item will only appear in the Outbox of the person who took the action. The Outbox can be accessed by clicking the link in the top left of the screen.

Just above the column headings are page numbers and First/Last and Next/Previous buttons to allow you to advance more quickly to the requested document. Any of the underlined column headings on the Action List can be used as a sort key.

There also is a Doc Search button (see page 16) to allow you to search for documents matching specific criteria.
**Action List Column Headings**

<table>
<thead>
<tr>
<th>Id</th>
<th>Type</th>
<th>Title</th>
<th>Route Status</th>
<th>Action Requested</th>
<th>Initiator</th>
<th>Delegator</th>
<th>Date Created</th>
<th>Last Approved Date</th>
<th>Group Request</th>
<th>Current Route Node(s)</th>
<th>Log</th>
</tr>
</thead>
</table>

The column headings can be either displayed or hidden by clicking the Preferences button. (See page 24.)

**Id** – Each VO transaction is assigned an identification number by KFS. The Id number can be clicked to display the various tabs and fields of the VO Document. The Id column is mandatory, but all other columns can be hidden by changing Preferences.

**Type** – The “VOucher on PO” document type is the document for making payments on purchase orders.

**Title** – The title is the “Type” followed by the Vendor Name, Purchase Order number, an indication whether the transaction requires POSitive or NEGative approval, and an indication if a DSC (discount) is available for prompt payment.

**Route Status** – The two most common route statuses are “Enroute” and “Final.” A status of “Enroute” means it has been routed to an approver. A status of “Final” means it has been approved by the last approver. However, the status of “Final” would appear in the Outbox rather than the Action List. A status of “Enroute” can also appear in the Outbox, which means that your role has approved the transaction, but the approver of other roles is still needed.

**Action Requested** – Most requests will be to approve a document.

  - **Acknowledge** will not hold up approval if the recipient does not act. However, the recipient must open the document and click the Acknowledge button, or it will stay on his/her Action List indefinitely.
  - **Approve** will require the recipient to act before the VO Document can move to the next step. If multiple persons are authorized to approve, when the first approver approves it disappears from the Action List of the other potential approvers as well.
  - **FYI** is similar to Acknowledge, except that the recipient does not have to open up the message. That is, it can be deleted from the Action List without being opened. However, deleting is not recommended, as sometimes messages are sent via Ad Hoc FYI that require a response.

**Initiator** - This field contains the User ID (e.g., Nancy Fausch) of the person who created the VO Document. It is populated based on the log-in and is not updateable.

**Delegator** – ISU will not be using this function.
**Date Created** - This is the time at which the VO Document was created by the Accounting Office. This is a system-generated field.

**Last Approved Date** – This is the last time an approval was made on this document, although additional approvals may still be needed.

**Group Request** - ISU will not be using this function.

**Current Route Node(s)** – This describes the role to which the document has been routed. It also displays the individuals assigned to that role. Please see the “Routing Roles in VO Document Processing” on page 5 for a list of the Route Nodes.

**Log** – Clicking on the icon allows you to see the routing history on the Route Log without opening the rest of the voucher.
Related Screens and Settings

Doc Search

Clicking on the Doc Search button allows you to search for documents matching certain criteria, such as Document Type, Initiator, Document Id, Date Created From, or Date Created To.

Document Type
To search by Document Type, click the magnifying glass icon to the right of the Document Type field to advance to the next screen to search for Document Types.

In the example below, I was looking for documents from the VO system. The official name is “VoucherDocument,” but I typed a “VO,” followed by an asterisk in the Name field, which serves as a wild card, and clicked the Search button.
The item retrieved was for VoucherDocument (a/k/a VO Document). Since this is what I wanted, I clicked the **Return Value** link to the left of my choice.

If I already had known that “VoucherDocument” was the exact name of the Type, I could have keyed that description (or just “vo**”) in directly from the beginning.
In the example below, I added a date range before clicking Search. The system search defaults to today’s date, so if you do not specify dates, you may get a message that “No values match this search.” if no documents of that type were entered today. The maximum number of items that can be displayed for a search is 500.
**Initiator**

In the example below, I typed in a User Name (e.g., nfausch for Nancy Fausch) and used 04/11/2016 for the Date Created From and Date Created To, and clicked the Search button. Multiple dates can be used to create a broader date range.

This same type of search can be done for other types of documents, such as DVs, DIs, TFs, etc.
Document/Notification Id
If you know a Document Id, but are not sure if it is in your Action List or Outbox, you can search for it by Doc Search instead. In the example below, I keyed 888342 directly into the Document/Notification Id field and clicked the Search button.

To display the VO Document, click on the “888342” link under the Document Id column.
**Date Created From**

In the example below, I searched for all VO Documents created on or after 04/15/2016. (You must use the MM/DD/YYYY convention or use the calendar icon to click the date.) Please note from the results below that this search is more inclusive than the Action List, as it includes items no longer needing review or approval. Also note that the maximum items returned in a search is 500.
Date Created To
This search allows searching for all documents created on or before a certain date. This feature is not particularly useful by itself, but when used in combination with the Date Created From search, as in the paragraph below, a user can create a starting and ending range for the search (e.g., 04/15/2016 through 04/18/2016).
Searching by a Date Range
In the example above, I selected a date range of 04/15/2016 through 04/18/2016. I can also use the range 04/15/2016 through 04/15/2016 to show the activity for a single day.
Preferences

In the top right corner of the Action List screen is a Preferences button, which allows you to set the frequency of e-mail notifications, as well as to change colors and to choose which columns are displayed on the Action List and Outbox. (Also see the sections below for the Refresh and Filter buttons.)

General Tab

**Automatic Refresh Rate**
This field allows you to determine how frequently your screen will automatically refresh itself to reflect new data. The lower the number, the more frequently your screen will be refreshed. However, if you set it to “0” it will not automatically refresh, and you must click the Refresh button to refresh manually.

**Action List Page Size**
This field allows you to determine how many items appear at one time on your Action List or Outbox. Most monitors will display about 15 items per screen without scrolling or navigating to the next page. However, scrolling is easier than clicking the Next button, so we recommend a high number, such as 100. The maximum allowed is 500.

**Delegator Filter**
ISU will not be using this feature.

**Primary Delegate Filter**
ISU will not be using this feature.
Fields Displayed in the Action List

<table>
<thead>
<tr>
<th>Fields Displayed In Action List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Type</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>ActionRequested</td>
</tr>
<tr>
<td>Initiator</td>
</tr>
<tr>
<td>Delegator</td>
</tr>
<tr>
<td>Date Created</td>
</tr>
<tr>
<td>Date Approved</td>
</tr>
<tr>
<td>Current Route Node(s)</td>
</tr>
<tr>
<td>WorkGroup Request</td>
</tr>
<tr>
<td>Document Route Status</td>
</tr>
<tr>
<td>Clear FYI</td>
</tr>
<tr>
<td>Use Outbox</td>
</tr>
</tbody>
</table>

Please refer to page 14 for an explanation of the purposes of these fields. You can click or unclick the fields to display or hide this information on the Action List and Outbox.

Delegator and WorkGroup Request are not used, so they should not be checked. If **Use Outbox** is not checked, the Outbox will not be viewable.

**Document Route Status Colors for Action List Entries:**

![Color Coding Chart]

The default setting is to have a white background for each status. However, by clicking a field with a color, you could make that status stand out when viewing your Action List or Outbox. It would be better to use the color coding for rare exceptions. For example, since ENROUTE is the most common Route Status for the Action List, it would be better to use a color for another status, such as EXCEPTION or PROCESSED. You could use another color for FINAL, which would give you a tool for determining which items could be deleted from your Outbox.
Email Notification Preferences:

Receive Primary Delegate Emails
This box should remain unchecked, as ISU will not be using this feature.

Receive Secondary Delegate Emails
This box should remain unchecked, as ISU will not be using this feature.

Default Email Notification
The default setting is **None**, which means you will not receive Email notifications. Drop-down options also allow you to choose to be notified immediately, daily, or weekly. Unless you are in the habit of checking your Action List several times daily, the best option probably is to be notified immediately by Email.

Document Type Notifications

**Document Type** – This field allows you to use a notification setting different from the default setting immediately above, based on what type of document it is.

**Notification Preference** – The default setting is none. Drop-down options also allow you to choose to be notified immediately, daily, or weekly for that type of document.

**Actions** – Click the Add button and also click the Save button at the bottom of the screen to save your notification settings for that type of document.

Send Email Notifications For
We recommend leaving all four boxes checked, which is the default setting.

**Complete** – ISU will not be using this feature.

**Approve** – Please see the explanation under Ad Hoc Routing.

**Acknowledgment** - Please see the explanation under Ad Hoc Routing.

**FYI** - Please see the explanation under Ad Hoc Routing.
Action Buttons:

Clicking the Save button will preserve your preference choices. Clicking the Save button also takes you back to the Action List.

Clicking Reset will restore the settings that were previously saved, and will keep you on the Preferences page, rather than taking you back to the Action List.

You can also click Cancel to avoid saving your changes. Clicking Cancel will take you back to the Action List.

Refresh

The Refresh button also is displayed in the top right corner of the Action List screen, and manually updates the Action List to include any new items sent for your review. You also can choose to automatically refresh every X minutes by entering a value on the Preferences screen.
**Filter**

Another button in the top right corner of the Action List screen is the Filter button, which allows you to select only certain documents from the Action List. The Filter button also applies to the Outbox. If you are in the Outbox already, clicking the Filter button will apply to the Outbox. Otherwise, after applying the filter, you can toggle between the Action List and Outbox.

![Filter button](image)

**Secondary Delegator Id**

The default setting for the Action List is to see only the items for which you are the fiscal officer. You can see the secondary delegate approvals instead by using the drop-down menu.

**Document Title**

The Document Title for a VO Document includes the Document Type, Vendor Name, PO Number, an indicator if positive or negative approval is needed, as well as an indicator if there is a prompt payment discount available. A text string for any of the parts of a Document Title can be used as a filter. In the example above, I entered UNIV to search for vendor names that included a text string of UNIV. It is not necessary to add asterisks as a wild card, but you must use UPPER-CASE letters, as the search is case-sensitive. Please note that using UNIV for the filter displays both UNIV and UNIVERSITY. The results are initially sorted by Document Id number, but can be resorted by any underlined column heading.
To return to the complete Action List, rather than the filtered version, click on the **Clear Filter** button in the top right of the screen.

You can also use the Document Title filter to search for all VO Documents having prompt pay discounts by entering DSC, or to search for all payments requiring positive approval by entering POS. Another of many possibilities would have been to have entered a specific purchase order number to search for pending payments on that purchase order.

**Document Route Status**
There are five possible values on the drop-down box: DISAPPROVED, ENROUTE, EXCEPTION, PROCESS, and SAVED. The values of CANCELLED and FINAL are not available. The default setting is to include all route statuses. However, you could also click on a single route status. The **Exclude?** button to the right allows you to display everything except the choice selected in the drop-down box.

Your Action List consists almost entirely of ENROUTE status items. One way to find what else is in your Action List is to select ENROUTE from the drop-down box, click the Exclude? Field, and then click the Filter button.
The filtered results show everything except the ENROUTE items.

Please note the **Clear Filter** button now appearing in the top right of the screen, which must be clicked to return to the original, comprehensive Action List.

**Action Requested**

Your Action List consists almost entirely of items with an Action Requested of “Approve,” which means these are the items requiring your approval. To see the exceptions, you can click APPROVE from the drop-down box, click the **Exclude?** button to the right, and then click the Filter button at the bottom.
The filtered results show everything except the APPROVE items.

Please note the Clear Filter button now appearing in the top right of the screen, which must be clicked to return to the original, comprehensive Action List.

**Action Requested Group**
You may have different roles (Tax Manager, Account Manager, Fiscal Officer, etc.). Using the drop-down feature allows displaying these one at a time. However, unless you have significant volume in your Action List, it may be easier to just sort by using the Action Requested column heading.

**Document Type**
Please see page 16 for a demonstration of how to look up a Document Type. You could filter your Action List to show only a particular type of document, such as a DV, DI, GEC, etc.
Date Created
The Date Created field allows you to select (or exclude) items created within a certain date range. In the example below I selected all documents from 04/18/2016 through 04/19/2016, and then clicked the Filter button.

The filtered results below show all documents within that date range. Other criteria could have been selected as well, if necessary.
Please note the Clear Filter button now appearing in the top right of the screen, which must be clicked to return to the original, comprehensive Action List.

**Date Last Assigned**
ISU will not be using this feature.
Action Buttons

Clicking **Filter** will display a filtered Action List. You must click Clear Filter to return to the original, comprehensive Action List. If you are on the filtered Action List and click the Filter button again, your second filter will apply only to the items shown on the first filter.

Clicking **Clear** will restore the default settings, but will keep you on the Action List Filter page.

Clicking **Reset** also will restore the default settings, and will keep you on the Action List Filter page.

Clicking **Cancel** will restore the default settings, and return you to the unfiltered Action List.
VO Documents

Features of the VO Document Screen

The **Doc Nbr** field in the top right corner of the screen displays the document number (referred to as the “Id” on the Action List). If this is not the Doc Nbr you would like to view, click the Close button at the bottom of the screen.

The **Status** field indicates whether the document is ENROUTE (still awaiting approval) or FINAL.

The **Initiator** field displays user name of the person who released the VO Document into routing, and the **Created** field displays the time at which the release into routing took place.

The VO Document has several tabs that can be expanded or collapsed. In the top right corner of the screen there are buttons for **Expand All** and **Collapse All**. Each individual tab also has buttons that toggle between **Show** and **Hide**.
The Voucher Information Tab

Most of the fields on this tab are not updateable. However, the Tax Manager or the Accounting Manager can update the Paybl Ind box to record the transaction as a payables item for financial reporting purposes. A Departmental Fiscal Officer or Funding Fiscal Officer can choose to add a Hold indicator. If there is not a box to be checked, it means this user does not have access to update the field. For example, this user does not have rights to update the Hold Ind field, but could update the Payables Indicator.

**Requestor:** The requestor is the person listed on the Purchase Order as the requestor, not the person who initiated the VO Document.

**Voucher Number:** The voucher number will be the Org Ref Number used in e-Data. The Voucher Number is not the same as the Doc Nbr (see above).

**PO Number:** This is the purchase order number as written on the invoice, or as researched by the Accounts Payable staff. If the PO # entered is incorrect, this VO Document must be returned to the Accounts Payable staff and another VO Document must be started from scratch.

**Department Name:** This is the name of the department that initiated the Web Req. Both the Department Name and Department Address fields are driven by the Department Code of the department that created the Web Req. Institutional Research maintains the database of department codes, and would be the contact if either the Department Name or Department Address descriptions need to be modified for that department code.

**Department Address:** See the Department Name above.

**Invoice Number:** The invoice number as written on the invoice, or as generated by the Accounts Payable staff if not written on the invoice.

**Invoice Date:** The invoice date as written on the invoice, or as determined by the Accounts Payable staff if not written on the invoice.

**Invoice Terms:** Invoice terms default to Net 30, but a discount will be displayed if indicated on either the invoice or the purchase order.

**Payables Indicator:** This field is used by the Accounting Manager or Tax Manager to indicate whether the payment should be considered a payable (a liability) at the end of the
fiscal year. A checked box means the expenditure was due in the fiscal year prior to when it was paid.

**Hold Indicator:** Adding a Hold indicator prevents a disputed invoice from being paid, even when the negative approval period passes. However, the Hold Indicator will be overridden if an approver clicks the Approve button. Please add a note in the Notes and Attachments section to explain why the payment should not be made at this time. The Hold Indicator is available only to the Departmental Fiscal Officer and Funding Fiscal Officer.

**The Payment Information Tab**

**Vendor FEIN:** This is the vendor’s taxpayer identification number (FEIN or SSN), per Procurement Services’ vendor file. All users will see a partially masked number for confidentiality. Since payments for services usually are tax-reportable, a blank or TMP taxpayer identification will cause a delay until the payment until the taxpayer identification number is provided by the vendor. When the taxpayer identification number must be changed, the Accounts Payable staff must cancel the current VO Document and begin a new one by reentering the invoice in ADIN’s IN system.

**Voucher Amount:** The Accounts Payable staff will enter the voucher amount (the total of all invoices being paid) and choose the currency to be used.

**Currency Type:** Most payments will be by ISU check, which always is in US dollars. Please see “The Payment Information Tab – Foreign Currency Payments” below for a description of how the Payment Information tab changes when a currency other than U.S. Dollars is used.

**Vendor Name:** The vendor name will default to the Remittance Name from Procurement Services’ vendor file. Although the Accounts Payable staff has rights to change the Vendor Name, they must get Procurement Services’ approval before doing so. The Vendor Name, address, Invoice Amount, and Invoice Currency Code can be modified by the Accounts Payable staff in KFS Workflow, but changing the FEIN requires cancelling the original VO Document and creating a new transaction.

**Payment Method:** ISU’s best business practice is to make payments by an ISU check, although a drop-down menu allows the Accounting Office to select an ACH, foreign draft, wire transfer, or cashier’s check when necessary. Contact the Accounts Payable staff, Tax Manager, Accounting Manager, or Treasurer if the method of payment needs to be changed.
Address Line 1: The first line of the vendor address. This field is taken from ADIN’s IN system and is not updateable on this screen. It will default to the remittance address listed on Procurement Services’ vendor table for the Vendor FEIN being used. This field can be updated by the Accounting Office without Procurement Services’ approval.

Address Line 2: The second line of the vendor address. See Address Line 1 above.

City/State: The city and state of the vendor. See Address Line 1 above.

Postal Code: The postal (zip) code of the vendor. See Address Line 1 above.

The Payment Information Tab – Foreign Currency Payments

Three fields are added to the Payment Information Tab only when Accounts Payable indicates the payment is in a foreign currency.

Disbursement Amount: The Disbursement Amount the amount the department will be charged. When a foreign currency is used, the Disbursement Amount reflects the units of the foreign currency, less any tax withholding.

Payment Amount: The Payment Amount displays the number of units of the foreign currency. This will only match the Voucher Amount directly above if the payment was made in US Dollars.

Payment Amount (USD): The Payment Amount (USD) field shows the amount in US dollars the bank charged ISU, and which was charged to the funding departments, exclusive of the service charge. This field is completed by the Treasurer’s Office and will be shown as 0.00 until the bank’s information is received by the Treasurer’s Office.
The Contact Information Tab

| Name       | Nancy fausch         | Phone Number | 294-2846 | Email Address | nfausch@sastate.edu |

**Name:** The name of the Accounts Payable staff person who entered the invoice(s) for this VO Document. This information is recorded based on the log-in, and is not manually entered.

**Phone Number:** The phone number of the contact person. See above.

**Email Address:** The e-mail address of the contact person. See above.
The Item Detail Tab

“I” Order Example:

<table>
<thead>
<tr>
<th>Item Num</th>
<th>Object Code</th>
<th>Qty. Invoiced</th>
<th>Description</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>49900</td>
<td>144.00 FLUID, BRAKE CLEANER, PERMATEX #52006;</td>
<td>3.33</td>
<td>475.52</td>
<td></td>
</tr>
<tr>
<td>002</td>
<td>49900</td>
<td>4.00 ADHESIVE, GASKET FORM A-GASKET, RIV</td>
<td>7.45</td>
<td>26.95</td>
<td></td>
</tr>
</tbody>
</table>

Total: 509.48

“C” Order Example:

<table>
<thead>
<tr>
<th>Item Num</th>
<th>Object Code</th>
<th>Qty. Invoiced</th>
<th>Description</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>56900</td>
<td>0.00 PER ABOVE INVOICE</td>
<td>0.00</td>
<td>131.00</td>
<td></td>
</tr>
</tbody>
</table>

Total: 131.00

The Item Detail is taken from ADIN’s IN system, and not updateable on this screen.

**Item Num:** On “I” orders Item Numbers are set up for each item being purchased. Additional items can be added in the 8XX and 9XX range by the Accounts Payable staff. For “C” orders the Item No. is always “001.”

**Object Code:** This field is driven by the product code used when the purchase order was approved. It is updateable by the Tax Manager, Accounting Manager, and the Equipment Manager. Even for the 8XX and 9XX items, the system automatically assigns the object codes.

**Qty. Invoiced:** For “I” orders, the quantity invoiced is entered by the Accounts Payable staff, based on the information provided on the invoice. For “C” orders, the quantity will be zero.

**Description:** For “I” orders, this field is driven by the description provided for each item number. For “C” orders, the description will read “PER ABOVE INVOICE,” as there is no description provided for each item, as there is for “I” orders.

**Unit Price:** For “I” orders a Unit Price for each Item Number was established at the time the purchase order was approved. For “C” orders the Unit Price will be displayed as 0.00.

**Extended Price:** For “I” orders this is a calculated field based on quantity invoiced and unit price, and is not updateable on this screen. For “C” orders there is no calculation, and the amount displayed is the total amount of the invoices entered.
The Funding Lines Tab

“\(I\)” orders have accounts and object codes set up for each item, and these are automatically allocated to the Account and Sub-Account fields. “\(C\)” orders do not have items, and sometimes require the insertion of Accounts to replace the 9s currently displayed.

**Tax Reporting**: These fields are only used by the Account Manager role in the Accounting Office to record taxable payments to foreign vendors. Tax reporting for domestic vendors is driven by the object code on the voucher and the ownership type of the vendor, and is not affected by the Tax Reporting column.

**Account**: For “\(I\)” contracts there are Account numbers set up for each item. For “\(C\)” contracts there may have been Accounts set up that require allocation, a single Account, or all 9s. The allocation will take place in this section, with the requirement that the Amount must match the Voucher Amount above. The Accounts Payable staff, Tax Manager, Accounting Manager, and Equipment Manager have rights to add or change an Account or Sub-Account. Departmental Fiscal Officers can make changes to Account or Sub-Account fields on “\(C\)” orders on 9s. For other situations requiring Account or Sub-Account number changes, Departmental Fiscal Officers need to add a note in the Note Text field and click Return to Payables.

**Sub-Account**: Sub-Accounts are not required unless the Account was set up to require them.

**Object**: The Object Code will default to the one used in the Item Detail above, but amounts may be allocated among accounts in this section. The Tax Manager, Accounting Manager, Equipment Manager, and Accounts Payable staff have update rights for the Object Code.

**Amount**: The Total Amount must match the Voucher Amount above. The Amount for individual line items can be updated by the Accounting Manager or Accounts Payable staff. The Departmental Fiscal Officer can make updates for individual Accounting Lines on “\(C\)” orders on 9s.
**Surcharge Amount:** A hazardous materials surcharge is automatically added for certain items, depending on what product code was used when the purchase order was approved. If the amounts have not yet been allocated to specific accounts, the surcharge amounts will not show as allocated. The Surcharge Amount cannot be manually reallocated. However, the “Done” process (an automated process that takes place immediately before the actual payment) will make the proper pro-rated reallocation.

**Total:** The calculated Amount total must match the Voucher Amount in the Payment Information tab above.

**The Service Fees Tab**

Only the Accounting Manager and Treasurer have update rights for the fields under this tab.

**Fee Type:** The Treasurer or Accounting Manager can add Bank Fees (bank transfer or foreign draft).

**Account:** The Treasurer or Accounting Manager must fill in the Account, Sub-Account, and Object Codes, to charge a fee to the funding department. The Account, Sub-Account, and Object Codes will be validated by the system to prevent invalid or closed accounts.

**Sub-Account:** See Account.

**Object:** The Object Code for a Bank Fee will always be “67400.” The Bank Fee amount will be added by the Treasurer's Office.

**Amount:** The amount of the Bank Fee.

**Add:** The Add button must be clicked to save the information, or the fee will not be charged.
The Notes and Attachments Tab

The Notes and Attachments tab allows a user to add a note or attach a document. The note could be to ask Accounts Payable to move the invoice to another purchase order, to explain to Accounts Payable that the invoice already had been paid by the Purchasing Card, or to document any explanation that may be useful for future reference, even if the note does not need to be sent to a recipient at this time. For example, the Accounting Manager could add a note to document that 30% was withheld because the U.S. does not have a tax treaty with Nigeria.

Anyone can add notes or attachments, even if the document is not currently routed to them for approval.

The procedures for adding a note or attaching a file will be explained after the descriptions of the fields in the Notes and Attachments tab.

Descriptions of the Fields:

**Notes and Attachments Header**: The number in parentheses indicates the total number of notes and attachments. In this example, there are two notes and one attachment for a total of three.

**Posted Timestamp**: This is the date and time when the note was posted.

**Author**: The full name of the user who has added the notes or attachments, based on the log-in.

**Note Text**: See the instructions below for Adding a Note.

**Actions**: After the Note Text has been entered, the Add button must still be clicked or the note will not be saved. Once saved, a note cannot be deleted on a VO. (However, it can be deleted on KFS documents.)

**Attach Document**: See the instructions below for Attaching a Document. If multiple documents are attached, they will be displayed in sequential order. Only systems
administrators (e.g., Carole Gill, Jane Houk, Dave Baker, or Bill Cahill) can delete attachments.

**View Attachments:** Clicking on View Attachments will display a list of the documents attached. If there is only one document, it will automatically open. If there is more than one, you must click on them individually to open them.

**Adding a Note:**

To begin, type a note in the Note Text field, as displayed in the image above. Next, click the Add button. Once the Add button has been clicked, the Posted Timestamp field will be populated with the date and time the note was added. Also notice in the image below that a new line appears above the note just added, which allows adding another note.

If you only want to add a note for future reference, there is no need to send it. However, if you want to send the note, the next step is to add a recipient in the Ad Hoc Recipients tab, which is explained below after the section on Attach Documents.

**Attach Documents:**

To begin, click the Attach Document link on the far left of the Notes and Attachments tab. A pop-up window will appear that allows you to browse the files on your computer to find the document to attach.

Click the **Browse** button on the lower right side of the pop-up window, which will allow you to select a file to upload.
After you clicked on a file, click the **Open** button to confirm your choice, and it will display in the e-Content Import screen, as in the image below.

If you are sure this is the correct file to upload, click on the **Import** button. If not, you can click the **Cancel** button and start over.

After you have clicked **Import**, the screen will say “Imported” and list your file. You also have the option to **Import Another Document** or to **Close** and continue.
At the bottom of the Notes and Attachments tab, there is now a listing of the file(s) attached. If there are multiple files, there will be multiple links. You can click on the eDoc ID link to view the attached file. The first file has an eDoc Type of Voucher Document and a value of either nfausch or pgrifith under Created By, which indicates the document was attached by Accounts Payable. The second attachment was added by cagill and has a Create Date 16 days later, which means it was added after the VO Document was created by Accounts Payable.
Ad Hoc Recipients

Descriptions of the Fields:

Person Requests: This section determines the action requested and selects a recipient.

Action Requested: The options available in the drop-down menu are FYI, APPROVE, and ACKNOWLEDGE. The default setting requires an approval, which will halt routing until the ad hoc approval is received, so this choice must be made carefully. The matrix below summarizes the three types of actions.

<table>
<thead>
<tr>
<th>Type of Action</th>
<th>FYI</th>
<th>Approve</th>
<th>Acknowledge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stops Routing Waiting for Action</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Must Open to Take Action</td>
<td></td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Shows in the Route Log</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>

FYI – If the recipient does not open the message, the routing for approval is not delayed. The recipient is not required to open the document, and can delete it from his/her Action List, although deleting without reading is not recommended. If the recipient opens the document, the recipient can click the FYI button to clear it from his/her Action List. The route log will reflect that the recipient has been sent an FYI message.

Approve – If the recipient does not open the message, the routing for approval is delayed. The recipient cannot delete it from the Action List without opening the document. When the recipient opens the document, the recipient must click the Approve button to clear it from his/her Action List and to automatically notify the next approver. The route log will reflect that the recipient has been sent an Approve message, and whether it has been approved.

Acknowledge - If the recipient does not open the message, the routing for approval is not delayed. The recipient cannot delete it from the Action List without opening the document. When the recipient opens the document, the recipient must click the Acknowledge button to clear it from his/her Action List. The route log will reflect that...
the recipient has been sent an Acknowledge message, and whether it has been approved.

<table>
<thead>
<tr>
<th>Type of Action</th>
<th>FYI</th>
<th>Approve</th>
<th>Acknowledge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option When Updateable</td>
<td>x</td>
<td>Default</td>
<td>x</td>
</tr>
<tr>
<td>Option When Not Updateable</td>
<td>Default</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

The default and available options depend on the status of the document and the rights of the sender. If the document has been routed to you, you can send a message using any of the three actions, but the default action will be Approve. If the document is not currently routed to you, you can send a message as an FYI or Acknowledge, but the default action will be FYI.

**Person:** The UserID (e.g., cagill rather than Carole Gill) of the intended recipient should be entered in this field.

Alternatively, the lookup function also is available by clicking on the magnifying glass icon.
Enter the last name of the person and click the Search button.

Click the Return Value link to select the intended recipient, and the Person field will be populated.

**Actions:** Click Add to save the Action Requested and the recipient. In the example below, Carolyn Gill was successfully added as a recipient for an FYI action.

A Delete button now appears under the Actions column to allow deleting the recipient. A blank line also appears above to allow adding another Ad Hoc recipient for the same message. To complete the action, click the Send Ad Hoc Request button at the bottom of the screen.
After clicking Send Ad Hoc Request, the request appears in the Pending Action Requests tab.

Another outcome is that the Ad Hoc Recipients tab will return to its default settings.

**Ad Hoc Group Requests:** ISU will not be using this feature.
The Route Log Tab – ID

The ID number is the same as the Doc Nbr in the top right corner of the screen.

**Title**: The Title is a concatenation of fields, separated by slashes. For example: Vendor Name / P O Number / POS or NEG / DSC. The POS and NEG refer to whether the VO Document requires positive or negative approval. The DSC refers to whether there is a discount available. If there is a discount available, it will read “DSC.” If there is no discount, then that part of the field will be blank. The “VOucher on PO” description is redundant, since it already appears in the next field, but this is a feature of KFS and cannot be changed.

**Type**: The Type is the type of Kuali document, which is “VOucher on PO.”

**Created**: This is the time and date the VO Document was put into routing.

**Initiator**: The full name of the person who put the document into routing.

**Last Modified**: This is the time and date of the most recent approval (or hold or disapproval).

**Route Status**: A status of “ENROUTE” means it has been routed to an approver. A status of “FINAL” means it has been approved by the last approver.

**Last Approved**: This is the time and date of the approval of the final person in the approval chain. It is **not** the time and date of the last time **someone** in the approval chain approved the document.

**Node(s)**: The Node refers to role of the person who currently is being requested to take action.

**Finalized**: This is the time and date that the status changed to FINAL. This can be later than the Last Approved time.
### The Route Log Tab - Actions Taken

<table>
<thead>
<tr>
<th>Action</th>
<th>Taken By</th>
<th>For Delegator</th>
<th>Time/Date</th>
<th>Annotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAVED</td>
<td>Wacha, Teresa</td>
<td></td>
<td>02:58 PM 04/19/2016</td>
<td></td>
</tr>
<tr>
<td>APPROVED</td>
<td>Wacha, Teresa</td>
<td></td>
<td>02:59 PM 04/19/2016</td>
<td>Auto-Approved by system</td>
</tr>
<tr>
<td>COMPLETED</td>
<td>Wacha, Teresa</td>
<td></td>
<td>02:59 PM 04/19/2016</td>
<td>Routed from Kofax Scan</td>
</tr>
<tr>
<td>APPROVED</td>
<td>Wacha, Teresa</td>
<td></td>
<td>02:59 PM 04/19/2016</td>
<td>Auto-Approved by system</td>
</tr>
<tr>
<td>APPROVED</td>
<td>Knight, David</td>
<td></td>
<td>11:27 AM 04/20/2016</td>
<td></td>
</tr>
<tr>
<td>RETURNED TO PREVIOUS ROUTE LEVEL</td>
<td>Olson, Pamela</td>
<td></td>
<td>01:39 PM 04/20/2016</td>
<td>returned to Payables Staff</td>
</tr>
<tr>
<td>APPROVED</td>
<td>Wacha, Teresa</td>
<td></td>
<td>04:34 PM 04/20/2016</td>
<td></td>
</tr>
</tbody>
</table>

**Show/Hide**: This button allows showing or hiding additional detail regarding approvers who had the opportunity but did not actually approve.

**Action**: COMPLETED means it was put it into routing. APPROVED is self-explanatory. RETURNED TO PREVIOUS ROUTE LEVEL means it was disapproved and sent back for correction.

**Taken By**: This is the full name of the person who took the Action.

**For Delegator**: ISU will not be using this feature.

**Time/Date**: The time and date the Action was taken.

**Annotation**: Describes the action taken.
Pending Action Requests shows the actions currently pending. Once these actions are completed, the system will progress to the Future Action Requests (see below).

**Show/Hide:** This button allows showing or hiding additional detail regarding approvers who had the opportunity but did not actually approve.

**Action:** IN ACTION LIST APPROVE, IN ACTION LIST ACKNOWLEDGE, IN ACTION LIST FYI are the three possibilities for future action.

**Requested Of:** This field lists the role that has been notified. Clicking on the link will provide a list of names.

**Time/Date:** The time and date the action was taken. In the case of a Pending Action, it means the time this role first had the opportunity, not when it was performed.

**Annotation:** If a user adds a note, it will be reflected here. Otherwise, these are canned messages from the system and are not updateable.
**The Route Log Tab - Future Action Requests**

This tab shows what will happen after the Pending requests. The approvers in this section have not yet been notified, as their request for approval is conditional upon the previous approvers. The format of the tab is similar to Pending Action Requests.

<table>
<thead>
<tr>
<th>Action</th>
<th>Requested Of</th>
<th>Time/Date</th>
<th>Annotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Approve</td>
<td>Olson, Pamela</td>
<td>05:10 PM 04/20/2016</td>
<td>KFS-SYS ISU Separation Of Duties IS 4009999</td>
</tr>
<tr>
<td>Pending Approve</td>
<td>Bentley, Neena</td>
<td>05:10 PM 04/20/2016</td>
<td>KFS-SYS ISU Separation Of Duties IS 2061348</td>
</tr>
</tbody>
</table>

**Action Buttons**

- **Return to Payables**: Departments will use this button to return a VO Document to Accounts Payable if it is on the wrong PO, has already been paid by P-Card, etc. A note should be added under Notes and Attachments to explain why the VO Document is being returned.

- **Send Ad Hoc Request**: Please see the Ad Hoc Recipients heading above.

- **Save**: Clicking on Save allows saving entered data, such as an account number added by your department.

- **Reload**: Clicking this button refreshes the screen to reflect any new information, such as an approval by another person. Clicking Reload **will not** save any changes entered by the user.

- **Approve**: This button allows an approver to approve and for the system to automatically notify the next approver of the action needed.

- **Close**: This button allows the user to close the screen without taking any action. When the Close button is clicked, the application will ask the user if s/he wants to save before closing.
**Update Rights**

In the grid below, an “X” indicates a right to update that field.

<table>
<thead>
<tr>
<th>Voucher Information</th>
<th>Tax Mgr</th>
<th>Acct Mgr</th>
<th>Dept FO</th>
<th>FASP FO</th>
<th>Eq. Mgr</th>
<th>P. Agent</th>
<th>Trsr</th>
<th>Pay Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payables Indicator</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hold Ind</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Payment Information**

| Voucher Amount                       |         |          |         |         |         | X        |       |           |
| Currency Type (Payment) **           |         |          |         |         |         | X        |       |           |
| Disbursement Amount                  |         |          |         |         |         | X        |       |           |
| Payment Amount (Foreign) **          |         |          |         |         |         | X        |       |           |
| Payment Amount (USD) **              |         |          |         |         |         | X        |       |           |
| Vndr Name                            |         |          |         |         |         | X        |       |           |
| Payment Method                       | X       | X        |         |         |         | X        | X     | X         |
| Vndr Addr 1                          |         |          |         |         |         |         | X     | X         |
| Vndr Addr 2                          |         |          |         |         |         |         | X     | X         |
| Vndr City/St                         |         |          |         |         |         |         | X     | X         |
| Vndr Pstl Cd                         |         |          |         |         |         |         | X     | X         |

**Funding Lines**

| Tax Reporting                        | X       | X        |         |         |         |         |       |           |
| Account                              | X       | X        | X*      |         | X       | X***     |       |           |
| Sub-Account                          | X       | X        | X*      |         | X       | X***     |       |           |
| Object Code                          | X       | X        | X*      |         | X       | X***     |       |           |
| Amount                               | X       | X        | X*      |         | X       | X        |       |           |

**Service Fees**

| Bank Fee                             | X       | X        |         |         |         |         |       |           |

* Applies Only to Contract Orders on 9s.  
** Applies Only to Payments in Foreign Currencies.  
*** Although the AP staff is not updating the DU screen or informing Purchasing, changes are made by the AP staff instead of the fiscal officers to ensure that the changed accounts always route to the appropriate fiscal officer. If the fiscal officers changed the accounts, this step would be skipped. If the Contract Order is on 9s, the fiscal officers can update the account number themselves.

**Non-updateable Fields:**

- Voucher Information Tab: Requestor, Vchr Nbr, PO #, Dept Name, Dept Addr, Invc Num, Invc Date, Invc Terms, Payment Information Tab: Vndr FEIN, Voucher Amount, Currency Type (Invoice)
- Contact Information Tab: Cntct Nm, Cntct Phn Nbr, Cntct Eml
- Fed Fund Ind, Dept Fiscal Org Code, Funding Org Codes, Equip Ind
- Item Detail Tab: Item Num, Qty. Invoiced, Description, Unit Price
- Extended Price, Funding Lines, Surcharge Amt

**Hidden Fields:**

- Item Num, Qty. Invoiced, Description, Unit Price, Extended Price, Funding Lines, Surcharge Amt
Receiving

Some departments are large enough that the materials are received in a different area from the area that is responsible for approving the payment. When this situation applies, there must be a method for communicating information about whether the materials have been received. There are multiple methods from which to choose, and departments will have to determine which works best for them.

Sending the Request for Confirmation of Receipt

The approver can send a request to the person in the receiving area either through the VO System or by an e-mail through Outlook, or an e-mail application similar to Outlook.

Using the VO System
Page 43 of this document explains how to add and send a note to a VO Document. If the sender uses this method, the note will appear in the recipient’s Action List, rather than the recipient’s Outlook Inbox. The sender has the option of sending the note as FYI, Acknowledge, or Approve.

When the recipient clicks on the Id number (Doc Nbr) on the Action List, the VO Document will be displayed, which will allow the recipient to open up the Notes and Attachments tab to view the note. The text of the note could ask the recipient to look at the image of the invoice, which also is under the Notes and Attachments tab, to confirm whether the materials referenced on the invoice have been received.

If the message had been sent as Approve, the recipient could click the Approve button to indicate approval. Since the original sender used the Approve option when sending the message, the original sender would not see the document again, as the original sender had, in effect, delegated that approval authority. The recipient also could disapprove or place a hold in place of the original sender if the materials had not been received.

Sending a note by using the VO System, rather than using Outlook, has the advantage of maintaining a record of the messages sent as part of the VO Document. Another advantage is that the sender does not have to attach a copy of the invoices or other documents as part of the message, as the invoices or other documents already are part of the VO Document.

Using Outlook
If the sender prefers, s/he can send the request via Outlook instead of the VO System. The message to the recipient needs to provide the Id number of the VO Document, as well as a request to confirm whether the materials have been received. Since the message is originating outside the VO System, there will be no Action List item for the recipient to open. However, the recipient can use the Doc Search to access the VO Document by following the procedure described on page 16 of this document. Once the VO Document has been opened by the recipient, the recipient can view the invoices and other documents on the Notes and Attachments tab.
If the recipient is not familiar with the VO System, the sender could send an e-mail with a file attached for the recipient to view. (This method requires the sender to open the attachment from the VO Document, save it as a PDF file, and attach the newly created PDF file to the e-mail.) After viewing the attached file to determine whether the materials referenced on the invoice have been received, the recipient could respond to the approver by e-mail as to whether the payment request should be approved or held. After the recipient has responded, the sender (approver) should add a note to the VO Document to record who confirmed that the materials had been received.

Using Paper
If the people in the receiving area prefer not to use electronic communication, the approver could also print a copy of the invoices or other documents from the VO Document for the person in the receiving area to review and confirm receipt of the materials referenced on the invoice. After the recipient has signed and dated the invoices or other documents, the approver should add a note to the VO Document to record who confirmed that the materials had been received.

Timeliness of Responses
It is important to note that most payments do not require positive approval, which means a non-response will still result in the invoice being paid by negative approval. Therefore, communication with the receiving area needs to stress the need for a timely response to prevent payment of invoices that should not be paid.
Displaying Images and Check Status Using e-Data/e-Data: Lite

e-Data/e-Data: Lite allows clicking on an underlined reference number to display a document. In the screen shot below, clicking on the Doc Type CHKD 843233 displays the VO Document, including attachments. (The KFS Doc Number is 843233.)

Clicking on Org Ref Number X24641 displays a screen similar to the one below.

Since we have more than ten years of data stored, we sometimes see the same document number used from an earlier period. For this example, we need to click only on the one with the 2016 date.

Clicking on the PDF icon at the far left displays the attachments. For payments processed through the VO System, the attachment will be the invoice and any other attachments provided. Prior to the VO System, when we used paper vouchers, the attachments included a copy of the actual voucher.

The screen above also gives information about the status of the PO. In this example, the total PO amount was $2,445.30, and the amount invoiced so far (including this voucher for $131.00) is $506.60, which leaves $1,938.70 remaining on the PO.

The Check Number is listed as 096978. Although the Net This Invoice amount in the image above is shown as $131.00, this reflects the voucher amount, and not necessarily the check amount.
To determine the amount and status of the check, go to the KFS Administration tab, rather than the Main Menu.

In the middle column of the Administration screen, click on Check Reconciliation.

On the Check Reconciliation Lookup screen, enter the Check Number, and click Search. The leading zero for the Check Number is optional.
The Bank Amount is the amount of the check, which may be higher than the amount of the voucher. Vouchers approved on the same day to the same vendor usually are combined into a single check. In this case, Check Number 096978 actually was for $1,080.94.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Check Number</th>
<th>Bank Code</th>
<th>Bank Name</th>
<th>Check Date</th>
<th>Presentation Date</th>
<th>Source Code</th>
<th>PDP Amount</th>
<th>Bank Amount</th>
<th>Check Status</th>
<th>Recon Status Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>096978</td>
<td>31</td>
<td>BANKERS TRUST</td>
<td>02/15/2016</td>
<td>02/22/2016</td>
<td>P</td>
<td>1,080.94</td>
<td>1,080.94</td>
<td>CLRD</td>
<td></td>
</tr>
</tbody>
</table>

A Check Status of CLRD indicates the check cleared our bank on the Presentation Date of 02/22/2016.

Using Check Number 107510 as a different example, a Check Status of ISSD means the check has been issued, but has not cleared our bank, as indicated by the blank values in Presentation Date and Bank Amount.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Check Number</th>
<th>Bank Code</th>
<th>Bank Name</th>
<th>Check Date</th>
<th>Presentation Date</th>
<th>Source Code</th>
<th>PDP Amount</th>
<th>Bank Amount</th>
<th>Check Status</th>
<th>Recon Status Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>107510</td>
<td>41</td>
<td>BANKERS TRUST</td>
<td>05/04/2016</td>
<td></td>
<td>P</td>
<td>1,255.00</td>
<td></td>
<td>ISSD</td>
<td></td>
</tr>
</tbody>
</table>

The example below shows that Check Number 128230, with a Check Status of CDIS, was cancelled on 05/05/2016 before it was cashed by the vendor.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Check Number</th>
<th>Bank Code</th>
<th>Bank Name</th>
<th>Check Date</th>
<th>Presentation Date</th>
<th>Source Code</th>
<th>PDP Amount</th>
<th>Bank Amount</th>
<th>Check Status</th>
<th>Recon Status Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>128230</td>
<td>31</td>
<td>BANKERS TRUST</td>
<td>05/03/2016</td>
<td>05/05/2016</td>
<td>P</td>
<td>55,469.00</td>
<td></td>
<td>CDIS</td>
<td></td>
</tr>
</tbody>
</table>
VO Document Searches by Vendor Name

To perform a search for VO Documents for a particular vendor, follow these instructions.

1. Click on the **uBusiness** tab in AccessPlus.
2. Click on the link for the **KFS** on the far left of the screen.
3. Click on the **Doc Search** button in the top left of the screen.
4. In the **Document Type** field, enter “vo*” (without the asterisks).
5. Click **twice** on the **Detailed Search** button in the top center of the screen.
6. In the **Vendor Name** field near the bottom of the screen, enter the exact vendor name, or a fragment of the name with an asterisk on one or both sides. (This field is not case-sensitive.) Sometimes a fragment works better, especially for longer vendor names, or when the company name may or may not have INC at the end.
7. Click the **Search** button.

Refining Your Search:

1. You can limit the date range to **Date Created From** and **Date Created To**. (See the example on the next page.) The “Date Created” refers to the date the Accounting Office attached an image to the VO Document.
2. You can limit the date range to **Date Approved From** and **Date Approved To**.
3. You can refine the search to select one or more of the Document Statuses. (See the example on page 62.) To select more than one Document Status, hold down the CTRL key while selecting multiple statuses with your mouse. You can also select multiple statuses by clicking a heading such as **Successful Statuses**, which includes all FINAL, PROCESSED, and APPROVED statuses.
Document Type: ""*
Initiator: 
Approver: 
Viewer: 
Group Viewer Id: 
Document Id: 
Application Document Id: 
Document Status: ENROUTE
- EXCEPTION
Successful Statuses
- PROCESSED
- FINAL
Route Node: 
Route Node Logic: Exactly
Date Created From: 04/01/2016
Date Created To: 04/20/2016
Date Approved From: 
Date Approved To: 
Date Last Modified From: 
Date Last Modified To: 
Date Finalized From: 
Date Finalized To: 
Title: 
Document Description: 
Organization Document Number: 
Voucher Number: 
Account: 
Purchase Order Number: 
Invoice Number: 
Vendor Name: FARMER BROTHERS COFFEE* 
Name this search (optional): 
search  clear  cancel
**VO Document Searches by Approver**

To perform a search for a particular approver, follow these instructions.

1. Click on the **uBusiness** tab in AccessPlus.
2. Click on the link for the **KFS** on the far left of the screen.
3. Click on the **Doc Search** button in the top left of the screen.
4. In the **Document Type** field, enter “vo*” (without the asterisks).
5. Click twice on the **Detailed Search** button in the top center of the screen.
6. Go to the **Approver** field towards the top of the screen, and enter the user name of a particular approver. If you do not know the user name, you can use the magnifying glass to the right of the **Approver** field to activate the Search function.

![Image of Document Type and Approver fields](image)

If you enter at least the **Last Name**, you can click the **search** button to see the possible matches.

![Image of Person Lookup](image)

Click the **Return Value** link next to the name you would like to choose.

<table>
<thead>
<tr>
<th>Return Value</th>
<th>Principal Name</th>
<th>Name</th>
<th>Campus Code</th>
<th>Primary Department Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>return value</td>
<td>bpcahl</td>
<td>William</td>
<td>IS</td>
<td>15-12500</td>
</tr>
<tr>
<td>return value</td>
<td>ccahill</td>
<td>Charles</td>
<td>IS</td>
<td>15-11533</td>
</tr>
<tr>
<td>return value</td>
<td>ccahill</td>
<td>Connor</td>
<td>IS</td>
<td>15-00001</td>
</tr>
<tr>
<td>return value</td>
<td>jcahill</td>
<td>James</td>
<td>IS</td>
<td>15-00001</td>
</tr>
<tr>
<td>return value</td>
<td>tcahill</td>
<td>Tyler</td>
<td>IS</td>
<td>15-00001</td>
</tr>
</tbody>
</table>

The **Approver** field now reflects the user name of the approver you selected.
Your search results will be limited to 500 items, so you can use the information on the previous pages to refine your search by date or other criteria if necessary.