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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 can browse invoices in ADIN’s IN system to see check numbers, paid dates, a list of invoices for the purchase order, etc.

- Routing
  - Routing is determined by the Org Code, which is a five-digit code similar to the Department Code.
  - VO Documents route to both the Org Code of the department that initiated the purchase order and the Org Code of each of the funding sources.
  - Each department must complete a routing form to indicate the approvers for all of its Org Codes.
  - If a routing form was not submitted for an Org Code, routing will be delayed.
  - VO Documents route simultaneously (not sequentially) to the department listed on the purchase order and 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.)
  - Only persons listed on the routing forms submitted by departments will be recognized as approvers.
  - 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, there is a shorter time between the department’s approval and payment to the vendor.

- 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 fund accounts assigned.

- Payment Methods
  - The VO System replaced both paper vouchers and Debit Memos for payments involving purchase orders.
  - 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.
  - The browse by payee functions in WebFM and ADIN will continue to operate as before.
• Schedules
  o The negative approval period for the VO Document is seven days. The negative approval period for discounts is three 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, e-Data and E-Content.
  o Images will be available for ten years, and the Accounting Office will remain the department 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, Colleen Payne, Kay Adams)

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 person in the routing chain. 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.

Accounting Manager (Bill Cahill, Carole Gill)

The Accounting Manager reviews payments to non-resident aliens, reviews requests for bank transfers and emergency payments, and reviews for payables transactions in June, July, and August.

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 routing forms submitted by the department(s) funding the payment. 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 (Lana Jarvis)

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 the Purchasing Department. 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, foreign drafts or petty cash.

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 and attaches it in the VO System.
3. The Payables Staff releases the VO Document to KFS Workflow.
4. The Tax Manager is first in the workflow, and audits attachments, review Object Code for IRS reporting, and decides whether to approve or disapprove.
5. If the Tax Manager approves, the VO Document is routed simultaneously 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.
Comprehensive Routing Path Flowchart

Before Workflow Begins:
Invoice Entered and Voucher Number generated
Invoice scanned, indexed by voucher number
Invoice released to Content Management
E-Voucher Begins via PD074

Cancel Invoice in ADIN

Payables Staff
#1c, 2a, 2d

Cancel

Disapprove

Approve

Tax Manager
#1

Approve

Non-ISU check
July/August

Yes

Accounting Manager
#1a

Disapprove

Dept. Fiscal Officer
#1b

Disapprove

No

Approve

FASP present

Yes

No

Dept. Fiscal Officer
#2

Disapprove

Approve

Funding Fiscal Officers
#2

Disapprove

Approve

Equipment Inventory Manager
#2b

Yes

Fed Funds Change

No

Approve

Disapprove

Purchasing Agent
#2c

Yes

Non-ISU Check

No

Approve

Disapprove

Change from F1xxx Class to

No

Yes

Purchasing Agent
#2e

Approve

Disapprove

Accounting Manager
#1a

Treasurer/Disbursing Mgr
#2f

Approve

DONE
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.

Accounting Manager

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

- The VO is a taxable payment to non-resident alien or foreign businesses.
  - Action Required: If the payment is confirmed to be tax-reportable, ensure that the appropriate documentation (W-8BEN or 8233) is attached. If withholding is required, enter the information to facilitate withholding.
- 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.
- The VO was created in June or July.
  - Action Required: Review to determine whether the VO Document needs to be included as a payables item for financial reporting purposes. If so, click the Payables indicator. If the approval takes place in August, send an Ad Hoc FYI to Lana Jarvis instead.
- The VO was created in August and is for an amount of $35,000 or more.
  - Action Required: Review to determine whether the VO Document needs to be included as a payables item for financial reporting purposes. If so, send an Ad Hoc FYI to Lana Jarvis.

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 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 goods were not received, the services were not performed, or the payment is on the wrong contract number, the VO Document must be returned to the Payables Staff for correction or cancellation. If the contract was set up on 9s (without a fund account number), the Departmental Fiscal Officer must enter a fund account 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 goods were not received, the services were not performed, or the payment is on the wrong contract number, the VO Document must be returned to the Payables Staff for correction or cancellation. 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 Purchasing. The Equipment Manager can add a funding line to split a payment between fund 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 Purchasing. 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 Manager.
If the Accounting Manager approves, it 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 a fund account number.
- If a contract has been set up without a fund 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 can be electronically sent back to the Accounts Payable staff for correction.
The Action List

Accessing the Action List (IN Box)

Log in to AccessPlus.

Select the A+ Home tab or uBusiness tab.
In the lower right corner of the screen, click on the link for Kuali Action List.
**Action List Display**

The Action List presents everything requiring your approval or review. After you (or your fellow approvers) have 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 15) to allow you to search for documents matching specific criteria.
# Action List Column Headings

The column headings can be either displayed or hidden by clicking the Preferences button. (See page 22.)

**Id** – Each VO transaction is assigned an identification number by KFS. This is not the same as the voucher number that will appear in WebFM. 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 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.

**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 at this time.

**Date Created** - This is the time at which the VO Document was created by the Accounting Office. This is a system-generated field.

<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>
**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 at this time.

**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.
Related Screens and Settings

Doc Search

Clicking on the Doc Search button allows you to search for documents matching certain criteria, such as Type, Initiator, Document/Notification 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 get a list of Document Types.

In the example below, I was looking for documents from the VO system, so I typed “VO,” followed by an asterisk, 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 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.
Initiator
In the example below, I typed in a User Name (e.g., nfausch for Nancy Fausch) and clicked the Search button. Currently, the VO Documents are the only items being routed, so it is not necessary to enter the Document Type as well. However, in July 2013 you probably will want to be more specific with your Document Searches.

This particular search yielded 500 items, which is the maximum number of items that will be returned. It is possible to further refine the search by selecting a date range. (See the examples below.)
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 130721 directly into the Document/Notification Id field and clicked the Search button.

To display the VO Document, click on the “130721” link under the Document Id column.
Date Created From
In the example below, I searched for all documents created on or after 11/01/2012. (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.

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., 11/01/2012 through 11/15/2012).
Searching by a Date Range
In the example above, I selected a date range of 11/01/2012 through 11/15/2012. I can also use the range 11/15/2012 through 11/15/2012 to show the activity for a particular 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.

Delegator Filter
ISU will not be using this feature at this time.

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

Please refer to page 13 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 for the VO System, so they should not be checked. Clear FYI is a function only available to Purchasing agents. If Use Outbox is not checked, the Outbox will not be viewable.

Document Route Status Colors for Action List Entries:

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 at this time.

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

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.

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. We will not have other types of documents until July 2013, so it is not necessary to use this section at this time.
  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. However, it is not necessary to use this section at this time.
  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. It is not necessary to use this section at this time.

Send Email Notifications For
We recommend leaving all four boxes checked, which is the default setting.
  Complete – ISU will not be using this feature at this time.
  Approve – Please see the explanation under Ad Hoc Routing.
  Acknowledge - Please see the explanation under Ad Hoc Routing.
  FYI - Please see the explanation under Ad Hoc Routing.
**Action Buttons:**

[save]  [reset]  [cancel]

Clicking the Save button will preserve your 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**

Also displayed in the top right corner of the Action List screen is the Refresh button, which 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.
**Document Title**

The Document Title 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. After clicking the Filter button, my Action List was reduced from 105 items to only eight. 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 DISC, 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**
We will not be using this feature.

**Document Type**
Please see page 15 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 the KFS equivalents of a transfer, a correction voucher, 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 November 15, 2012 through November 16, 2012, 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 at this time.
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. We cannot search by Voucher # in KFS Workflow, although the Voucher # can be used for searches in E-Content.

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 only updateable by the Accounts Payable staff, the Tax Manager, or the Accounting Manager. The exceptions are that 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 Paybl Ind.

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

**Vchr Nbr**: The voucher number will be the reference number used in E-Content. The Vchr Nbr is not the same as the Doc Nbr (see above).

**PO #**: 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.

**Dept Name**: This is the name of the department that initiated the Web Req. Both the Dept Name and Dept Addr 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 Dept Name or Dept Addr descriptions need to be modified for that department code.

**Dept Addr**: See the Dept Name above.

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

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

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

**Paybl Ind**: 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.
**Sngl Vchr Chk:** The purpose of this field is to avoid combining multiple VO Documents into a single check. However, this feature is not available at this time.

**Hold Ind:** 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. Therefore, it would be best to 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**

![Payment Information Tab](image)

**Vndr FEIN:** This is the vendor’s taxpayer identification number (FEIN or SSN), per Purchasing’s 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 a three-character code to indicate the currency. Usually the code will be USD, but could be a foreign currency instead. There is an internal table to validate the currency code entered.

**Currency Type:** Most payments will be by ISU check, which always is in US dollars. Please see Payment Amount (USD) below for an explanation of the fields added when making wire transfers in foreign currencies.

**Vndr Name:** The vendor name will default to the Remittance Name from Purchasing’s vendor file. Although the Accounts Payable staff has rights to change the Vendor Name, they must get Purchasing’s 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 will allow an ACH, foreign draft, wire transfer, or cashier’s check; these options need to be approved by the Accounting. Contact the Accounts Payable staff, Tax Manager, Accounting Manager, or Treasurer if the method of payment needs to be changed.

**Vndr Addr 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 Purchasing’s vendor table for the Vendor FEIN being used. This field can be updated by the Accounting Office without Purchasing’s approval, although this will require cancelling the current VO Document and starting over.

**Vndr Addr 2:** The second line of the vendor address. See Vndr Addr 1 above.

**Vndr City/St:** The city and state of the vendor. See Vndr Addr 1 above.

**Vndr Pstl Cd:** The postal (zip) code of the vendor. See Vndr Addr 1 above.

**The Payment Information Tab – Foreign Currency Payments**

![Payment Information Table]

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

**Payment Amount:** The Payment Amount displays the number of units of the foreign currency. This must match the Voucher Amount directly above.

**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**

| Cntct Nm       | NANCY FAUSCH | Cntct Phn Nbr     | 2942649   | Cntct Eml | nfausch@iastate.edu |

**Cntct Nm**: The contact 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.

**Cntct Phn Nbr**: The phone number of the contact person. See above.

**Cntc Eml**: The e-mail address of the contact person. See above.

**The Nonresident Alien Tax Tab**

**Incm Cls Cd**: The Tax Manager selects either “Non-reportable” or “Independent Contractor” from a drop-down list. This is not the same as the class code or object code.

**Trty Exmpt**: A checked box is a Yes response, which means that withholding is not required. The Accounting Manager would select Yes if the payee has a U.S. TIN, the payee’s country has a tax treaty, and the payee has not exceeded the maximum number of days in the U.S.

**Federal Tax Percent**: Withholding is either 14% for scholarships (which probably never will be used for VO Documents) or 30% for all other payments. It can also be 0% (the default setting) if no withholding is required.

**Frgn Src**: A checked box is a Yes response, which means the services were performed outside the U.S. The Accounting Manager must determine and enter this information. If services are performed outside the U.S., the services do not have to be reported and are not subject to withholding.

**State Tax Percent**: ISU does not use this field.
**Country:** The Tax Manager selects the payee’s nationality from a drop-down list. The Form 8233 will indicate the country of citizenship, which should be used rather than the country used for the address on the vendor file if the two are different.

**Ref Doc Nbr:** This is an optional field to make reference to an external reference document number that is relevant to this payment.
**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>33900</td>
<td>6.00</td>
<td>DAYS, TRAINING PROVIDED 10-29, 10-30, 11-02-12</td>
<td>400.00</td>
<td>2,400.00</td>
</tr>
<tr>
<td>003</td>
<td>24180</td>
<td>1.00</td>
<td>TRAVEL EXPENSES AS NOTED ON PSA, REIMBURSED UPON</td>
<td>437.54</td>
<td>437.54</td>
</tr>
</tbody>
</table>
```

**“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>42400</td>
<td>0.00</td>
<td>PER ABOVE INVOICE</td>
<td>0.00</td>
<td>2,278.16</td>
</tr>
</tbody>
</table>
```

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:** The quantity invoiced is entered by the Accounts Payable staff, based on the information provided on the invoice.

**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**

<table>
<thead>
<tr>
<th>IRS Code</th>
<th>Acct</th>
<th>Sub Acct</th>
<th>Object Code</th>
<th>Amount</th>
<th>Surcharge Amount</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2000</td>
<td>0.00</td>
<td>add</td>
</tr>
</tbody>
</table>

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

**IRS Code:** The field is no longer used.

**Acct:** 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, all 9s, or no Account at all. The allocation will take place in this section, with the requirement that the Amount must match the Check Amt above. The Accounts Payable staff, Tax Manager, Accounting Manager, and Equipment Manager have rights to add or change an Acct or Sub Acct. Departmental Fiscal Officers can make changes to Acct or Sub Acct fields on “C” orders on 9s. For other situations requiring Account or Sub Acct number changes, Departmental Fiscal Officers need to add a note and click Return to Payables.

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

**Object Code:** This will default to the same Object Code as used in the Item Detail above, but amounts may be allocated among fund accounts in this section. The 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 “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 fund 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 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.

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

**IRS Code**: This field is no longer used.

**Acct**: 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.

**SubAcct**: See Acct.

**Object Code**: 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:

**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.

**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 or Bill Cahill) can delete attachments.

**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 creating 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 have selected a file, it will appear in the File field, 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.

You will get a confirmation that the file has been successfully imported. At this point, you can click Import Another Item to add another file, or click Close to exit.

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 attachment is the one just added, and the User ID of the person who added it is displayed under Created By. The second file has an eDoc Type of Voucher Document and a blank value under Created By, which indicates the document was attached 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>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Shows in the Route Log</td>
<td></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. 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></td>
<td>x</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.

2 items retrieved, displaying all items.

<table>
<thead>
<tr>
<th>Return Value</th>
<th>Principal ID</th>
<th>Principal Name</th>
<th>Name</th>
<th>Entity ID</th>
<th>Campus Code</th>
<th>Primary Department Code</th>
<th>Employee ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>return value</td>
<td>764583820</td>
<td>acgil</td>
<td>Allen Gill</td>
<td>764583820</td>
<td>IS</td>
<td>IS-00001</td>
<td>764583820</td>
</tr>
<tr>
<td>return value</td>
<td>709430330</td>
<td>cagil</td>
<td>Carolyn Gill</td>
<td>709430330</td>
<td>IS</td>
<td>IS-12500</td>
<td>709430330</td>
</tr>
</tbody>
</table>

**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 at this time.
**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 / DISC. The POS and NEG refer to whether the VO Document requires positive or negative approval. The DISC refers to whether there is a discount available. If there is a discount available, it will read “DISC.” 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 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>COMPLETED</td>
<td>Fauch, Nancy</td>
<td></td>
<td>11:47 AM 11/16/2012</td>
<td>Routed from Kofax Scan</td>
</tr>
<tr>
<td>APPROVED</td>
<td>Fauch, Nancy</td>
<td></td>
<td>11:47 AM 11/16/2012</td>
<td>Auto-approved by system</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 is the person who put it into routing. APPROVED is the person who approved, who may have been one of three people who had the opportunity.

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

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

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

**Annotation**: Describes the action taken.

**Route Log Tab - 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>IN ACTION LIST APPROVE</td>
<td>Tax Manager.</td>
<td>11:47 AM 11/16/2012</td>
<td>KR-WKFLW Tax Manager</td>
</tr>
</tbody>
</table>

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**: **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.

**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.

Action Buttons

The Action buttons displayed at the bottom of the screen depend on the role of the user. For example, Accounts Payable staff have buttons for Reopen VO and Reload VO, which do not appear for other users.

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 a fund 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 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>Pybl Ind</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Voucher Check</td>
<td></td>
<td></td>
<td></td>
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| Payment Information          |         |          |         |         |         |          |      |           |
| Payment Amount (Foreign) **   |         |          |         |         |         | X        |      |           |
| Currency Type (Payment) **   |         |          |         |         |         | X        |      |           |
| Payment Amount (USD) **      |         |          |         |         |         | X        |      |           |
| Vndr Name                    |         |          |         |         |         | X        |      |           |
| Payment Method               | X       | X        |         |         |         | X        | X    | X         |
| Vndr Addr 1                  |         |          |         |         |         |          |      | X         |
| Vndr Addr 2                  |         |          |         |         |         | X        |      | X         |
| Vndr City/St                 |         |          |         |         |         | X        |      | X         |
| Vndr Pstl Cd                 |         |          |         |         |         | X        |      | X         |

| Nonresident Alien Tax        |         |          |         |         |         |          |      |           |
| Income Cls Cd                | X       | X        |         |         |         |          |      |           |
| Federal Tax Percent          | X       | X        |         |         |         |          |      |           |
| State Tax Percent            | X       | X        |         |         |         |          |      |           |
| Country                      | X       | X        |         |         |         |          |      |           |
| Trty Exempt                  | X       | X        |         |         |         |          |      |           |
| Frgn Src                     | X       | X        |         |         |         |          |      |           |
| Ref Doc Nbr                  | X       | X        |         |         |         |          |      |           |

| Funding Lines                |         |          |         |         |         |          |      |           |
| IRS Code                     | X       | X        |         |         |         |          |      |           |
| Acct                         | X       | X        | X*      |         | X       | X***     |      |           |
| Sub Acct                     | X       | X        | X*      |         | X       | X***     |      |           |
| Object Code                  | X       | X        |         |         | X       | X***     |      |           |
| Amount                       | X       | X        | X*      |         | X       | X***     |      |           |

| Service Fees                 |         |          |         |         |         |          |      |           |
| Bank Fee                     |         |          |         |         |         |          |      | X         |

* Applies Only to Contract Orders on 9s.
** Applies Only to Payments in Foreign Currencies.
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<thead>
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<th>Non-updateable Fields:</th>
<th>Non-updateable Fields:</th>
<th>Hidden Fields:</th>
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Displaying Images

Using e-Data

e-Data allows clicking on an underlined reference number to display a document. In the screen shot below, Ref # V96840 is an example of a voucher on a purchase order.

Once the Ref # has been clicked, a pop-up screen appears, similar to the one below.

Prior to implementation of the VO System, clicking V96840 on the screen above would have displayed an image of the paper tracking voucher, plus any attachments. For payments process through the VO System, clicking on the e-Data ref # displays a copy of the invoice and any other attachments. However there is not an image of a paper voucher attached. To access the VO Document, you must click on the eDoc ID link (e.g., 237161). The VO Document also will have a copy of the invoice and other attachments under the Notes and Attachments tab, so you may find it preferable to click on the eDoc ID number instead of the Ref Num in the image above.

(eDoc ID is a generic term that is used to include several types of documents within KFS. It is not unique to the VO System.)
Using e-Content

e-Content allows you to use either the Reference Number or the eDoc ID to access the information you are looking for. The Reference Number will provide access to the invoices and other attachments. The eDoc ID will provide access to the VO Document.

(eDoc ID is a generic term that is used to include several types of documents within KFS. It is not unique to the VO System.)

In the example above, I entered the same Ref # I would have clicked in e-Data. I also could have skipped entering the Reference Number V96840 and entered only the eDoc ID number of 237161 if I already had known 237161 was the VO Document number. As with e-Content, after you click Search you will have your choice of clicking either the Reference Number V96840 and the eDoc ID 237161.
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 41 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 15 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 responded, 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 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.

**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 Kuali Action List.
3. Click on the Doc Search button in the top left of the screen.
4. Click on the Detailed Search button in the top center of the screen.
5. In the Title field near the bottom of the screen, enter the exact vendor name with an asterisk on both sides of the vendor name. (This field is not case-sensitive.) You can also try a fragment of the vendor name surrounded by asterisks. Sometimes a fragment works better, especially for longer vendor names. For example, "FARMER BROTHERS COFFEE" yields no results, but "FARMER BROTHERS COF" does, as only 20 characters are allowed for the vendor name.
6. Click the search button.
Refining Your Search:

1. The default search is for a **Date Created From** starting one month ago. (The “Date Created” refers to the date the Accounting Office attached an image to the VO Document.) For example, if you did a search on 5/11/2012, you would only have gotten the results for those VO Documents created 4/11/2012 forward. However, you can alter the period for the search by keying in a different **Date Created From** or **Date Created To**.

2. Approvers in the funding areas may find it more meaningful to use the **Date Approved From** and **Date Approved To** date ranges, which reflect the actions of their areas, rather than those of the Accounting Office. For best results when using the **Date Approved From** and **Date Approved To** date ranges, please clear the **Date Created From** or **Date Created To** ranges first.

3. The default search (see #1 above) includes all routing statuses. (The most common routing statuses are ENROUTE and FINAL.) Clicking on the **Route Status** header allows you to alphabetically sort the different route statuses.

4. You can refine the search to select one or more of the statuses. To select more than one 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.
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 Kuali Action List.
3. Click on the doc search button in the top left of the screen.
4. Click on the detailed search button in the top center of the screen.
5. 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.

If you enter at least the Last Name, you can click the search button to see the possible matches.
Click the return value link next to the name you would like to choose.

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 two pages to refine your search if necessary.